

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

16th March 2023

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 22nd March 2023** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 15th February 2023

5. GRANT AID

To consider Grant Aid applications (*Report A*) from:-

- a. 2515 (Ringwood & Fordingbridge) Sqn RAFAC
- b. Ringwood Library
- c. New Forest Disability Information Service (NFDIS)

6. FINANCIAL REPORTS (*Report B*):

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

7. COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS

To consider the Finance Manager's report and review CIL receipts (*Report C*)

8. MEMBERS' ALLOWANCES

To consider the Finance Manager's report and the recommendations therein (*Report D*)

9. ASSET REGISTER

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

10. COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

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

11. FOOTBALL FOUNDATION JOINING AGREEMENT

To receive a verbal report from the Town Clerk and consider sealing the Football Foundation joining agreement, attached as *Report G*

12. PROJECTS (current and proposed)

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

13. 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

14. LEGAL MATTERS

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

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

Committee Members

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

Officers

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

Copied by e-mail to other members for information

POLICY & FINANCE COMMITTEE 15TH MARCH 2023

GRANTS 2022/2023

<u>GRANTS REQUESTED</u>	PREVIOUS GRANTS PAID			
	2019/20	2020/21	2021/22	Requested
	£	£	£	£
Hampshire Library Service				450
2515 Ringwood/Fordingbridge Squadron				2,190
New Forest Disability Information Service		500		550
				3,190

2022/23 FUNDS AVAILABLE

	£
2022/23 Budget	9,900
Total Funds available	9,900
Less Paid	7,950
Total Unspent @ 15/03/23	1,950

2022/23 GRANTS PAID TO DATE

	Min Ref	£
Poulner Junior School	F/6022	2,000
Ringwood Netball Centre	F/6033	2,000
Crowe Hill Woman's Institution	F/6074	600
Citizens Advice New Forest	F/6074	1,000
Avon Valley Concerts	F/6117	550
Ringwood Twinning Association	F/6128	1,500
Bickerley Green Care Home	F/6142	300
	TOTAL	7,950

2022/23 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2022/23 GRANTS REJECTED

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



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	2515 (Ringwood & Fordingbridge) Sqn RAFAC
Charity Registration Number (if appropriate)	Charity Exception Number 947/81
Postal Address for the organisation (if there is one)	The Drill Hall, Bartons Road, Fordingbridge, Hants, SP6 1JD
Please tick to confirm that contact details have been provided on page 1	✓

Details of Grant Request

Amount requested	£ 2,190
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What is the purpose of the grant?

The Royal Air Force Air Cadets (RAFAC) offer a host of nationally recognised qualifications above the standard flying, gliding, fieldcraft and adventure training activities. These nationally recognised qualifications include multiple and distinct BTECs in subjects such as Aerospace, Teamwork and Leadership, Music to name a few.

We also offer Institute in Leadership courses and Science Technology Engineering Maths (STEM) qualifications such as CREST Awards.

All these qualifications set the cadets up for a brighter future and can count towards their UCAS points etc.

These qualifications are accessible to all of our cadets, but especially for our Special Educational Need (SEN) and our Neurodiversity cadets really thrive on these qualifications due to the practical nature of the courses.

As we modernise our delivery of these qualifications, many can now be delivered in the virtual world. Therefore, we are currently in the process of upgrading our computer and virtual systems to enhance our delivery and aid our cadets. Within this virtual environment cadets can undertake 'practical' training in a host of subject matters including Space, STEM, Aviation and Flying without the need to travel. Fulfilling these elements of these qualification's in a safe environment. Within today's climate of concerns over COVID 19, and the economy the opportunities for cadets to have the real life practical experience is very limited, so restricting the cadets ability to compete these valuable qualifications.

We wish to purchase 2 of each of the following items to enable us to deliver more opportunities to the cadets:

VR Quest £495 x 2

Thrust master – joy stick and throttle £400 x2

Hardware for the PCs to operate the VR system
£200 x 2

Total £2,190

How would the people of Ringwood benefit from your receiving this grant?	A large majority of our cadets come from the Ringwood area and would benefit from enhancing their education, qualifications and setting them up for a brighter future. This will not just be for our current cadets but will be in place for many years to come so future cadets will benefit too. On average we have approx. 30 new recruits join us each year.	
How many Ringwood people would benefit?	60	
Total cost of project	£ 2,190	

Information about your Organisation

Membership:	<p>What facilities do you provide?</p> <p>We provide the following on Squadron: Fieldcraft, Adventure Training, Duke for Edinburgh Award, iDEA award, CREST, ILM, Sports Leaders Award, Team building, leadership skills, BTECs, Marksmanship. On top of this, we are giving a safe haven and support network to young people in the area aged 12-20 years.</p> <p>We have on site a large drill hall, 4 classrooms, a STEM Laboratory, a flight simulator room, and a shooting range.</p> <p>Off-Squadron we offer Flying & Gliding Experience Flights, scholarships for pilot licences. Expeditions for DofE Award, Adventure Training such as kayaking, Stand-Up Paddleboarding (SUP), Rock climbing, sailing, RYA.</p> <p>Educational visits, military work experience opportunities, fieldcraft deployments, camps (both within the UK and worldwide), skiing, to name just only a few things.</p>
Subscription: £15	
Names of competing or similar organisations	Army Cadet Force (ACF)
Please tick to confirm that payment details have been provided on page 1	✓

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

Cash in hand: £730 – General Account £17,574 – Saving account – currently being spent on purchasing 30 laptops for academic training	Annual income: £ 7,800– from Subs	
Other sponsoring bodies and amounts donated by them this FY	New Forest Marathon Community Grant donated money towards sports kit	£400
	Gift in the Will of WG Cmdr Pope for STEM Lab items	£ 2,500
	Fundraising fund from sales, community activities etc	£1000
Have you applied, or do you intend to apply, to any other Sponsoring bodies for funding? If so, please give details.	No	

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

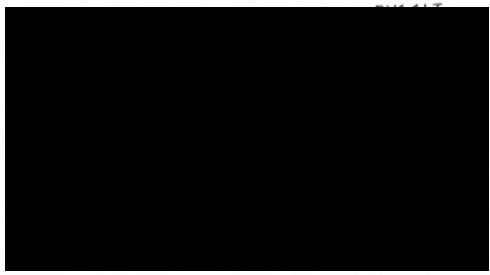
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Your account statement

Issue date: 30 November 2022

J31CC101OHSMBA0000033219001003 402 B 000



TREASURERS ACCOUNT
NO 2515/RINGWOOD/SQUADRON A T C

Account summary

Balance On 31 Oct 2022	£163.84
Total Paid In	£2,268.55
Total Paid Out	£1,838.37
Balance On 30 Nov 2022	£594.02

Account activity

PKL11HW3100000

M32CC10607E D32CC10607E

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Oct 22		STATEMENT OPENING BALANCE			163.84
01 Nov 22	FPI	[REDACTED]	12.00		175.84
01 Nov 22	FPI	[REDACTED]	12.00		187.84
01 Nov 22	FPI	[REDACTED]	12.00		199.84
01 Nov 22	SO	[REDACTED]	15.00		214.84
01 Nov 22	FPI	[REDACTED]	12.00		226.84
01 Nov 22	FPI	[REDACTED]	15.00		241.84
01 Nov 22	FPI	[REDACTED]	15.00		256.84
01 Nov 22	SO	[REDACTED]	12.00		268.84
01 Nov 22	FPI	[REDACTED]	12.00		280.84
01 Nov 22	SO	[REDACTED]	12.00		292.84
01 Nov 22	FPI	[REDACTED]	1.00		293.84
01 Nov 22	SO	[REDACTED]	15.00		308.84
01 Nov 22	SO	[REDACTED]	12.00		320.84
01 Nov 22	FPI	[REDACTED]	15.00		335.84
01 Nov 22	SO	[REDACTED]	20.00		355.84
01 Nov 22	SO	[REDACTED]	15.00		370.84
01 Nov 22	FPI	[REDACTED]	15.00		385.84
01 Nov 22	FPI	[REDACTED]	12.00		397.84

Your Account activity is continued overleaf

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Your account statement

Issue date: 30 November 2022

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Nov 22	FPI		15.00		412.84
01 Nov 22	FPI		15.00		427.84
01 Nov 22	FPI		12.00		439.84
01 Nov 22	FPI		24.00		463.84
01 Nov 22	FPI		12.00		475.84
01 Nov 22	FPI		15.00		490.84
01 Nov 22	FPI		12.00		502.84
01 Nov 22	FPI		12.00		514.84
01 Nov 22	FPI		15.00		529.84
01 Nov 22	FPI		15.00		544.84
01 Nov 22	FPI		12.00		556.84
01 Nov 22	FPI		15.00		571.84
04 Nov 22	FPI		15.00		586.84
07 Nov 22	SO		15.00		601.84
07 Nov 22	DEP		60.00		661.84
07 Nov 22	DEP		220.00		881.84
08 Nov 22	FPI		20.00		901.84
09 Nov 22	DEP		20.89		922.73
14 Nov 22	FPO			107.00	815.73
14 Nov 22	FPO			50.00	765.73
15 Nov 22	DD			199.50	566.23
22 Nov 22	BGC		33.66		599.89
23 Nov 22	DD			47.49	552.40
24 Nov 22	FPI		150.00		702.40
25 Nov 22	TFR		1,000.00		1,702.40
28 Nov 22	FPO			336.42	1,365.98
28 Nov 22	FPO			419.99	945.99
28 Nov 22	FPO			165.95	780.04
28 Nov 22	FPO			49.05	730.99
28 Nov 22	FPO			382.97	348.02
28 Nov 22	DEP		29.00		377.02
28 Nov 22	DEP		130.00		507.02
28 Nov 22	DEP		140.00		647.02
29 Nov 22	FPO			80.00	567.02

PKL1HW3100000

M3ZCC10507E D3ZCC10507E

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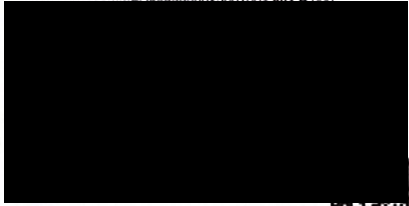
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Your account statement

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TREASURERS ACCOUNT
NO 2515/RINGWOOD/SQUADRON AT C

Account summary

Balance On 30 Nov 2022	£594.02
Total Paid In	£530.00
Total Paid Out	£400.06
Balance On 30 Dec 2022	£723.96

Account activity

PKLV0083100000

M32CCV0UB70 D32CCV0UB70

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Nov 22		STATEMENT OPENING BALANCE			594.02
01 Dec 22	FPI	[REDACTED]	12.00		606.02
01 Dec 22	FPI	[REDACTED]	12.00		618.02
01 Dec 22	FPI	[REDACTED]	12.00		630.02
01 Dec 22	SO	[REDACTED]		15.00	645.02
01 Dec 22	BP	[REDACTED]		15.00	660.02
01 Dec 22	FPI	[REDACTED]		15.00	675.02
01 Dec 22	SO	[REDACTED]		15.00	690.02
01 Dec 22	SO	[REDACTED]		12.00	702.02
01 Dec 22	SO	[REDACTED]		12.00	714.02
01 Dec 22	SO	[REDACTED]		12.00	726.02
01 Dec 22	FPI	[REDACTED]		12.00	738.02
01 Dec 22	FPI	[REDACTED]		1.00	739.02
01 Dec 22	SO	[REDACTED]		15.00	754.02
01 Dec 22	FPI	[REDACTED]		15.00	769.02
01 Dec 22	SO	[REDACTED]		20.00	789.02
01 Dec 22	SO	[REDACTED]		15.00	804.02
01 Dec 22	FPI	[REDACTED]		12.00	816.02
01 Dec 22	FPI	[REDACTED]		15.00	831.02
01 Dec 22	FPI	[REDACTED]		12.00	843.02

Your Account activity is continued overleaf

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Dec 22	FPI		15.00		858.02
01 Dec 22	FPI		12.00		870.02
01 Dec 22	FPI		15.00		885.02
01 Dec 22	FPI		15.00		900.02
01 Dec 22	FPI		12.00		912.02
01 Dec 22	FPI		15.00		927.02
01 Dec 22	FPI		24.00		951.02
01 Dec 22	FPI		12.00		963.02
01 Dec 22	FPI		12.00		975.02
01 Dec 22	FPI		15.00		990.02
01 Dec 22	FPI		15.00		1,005.02
01 Dec 22	FPI		12.00		1,017.02
01 Dec 22	FPI		15.00		1,032.02
05 Dec 22	FPI		15.00		1,047.02
05 Dec 22	SO		15.00		1,062.02
08 Dec 22	FPI		20.00		1,082.02
12 Dec 22	FPI		15.00		1,097.02
15 Dec 22	DD			199.50	897.52
23 Dec 22	DD			47.96	849.56
28 Dec 22	FPO			82.01	767.55
28 Dec 22	FPO			18.64	748.91
28 Dec 22	FPO			51.95	696.96
30 Dec 22	SO		12.00		708.96
30 Dec 22	SO		15.00		723.96
30 Dec 22		STATEMENT CLOSING BALANCE	530.00	400.06	723.96

PKLV0083100000

M3ZCCV0UB70 D3ZCCV0UB70

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The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment
FPO - Faster Payment

SO - Standing Order

BP - Bill Payment

DD - Direct Debit



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood Library (Hampshire Library Service)
Charity Registration Number (if appropriate)	N/A
Postal Address for the organisation (if there is one)	Christchurch Road, Ringwood, BH24 1DW
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 450
What is the purpose of the grant?	<p>I would like to ask for your help in sourcing financial support for funding equipment that will enable a new "Baby Play" group to be held weekly at the library – to reach out, encourage and engage within a safe community space the new parents in our town and local areas who may be experiencing social isolation due to the pressures of becoming a parent/guardian.</p> <p>Baby Play would aid in supporting babies social and physical development through the use of sensory toys, educational toys and mimicking other babies that they meet.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Also, many of our new parents may experience some level of social isolation once they have a baby, and the baby play session would be a chance for them to come to a safe environment to meet other parents going through similar situations, make new friends, discuss their children's development and seek advice. It would be good to note that these sessions are likely to encourage many in our community who do not usually use the library, to come in and use the many services we and our partners have to offer. This may aid in building a stronger community connection across services as we are able to signpost those we meet.</p>

How many Ringwood people would benefit?	New parents in the Ringwood area with children aged 0-1 years old.
Total cost of project	£ 450

Information about your Organisation

Membership:	Hampshire library service is a not-for-profit organisation which aims to provide a diverse service to its users. It is inclusive and a safe space for people in our community to utilise and we work closely with our partners to create a community hub feel. At Ringwood library we put on many free activities for our children and adults who use our space. For example: RhymeTime, Construction Club, Code Club, Knit and Knatter, Game On, Community Connections, Digital Help and many more.
Subscription: £	
Names of competing or similar organisations	
Names of competing or similar organisations	Organisations within Ringwood which offer similar children activities would be: Trinity Church, Greyfriars, Preschools (Nat can you help with this bit not a Ringwood expert!)
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

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

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

Nicola Vodden

Subject: FW: Grant Aid Application- Ringwood Library
Attachments: standard-grant-aid-application-form-updated-mar2019.docx

From: [REDACTED]
Sent: 10 February 2023 16:22
To: Town Council <town.council@ringwood.gov.uk>
Subject: Grant Aid Application- Ringwood Library

Good afternoon,

My name is Danielle and I am the Manager working at Ringwood Library, and we are currently looking at increasing our activity offer to a wider group of people in our community. We are looking at setting up a Baby Play session as we have found that after Covid many groups in the local area have closed or struggling to get back up and running in the same way they were. Many parents have been asking if we know of many other sessions, they can take their children to, which has highlighted the need in our community for these free of charge groups, and we have been seeing increasing numbers of people attend our other Children's activities such our free Rhyme Time sessions which promotes speech and language development and literacy skills.

Baby Play is a free Baby Playtime session for children aged 0-1 years old. This session would be set out to encourage parents and guardians to bring in their children to the library from a young age and start building those connections with what the library has to offer. Hopefully these early connections to the library will lead to these parents/guardians bringing their children to our other sessions as they get older and aid in their speech and language development as well as literacy skills. The session would also aid in supporting babies social and physical development through the use of sensory toys, educational toys and mimicking other babies that they meet.

This weekly group would be run by Library staff and supported by our local volunteers to deliver a Baby playtime, free and inclusive to all. We would be able to put on all our promotional material that Play equipment was provided by support from Ringwood Town Council Grant Aid. We would promote this activity through our connections with the local health visitors team and Barnardos Charity.

The equipment costs to get this up and running would be approximately £ 500.00 and I can supply the kit list on request.

We will measure the success of this activity by recording the participants at each session and would be more than happy to share this with yourselves.

Look forward to hearing from you,

Danielle



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

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

Details of Grant Request

Amount requested	£ 550
What is the purpose of the grant?	To support the continuation of the full range of services offered to NF residents. Please see attached letter.
How would the people of Ringwood benefit from your receiving this grant?	Access to all our services for any one, of any age, with any disability. Please see attached letter.

How many Ringwood people would benefit?	In the last 10 months, we've recorded 116 residents benefitting
Total cost of project	£ ongoing costs

Information about your Organisation

Membership:	What facilities do you provide? Services provided are listed in attached letter
Subscription: £	
Names of competing or similar organisations	We are the only pan-disability charity in the New Forest. We work alongside other specialist disability charities to support the NF disabled community and their families/carers.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

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

Cash in hand: £	Annual income: - Last audited accounts attached	
Other sponsoring bodies and amounts donated by them	Last audited accounts attached	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We apply to most NF councils and to other grant funding organisations. We also raise funds by hosting events and selling new and 2 nd hand mobility equipment and daily living aids, books and hoosaws, our I PA service and lottery	

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

13TH March 2023

Dear Councillors

RINGWOOD TOWN COUNCIL - ANNUAL COMMUNITY GRANTS

New Forest Disability continues to be one of the most trusted and respected charities across the New Forest, providing information and support for its community.

Our mission statement is **“To empower people living with disabilities in the New Forest and its surrounding area, to enable them to lead active and fulfilling lives, integrated in society.”**

We offer a broad range of services, such as:

We advise on equipment to help support someone’s independence and increase or maintain their mobility, whether through retailing ourselves or through signposting to trusted suppliers.

Through our links with NFDCs Housing Team, we can support applications to the Parity Trust, which offers low-cost loans for essential home repairs, such as a new chimney, windows etc. This addresses the issue of many in our community who are house-rich but cash-poor. The payments can even be made from someone’s estate if they do not wish to take up a loan.

Providing advice on disability-related welfare benefits and supporting eligible clients to apply. These include Attendance Allowance, Carers Allowance, Disability Living Allowance, Personal Independence Payments, for example, as well as Blue Badge applications. We have held the Advice Quality Standard (AQS) continuously since 2003, undergoing an auditing process bi-annually. This provides reassurance on the quality of advice provided.

We get out and about across the New Forest with Information and Advice Pop-ups in around 12 locations every month and are always open to requests to deliver these in new venues. Ringwood Meeting House is a regular host and in the past 10 months we have recorded 116 residents as having received advice and support from New Forest Disability through our various services.

We offer training on Disability Awareness and other subjects and offer support for attendee organisations to apply for the government’s Disability Confident awards.

We offer talks to groups and clubs.

We hold an enormous database of information, which we can access to print out relevant information for clients in response to their enquiries.

Every year we support around 2,000 New Forest residents.

New Forest Disability isn't a large charity. We only have 2 full-time members of staff and 7 part-time, of which 33% have disabilities and/or long-term health conditions. We are also ably supported by a wonderful team of around 14 volunteers - 26% of whom have disabilities. We offer volunteering and work experience opportunities and provide the appropriate support for each individual, according to their disability/long term health condition, so we really do demonstrate our mission statement through everything we do. (We hold government-led awards for L1 Disability Confident Committed, L2 Disability Confident Employer and L3 Disability Confident Leader.)

It's appreciated there are multiple demands on Parish Council grant budgets but hope you will agree that New Forest Disability is an extraordinary charity to deliver so much with such a small team and deem it deserving of a financial contribution.

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

Yours faithfully

Geraldine Spencer

Business Development Manager

New Forest Disability



Company registration number: 05124781

Charity registration number: 1104589

New Forest Disability Information Service

known as

New Forest Disability

(A company limited by guarantee)

Annual Report and Financial Statements for the
Year Ended 31 March 2022

known as New Forest Disability

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New Forest Disability Information Service known as

New Forest Disability

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Objectives and activities

Objects and aims

To provide free, impartial and confidential disability related information, advice and guidance for people with disabilities, their families, carers, professionals and other interested parties throughout the New Forest and surrounding areas.

The charity aims to continue to provide people with disabilities and those that support them, in the New Forest and the surrounding areas, with free, impartial and confidential information which enables them to lead active and fulfilling lives integrated in society.

Achievements and performance

The worldwide coronavirus pandemic continued throughout the last year, stretching the resources of the nation. The effects of illness, isolation and financial pressure were felt by most of the population but particularly by individuals and families who already live with disabilities.

Many organisations that would normally provide support and help remained unavailable for a very long time due to restrictions associated with the Covid 19 pandemic. However, our adaptable and resilient team kept the office door open and continued to provide advice, assistance and support for the community affected by disability.

It has been a difficult period for fundraising but our services have been highly valued by the District Council, County Council and other supportive institutions. These have provided generous grant funding that has enabled us to maintain and expand our services to the community.

Our Chief Executive and her Deputy restructured our team and expanded our outreach service for "Just Got Home" and "Independence Matters". Demand for our benefits advisory service continued to grow and there was a steady stream of enquiries concerning disability equipment.

Many members of staff, volunteers and trustees have been affected by Covid but we have persevered and succeeded in maintaining our service for vulnerable people living with disability. We are fortunate to remain financially secure and collectively look forward to the challenges ahead and to providing our best possible advice and assistance to our disabled community.

Financial review

Policy on reserves

The trustees have agreed a reserves policy of maintaining free reserves equal to not less than six months income and not more than twelve months income having regard for the charity's (actual and contingent) liabilities. Subject to an appropriate level of free reserves, £2,000 will be transferred each year into a designated fund (the IT Replacement Fund) against which expenditure on replacement computer equipment will be charged. Any surplus/(deficit) of reserves, may at the trustees discretion, be transferred into/(from) another designated fund entitled the New Projects Fund, which will be used to develop and improve the services offered to the disabled

New Forest Disability Information Service known as

New Forest Disability

Trustees Report

community or the Front Door Ramp designated fund, which will be used to replace the worn ramp including electrics.

Public benefit

All charitable activities focus on the relief of people with disabilities living in the New Forest and surrounding areas so that they may lead active and fulfilling lives integrated in society and are exclusively undertaken to further our charitable purposes for the public benefit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Structure, governance and management

Nature of governing document

The organisation is a charitable company limited by guarantee, incorporated on 11 May 2004 and registered as a charity on 28 June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable charity and is governed under its Articles of Association.

Recruitment and appointment of trustees

Trustee meetings are held periodically during the year. Potential appointments of new trustees are discussed at these meetings.

Induction and training of trustees

Procedures for induction and training of new trustees are in place.

Reference and Administ

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted] (appointed 11 May 2021)

Principal Office

[Redacted]

[Redacted]

[Redacted]

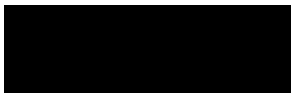
New Forest Disability Information Service known as

New Forest Disability

Trustees Report

Registered Office	6 Osborne Road New Milton Hampshire BH25 6AD
Company Registration Number	The charity is incorporated in England and Wales. 05124781
Charity Registration Number	1104589
Solicitors	Heppenstalls 75 High Street Lymington Hampshire SO41 9YY
Bankers	Barclays Bank PLC Lymington 61 High Street Lymington Hampshire
Independent Examiner	PKF Francis Clark Towngate House 2 - 8 Parkstone Road Poole Dorset BH15 2PW

The annual report was approved by the trustees of the charity on and signed on its behalf by:



New Forest Disability Information Service known as

New Forest Disability

Statement of Trustees' Responsibilities

The trustees (who are also the directors of New Forest Disability Information Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on and signed on its behalf by:

R Odbert
Trustee

S J E Smith Trustee

Independent Examiner's Report to the trustees of New Forest Disability Information Service

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 7 to 20.

Respective responsibilities of trustees and examiner

As the charity's trustees of New Forest Disability Information Service (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

New Forest Disability Information Service known as

New Forest Disability

Having satisfied myself that the accounts of New Forest Disability Information Service are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of New Forest Disability Information Service as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Anne-Marie Gates FCCA FCA

Towngate House
2 - 8 Parkstone Road
Poole
Dorset
BH15 2PW

Date:.....

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
Income from:				
Voluntary income	3	130,502	-	130,502
		<hr/>	<hr/>	<hr/>

The notes on pages 11 to 20 form an integral part of these financial statements.

New Forest Disability Information Service known as

New Forest Disability

Total Income		130,502	-	130,502
Expenditure on:				
Charitable activities	6	(149,514)	-	(149,514)
Total Expenditure		(149,514)	-	(149,514)
Net expenditure		(19,012)	-	(19,012)
Transfers between funds		(40)	40	-
Net movement in funds		(19,052)	40	(19,012)
Reconciliation of funds				
Total funds brought forward	104,372	<u>59,298</u>	<u>45,074</u>	
		<u>40,246</u>	<u>45,114</u>	
		Unrestricted funds	Restricted funds	Total
	Note	£	£	2021
				£
Income from:				
Voluntary income	3	112,451	-	112,451
Investment income	4	83	603	686
Other income	5	19,958	-	19,958
Total Income		<u>132,492</u>	<u>603</u>	<u>133,095</u>
Expenditure on:				
Charitable activities	6	(137,755)	-	(137,755)
Total funds carried forward	16			
	85,360	<u>(137,755)</u>	<u>-</u>	<u>(137,755)</u>
Total Expenditure		<u>(5,263)</u>	<u>603</u>	<u>(4,660)</u>
Net (expenditure)/income				
Net movement in funds		(5,263)	603	(4,660)
Reconciliation of funds				
Total funds brought forward		<u>64,561</u>	<u>44,471</u>	<u>109,032</u>
Total funds carried forward	16	<u>59,298</u>	<u>45,074</u>	<u>104,372</u>

New Forest Disability Information Service known as

New Forest Disability

Statement of Financial Activities for the Year Ended 31 March 2022 (Including
Income and Expenditure Account and Statement of Total Recognised Gains and
Losses)

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 16.

New Forest Disability Information Service known as

New Forest Disability

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

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	11	1,680	1,977
Current assets			
Debtors	12	3,279	1,275
Cash at bank and in hand		126,088	129,520
		<u>129,367</u>	<u>130,795</u>
Creditors: Amounts falling due within one year		(33,687)	(16,400)
	13	<u>95,680</u>	<u>114,395</u>
Net current assets			
Total assets less current liabilities		<u>97,360</u>	<u>116,372</u>
Provisions		(12,000)	(12,000)
	14	<u>85,360</u>	<u>104,372</u>
Net assets			
Funds of the charity:			
Restricted income funds			
Restricted funds		45,114	45,074
Unrestricted income funds			
Unrestricted funds		<u>40,246</u>	<u>59,298</u>
Total funds	16	<u><u>85,360</u></u>	<u><u>104,372</u></u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

New Forest Disability Information Service known as

New Forest Disability

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

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

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

R Odbert S J E Smith Trustee Trustee

Company Registration Number: 05124781

New Forest Disability Information Service known as

New Forest Disability

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

1 Charity status

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

The address of its registered office is:

6 Osborne Road
New Milton
Hampshire BH25
6AD

The principal place of business is:

6 Osborne Road
New Milton
Hampshire
BH25 6AD

[Authorised for issue date](#)

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

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

Basis of preparation

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

Going concern

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

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

Income

New Forest Disability Information Service known as

New Forest Disability

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

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

Deferred income

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

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

Investment income

Investment income is recognised on a receivable basis.

Expenditure

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

Charitable activities

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

Governance costs

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

Government grants

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

Taxation

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

Tangible fixed assets

New Forest Disability Information Service known as

New Forest Disability

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

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

Depreciation

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

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

Provisions

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

Fund structure

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

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

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

4 Investment income

Unrestricted funds	Restricted	Total
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New Forest Disability

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

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

5 Other income

	Unrestricted funds General £	Total funds £
Total for 2021	19,958	19,958

3 Income

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

New Forest Disability Information Service known as

New Forest Disability

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

6 Expenditure on charitable activities

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

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

7 Net incoming/outgoing resources

Net outgoing resources for the year include:

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

8 Trustees remuneration and expenses

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

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

New Forest Disability Information Service known as

New Forest Disability

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

9 Staff costs

The aggregate payroll costs were as follows:

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

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

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

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

10 Taxation

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

11 Tangible fixed assets

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

New Forest Disability Information Service known as

New Forest Disability

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

12 Debtors

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

13 Creditors: amounts falling due within one year

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

14 Provisions

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

15 Commitments

Other financial commitments

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

New Forest Disability Information Service known as

New Forest Disability

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

16 Funds

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

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

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

B

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

22nd March 2023

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			3351/1	£0.00	£0.00	£0.00	P&F	Symonds & Sampson	Legal document pack 2400/17
cancelled - pd by CC	01/02/23	3351	RTC804263	£0.00	£0.00	£0.00		Symonds & Sampson	Legal document pack - this was paid by credit card (£12.00) 2400/17
			3352/1	£0.00	£0.00	£0.00	PT&E	Google	Software services for NP steering group 4000/1/6
cancelled - pd by CC	01/02/23	3352	RTC804052	£0.00	£0.00	£0.00		Google	Monthly subscription (variable amount) (Paid by credit card, £70.00) 4000/1/6
			3353/1	£0.00	£0.00	£0.00	RLOS	Pete Best	Tree safety work at Forest Edge 3000/2/11
cancelled	01/02/23	3353	RTC804171	£0.00	£0.00	£0.00		Pete Best	Tree safety work at Forest Edge (order cancelled £440.00) 3000/2/11
DD	01/02/23	3358		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse February 2023 3802/1/6
			3360/1	£0.00	£0.00	£0.00	P&F	EBS (UK) Ltd	Polycom power supply 2000/1/12
			3360/2	£0.00	£0.00	£0.00	P&F	EBS (UK) Ltd	Delivery 2000/1/12
Delete, pd tn 1393	01/02/23	3360	RTC803908	£0.00	£0.00	£0.00		EBS (UK) Ltd	Phone power supply for home working - Town Clerk - paid on transaction 1393 DD, 2020/21 2000/1/12
			3361/1	£0.00	£0.00	£0.00	P&F	EBS (UK) Ltd	Polycom power supply 2000/1/12
			3361/2	£0.00	£0.00	£0.00	P&F	EBS (UK) Ltd	Delivery 2000/1/12
TN 1307, DD Nov2020	01/02/23	3361	RTC803853	£0.00	£0.00	£0.00		EBS (UK) Ltd	Phone power supply for home working - paid TN 1307, 2020/21 £26.95. 2000/1/12
			3362/1	£0.00	£0.00	£0.00	P&F	1st Stop Cleaning	Cleaning of Ringwood Gateway - 7 to 11 September - 1 hour each day 2000/3/2
TN1328	01/02/23	3362	RTC803740	£0.00	£0.00	£0.00		1st Stop Cleaning	Cleaning (paid TN 1328, £73.35+VAT) 2000/3/2
			3363/1	£0.00	£0.00	£0.00	P&F	Chris Wilkins	Contribution towards eye sight test carried out on 03/08/2020 2310/3
cancelled	01/02/23	3363	RTC803704	£0.00	£0.00	£0.00		Chris Wilkins	Eye Sight Test - order (£25) cancelled 2310/3
			3364/1	£0.00	£0.00	£0.00	PT&E	Greyfriars	5.30pm, Tuesday 7th December - Hilary Christie room 4000/1/6
cancelled	01/02/23	3364	RTC804340	£0.00	£0.00	£0.00		Greyfriars	Room Booking for Ringwood Neighbourhood Plan meeting - order changed from £22.50 to £0 as paid under transaction 3466 in 2021/22 4000/1/6
			3365/1	£318.36	£53.06	£265.30	RLOS	New Forest Ice Cream	for resale 3802/3/1
1361	06/02/23	3365	RTC805000	£318.36	£53.06	£265.30		New Forest Ice Cream	Food for resale 3802/3/1

B

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3366/1	£360.00	£60.00	£300.00	RLOS	Ringwood & Fordingbridge Skip Hire	replacement skip at cemetery and dumped mattress	3200/2/8
1362	06/02/23	3366	RTC805007	£360.00	£60.00	£300.00		Ringwood & Fordingbridge Skip Hire	Replacement skip at Cemetery, and 1 single mattress found at poulner lakes.	3200/2/8
			3367/1	£169.39	£28.23	£141.16	RLOS	Eco Sustainable Solutions	top soil for ground repairs	3000/2/3
1363	06/02/23	3367	RTC805028	£169.39	£28.23	£141.16		Eco Sustainable Solutions	Top Soil to repair Carvers bonfire area and ground repairs after bonfire, Carvers goal areas,	3000/2/3
			3368/1	£70.80	£11.80	£59.00	RLOS	Elliott Brothers Ltd	10 bags cement	3000/2/17
1364	06/02/23	3368	RTC805033	£70.80	£11.80	£59.00		Elliott Brothers Ltd	10 bags of cement for bin replacement programe.	3000/2/17
			3369/1	£9.98	£1.66	£8.32	RLOS	screwfix	Corner Brackets for Jubilee garden sleepers	3000/5/9
			3369/2	£13.00	£2.17	£10.83	RLOS	screwfix	2 tape measures.	3000/3/1
1365	06/02/23	3369	RTC805032	£22.98	£3.83	£19.15		screwfix	Corner Brackets for Jubilee Garden Sleepers.	3000/5/9
			3370/1	£8.80	£1.47	£7.33	RLOS	screwfix	bracakets for sleepers	3000/5/9
1366	06/02/23	3370	RTC805036	£8.80	£1.47	£7.33		screwfix	plain brackets for fixing sleepers at Jubilee Gardens	3000/5/9
			3371/1	£103.20	£17.20	£86.00	RLOS	Ian Dods	New lock fitted on pavilion front door	3000/2/2
			3371/2	£0.00	£0.00	£0.00	RLOS	Ian Dods	new keys for pavilion front door - bought by petty cash	3000/2/2
1367	06/02/23	3371	RTC805021	£103.20	£17.20	£86.00		Ian Dods	TO FIT NEW LOCK ON PAVILION FRONT DOOR.	3000/2/2
			3372/1	£210.00	£35.00	£175.00	RLOS	Pete Best	Tree Work at Forest Edge	3000/2/11
1368	14/02/23	3372	RTC805019	£210.00	£35.00	£175.00		Pete Best	Treework at Forest Edge.	3000/2/11
			3373/1	£264.00	£44.00	£220.00	RLOS	Pete Best	dead wood in trees, dangerous.	3000/2/11
1369	14/02/23	3373	RTC805048	£264.00	£44.00	£220.00		Pete Best	Tree work in the Cemetery, dead wood in two trees over hanging paths and graves.	3000/2/11
			3374/1	£24.95	£4.16	£20.79	RLOS	screwfix	Lubricant spray for machines.	3000/3/2
1370	14/02/23	3374	RTC805029	£24.95	£4.16	£20.79		screwfix	Lubricant spray for machines.	3000/3/2
			3375/1	£26.97	£4.50	£22.47	RLOS	screwfix	woodscrews etc for sleepers	3000/5/9
1371	14/02/23	3375	RTC805043	£26.97	£4.50	£22.47		screwfix	Woodscrews, Brackets, for sleepers.	3000/5/9
			3376/1	£1,500.00	£250.00	£1,250.00	RLOS	M Media Group Ltd	screen and camera	3100/3

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1372	14/02/23	3376	RTC805046	£1,500.00	£250.00	£1,250.00		M Media Group Ltd	Screen and camera for Queens jubilee	3100/3
		3377/1		£450.00	£75.00	£375.00	RLOS	Rocon Contractors Ltd	marking hatching main gate carvers	3000/2/9
1373	14/02/23	3377	RTC805052	£450.00	£75.00	£375.00		Rocon Contractors Ltd	For marking yellow hatching outside main gate entrance Carvers.	3000/2/9
		3378/1		£2,350.14	£391.69	£1,958.45	P&F	Local Government Resource Centre	Balance due for re-grading review support	2400/18
1374	14/02/23	3378	RTC805057	£2,350.14	£391.69	£1,958.45		Local Government Resource Centre	Professional services	2400/18
		3379/1		£1,080.00	£180.00	£900.00	P&F	Laceys Solicitors	Supply of legal services	2400/21
1375	14/02/23	3379	RTC805058	£1,080.00	£180.00	£900.00		Laceys Solicitors	Supply of legal services	2400/21
1376	14/02/23	3380		£19,194.00	£3,199.00	£15,995.00	P&F	Gala Lights	Hire, installation, removal, storage of Christmas lights	2400/2
1377	14/02/23	3381		£4,788.00	£798.00	£3,990.00	P&F	Gala Lights	Christmas Tree	2400/2
BGC	14/02/23	3383		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees February 2023	2400/19
BGC	14/02/23	3384		£108.00	£18.00	£90.00	P&F	Austin & Wyatt	Inv 28489 Minor repairs	2100/3
BP	15/02/23	3385		£8,307.87	£0.00	£8,307.87	P&F	Hampshire County Council	Pension January 2023	2600/1/3
		3382/1		£1,839.89	£306.65	£1,533.24	RLOS	Northover Energy	1200 Litres ULSD For Tractors Mowers.	3000/1/10
		3382/2		£30.00	£5.00	£25.00	RLOS	Northover Energy	fuel additive	3000/1/10
1378	16/02/23	3382	RTC805060	£1,869.89	£311.65	£1,558.24		Northover Energy	1200 Litres of ULSD for Tractors, ride on mowers. Bio fuel cleaner.	3000/1/10
DD	20/02/23	3389		£119.42	£5.69	£113.73	PT&E	SSE Southern Electric	January 2023 original charge £121.36 less gov subsidies £1.94 (£1.09 & £0.85) = £119.42 This will be shown on the next invoice	4000/1/2
		3390/1		£89.85	£14.97	£74.88	RLOS	Decathlon	footballs	3802/2/1
		3390/2		£4.99	£0.83	£4.16	RLOS	Decathlon	delivery	3802/2/1
Lloyds CC Feb 23 1	20/02/23	3390	RTC805037	£94.84	£15.80	£79.04		Decathlon	footballs for clubhouse paid on credit card	3802/2/1
		3391/1		£10.29	£1.72	£8.57	RLOS	Amazon	dishwasher limescaler remover	3802/1/1
Lloyds CC Feb 23 2	20/02/23	3391	RTC805014	£10.29	£1.72	£8.57		Amazon	dishwasher limescale remover, paid on credit card	3802/1/1
Lloyds CC Feb 23 3	20/02/23	3392		£10.99	£1.83	£9.16	RLOS	Canva	Monthly subscription January 2023	3802/2/1

Paid Expenditure Transactions

Start of year 01/04/22

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		3393/1		£30.00	£5.00	£25.00	RLOS	The Event Industry Forum Ltd subscription to purple guide	3100/5
Lloyds CC Feb 23 4	20/02/23	3393	RTC805026	£30.00	£5.00	£25.00		The Event Industry Forum Ltd Subscription to Purple Guide- Health, Safety and Welfare at outdoor events	3100/5
		3394/1		£267.58	£27.37	£240.21	RLOS	Booker food for resale	3802/3/1
Lloyds CC Feb 23 5	20/02/23	3394	RTC805035	£267.58	£27.37	£240.21		Booker food for resale	3802/3/1
		3395/1		£158.05	£18.27	£139.78	RLOS	Booker food for resale	3802/3/1
Lloyds CC Feb 23 6	20/02/23	3395	RTC805013	£158.05	£18.27	£139.78		Booker Food for resale order 80112174	3802/3/1
		3396/1		£27.70	£4.62	£23.08	RLOS	Amazon dishwasher salt 25kg	3802/1/1
Lloyds CC Feb 23 7	20/02/23	3396	RTC804995	£27.70	£4.62	£23.08		Amazon Dishwasher salt 25kg paid on credit card	3802/1/1
Lloyds CC Feb 23 8	20/02/23	3397		£23.99	£4.00	£19.99	RLOS	Amazon Tea towels - part of order 805039 which will be paid in full next month. This is a payment which will be reversed next month	3802/3/1
Lloyds CC Feb 23 9	20/02/23	3398		£23.00	£0.00	£23.00	PT&E	Google January 2023	4000/1/6
Lloyds CC Feb 23 10	20/02/23	3399		£36.00	£6.00	£30.00	P&F	Microsoft January 2023	2000/1/15
Lloyds CC Feb 23 11	20/02/23	3400		£218.16	£36.36	£181.80	P&F	Microsoft January 2023	2000/1/15
		3401/1		£16.00	£2.67	£13.33	RLOS	Halfords credit card payment	3000/2/16
Lloyds CC Feb 23 12	20/02/23	3401	RTC805016	£16.00	£2.67	£13.33		Halfords long reach Ice Scraper and de-icer for Van, Anti tamper hex driver set for playground equipment.	3000/2/16
		3402/1		£56.99	£9.50	£47.49	RLOS	In-Excess Various bit for tree and hedge planting.	3000/2/9
Lloyds CC Feb 23 13	20/02/23	3402	RTC805011	£56.99	£9.50	£47.49		In-Excess Paid by credit Card.	3000/2/9
		3403/1		£522.00	£87.00	£435.00	PT&E	Defib Warehouse AED Protect outdoor defib cabinet - locked	4000/1/1
Lloyds CC Feb 23 14	20/02/23	3403	RTC805020	£522.00	£87.00	£435.00		Defib Warehouse Defibrillator cabinet - paid for on Credit card - NV	4000/1/1
		3404/1		£8.20	£1.37	£6.83	P&F	Amazon Loop signage 5 (85cm x 85 cm)	2000/3/4
		3404/2		£16.58	£2.76	£13.82	P&F	Amazon Loop signage 5 (150cm x 150cm)	2000/3/4

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Feb23 15	20/02/23	3404	RTC804989	£24.78	£4.13	£20.65		Amazon	Signage for hearing loop systems at Ringwood Gateway - to be paid on NV credit card	2000/3/4
		3415/1		£140.04	£12.40	£127.64	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Feb 23 16	20/02/23	3415	RTC805073	£140.04	£12.40	£127.64		Booker	Food for resale 76251628	3802/3/1
		3422/1		£8.97	£0.00	£8.97	RLOS	Amazon	Ice Scraper for transit van	3000/3/5
Lloyds CC Feb 23 17	20/02/23	3422	RTC805074	£8.97	£0.00	£8.97		Amazon	Ice scraper for Transit Van	3000/3/5
DD 1	21/02/23	3387		£45.74	£7.62	£38.12	RLOS	Worldpay	February 2023	3802/3/1
DD 2	21/02/23	3388		£314.99	£52.50	£262.49	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	February 2023 calls	2000/1/11
		3405/1		£540.00	£90.00	£450.00	PT&E	Forest Newspapers Ltd	Double page colour centre spread of comment form	4000/1/6
1379	21/02/23	3405	RTC805038	£540.00	£90.00	£450.00		Forest Newspapers Ltd	Ringwood Neighbourhood Plan - Advertising for Regulation 14 Consultation	4000/1/6
		3407/1		£31.06	£5.18	£25.88	RLOS	Tampen & Tampen	dishwasher detergent	3802/1/1
1381	21/02/23	3407	RTC805056	£31.06	£5.18	£25.88		Tampen & Tampen	H.W.D dishwasher detergent concentrate	3802/1/1
		3408/1		£26.15	£4.36	£21.79	P&F	Hampshire County Council	816551 Paper towels	2000/3/4
		3408/2		£17.66	£2.94	£14.72	P&F	Hampshire County Council	762583 Suspension files	2000/1/8
		3408/3		£8.28	£1.38	£6.90	P&F	Hampshire County Council	598370 Viakal	2000/3/4
1382	21/02/23	3408	RTC805045	£52.09	£8.68	£43.41		Hampshire County Council	Suspension files, hand towels and cleaning products	2000/3/4
		3409/1		£25.14	£4.19	£20.95	P&F	Hampshire County Council	819050 A4 Copier paper	2000/3/4
		3409/2		£3.47	£0.58	£2.89	P&F	Hampshire County Council	611500 AA batteries x 10	2000/1/8
		3409/3		£15.02	£2.50	£12.52	P&F	Hampshire County Council	604604 Toilet rolls	2000/3/4
1383	21/02/23	3409	RTC805059	£43.63	£7.27	£36.36		Hampshire County Council	A4 paper, batteries, toilet rolls	2000/3/4
		3410/1		£800.00	£133.33	£666.67	RLOS	Aurora Fireworks Ltd	deposit for 2023 fireworks display	3100/1
1384	21/02/23	3410	RTC805061	£800.00	£133.33	£666.67		Aurora Fireworks Ltd	Deposit for firework display Nov 2023 year 2 of 3 year agreement	3100/1
		3411/1		£696.01	£116.00	£580.01	RLOS	Ringwood Motor Company Ltd	Service Ford Transit Van	3000/3/2

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1385	21/02/23	3411	RTC805065	£696.01	£116.00	£580.01		Ringwood Motor Company Ltd	Servicing Ford Transit Van parts and labour.	3000/3/2
		3412/1		£71.64	£11.94	£59.70	P&F	Itec	Gateway	2000/1/9
		3412/2		£7.56	£1.26	£6.30	RLOS	Itec	Carvers Clubhouse	3802/2/2
1386	21/02/23	3412		£79.20	£13.20	£66.00		Itec	January 2023	2000/1/9
1387	21/02/23	3413		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rental 15/02/23 - 17/02/23	3802/3/1
1388	21/02/23	3414		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly Charge	2000/1/10
DD	22/02/23	3417		£6,868.68	£0.00	£6,868.68	P&F	Inland Revenue	January 2023	2600/1/2
DD	24/02/23	3416		£27,125.70	£0.00	£27,125.70	P&F	Salaries	February 2023	2600/1/1
		3418/1		£231.30	£38.55	£192.75	P&F	The Sign Maker	Metal information plaque for Gateway Memorial Lantern	2400/20
1389	27/02/23	3418	RTC805064	£231.30	£38.55	£192.75		The Sign Maker	Info plaque for Memorial Lantern	2400/20
		3419/1		£95.00	£0.00	£95.00	PT&E	Mike Coakley	fit new defib cabinet to Gateway Building	4000/1/1
1390	27/02/23	3419	RTC805042	£95.00	£0.00	£95.00		Mike Coakley	To fit new defibrillator cabinet to Gateway Building.	4000/1/1
		3420/1		£2,916.00	£486.00	£2,430.00	RLOS	NBB Recyled Furniture	6 seater picnic table	3802/2/3
		3420/2		£109.38	£18.23	£91.15	RLOS	NBB Recyled Furniture	ground fixings tarmac pack of 4	3802/2/3
		3420/3		£47.52	£7.92	£39.60	RLOS	NBB Recyled Furniture	ground fixings concrete	3802/2/3
1391	27/02/23	3420	RTC805047	£3,072.90	£512.15	£2,560.75		NBB Recyled Furniture	Picnic benches for Carvers Clubhouse and ground fixings	3802/2/3
		3421/1		£316.80	£52.80	£264.00	RLOS	Central Southern Security	Tractor Shed	3000/2/1
		3421/2		£316.80	£52.80	£264.00	RLOS	Central Southern Security	Cemetery	3200/2/1
		3421/3		£382.80	£63.80	£319.00	RLOS	Central Southern Security	Carvers Clubhouse	3802/1/2
1392	27/02/23	3421		£1,016.40	£169.40	£847.00		Central Southern Security	Annual Maintenance 01/03/23 - 29/02/24	3000/2/1
DD 1	28/02/23	3423		£248.15	£11.82	£236.33	P&F	British Gas	Greenways 04/01/23 - 07/02/23	2100/1
PAY	28/02/23	3424		£18.85	£0.00	£18.85	P&F	Lloyds Bank	Bank Charges February 2023	2000/1/18
		3428/1		£102.26	£4.87	£97.39	RLOS	Utility Warehouse	Energy	3000/1/1
		3428/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	28/02/23	3428		£104.66	£5.27	£99.39		Utility Warehouse	UW Sports Pavilion January 2023	3000/1/1
		3429/1		£603.84	£28.75	£575.09	RLOS	Utility Warehouse	Energy	3200/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/02/23 and 28/02/23

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			3429/2	£34.22	£5.70	£28.52	RLOS	Utility Warehouse	Mobile	3000/1/6
			3429/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			3429/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 3	28/02/23		3429	£671.66	£40.05	£631.61		Utility Warehouse	UW Cemetery January 23	3200/1/1
			3430/1	£1,550.06	£73.81	£1,476.25	RLOS	Utility Warehouse	Energy	3802/1/3
			3430/2	£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
			3430/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
			3430/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 4	28/02/23		3430	£1,610.66	£83.91	£1,526.75		Utility Warehouse	UW Carvers Clubhouse January 23	3802/1/3
NFDC Tfr11	28/02/23		3431	£21.17	£0.00	£21.17	RLOS	New Forest District Council	NFDC Tfr11 Café sales 23/01/23	3802/3/1
NFDC Tfr11	28/02/23		3432	£15.55	£0.40	£15.15	RLOS	New Forest District Council	NFDC Tfr11 Café sales 30/01/23	3802/3/1
NFDC Tfr11	28/02/23		3433	£18.85	£0.00	£18.85	RLOS	New Forest District Council	NFDC Tfr11 Café sales 06/02/23	3802/3/1
NFDC Tfr11	28/02/23		3434	£28.10	£0.21	£27.89	RLOS	New Forest District Council	NFDC Tfr11 Café sales 13/02/23	3802/3/1
			3435/1	£13.20	£0.00	£13.20	Counc	Ringwood Town Council	Milk etc	10000
			3435/2	£34.00	£5.67	£28.33	Counc	Ringwood Town Council	Allotment keys for UK	10000
			3435/3	£6.80	£1.13	£5.67	Counc	Ringwood Town Council	Pavilion keys	10000
			3435/4	£12.50	£0.00	£12.50	Counc	Ringwood Town Council	Food mixer for Clubhouse	10000
			3435/5	£15.78	£2.63	£13.15	Counc	Ringwood Town Council	Leaverarch file for RNP	10000
Petty Cash Feb 23	28/02/23		3435	£82.28	£9.43	£72.85		Ringwood Town Council	Petty Cash February 2023	10000
Total				£87,355.56	£7,086.22	£80,269.34				

POLICY AND FINANCE COMMITTEE 22nd March 2023

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	28-Feb-23			28-Feb-23	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	80,235	111,034	-166,000		100,000	45,034
Business Account	56,584	1,591			40,000	41,591
Investment Accounts	600,000	600,000		-140,000		460,000
Petty Cash - Imprest	91	91				91
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	737,085	712,891	-166,000	-140,000	140,000	546,891

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

22/03/23

22/03/23

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
 - Anticipated net expenditure to end March 50,000
 - Football development Project 232,000
 - Less Football development project receipts -116,000
 - Net anticipated movement on imprest account **166,000**

- 2 **Investment Maturity**
 - No investments due to mature

- 3 The bank accounts were reconciled at 28th February 2023
- 4 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- 5 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 6 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 22nd MARCH 2023

BUDGETARY CONTROL period 11 – April 2022 to February 2023

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first eleven months of the year 2022-23. Comparisons are made with the revised budget. This report also includes a preliminary projected outturn for the year.
- 1.2 To re-cap, the revised budget that was approved at the December meeting required a transfer from the General Reserve of £93,788 in order to balance. Since that meeting, however, a number of changes have been requested although the changes have little impact on the net budget requirement. The revised budget will still require a transfer of £93,591. The original and revised budget, including these changes are summarised below :

	Original	Revised
	£	£
Expenditure	808,927	3,216,731
Plus transfers to earmarked reserves	38,400	38,400
Less Income	-243,568	-2,193,314
Less transfers from earmarked reserves	<u>-42,369</u>	<u>-414,277</u>
Net budget requirement	561,390	647,540
Funded by:		
Council Tax	553,949	553,949
Plus transfer from the General Reserve	<u>7,441</u>	<u>93,591</u>
	561,390	647,540

The additional expenditure of £15,750, to cover the cost of replacement grounds maintenance equipment, which was approved at the December meeting has been reduced to £9,751. This expenditure will be met from the vehicles and equipment reserve. In addition there has been an update to the revised budget for events to reflect the likely outturn for the year.

- 1.3 Earmarked reserves stood at £298,687 at the 1st of April including the sums held in respect of the carried over underspends and receipts held in advance. Additional sums amounting to £445,605 have been added to reserves in the current year most of which is in respect of the football development project. These plans will see a net transfer from earmarked reserves of £375,877 with a projected balance of £368,415 at year end, of which £108,830 is held in respect of the football development project.
- 1.4 The general reserve balance was £304,241 at the 1st of April. These plans require a transfer of £93,591 although that figure is entirely dependent on the budget outturn and current outturn predictions see that figure reducing. An updated schedule of actual and predicted movements on reserves is included at Appendix 2.
- 1.5 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the revised income and expenditure budgets for the year as described above. The net budget deficit reported represents the net transfers to and from reserves per paragraph 1.3.

2 INCOME & EXPENDITURE TO THE END OF FEBRUARY 2023

- 2.1 Total receipts to the end of January amount to £1,618,501 with a further £1,808 invoiced but not yet received. However this includes £451,305 in respect of grants, rent deposits

and other unbudgeted capital receipts and £553,949 precept. The figure also includes £384,943 in respect of the football development project. For the purposes of a meaningful comparison of income and expenditure against budget, the football development project will be taken separately. The income figure also includes, under events, the return of an event float of £2,400 and events income of £355 together with allotment income of £300 will be accrued into next year. For comparison purposes, therefore, income to the end of February is £227,057 (including commitments).

- 2.2 The revised income budget, excluding anticipated income for the football development project is £259,814 and as noted above income received and invoiced to the end of February is £227,057 or around 87% of the revised budget. This is slightly below expectations, assuming linear receipts of income, but there are some notable variances due to timing differences. However, Grounds maintenance receipts and cemetery receipts are both around 80% and so slightly lower than expected. For this committee, overall receipts stand at 83% but within that interest receipts already exceed the revised budget whilst a substantial proportion of the anticipated income is not expected until after year end.
- 2.3 The revised expenditure budget for the year is £3,216,731. This is made up of £2,260,000 in respect of the football development project and £956,731 other expenditure.
- 2.4 Expenditure to the end of February totalled £1,442,585 with a further £220,229 committed. 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 £15,460 making expenditure to the end of February £1,678,274. Excluding the football development project reduces the expenditure to £830,068 or 87% of the revised budget for other expenditure. This small underspend is again almost entirely explained by timing differences with two particularly large invoices yet to be settled, one of which, for £36,000, is not anticipated until after year end. There are some modest underspends which are emerging and may reduce the outturn, otherwise, expenditure is broadly in line with predictions assuming linear spend.
- 2.5 The Football development project continues to progress with the all weather pitch substantially complete. For budgeting purposes it has been assumed that around 75% of expenditure will be incurred in the current year, matched by 75% of the anticipated grant income and PWLB loan although it is now likely that there will be significant slippage into next year. The balance of expenditure will be funded from developer's contributions which are held by the Town Council. Income and expenditure to date is as follows (note that we are awaiting settlement of the most recent grant claim from the Football Foundation):

	Budget £	Actual to February £
Income (Football Foundation Grant)	1,933,500	384,943
Expenditure	2,260,000	848,206

- 2.6 The total project budget is £3,140,665 and the amount that will be incurred in the current year will depend on the rate of progress in the project (The all-weather pitch has now been completed). Any difference between the expenditure incurred and the funding received will be met from the developer's contributions held for this purpose and for which the estimate for this year is £326,500.

3. **Outturn Projection**

- 3.1 The revised budget required a contribution from the general reserve of £93,591. A detailed analysis of spend and income against budget has been carried out. It is now likely that expenditure, excluding the football development project, will not exceed £948,514, a reduction of £8,217. Income however, is very likely to exceed the revised budget by some £4,051.

- 3.2 For the most part, variances against budget are minor although in aggregate they will reduce the net budget expenditure. There are, however, a small number of notable differences. Interest receipts have exceeded the revised budget and the outturn is likely to be some £5,500 more than anticipated in January. Cemetery receipts, however, are likely to be some £5,000 lower. The most significant variance from budget is in legal fees which are now likely to be some £10,000 lower than anticipated in the revised budget.
- 3.2 Much of the underspend is due to slippage in planned work or because of delayed supply. There will be some pressure, therefore, to carry over limited budget underspends into the new year and a schedule of such requests will be brought to this committee for approval when the details are finalised after year end. This will entail transferring funds into earmarked reserves for this purpose so that there will be no net impact on the 2023/24 budget.
- 3.3 The 2022/23 underspend will be reduced to the extent that any underspent budgets are retained for use next year. However, the reduction in net expenditure is currently expected to be £12,268 and this will reduce the call on the general reserve to £81,738.

4. RESERVES & BALANCES

- 4.1 The opening reserves balance was £618,049 at the 1st of April. This was made up of Earmarked Reserves of £298,687, Customer deposits of £15,121 and a General Reserve of £304,241. Annual contributions to earmarked reserves from the revenue budget will add £38,400 whilst additional receipts of £435,330 in respect of the football development project, £5,590 in respect of CIL, £3,067 in respect of Developer's Contributions, £1,119 in respect of Covid, "re-opening of the High Street safely" grant and £500 in respect of the disposal of redundant equipment have been received as at the end of February. A further £5,700 has been received for rent and key deposits whilst £2,692 has been returned.
- 4.2 It is now likely that Earmarked reserves of £413,862 will be required to support planned expenditure. This includes the additional amount approved in December and subsequently reduced to £9,751 for grounds maintenance equipment, although, whilst the order has been raised, this expenditure may slip into next year. The latest outturn prediction now suggest that £81,738 will be required from the general reserve to balance the budget. The predicted closing balance of reserves is therefore £609,462 consisting of £368,830 earmarked reserves, £222,503 general reserve, and £18,129 key deposits.
- 4.3 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

5. CONCLUSIONS

- 5.1 Both income and expenditure are both running at around 87% of the revised budget with 92% of the year complete. Some of the variance can be explained by timing differences but income is predicted to exceed budget expectations whilst the expenditure budget is not expected to be exhausted.
- 5.2 The reduction in net expenditure will reduce the requirement to draw funds from the general reserve by £12,268.

6. RECOMMENDATIONS

It is **recommended** that Members:-

- 6.1 note the budget monitoring position.
- 6.2 note the projected balances of Reserves.

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Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
INCOME					
Policy & Finance					
200	Revenue Income	£121,990.00	£553,045.02	£0.00	£431,055.02
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£121,990.00	£553,045.02	£0.00	£431,055.02
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£26,621.00	£19,274.57	£1,342.50	£-6,003.93
310	Events	£32,421.00	£35,530.35	£195.00	£3,304.35
320	Cemetery Income	£42,467.00	£34,351.64	£0.00	£-8,115.36
330	Allotment Income	£5,465.00	£6,113.84	£0.00	£648.84
350	Capital Income	£1,933,500.00	£384,943.00	£0.00	£-1,548,557.00
380	Carvers Clubhouse	£25,000.00	£25,404.30	£270.00	£674.30
Total Recreation, Leisure & Open Spaces		£2,065,474.00	£505,617.70	£1,807.50	£-1,558,048.80
Planning, Town & Environment					
400	Income	£5,850.00	£5,850.00	£0.00	£0.00
Total Planning, Town & Environment		£5,850.00	£5,850.00	£0.00	£0.00
Council					
100	Precept	£553,949.00	£553,949.00	£0.00	£0.00
102	Interest Business A/c	£0.00	£39.29	£0.00	£39.29
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£553,949.00	£553,988.29	£0.00	£39.29
Total Income		<u>£2,747,263.00</u>	<u>£1,618,501.01</u>	<u>£1,807.50</u>	<u>£-1,126,954.49</u>

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£114,442.00	£104,683.81	£197.36	£9,560.83
2100	Maintenance	£44,050.00	£12,689.58	£340.62	£31,019.80
2200	Democratic Process (members Costs)	£12,419.00	£9,431.87	£0.00	£2,987.13
2210	Grants	£9,900.00	£7,950.00	£0.00	£1,950.00
2300	Employee Costs- Allocated Office Staff	£109,827.00	£100,420.34	£0.00	£9,406.66
2310	Employee overhead Costs	£4,110.00	£3,291.00	£140.00	£679.00
2400	Other	£73,176.00	£53,234.19	£0.00	£19,941.81
2500	Capital Financing	£42,545.00	£31,545.90	£0.00	£10,999.10
2501	Capital	£29,848.00	£29,847.95	£0.00	£0.05
2600	Wages Control Account	£0.00	-£15,459.79	£0.00	£15,459.79
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£440,317.00	£337,634.85	£677.98	
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£72,308.00	£45,457.30	£19,926.62	£6,924.08
3001	RL&OS -Employee Costs	£162,159.00	£149,329.27	£0.00	£12,829.73
3002	Employee Costs	£2,750.00	£1,250.00	£175.00	£1,325.00
3100	Events	£33,341.00	£33,661.82	£2,908.89	-£3,229.71
3101	Events - Employee Costs	£15,113.00	£14,427.75	£0.00	£685.25
3200	Cemetery	£10,348.00	£9,698.28	£83.48	£566.24
3201	Cemetery -Employee Costs	£53,659.00	£48,938.48	£0.00	£4,720.52
3300	Allotments	£2,075.00	£2,246.64	£58.95	-£230.59
3301	Allotments -Employee Costs	£17,925.00	£15,892.14	£0.00	£2,032.86

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
3350	Capital Expenditure	£2,268,775.00	£657,709.16	£193,474.16	£1,417,591.68
3801	Youth Services Employee costs	£56,038.00	£54,578.60	£0.00	£1,459.40
3802	Carvers Clubhouse	£38,998.00	£37,200.28	£1,736.06	£61.66
Total Recreation, Leisure & Open Spaces		£2,733,489.00	£1,070,389.72	£218,363.16	
Planning, Town & Environment					
4000	Planning, Town & Environment	£18,375.00	£12,583.99	£1,271.92	£4,519.09
4001	Employee Costs	£24,550.00	£21,945.13	£0.00	£2,604.87
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£42,925.00	£34,529.12	£1,271.92	
Council					
10000	Petty Cash - Office	£0.00	-£9.48	£0.00	£9.48
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	£34.00	£34.00	-£68.00
10111	Bank Charges	£0.00	£7.00	£0.00	-£7.00
Total Council		£0.00	£31.52	£34.00	
Total Expenditure		£3,216,731.00	£1,442,585.21	£220,347.06	£1,553,798.73
Total Income		£2,747,263.00	£1,618,501.01		-£1,128,761.99
Total Expenditure		£3,216,731.00	£1,442,585.21		£1,774,145.79
Total Net Balance		-£469,468.00	£175,915.80		

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix 2

B

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	0	-1,900			36,667
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		-9,751			23,821
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-775	-2,700	500		29,050
Ringwood Events	16,768		-13,160	-2,150			1,458
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			-6,675			4,625
Infrastructure & Open Spaces	12,685	3,000		-315			15,370
Neighbourhood Plan	6,473		-6,473	0			0
Football development Project	0			-326,500	435,330		108,830
Budget Underspends retained for use in 2022/23*	8,243		-8,243				0
Total Provisions	219,495	38,400	-28,651	-350,991	435,830	0	314,082
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-750	0	3,067		5,530
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,848	5,590		25,190
Capital Receipts	20,334		-1,392	0	0		18,942
Grants Unapplied	3,217		0	0	1,119		4,335
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-31,023	-382,839	445,605	0	368,830
General Reserve	304,241	0	-81,738			0	222,503
Key Deposits	15,121		-2,692		5,700		18,129
Total Reserves & Customer Deposits	618,049	38,400	-115,453	-382,839	451,305	0	609,462

REPORT TO POLICY & FINANCE COMMITTEE – 22nd March 2023

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2022, the Town Council held a balance of £51,448.73. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2022/23

- 2.1 Additional CIL receipts of £5,589.62 have been received in the current year to the end of February. No further receipts are expected in the current year. The balance of CIL receipts therefore currently stands at £57,038.35.
- 2.2 CIL receipts have been applied in the current year towards the cost of land purchase at Forest Side Gardens, £29,847.95, F/6062 and new signage at the Bickerley, £1,097.20, OS/6139. The balance of CIL funds remaining is therefore £26,093.20.
- 2.3 However provision was also made in the 2021/22 budget to use £8,000 of CIL receipts to fund development of a Columbarium. This project is at the design stage and costs of £800 have been incurred to date.
- 2.4 The remaining unspent balance of CIL funds is therefore £25,293.20, of which £7,200 is committed towards the Columbarium project.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £25,293.20 of which £7,200 has been earmarked for the Columbarium project. There remains an uncommitted balance of £18,093.20.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

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REPORT TO POLICY & FINANCE COMMITTEE – 22nd March 2023

MEMBERS ALLOWANCES

1. BACKGROUND

- 1.1 New Forest District Council have increased their basic member's allowances by 4.04 % from the 1st of April 2022 following the National Local Government pay award. The pay award for 2022/23 was a fixed rate of £1,925 per employee which, for Ringwood Town Council, averages out as 7.2% (in the range 3.9% to 10.1%).
- 1.2 In previous years the Town Council has approved % increases to the member's allowances in line with the annual pay award to Council Officers.

2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS

- 2.1 For 2021/22 and for the year to date, Ringwood Town Council has been paying a basic members allowance of £783.07 per annum. Currently twelve members are in receipt of the allowance.
- 2.2 Originally the budget allowed for an increase of 3.5% which would have raised the allowance to £810.48, an increase of £27.41 per annum.
- 2.3 An increase of 4.04% in line with the District Council would increase the annual allowance by £31.64 to £814.71.
- 2.4 The average pay award for the officers of the town council works out at 7.2% which, because the settlement was based on a fixed sum, is heavily skewed towards the lower pay scales. Applying this increase to the allowance would increase it by £56.38 to £839.45.
- 2.5 The District Council increase of 4.04% will bring their allowance to £6,989.40 per annum. In previous years the Independent Remuneration Panel recommended that the allowance for this Council be set at 12.5% of that for the District Council. This would imply an allowance of £873.67, which would be an increase of 11.6%. The Town Council does not have to follow the District Council increase nor is it required to follow the recommendations of the Independent Remuneration Panel but it 'must have regard to' the recommendations when setting any allowance it chooses to pay.
- 2.6 It was assumed in preparing the revised budget for 2022/23 that the increase in member allowances would, as in previous years, be in line with the pay award for officers, i.e., 7.2%. This will cost £677 per annum assuming that the number of Councillors in receipt of the allowance does not change. A settlement at this level would also help to close the gap between the locally approved allowances and that previously recommended by the remuneration panel.
- 2.7 A lower increase of 4.04%, in line with that approved by the District Council, would increase costs by £380 per annum.

3. Recommendations

- 3.1 It is recommended that the members allowance be increased by 7.2% per annum in line with the average pay award granted to officers.

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REPORT TO POLICY & FINANCE COMMITTEE – 22nd MARCH 2023

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 end of 2021/22 was estimated to be £3,695,684. 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 An audit of assets was carried out at the beginning of March 2023. A summarised asset register together with the audited detailed schedules is included as an appendix to this report.

2. ASSET REGISTER UPDATE MARCH 2023

- 2.1 The asset register was last presented to members in March 2021. 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 estimated value of assets held by the Town Council is £3,721,632. The growth over the last year is almost entirely due to the acquisition of land at Forestside gardens. Note the register now excludes a number of lower value items, i.e. tools and equipment with an acquisition cost of less than £100.
- 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:

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RINGWOOD TOWN COUNCIL

ASSET REGISTER 2022/23: SUMMARY

ASSET TYPE		Book Value 31/03/2023 £	Sum Insured 01/10/2022 £
1.	BUILDINGS (with land) TOTAL	1,565,237	1,565,237
2.	LAND		
2.1	Amenity Open Spaces	568,101	0
2.2	Sports Grounds	632,366	0
2.3	Playgrounds	29,800	0
2.4	Skateboard Park	155,858	155,858
2.5	Cemetery	160,000	0
2.6	Allotments	149,000	0
	LAND TOTAL	1,695,125	155,858
3.	ROAD VEHICLES TOTAL	104,001	104,001
4.	TRAILERS TOTAL	2,330	2,330
4.	EXTERNAL EQUIPMENT & OFFICE EQUIPMENT		
4.1	IT equipment Total	17,309	17,596
4.2	Furniture & Equipment Total	24,800	30,620
4.3	Open Spaces/Recreational Plant & Equipment Total	72,556	79,808
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
	EXTERNAL EQUIPMENT & OFFICE EQUIP TOTAL	354,939	370,100
	ALL ASSETS TOTAL	3,721,632	2,197,526

RINGWOOD TOWN COUNCIL

ASSET REGISTER 2022/23

	Name and Location	Construction Type		Alarm Y/N	Date Acq.	Sum Insured 01/10/2022 £	Last Value Date	Next Value Date	Last Inspect Date	Book Value 31/03/2023 £
1. Land & Buildings										
1.1	Greenways 71 Christchurch Rd (Town Hall & offices)	Brick	Tiles	N		416,633			01/03/2023	416,633
1.2	92 Southampton Rd (Residential letting)	Brick	Tiles	N		178,558			01/03/2023	178,558
1.3	Workshops and equipment store at Carvers	Corrugated	Corrugat	N		44,043			01/03/2023	44,043
1.4	Cricket Pavilion at Carvers	Block work	Tiles	N		119,037			01/03/2023	119,037
1.5	Carvers Clubhouse	Brick	Tiles	N		515,319			01/03/2023	515,319
1.6	Bowling Pavilion at Carvers	Concrete sect		N		142,846			01/03/2023	142,846
1.7	Toiletsx2 at Cemetery	Brick	Tiles	N		83,325			01/03/2023	83,325
1.8	Office (former mortuary) at cemetery	Stone	Slate	N		41,663			01/03/2023	41,663
1.9	Garage at cemetery (Storage)	Concrete sect	Asbestos	N		23,813			01/03/2023	23,813
						Sub Total				1,565,237
2 Open Spaces		Area m²								
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	0				27,000
						Sub Total				0
										568,101

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	Name and Location	Area m ²			Date Acq.	Sum Insured 01/10/2022 £	Last Value Date	Next Value Date	Last Inspect Date	Book Value 31/03/2023 £
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	Hard surface tennis courts X 3	3,900				0			01/03/2023	19,500
						Sub Total				0
										632,366
4 Playgrounds										
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
						Sub Total				0
										29,800
5 Skateboard Park										
5.1	Carvers	700				155,858			01/03/2023	155,858
						Sub Total				155,858
										155,858
6 Cemetery										
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
						Sub Total				0
										160,000
7 Allotments										
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 Lane					0				0
						Sub Total				0
										149,000
						Open Spaces, Sports, & Allotments Sub Total				155858
										1,695,125
						BUILDINGS & LAND TOTAL				1,721,095
										3,260,362

RINGWOOD TOWN COUNCIL

ASSET REGISTER 2022/23 ROAD VEHICLES

Item No	Make & Model	Reg No.	Year Reg.	Sum Insured	Last Inspect Date	Location	Work Order Y/N	Still Rqrd Y/N	Actual or Prop Dispos Date	Dispos Value	Book Value	Notes	
				01/10/2022							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	
				TOTAL	104,001							104,001	
Trailers					Date Acq								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	Ifor Williams Trailer Twin Axle 8'x4'	GD84TA(5445454)	2008	1,340	01/03/2023		Y	Y			1,340		
				TOTAL	2,330							2,330	

RINGWOOD TOWN COUNCIL

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Office Equipment

Location & Item	Ser. No.	Date Acq	Purchase Price/ book value	Sum Insured	Last Inspect Date
				01/10/2022	
Gateway					
--Gateway Room No.G01 Back Office G.F.					
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
Toshiba Portege Notebook	z0025396h	2021	1,290	1,290	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
--Room F3 (Server) 1st Floor					
Sonicwall TZ300 with 192 rack mount kit	18B169E51E80	2019	1,443	1,443	
Synology Sytorage 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	
--Room F9 (T.C.) 1st Floor					
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
Sub Total			9,073	9,196	
Location & Item					
IT Equipment					
Gateway--Room F10 (D.T.C.) 1st Floor					
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
--Room F11 1st Floor					
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
Dynadock docking station		2021	130	130	02/03/2023
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
Sub Total			8,045	8,170	

RINGWOOD TOWN COUNCIL

			Gateway Sub Total	17,118	17,366
--Cemetery					
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
			Cemetery Sub Total	192	230
			IT equipment Total	17,309	17,596
Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2022	
Furniture & Equipment				£	
--Gateway Room No.G01 Back Office G.F.					
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
			Sub Total	2,817	3,380
--Gateway Room No.G02 Interview Room G.F.					
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
			Sub Total	217	260
--Gateway Room No.G03 Lob/Foyer/Recep G.F.					
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
			Sub Total	988	1,185

RINGWOOD TOWN COUNCIL

Location & Item	Ser. No.	Date Acq		Sum	Last Inspect Date
				Insured 01/10/2022	
Furniture & Equipment				£	
--Gateway Room No.G03A Info Area G.F.					
5 x Reply meeting chairs, no arms (Steelcase)		2012	167	200	
6 x Leaflet racks 120 x 110		2012	350	420	
Sub Total			517	620	
--Gateway Lobby No.G06 G.F.					
Safe ES-400 1600 x 640 x 830	DRHC11110063	2012	833	1,000	01/03/2023
Sub Total			833	1,000	
--Gateway Under Stairwell G.F.					
Metal racking 5 shelves		2012	58	70	01/03/2023
Sub Total			58	70	
--Gateway Room No.G08 Kitchenette G.F.					
Integrated dishwasher NEFF S54M45X1	220140316	2012	250	300	01/03/2023
Integrated fridge NEFF K4316X4	FD9202	2012	208	250	01/03/2023
Sub Total			458	550	
--Gateway Waiting Area No.G11 G.F.					
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	
Sub Total			1,525	1,830	
--Gateway Bin Store No. 12 G.F.					
Numatic vacuum cleaner		2012	167	200	
Sub Total			167	200	
Location & Item	Ser. No.	Date Acq		Sum Insured 01/10/2022	Last Inspect Date
Furniture & Equipment				£	
--Gateway Room No.G13/14 Forest suite G.F.					
12 x Vivante conference tables 1500x750x720		2012	600	720	01/03/2023
30 x Reply meeting chairs, with arms (Steelcase)		2012	1,250	1,500	01/03/2023
29 x Reply meeting chairs, no arms (Steelcase)		2012	967	1,160	01/03/2023
Chair trolley			42	50	01/03/2023
1x storage unit 800 x 717mm (Bisley)		2012	58	70	01/03/2023
2 x sets curtains/blinds		2012	500	600	01/03/2023
Viewsonic DLP o/h projector			250	300	01/03/2023
Viewsonic projection screen 2060 x 1200	2012/779/1	2012	167	200	01/03/2023
Pulse MP3 Master & TASCAM CD-200r (CD IPOD DOC) & TOA PA Amplifier mod A-1803			667	800	01/03/2023
Conference Sound & recording equipment		2015	5,750	6,900	01/03/2023
Standard flag pole, base and ceremonial flag		2015	229	275	01/03/2023
Sub Total			10,479	12,575	
--Gateway Room No.F01 Kitchenette F.F.					
Integrated dishwasher NEFF S54M45X1		2012	250	300	01/03/2023
Integrated fridge NEFF K4316X4		2012	208	250	01/03/2023
Tesco microwave mod. MCM01 700w	SC103753	2006	92	110	01/03/2023
Table circular 60cm diam		2012	67	80	01/03/2023
2 x chairs, no arms		2012	67	80	01/03/2023

RINGWOOD TOWN COUNCIL

	Sub Total	683	820	
	Sub Total Gateway	24,383	30,120	
--Cemetery				
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
	Cemetery Sub Total	417	500	
	Furniture & Equipment Total	24,800	30,620	
	TOTAL I.T., FURNITURE & EQUIPMENT	42,109	48,216	

ASSET REGISTER 2022/23
General Plant & Equipment

Item Description	ID or Ser. No.	Date Acq	Purchase Price	replacement / sum Insured 01 October 2022	Last Inspect Date	Location at last inspection	Condition
				£			
Dennis FT610 Mower Engine No. 2244086	FT241521	2009	3,850	4,620	01/03/2023		Fair
Dennis Mower FT610 S.No.FT24587Eng No.F72610		2000	2,433	2,920	01/03/2023		Fair
Parker Vac 35		1998	2,000	2,260	01/03/2023		Fair
Container for equipment		2010	1,142	1,370	01/03/2023		Fair
Stihl Strimmer FS410	185622957	2019	530	450	01/03/2023		Good
Stihl Strimmer FS410	185622680	2019	530	450	01/03/2023		Good
Stihl HS82 Hedgetrimmer	186489722	2019	360	432	01/03/2023		Good
Sissis Combrake		2007	267	320	01/03/2023		Fair
Senci Sc3250w-ii generator (box 3)	201603A82416	2016	270	270	01/03/2023		As New
Senci Sc3250w-ii generator (box 4)	201603A82417	2016	270	270	01/03/2023		As New
Senci Sc3250w-ii generator (box 5)	201603A82420	2016	270	270	01/03/2023		As New
Senci Sc3250w-ii generator (box 6)	201603A82410	2016	270	270	01/03/2023		As New
MIGwelder MIGmate 105		2000	200	240	01/03/2023		Fair
Mountfield Mower HB470		2006	117	140	01/03/2023		Fair
Major Swift Roller Mower	MJ71-240 2018	2018	5,500	5,500	01/03/2023		Good
Major 8400 Rotary Roller Mower		2012	3,800	3,800	01/03/2023		Fair
Twose Roller (tractor pulled)		2000	642	770	01/03/2023		Fair
K100FINP5002 Fleetline Line Marker	KI020375	2014	367	440	01/03/2023		Fair
Hayter Harrier 41 push mower Body S/N 401079707	engine s/n 16122051 02784	2017	425	425	01/03/2023		Fair
Wiedenmann XP6/160 Aerator		2007	16,250	18,600	01/03/2023		Fair
Timberwolf TW PTO-150H	60A3DS121002	2015	4,583	5,500	01/03/2023		Fair
Twose Spring Tyne/Harrow		2005	1,300	1,300	01/03/2023		Fair
6' Slitter (Serial No. 16395) Ser no 16395		2005	983	1,180	01/03/2023		Fair
Paul Noble Grader 8'x4'		2008	833	1,000	01/03/2023		Fair
Sitrex Hopper Spreader FS/150		2001	783	940	01/03/2023		Fair
Sarel Roller/Spiker		1991	500	500	01/03/2023		Fair
Macwin Mk 3 Line Marker		1996	400	400	01/03/2023		Fair
MCclub 600 Tractor mounted sprayer		2021	4,793	4,793	01/03/2023		Good

Briteliner 400 line painter with 2" and 3" wheels		2004	292	350	01/03/2023		Fair
Linesman Marker with 3" wheel		2006	283	340	01/03/2023		Fair
25 gallon Mixatank for above		2006	275	330	01/03/2023		Fair
Parkamatic Travelling Sprinkler		1990	208	250	01/03/2023		Fair
Allen Walkover Sprayer 'The Groundsman'		1995	192	230	01/03/2023		Fair
Socket & Tool Kit		1996	142	170	01/03/2023		Fair
Broadcast Spreader-Earthway Ev-n-spred		2000	133	160	01/03/2023		Fair
CR-068 Crease Marker		2011	125	150	01/03/2023		Fair
Tru-Lutes (x2)		2000	108	130	01/03/2023		Fair
Ki/Kombi Line marker	K2_16314	2015	100	100	01/03/2023		Fair
Container		2009	1,142	1,370	01/03/2023		Fair
Hyundai DHY8000SELR Generator	201607DHY8000SE 2R00060	2016	1,200	1,200	01/03/2023		Good
Bosch Breaker F-MK-GSH16-28	3611C3506	2009	725	870	01/03/2023		Fair
Clark Petrol Compressor CFP 9ND	101213	2013	625	750	01/03/2023		Fair
Traffic Cones x 50 - Cemetery		2015	566	566	01/03/2023		Fair
Stihl FS410C Brushcutter	183625541	2017	540	540	01/03/2023		Good
Stihl FS410 Brushcutter	183625447	2017	540	540	01/03/2023		Good
Stihl FS460 Brushcutter	183433919	2017	515	515	01/03/2023		Good
Clark/Honda Generator CP505ON	008107	2013	417	500	01/03/2023		Fair
Stihl MS261C 15" Chainsaw	186510174	2019	465	465	01/03/2023		Good
Stihl HS82 Hedgetrimmer	186288209	2019	360	432	01/03/2023		Good
Stihl HS82 Hedgetrimmer	186489739	2019	360	432	01/03/2023		Good
Stihl FS91R Strimmer	510886633	2017	320	320	01/03/2023		Fair
Stihl strimmer attachment		2022	255	255	01/03/2023		Good
Masport Mulcher Hand Mower	0711195706748	2009	233	280	01/03/2023		Fair
Senci Sc3250w-ii generator (box 1)	201603A82401	2016	270	270	01/03/2023		As New
Senci Sc3250w-ii generator (box 2)	201603A82418	2016	270	270	01/03/2023		As New
Clarke PW3 petrol water pump WA R39A	7140645 168F- 2A17002376	2018	240	240	01/03/2023		Good
Stihl BG86 Blower (4 Carvers)	186142181	2019	190	190	01/03/2023		Good
Stihl BG86C Blower	183436996	2017	171	170	01/03/2023		Good
Sealy Air Grinder and grinding blades-mod G5A67		2010	140	140	01/03/2023		Fair
Stihl MS180 12" chainsaw	817703017	2019	112	134	01/03/2023		Good
Makita SDS Drill corded with SDS bits		2020	110	110	01/03/2023		Fair

ToppleTesterS.No.0080/E20044		2002	650	650	01/03/2023		Fair
Comet FDX 12/140 Pressure Washer 31763311		2005	525	525	01/03/2023		Fair
Stihl HT133 Pole Pruner	519867711	2019	561	560	01/03/2023		Good
Belle Cement Mixer		2015	300	300	01/03/2023		Fair
Stihl BG86C Blower	183820117	2017	179	179	01/03/2023		Good
Dewalt 18V Brushless Combi DLD 778	017639	2023	117	117	01/03/2023		Good
Dewalt 18V XR Grinder Bare	DLG 412 985235	2017	140	140	01/03/2023		Good
Glasdon Nestor Mk11 Bin		1996	150	180	01/03/2023		Fair
Grit Bin 396 litres Yellow		2010	117	140	01/03/2023		Fair
1350 Bunded Fuel Dispenser Tank(TUFFA) 1200 ltr		2009	1,167	1,167	01/03/2023		Fair
Oil Store Tnk(EcoSafe ES1225) Titan 1000 ltr		2005	833	833	01/03/2023		Fair
Scaffold Tower		2015	812	974	01/03/2023		Good
Evans Spray professional pedestrian sprayer		2020	944	944	01/03/2023		Good
Metal lockable bin		2010	217	260	01/03/2023		Fair
Salt Spreader 50LB-walk behind		2010	117	140	01/03/2023		Fair
Cooper Pegler CP15 Knapsack Sprayer		2010	108	130	01/03/2023		Fair
CP15 2000 Knapsack Sprayer 15litre		2017	120	120	01/03/2023		Fair
Chain Harrow		1997	208	250	01/03/2023		Fair
Open Spaces/Recreational Plant & Equipment Total			72,556	79,808			

ASSET REGISTER 2022/23

Carvers Clubhouse

Location & Item	Ser. No.	Date Acq	Purchase Price/ book value 31/03/2023	Sum Insured 01/10/2022	Last Inspect	Location (at last inspection)
Contents						
Xbox One Console 1540	065278745248	2015	242	290	01/03/2023	██████████
Xbox 360 wireless controller	03880002125450E	2015	18	21	01/03/2023	██████████
BT6510 Digital Cordless phone with Answering Machi	1528885578	2015	50	50	01/03/2023	██████████
Four slice toaster AEG		2015	58	70	01/03/2023	██████████
Various kitchen/laundry items		2015	259	311	01/03/2023	██████████
6 x Heavy duty folding tables		2015	166	199	01/03/2023	██████████
Mini football goals (Huck nets)		2021	653	653	01/03/2023	██████████
Key Cabinet and key safe		2015	46	55	01/03/2023	██████████
Titan II FS1273E Safe		2015	214	214	01/03/2023	██████████
George hoover		2015	141	166	01/03/2023	██████████
Paper Guillotine	Paper Guillotine	2015	76	60	01/03/2023	██████████
Furniture		2015	10,215	10,215	01/03/2023	██████████
- 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	██████████
Dynadock docking station		2019	144	144	01/03/2023	██████████
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023	██████████
Sharp Cash Register XE-A217	73079681	2017	158	190	01/03/2023	██████████
Fire equipment for the Place		2013	530	530	01/03/2023	██████████
Washing machine and tumble drier for The Place		2013	483	483	01/03/2023	██████████
Three Roller Blinds supplied and fitted to The Place		2013	230	230	01/03/2023	██████████
6 x picnic benches (recycled plastic)		2023	2,560	2,560	01/03/2023	██████████
Microwave for The Place		2015	88	88	01/03/2023	██████████
Hand Driers for the Place (supplied and fitted)		2015	304	304	01/03/2023	██████████
Truvox Multiwash 11440P Scrubber Dryer		2020	2,026	2,026	01/03/2023	██████████
All weather table tennis table		2020	612	612	01/03/2023	██████████
Adexa Freezer		2020	549	549	01/03/2023	██████████
"Thomas" rockin-Roller		2022	150	150	01/03/2023	██████████
Carvers Clubhouse total:			22,286	22,484		

ASSET REGISTER 2022/23
Sports equipment and other assets

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Location (at last inspection)	Book Value
				01/10/2022			31/03/2023
--Football Goal Posts & Nets							
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
Football Goal Posts & Nets Total				6,636			6,846

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Location (at last inspection)	Book Value
				01/10/2022			31/03/2023
				£			£
--Bus Shelters							
			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
Bus Shelters Total				18,651			18,213
--Other							
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
Other Total			84,318	89,874			89,333
--Playground equipment							
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
Playground Equipment Total				104,431			103,596

POLICY & FINANCE COMMITTEE

22nd March 2023

Committee Terms of Reference

1. Introduction and reason for report

- 1.1 This Council has established several committees, sub-committees and working parties. Good governance requires that these be provided with terms of reference and, where appropriate, delegated powers, which should be regularly reviewed. The Council has delegated to the Committee the task of reviewing the relevant documents annually.
- 1.2 The documents were thoroughly updated by this committee last March and a review is therefore due.

2. Background information and options

- 2.1 A bundle of the current terms of reference and delegated powers accompanies this report. Since they were updated only one year ago officers have no changes to recommend save that it may be helpful if a note is added to each to the effect that the quorum for meetings of each body is 3.

3. Issues for decision and any recommendations

Members are invited to:

- 3.1 Note this report; and**
- 3.2 Approve the terms of reference and delegated powers subject to the addition of the note recommended and any other changes members may approve.**

For further information, contact:

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

RINGWOOD TOWN COUNCIL**RECREATION, LEISURE AND OPEN SPACES COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
 - b) Management and control of the Council's statutory and non-statutory allotments.
 - c) Management and control of the Cemetery and closed churchyard.
 - d) Maintenance of public seats and bus shelters in the ownership of the Council.
 - e) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
 - f) Management of trees and tree safety on all sites owned or managed by the Council.
 - g) Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
 - h) Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
 - i) Management of such youth services as are provided by the Council from time to time
 - j) The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
 - k) Management of any fishing rights owned by the Council.
 - l) Recommending fees and charges relating to facilities or services within its remit to the Policy and Finance Committee.
 - m) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
 - n) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.

- o) Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 3) The Committee shall also have the following subsidiary functions:
 - a) To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
 - b) To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.
 - c) To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - B. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL**PLANNING, TOWN AND ENVIRONMENT COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - b) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
 - c) Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
 - d) Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the District Council.
 - e) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - f) To be responsible for all matters relating to the provision and control of street lighting
 - g) Oversight of the preparation of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
 - h) Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan

- i) Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park
- 3) The Committee shall also have the following subsidiary functions:
- a) To advise the Council on its response to climate change and other threats to the environment, the well-being of people in Ringwood or the town's economy.
 - b) To advise the Council on its responses to planning policy documents affecting the civil parish of Ringwood or any part of it and proposed by any competent authority.
 - c) To consider and make recommendations to the Policy & Finance Committee on the use of Community Infrastructure Levy (CIL) or other developer contributions received by the Council.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - B. The CIL reserve shall not be considered as being within the Committee's remit in this context; and
 - C. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

TERMS OF REFERENCE

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Advising the Council on the budget proposals of all committees and the level of the precept required for each year
 - b) Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
 - i) revisions to budget figures;
 - ii) virements between budget headings;
 - iii) transfers to or from reserves.
 - c) Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, its system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
 - d) Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
 - e) Advising the Council on the level of allowances to be payable to Councillors
 - f) Overseeing all Council business of a legal nature including:
 - i) the acquisition or disposal of any freehold or leasehold interests in land;
 - ii) the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
 - iii) the conduct of any dispute, claim or proceedings of any kind.
 - g) Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
 - h) Managing the Council's Grant Aid scheme

- i) Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- j) Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- k) Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal
- l) Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- m) Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- n) The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the interests of the town and necessary without delay, notwithstanding the fact that ordinarily the matter would have been referred to another committee or the Council for determination.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
- iii. To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
- iv. To revise the Council's budget or approve a virement between budget headings;
- v. To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
- vi. To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and

- vii. To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL

STAFFING COMMITTEE

The Staffing Committee shall comprise four councillors appointed by the Council and shall report its proceedings, decisions and recommendations directly to meetings of the Council. Meetings of the Staffing Committee shall be clerked by the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk.

TERMS OF REFERENCE

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
 - i) The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).
 - ii) The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - iii) The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - iv) Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - v) The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - vi) The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.

2. The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

DELEGATED POWERS

The following powers are delegated to the committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

- A. To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment

processes and the settling of job descriptions, person specifications and contractual terms).

- B. To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - C. To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - D. To dismiss any employee of the Council.
 - E. To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - F. To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - G. To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
 - H. To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.
-

Adopted: 25th September 2019

FORM OF JOINING AGREEMENT

(see clauses 1.11 and 14.6)

THIS JOINING AGREEMENT is made the date the Additional Client has applied its seal.

IN RELATION TO the delivery/procurement of a 3G pitch Long Lane, Upper Kingston, Ringwood, as described in the *Framework Documents* under the *Framework Alliance Contract* (as described below) (the *Framework Programme*)

BETWEEN

1. **The Football Foundation** of Wembley Stadium, Wembley, London, HA9 0WS [the Client];
2. **Ringwood Town Council** whose registered address is Ringwood Gateway, The Furlong, Ringwood BH24 1AT [the “Additional Client”];

The *Alliance Members* named below to a framework alliance contract dated 6th April 2020 (the *Framework Alliance Contract*)

WHO AGREE that words and expressions in this *Joining Agreement* shall have the same meanings as in the *Framework Alliance Contract*, and that with effect from the date of this *Joining Agreement* the *Additional Alliance Members* shall be a party to the *Framework Alliance Contract* and that the *Additional Alliance Members*’ role, expertise and responsibilities, its *Core Group* member, its agreed insurance and any additional and amended *Framework Documents* shall be as follows:

The role, expertise and responsibilities of the *Additional Alliance Member* are:

To act in the role of “Additional Client” as further described in the *Framework Alliance Contract*.

The *Core Group* member nominated by the *Additional Client* is:

Christopher Wilkins

The insurances of *Additional Alliance Member* are:

As set out at Clause 12 of the *Framework Alliance Contract*.

The additional and amended *Contract Terms* and other *Framework Documents* are:

[N/A]

This Deed may be executed in any number of counterparts, each of which is an original and which together have the same effect as if each party had signed the same document.

This Deed shall be treated as having been executed and delivered on the date on which the Council’s seal is applied.

Executed as deed by the *Client*, the *Additional Client* and all other *Alliance Members*

The Football Foundation (the "Client") of 10 Eastbourne Terrace, Paddington, London, W2 6LG

and whose email addresses are Dean.Potter@footballfoundation.org.uk

Executed and delivered as a deed by)

The Football Foundation)



[Authorised Trustee] DIRECTOR

DEAN POTTER

Print Name

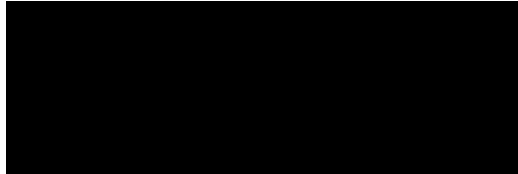
in the presence of:

Witness

Signature:

Name:

Address:



NINGWOOD

BH24 3BG

Occupation:

DIRECTOR

The Alliance Members

Signed as a DEED by)

Dean Potter _____)

as attorney for CCGrass (UK) Co. Limited)
pursuant to a power of attorney dated _4th)
June__ 2021)



Authorised attorney

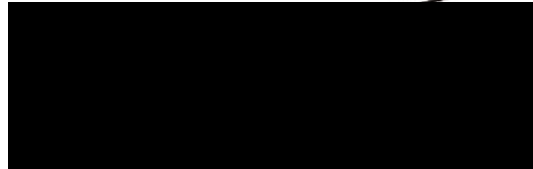
in the presence of:

Witness

Signature:

Name:

Address:



NINGWOOD

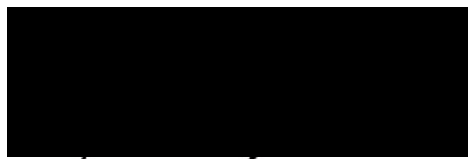
BH24 3BG

Occupation:

DIRECTOR

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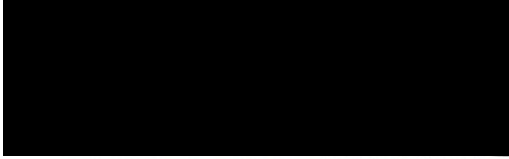
Signed as a DEED by)
)
_Dean Potter_____)
)
as attorney for **FieldTurf Tarkett SAS**, a)
)
company incorporated in France, such attorney)
)
being a person who in accordance with the laws)
)
of that territory is acting under the authority of)
)
the company pursuant to a power of attorney)
)
dated _4th June_ 2021)



Authorised attorney

in the presence of:

Witness

Signature: 
Name:
Address:

Occupation: MNGWOOD
BH24 3BG
DIRECTOR

Signed as a DEED by)
)
Dean Potter_____)
)
as attorney for **TigerTurf UK Limited** pursuant)
)
to a power of attorney dated _4th June_ 2021)
)



Authorised attorney

in the presence of:

Witness

Signature: 
Name:
Address:

Occupation: MNGWOOD
BH24 3BG
DIRECTOR

Signed as a DEED by

Dean Potter

)
)
)



Authorised attorney

as attorney for **SIS Pitches UK Limited**
pursuant to a power of attorney dated 4th
June 2021

in the presence of:

Witness

Signature:

Name:

Address:



RINGWOOD

BH24 3BG

Occupation:

DIRECTOR

Signed as a DEED by

Dean Potter

)
)
)



Authorised attorney

as attorney for **Robinson Low Francis LLP**
pursuant to a power of attorney dated 4th
June 2021

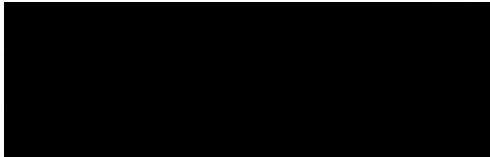
in the presence of:

Witness

Signature:

Name:

Address:



RINGWOOD

BH24 3BG

Occupation:

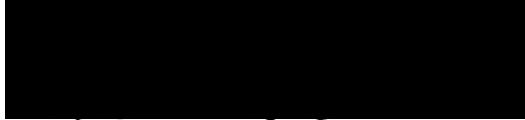
DIRECTOR

Signed as a DEED by

Dean Potter

as attorney for **Sports Labs Limited**, a company incorporated in Scotland, such attorney being a person who in accordance with the laws of that territory is acting under the authority of the company pursuant to a power of attorney dated 4th June 2021

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)
)



Authorised attorney

in the presence of:

Witness

Signature:

Name:

Address:



Occupation:

MUNGWOOD
BH24 3BG
DIRECTOR

Ringwood Town Council (the “Additional Client” [Alliance Member] whose registered office is at Ringwood Gateway, The Furlong, Ringwood BH24 1AT.

**EXECUTED as a DEED by
Ringwood Town Council
The Additional Client**
by the affixing of the **COMMON SEAL** of
Ringwood Town Council in the presence of:

Authorised Signatory

Date:.....

Current Projects Update



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

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2023)	The application for the PWLB loan has been approved. The artificial turf pitch has been completed and handed over. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation in progress until 19/03/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Repair of original time capsule cover stone has failed and will be removed for repair in March. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC will carry out some survey work in May to establish travel and parking patterns and count vehicles, pedestrians and cyclists.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	Complete	Scheme complete and road re-opened on 19 November.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions



	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has supplied further cost information and changes will be implemented following the election in May.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Renewal terms have been agreed in outline. A draft lease has been submitted to the Club's legal representative.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress (aiming to complete by August 2023)	The meeting required to wind up the organisation has been re-arranged in March.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed in the early months of 2023.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being investigated and discussed with Environment Agency and New Forest District Council.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for site remediation and completion of the deed are being pursued.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	On hold.	All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered over the coming weeks and a public consultation is being planned for early summer.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).

RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.

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Staffing Committee

None

Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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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			
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Recreation, Leisure & Open Spaces Committee

	None	(Current projects expected to absorb available resources for several years)					
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Staffing Committee

	None						
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Closed Projects Report



No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
Staffing Committee				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	