

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

15th June 2022

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 22nd June 2022** 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 18th and 25th May'22

5. FINANCIAL REPORTS (*Report A attached*):

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

6. END OF YEAR FORMALITIES 2021/22

To consider The Annual Governance & Accountability return 2021/22 (*Report B*):

- a. To consider the internal Audit Report for 2021/22, recommendations and actions (*Appendix 2*)
- b. To consider and approve The Annual Governance & Accountability return 2021/22 part 3 (*Appendix 1*):
 - i. Section 1 - The Annual Governance Statement
 - ii. Section 2 - The accounting statements for 2021/22
- c. To approve the dates for the exercise of public rights (*Appendix 3*)

7. ANNUAL REVIEW OF INSURANCE ARRANGEMENTS

To receive a verbal report from the Responsible Finance Officer on the arrangements for insurance cover in respect of all insurable risks

8. FORESTSIDE GARDENS LAND PURCHASE

To consider a recommendation from Recreation, Leisure and Open Spaces Committee on 1st June 2022 that the cost of purchasing land at Forestside Gardens be funded from the CIL reserve (*O/S6174 refers*) and to approve the use of the Council's Common Seal to execute the Transfer deed relating to the purchase (*Report C*)

9. PROJECTS (current and proposed)

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

10. 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

11. GREENWAYS

To approve the use of the Council's Common Seal to execute a new Lease and Rent Deposit Deed for Greenways (*Confidential Report E*)

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 John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Glenys Turner

Student Advisors

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

22nd June 2022

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2094/1	£0.00	£0.00	£0.00	RLOS	Halfords	New Number plate for trailer zero see Petty Cash.	3000/3/2
			2094/2	£0.00	£0.00	£0.00	RLOS	Halfords	new tailboard for new sprayer. Zero see Petty Cash	3000/3/2
See Petty Cash	01/04/22	2094	RTC804245	£0.00	£0.00	£0.00		Halfords	Vehicle parts. (Paid for with petty cash)	3000/3/2
DD	01/04/22	2516		£410.80	£0.00	£410.80	RLOS	New Forest District Council	Rates - Cemetery - April 2022	3200/1/5
DD	01/04/22	2517		£197.35	£0.00	£197.35	RLOS	New Forest District Council	Rates - Carvers Clubhouse - April 2022	3802/1/6
DD	01/04/22	2518		£469.28	£78.21	£391.07	P&F	British Gas	Greenways 20/01/22 - 07/03/22	2100/1
DD	01/04/22	2519		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	01/04/22 - 30/06/22	2000/1/9
DD	06/04/22	2526		£96.13	£16.02	£80.11	RLOS	UK Fuels Ltd	March 2022	3000/1/10
			2503/1	£50.00	£0.00	£50.00	P&F	Mr. L. J. McGready	Ex gratia payment	2000/1/3
875	11/04/22	2503	RTC804499	£50.00	£0.00	£50.00		Mr. L. J. McGready	Ex gratia payment	2000/1/3
FPO130422	13/04/22	2501		£7,846.21	£0.00	£7,846.21	P&F	Hampshire County Council	Pensions March 2021	2600/1/3
BGC	14/04/22	2525		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees April 2022	2400/19
Bcard March 2022	17/04/22	2489		£205.95	£25.41	£180.54	P&F	Booker	food for resale 73590790 paid on credit card	2802/3/1
Bcard March 2022	17/04/22	2490		£123.07	£18.35	£104.72	P&F	Booker	food for resale. Paid on credit card. Order number 73528830.	2802/3/1
			2504/1	£433.54	£72.26	£361.28	RLOS	Peter Noble Ltd	Annual service on ride on front deck Kubota.	3000/3/2
876	18/04/22	2504	RTC804446	£433.54	£72.26	£361.28		Peter Noble Ltd	Annual service Ride On Front deck Kubota.	3000/3/2
			2505/1	£219.02	£36.50	£182.52	RLOS	Barriers Direct	New Padlocks for open spaces.	3000/2/9
879	18/04/22	2505	RTC804513	£219.02	£36.50	£182.52		Barriers Direct	New padlocks for open spaces.	3000/2/9
			2506/1	£1,152.00	£192.00	£960.00	RLOS	New Forest Aggregates Ltd	Stone for lakes road and Bickerley Tracks.	3000/2/9
880	18/04/22	2506	RTC804506	£1,152.00	£192.00	£960.00		New Forest Aggregates Ltd	Stone for making up Lakes road and Bickerley Tracks.	3000/2/9
			2508/1	£22.63	£3.77	£18.86	RLOS	Peter Noble Ltd	Adblue for Transit Van.	3000/3/5
882	18/04/22	2508	RTC804504	£22.63	£3.77	£18.86		Peter Noble Ltd		3000/3/5
883	18/04/22	2509		£14.98	£2.50	£12.48	P&F	Hampshire County Council	Order 803939 deleted Bic Pens (RF auth. 11/04/22)	2000/1/8
			2512/1	£40.13	£6.69	£33.44	RLOS	Elliott Brothers Ltd	6 bage post fix Carvers sheds, storm damage	3000/2/1

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
886	18/04/22	2512	RTC804495	£40.13	£6.69	£33.44		Elliott Brothers Ltd	6 bags post fix for carvers sheds storm damage.	3000/2/1
		2513/1		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	Cemetery	3000/2/1
		2513/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Carvers	3802/1/2
887	18/04/22	2513		£54.00	£9.00	£45.00		Insight Security & Facilities Ltd	March 2022	3000/2/1
		2514/1		£570.00	£95.00	£475.00	P&F	LJT Surveying Ltd	To produce an EPC for Greenways	2400/18
888	18/04/22	2514	RTC804498	£570.00	£95.00	£475.00		LJT Surveying Ltd		2400/18
		2515/1		£564.00	£94.00	£470.00	RLOS	New Forest Aggregates Ltd	Aggregate for lakes road.	3000/2/9
889	18/04/22	2515	RTC804521	£564.00	£94.00	£470.00		New Forest Aggregates Ltd	Aggregate for lakes road.	3000/2/9
		5/1		£66.00	£11.00	£55.00	P&F	Central Computer Management Ltd	One month's extension of support and software to 28 April 2022	2310/1
877	19/04/22	5	RTC804405	£66.00	£11.00	£55.00		Central Computer Management Ltd	Extension of support and access to payroll software	2310/1
		2476/1		£316.36	£52.73	£263.63	RLOS	England Garden Machinery	To sharpen cylinder blades and bottom blade etc.	3000/3/2
878	19/04/22	2476	RTC804455	£316.36	£52.73	£263.63		England Garden Machinery	To sharpen cylinder blades take off bottom blade sharpen and replace with new screws, plus labour	3000/3/2
		2482/1		£42.00	£7.00	£35.00	PT&E	Amazon	Long-reach litter-picking sticks	4000/1/8
		2482/2		£225.50	£37.58	£187.92	PT&E	Amazon	Standard litter-picking sticks	4000/1/8
Lloyds March 2022	19/04/22	2482	RTC804407	£267.50	£44.58	£222.92		Amazon	Litter-picking sticks	4000/1/8
		2483/1		£272.16	£45.36	£226.80	RLOS	Oakley Landscapes	To Repair Damaged Planks on Boardwalk at Pocket Park.	3000/2/9
890	19/04/22	2483	RTC804426	£272.16	£45.36	£226.80		Oakley Landscapes	To repair/replace damaged planks on Boardwalk at Pocket Park.	3000/2/9
		2507/1		£206.42	£34.40	£172.02	RLOS	Peter Noble Ltd	Roof Brackets for Carvers Sheds Roof Storm Damage.	3000/2/1
881	19/04/22	2507	RTC804505	£206.42	£34.40	£172.02		Peter Noble Ltd	Roof Brackets for Carvers Sheds roof. Storm Damage.	3000/2/1
884	19/04/22	2510		£95.00	£0.00	£95.00	P&F	ICCM	Membership 2022/23	2000/1/16
		2511/1		£10.17	£1.70	£8.47	RLOS	screwfix	coach bolts for Carvers Sheds.	3000/2/1

Paid Expenditure Transactions

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2511/2	£7.49	£1.25	£6.24	RLOS	screwfix	Welding Rods for Carvers Sheds	3000/2/1
885	19/04/22	2511	RTC804507	£17.66	£2.95	£14.71		screwfix	Coach bolts and Welding Rods for Carvers Sheds repairs after storm damage.	3000/2/1
DD	19/04/22	2530		£247.44	£11.78	£235.66	P&F	SSE Southern Electric	Qtr4 2021/22 Unmetered	2000/1/1
DD	19/04/22	2531		£54.65	£2.60	£52.05	P&F	SSE Southern Electric	Market Place Qtr1 2022/23	2000/1/1
Lloyds CC April 2022	19/04/22	2542		£41.40	£0.00	£41.40	PT&E	Google	February 2022	4000/1/6
			2598/1	£40.00	£6.67	£33.33	RLOS	Brandon Tool Hire	Acro props repairs to carvers sheds roof, credit card payment.	3000/2/1
Lloyds March 2022	19/04/22	2598	RTC804493	£40.00	£6.67	£33.33		Brandon Tool Hire	Acro Props for repairs to Carvers Sheds roof. To be paid by credit card.	3000/2/1
PAY	19/04/22	2661		£7.00	£0.00	£7.00	Counc	Lloyds Bank	April 2022	10111
DD	20/04/22	2528		£313.21	£52.20	£261.01	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	March 2022 calls	2000/1/11
DD	20/04/22	2529		£56.14	£5.00	£51.14	RLOS	Worldpay	March 2022	3802/3/1
892	21/04/22	2484		£588.00	£98.00	£490.00	P&F	21CC Group Ltd	1 Jubilee beacon	2400/14
			2485/1	£584.65	£97.44	£487.21	RLOS	Peter Noble Ltd	Flail Blades for front deck mower.	3000/3/2
			2485/2	£223.55	£37.26	£186.29	RLOS	Peter Noble Ltd	Mulch Kit for J/D ride on mower	3000/3/2
900	21/04/22	2485	RTC804476	£808.20	£134.70	£673.50		Peter Noble Ltd	Flail Blades for front deck mower. Mulch Kit for J/D ride on mower.	3000/3/2
			2487/1	£650.70	£108.45	£542.25	RLOS	Peter Noble Ltd	To service J/D ride on mower.	3000/3/2
902	21/04/22	2487	RTC804484	£650.70	£108.45	£542.25		Peter Noble Ltd	To service J/D ride on mower.	3000/3/2
901	21/04/22	2488		£244.80	£40.80	£204.00	P&F	New Forest Ice Cream	food for resale	2802/3/1
898	21/04/22	2496		£35.99	£6.00	£29.99	P&F	Comax UK Ltd	black burger trays 500	2802/3/1
			2497/1	£57.97	£9.66	£48.31	RLOS	Ringwood Motor Company Ltd	Bits for Transit van.	3000/3/5
904	21/04/22	2497	RTC804486	£57.97	£9.66	£48.31		Ringwood Motor Company Ltd	Bits for Transit Van.	3000/3/5
			2498/1	£44.00	£0.00	£44.00	P&F	Taste Vending Ltd	cappucino topping	2802/3/1
			2498/2	£8.18	£0.00	£8.18	P&F	Taste Vending Ltd	syrup	2802/3/1
			2498/3	£45.00	£0.00	£45.00	P&F	Taste Vending Ltd	milkshake	2802/3/1
904	21/04/22	2498	RTC804490	£97.18	£0.00	£97.18		Taste Vending Ltd	coffee	2802/3/1

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
899	21/04/22	2499		£65.00	£0.00	£65.00	P&F	Trevor Spencer	To fix managers door at Clubhouse, estimated amount	2802/1/1
		2500/1		£1,320.00	£220.00	£1,100.00	RLOS	R M Smith Fencing Limited	New Gate at Kick Park.	3000/2/9
897	21/04/22	2500	RTC804074	£1,320.00	£220.00	£1,100.00		R M Smith Fencing Limited		3000/2/9
		2520/1		£49.30	£8.22	£41.08	RLOS	Elliott Brothers Ltd	Wood for Carvers Sheds Storm damage.	3000/2/1
891	21/04/22	2520	RTC804508	£49.30	£8.22	£41.08		Elliott Brothers Ltd	to replace storm damaged wood on Carvers sheds.	3000/2/1
		2521/1		£425.00	£0.00	£425.00	RLOS	Ringwood Pest Control	Pest control UK Allotments.	3300/2/1
893	21/04/22	2521	RTC804518	£425.00	£0.00	£425.00		Ringwood Pest Control	Annual contract for pest control at Upper Kingstone Allotments.	3300/2/1
		2522/1		£20.98	£3.50	£17.48	RLOS	Comax UK Ltd	coffee cup lids 1000	3802/3/1
		2522/2		£35.70	£5.95	£29.75	RLOS	Comax UK Ltd	coffee cups 500	3802/3/1
		2522/3		£44.84	£7.47	£37.37	RLOS	Comax UK Ltd	kiddy picnic boxes 250	3802/3/1
		2522/4		£38.70	£6.45	£32.25	RLOS	Comax UK Ltd	food trays 500	3802/3/1
894	21/04/22	2522	RTC804524	£140.22	£23.37	£116.85		Comax UK Ltd	Inv 1165157	3802/3/1
895	21/04/22	2523		£27.52	£0.00	£27.52	RLOS	Source 4 Business	Southampton Road Allots 8/10/21-7/4/22	3300/1/1
896	21/04/22	2524		£58.14	£0.00	£58.14	RLOS	Source 4 Business	Cemetery 29/9/21 - 4/4/22	3200/1/2
		2596/1		£90.00	£15.00	£75.00	RLOS	I-Hasco	level 3 food hygiene	3802/2/6
905	21/04/22	2596	RTC804492	£90.00	£15.00	£75.00		I-Hasco	level 3 hygiene	3802/2/6
		2597/1		£30.00	£5.00	£25.00	RLOS	I-Hasco	level 2 training food hygiene	3802/2/6
905	21/04/22	2597	RTC804491	£30.00	£5.00	£25.00		I-Hasco	Training for new staff	3802/2/6
BP220422	22/04/22	2502		£6,784.36	£0.00	£6,784.36	P&F	Inland Revenue	tax and NI March 2021	2600/1/2
DD	22/04/22	2532		£27.67	£1.32	£26.35	P&F	British Gas	Greenways 8/3/22 - 31/3/22	2100/1
DD	22/04/22	2537		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Photocopier quarterly charge	3802/2/1
BP	25/04/22	2534		£24,924.75	£0.00	£24,924.75	P&F	Salaries	April 2022	2600/1/1
PAY	28/04/22	2536		£24.38	£0.00	£24.38	P&F	Lloyds Bank	Bank Charges April 2022	2000/1/18
		2538/1		£94.67	£4.51	£90.16	RLOS	Utility Warehouse	Electricity	3000/1/1
		2538/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD	29/04/22	2538		£97.07	£4.91	£92.16		Utility Warehouse	UW Sports Pavilion March 2022	3000/1/1
		2539/1		£363.88	£17.33	£346.55	RLOS	Utility Warehouse	Energy	3802/1/3

Paid Expenditure Transactions

Start of year 01/04/22

A

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		2539/2		£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
		2539/3		£34.49	£5.75	£28.74	RLOS	Utility Warehouse	Phone/Broadband	3802/2/5
		2539/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD	29/04/22	2539		£427.77	£27.98	£399.79		Utility Warehouse	UW Carvers Cubhouse March 2022	3802/1/3
		2541/1		£133.92	£6.38	£127.54	RLOS	Utility Warehouse	Energy	3200/1/1
		2541/2		£32.26	£5.38	£26.88	RLOS	Utility Warehouse	Mobile	3000/1/6
		2541/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone/Broadband	3000/1/6
		2541/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	29/04/22	2541		£199.78	£17.36	£182.42		Utility Warehouse	UW Cemetery March 2022	3200/1/1
Bcard March 2022	29/04/22	2574		£1.25	£0.00	£1.25	RLOS	Iceland	Barclaycard March 2022	3802/3/1
Bcard March 2022	29/04/22	2575		£2.00	£0.00	£2.00	RLOS	Iceland	Barclaycard March 2022	3802/3/1
Bcard March 2022	29/04/22	2576		£16.25	£0.00	£16.25	RLOS	Iceland	Barclaycard March 2022	3802/3/1
Bcard March 2022	29/04/22	2577		£10.99	£0.00	£10.99	RLOS	Canva	Barclaycard March 2022	3802/2/1
NFDC Tfr1 April 22	30/04/22	2543		£12.93	£0.62	£12.31	RLOS	New Forest District Council	NFDC Tfr1 Café Sales 28/3/22 511134	3802/3/1
NFDC Tfr1 April 22	30/04/22	2544		£10.43	£0.00	£10.43	RLOS	New Forest District Council	NFDC Tfr1 Café sales 1/4/22 511135	3802/3/1
NFDC Tfr1 April 22	30/04/22	2545		£38.69	£0.00	£38.69	RLOS	New Forest District Council	NFDC Tfr1 Café sales 4/4/22 503147	3802/3/1
NFDC Tfr1 April 22	30/04/22	2569		£21.00	£0.00	£21.00	RLOS	New Forest District Council	NFDC Tfr1 Café sales 11/4/22 503190	3802/3/1
NFDC Tfr1 April 22	30/04/22	2570		£32.54	£0.33	£32.21	RLOS	New Forest District Council	NFDC Tfr1 Café sales 18/4/22 503223	3802/3/1
	30/04/22	2660		£42.92	£0.00	£42.92	Counc	Ringwood Town Council	Petty Cash - April 2022	10000
Total				£52,563.11	£1,762.41	£50,800.70				

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/05/22 and 31/05/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
906	03/05/22	2479		£2,115.12	£352.52	£1,762.60	P&F	Edge IT Systems Ltd	Annual software licence renewal, 13/12/21 to 12/12/22 - Advant-Edge, Allotments and Epitaph modules plus 5 additional concurrent users (8 concurrent users total)	2000/1/15
		2535/1		£100.00	£0.00	£100.00	P&F	Pitney Bowes	Postage - downloaded to franking machine	2000/1/10
907	03/05/22	2535	RTC804503	£100.00	£0.00	£100.00		Pitney Bowes	Franking machine - postage replenishment - downloaded from RTC account - will show on next monthly statement issued	2000/1/10
DD	03/05/22	2578		£157.50	£9.58	£147.92	P&F	Grounds Management Association	Annual subscription 2022	2000/1/16
DD	03/05/22	2580		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery May 2022	3200/1/5
		2615/1		£3,035.48	£0.00	£3,035.48	P&F	Public Works Loan Board	Principle	2500/1/2
		2615/2		£2,339.48	£0.00	£2,339.48	P&F	Public Works Loan Board	Interest	2500/1/1
DD	03/05/22	2615		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	Lona repayment Long Lane	2500/1/2
DD	03/05/22	2616		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse May 2022	3802/1/6
		2546/1		£324.00	£54.00	£270.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip to remove rubbish left be homeless campers.	3000/2/7
911	06/05/22	2546	RTC804525	£324.00	£54.00	£270.00		Ringwood & Fordingbridge Skip Hire	Skip to remove rubbish from Poulner Lakes left by Homeless Campers.	3000/2/7
		2547/1		£120.00	£20.00	£100.00	RLOS	Ringwood & Fordingbridge Skip Hire	Charge for disssposing of 4 mattresses from Poulner Lakes.	3000/2/7
912	06/05/22	2547	RTC804530	£120.00	£20.00	£100.00		Ringwood & Fordingbridge Skip Hire	Charge for disssposing of 4 mattresses from Poulner Lakes Homeless camp.	3000/2/7
		2548/1		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
		2548/2		£8.18	£0.00	£8.18	RLOS	Taste Vending Ltd	syrup	3802/3/1
		2548/3		£47.00	£0.00	£47.00	RLOS	Taste Vending Ltd	crème chocolate	3802/3/1
913	06/05/22	2548	RTC804538	£116.02	£0.00	£116.02		Taste Vending Ltd		3802/3/1
		2549/1		£2.79	£0.47	£2.32	P&F	Hampshire County Council	784321 76x76 Sticky notes	2000/1/8
		2549/2		£6.12	£1.02	£5.10	P&F	Hampshire County Council	795141 Refill pad- 8mm lines and margins	2000/1/8
		2549/3		£2.45	£0.41	£2.04	P&F	Hampshire County Council	926555 Emergency survival foil blanket	2000/1/4
914	06/05/22	2549	RTC804516	£11.36	£1.90	£9.46		Hampshire County Council	Post-it's, Foil blankets and lined paper	2000/1/8
		2550/1		£33.80	£0.00	£33.80	P&F	SLCC Enterprises Ltd	Essential Law for Cemetery and Crematorium Managers	2000/1/7

Paid Expenditure Transactions

paid between 01/05/22 and 31/05/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading	
915	06/05/22	2550	RTC804500	£33.80	£0.00	£33.80		SLCC Enterprises Ltd	Book purchase for Council office	2000/1/7
		2551/1		£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Sedum Roof Gateway Maintenance - April 2022 (bi-annual)	2000/3/4
916	06/05/22	2551	RTC804514	£600.00	£100.00	£500.00		The Urban Greening Co	Sedum Roof Gateway Maintenance - April 2022 (bi-annual)	2000/3/4
		2552/1		£92.40	£15.40	£77.00	RLOS	B & S Chains	Large Black Flat Swing Seat (BS42S/B)	3000/2/16
		2552/2		£18.00	£3.00	£15.00	RLOS	B & S Chains	Carriage	3000/2/16
917	06/05/22	2552	RTC804532	£110.40	£18.40	£92.00		B & S Chains	2 x swing seats - Carvers Playground	3000/2/16
		2553/1		£54.17	£0.00	£54.17	RLOS	Zurich Insurance Plc	insurance premium tax	3100/3
		2553/2		£451.41	£0.00	£451.41	RLOS	Zurich Insurance Plc	event policy cover for jubilee	3100/3
918	06/05/22	2553	RTC804536	£505.58	£0.00	£505.58		Zurich Insurance Plc	additional cover for jubilee events. Includes insurance premium ta	3100/3
		2571/1		£98.28	£16.38	£81.90	RLOS	Ringwood Motor Company Ltd	To trace and repair faulty wire on Transit Van adblue system..	3000/3/5
909	06/05/22	2571	RTC804509	£98.28	£16.38	£81.90		Ringwood Motor Company Ltd	To trace and repair faulty wire on Transit Van Adblue system.	3000/3/5
		2572/1		£420.00	£70.00	£350.00	RLOS	Ringwood and Verwood Glass	to supplyand fit a commerical door closure, adjust main doors and fire exit door	3802/1/1
910	06/05/22	2572	RTC804510	£420.00	£70.00	£350.00		Ringwood and Verwood Glass	to repair main door and fire exit doors	3802/1/1
		2554/1		£284.40	£47.40	£237.00	P&F	Communicorp (Clerks & Councils Direct)	Scroll for Community Awards	2200/1/5
		2554/2		£5.76	£0.96	£4.80	P&F	Communicorp (Clerks & Councils Direct)	Postage and packaging	2200/1/5
919	07/05/22	2554	RTC804515	£290.16	£48.36	£241.80		Communicorp (Clerks & Councils Direct)	Scrolls for Community Awards x 3 (£79x3 scrolls + £4.80x1 postage (all pus VAT))	2200/1/5
		2555/1		£96.00	£16.00	£80.00	P&F	Forest Newspapers Ltd	Notice to appear in Issue 830 - 20 April 2022	2000/1/17
920	07/05/22	2555	RTC804522	£96.00	£16.00	£80.00		Forest Newspapers Ltd	Notice of Annual Town Assembly	2000/1/17
		2556/1		£45.47	£0.00	£45.47	P&F	TLC Online	RTC compliment slips	2000/1/8
921	07/05/22	2556	RTC804535	£45.47	£0.00	£45.47		TLC Online	RTC compliment slips x 1000 120gsm premium uncoated single sided	2000/1/8
		2557/1		£184.00	£0.00	£184.00	RLOS	Mike Coakley	Electrical work on Carvers Sheds after storm damage.	3000/2/1

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922	07/05/22	2557	RTC804543	£184.00	£0.00	£184.00		Mike Coakley	Electrical work on Carvers sheds after storm damage.	3000/2/1
		2558/1		£1,800.00	£300.00	£1,500.00	P&F	Laceys Solicitors	Supply of legal services 13 Jan to 29 Mar 2022	2400/17
923	07/05/22	2558	RTC804548	£1,800.00	£300.00	£1,500.00		Laceys Solicitors	Supply of legal services	2400/17
		2560/1		£32.99	£5.50	£27.49	RLOS	screwfix	Paint for Carvers Pavilion refurb.	3000/2/1
		2560/2		£3.98	£0.66	£3.32	RLOS	screwfix	White Spirit	3000/2/1
926	08/05/22	2560	RTC804550	£36.97	£6.16	£30.81		screwfix	Paint for Carvers Pavilion refurb.	3000/2/1
		2561/1		£89.70	£14.95	£74.75	RLOS	Peter Noble Ltd	new tyre on front deck kubota plus nuts washers and fitting.	3000/3/2
927	08/05/22	2561	RTC804534	£89.70	£14.95	£74.75		Peter Noble Ltd	New tyre nuts and fitting on front deck kubota.	3000/3/2
		2562/1		£1,537.50	£0.00	£1,537.50	P&F	Community First Wessex HEH	Release of rent deposit on Greenways office suite	2100/2
931	08/05/22	2562	RTC804529	£1,537.50	£0.00	£1,537.50		Community First Wessex HEH	Release of rent deposit	2100/2
932	08/05/22	2563		£31.27	£0.00	£31.27	RLOS	Source 4 Business	MP 3443 4196 13/10/21 - 04/12/22	3000/1/8
933	08/05/22	2564		£111.19	£0.00	£111.19	RLOS	Source 4 Business	Carvers Clubhouse 3442 5710 01	3802/1/4
934	08/05/22	2565		£58.65	£0.00	£58.65	RLOS	Source 4 Business	MP 3443 4196 03 13/10/21 - 12/04/22	3000/1/8
935	08/05/22	2566		£28.97	£0.00	£28.97	RLOS	Source 4 Business	Allotments - Upper Kingston 3443 4196 05 20/10/21 - 12/04/22	3300/1/1
936	08/05/22	2567		£10.65	£0.00	£10.65	RLOS	Source 4 Business	Crow Lane 5016 1812 01 20/10/21 - 12/04/22	3000/1/8
937	08/05/22	2568		£18.98	£0.00	£18.98	RLOS	Source 4 Business	Standpipe The Bickerley 3439 5216 01 01/10/21 - 21/04/22	3000/1/8
938	08/05/22	2573		£140.66	£0.00	£140.66	RLOS	Water2Business	MP 9001344 13/10/21 - 12/04/22	3000/1/8
		2480/1		£1,632.00	£272.00	£1,360.00	RLOS	Daniel Shutler	Hedge cutting around area	3000/2/9
939	09/05/22	2480	RTC804374	£1,632.00	£272.00	£1,360.00		Daniel Shutler	Hedge cutting around area.	3000/2/9
		2491/1		£18.53	£3.09	£15.44	P&F	Hampshire County Council	816100 Singlefold hand towels - Blue	2000/3/1
925	09/05/22	2491	RTC804477	£18.53	£3.09	£15.44		Hampshire County Council	Paper hand towels for Gateway	2000/3/1
		2492/1		£79.01	£13.17	£65.84	P&F	Hooper Services Limited	power cord	2802/1/1
		2492/2		£113.52	£18.92	£94.60	P&F	Hooper Services Limited	nozzle for MW 440	2802/1/1
		2492/3		£3.89	£0.65	£3.24	P&F	Hooper Services Limited	boot rubber	2802/1/1

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			2492/4	£2.90	£0.48	£2.42	P&F	Hooper Services Limited	seal nozzle	2802/1/1
			2492/5	£68.40	£11.40	£57.00	P&F	Hooper Services Limited	labour	2802/1/1
			2492/6	£1.80	£0.30	£1.50	P&F	Hooper Services Limited	consumables PPE	2802/1/1
928	09/05/22	2492	RTC804482	£269.52	£44.92	£224.60		Hooper Services Limited	Replacement parts and service for floor scrubber at Clubhouse	2802/1/1
			2493/1	£210.00	£0.00	£210.00	RLOS	H & W Creative Limited	Graphic design work	3000/2/6
929	09/05/22	2493	RTC804444	£210.00	£0.00	£210.00		H & W Creative Limited	Graphic design for the Bickerley	3000/2/6
			2494/1	£1,100.00	£0.00	£1,100.00	P&F	AV Decorators & Maintenance	Re-emulsions walls and ceilings	2100/2
930	09/05/22	2494	RTC804461	£1,100.00	£0.00	£1,100.00		AV Decorators & Maintenance	Re-decoration of first floor office suite at Greenways	2100/2
			2495/1	£360.00	£0.00	£360.00	P&F	AV Decorators & Maintenance	Decorating costs	2100/2
930	09/05/22	2495	RTC804471	£360.00	£0.00	£360.00		AV Decorators & Maintenance	Additional re-decorating at Greenways (colour change)	2100/2
BGC	12/05/22		2581	£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees May 2022	2400/19
			2540/1	£200.00	£0.00	£200.00	RLOS	Mr.. T. E. Foster	Activity provision and youth open day	3802/2/1
908	17/05/22	2540	RTC804511	£200.00	£0.00	£200.00		Mr.. T. E. Foster	Activity open day provision	3802/2/1
			2605/1	£83.86	£13.98	£69.88	RLOS	Letters & Logos Ltd	banner	3802/2/1
949	17/05/22	2605	RTC804565	£83.86	£13.98	£69.88		Letters & Logos Ltd	Banner	3802/2/1
FPO P2 170522	17/05/22		2617	£7,930.35	£0.00	£7,930.35	P&F	Hampshire County Council	Pension - April 2022	2600/1/3
			2618/1	£43.20	£7.20	£36.00	RLOS	Site Safety Ltd	1 pair safety work boots.	3000/1/5
			2618/2	£11.52	£1.92	£9.60	RLOS	Site Safety Ltd	2 polo work shirts	3000/1/5
			2618/3	£16.08	£2.68	£13.40	RLOS	Site Safety Ltd	2 work weatshirts	3000/1/5
944	17/05/22	2618	RTC804556	£70.80	£11.80	£59.00		Site Safety Ltd	1 pair safety work boots, 2 polo work shirts, 2 work sweatshirts.	3000/1/5
947	17/05/22		2619	£288.00	£48.00	£240.00	RLOS	Forest Newspapers Ltd	Advert for jubilee events	3100/3
			2621/1	£3.91	£0.65	£3.26	RLOS	screwfix	electrical fused spur for Carvers Pavilion	3000/2/1
			2621/2	£4.86	£0.81	£4.05	RLOS	screwfix	Plumbing fitting for Carvers Pavilion	3000/2/1
948	17/05/22	2621	RTC804561	£8.77	£1.46	£7.31		screwfix	Electrical fused spur for Carvers Pavilion. Plumbing fitting for Carvers Pavilion.	3000/2/1

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Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2622/1	£25.00	£0.00	£25.00	P&F	Sam Bracher	Eye sight examination	2310/3
			2622/2	£60.00	£0.00	£60.00	P&F	Sam Bracher	Contribution towards glasses for DSE use	2310/3
953	17/05/22	2622	RTC804559	£85.00	£0.00	£85.00		Sam Bracher	Reimbursent for eye sight test and contribution to glasses for DSE use	2310/3
			2623/1	£26.39	£4.40	£21.99	RLOS	Hampshire County Council	604422 Toilet rolls	3802/2/2
			2623/2	£57.07	£9.51	£47.56	RLOS	Hampshire County Council	598732 Soft care mild H2 soap	3802/2/2
952	17/05/22	2623	RTC804544	£83.46	£13.91	£69.55		Hampshire County Council	Cleaning supplies - Carvers	3802/2/2
			2624/1	£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	April 2022	3802/3/1
			2624/2	£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	May 2022	3802/3/1
951	17/05/22	2624		£197.60	£32.94	£164.66		Taste Vending Ltd	Monthly rent	3802/3/1
950	17/05/22	2625		£120.55	£20.09	£100.46	P&F	Edge IT Systems Ltd	Annual fee mapping fees	2000/1/15
			2626/1	£20.10	£3.35	£16.75	RLOS	Hampshire County Council	816100 Hand towels (blue) x 5000	3802/2/2
945	17/05/22	2626	RTC804549	£20.10	£3.35	£16.75		Hampshire County Council	Hand towels for Carvers Clubhouse	3802/2/2
			2627/1	£31.80	£5.30	£26.50	RLOS	Site Safety Ltd	1 Jacket for Kelvin	3000/1/5
			2627/2	£42.00	£7.00	£35.00	RLOS	Site Safety Ltd	1Jacket for Barney	3000/1/5
944	17/05/22	2627	RTC804546	£73.80	£12.30	£61.50		Site Safety Ltd	1Jacket for Kelvin and 1 for Barney.	3000/1/5
940	17/05/22	2628		£2,000.00	£0.00	£2,000.00	P&F	Poulner Junior School	Award of discretionary grant - P&F 20th April 2022	2210/1
941	17/05/22	2629		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans- 33605 invoice number	3802/3/1
943	17/05/22	2630		£392.34	£65.39	£326.95	RLOS	New Forest Ice Cream	icecream for resale - replaces order 804528 which was miscoded	3802/3/1
			2631/1	£11.88	£1.98	£9.90	RLOS	Letters & Logos Ltd	A3 posters	3802/2/1
			2631/2	£43.20	£7.20	£36.00	RLOS	Letters & Logos Ltd	corex boards	3802/2/1
942	17/05/22	2631	RTC804494	£55.08	£9.18	£45.90		Letters & Logos Ltd	Promotional materials for carvers event in easter	3802/2/1
Lloyds CC Apr 22 1	17/05/22	2640		£354.22	£46.13	£308.09	RLOS	Booker	food for resale paid on credit card- order no. 73909683	3802/3/1
			2641/1	£158.88	£18.24	£140.64	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Apr 22 2	17/05/22	2641	RTC804526	£158.88	£18.24	£140.64		Booker	food for resale 73843640 paid on credit card	3802/3/1
			2642/1	£196.12	£20.98	£175.14	RLOS	Booker	food for resale	3802/3/1

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Lloyds CC Apr 22 3	17/05/22	2642	RTC804519	£196.12	£20.98	£175.14		Booker	food for resale paid on credit card order 73770428	3802/3/1
		2643/1		£207.16	£28.37	£178.79	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Apr 22 4	17/05/22	2643	RTC804496	£207.16	£28.37	£178.79		Booker	73674229 order numnber paid on credit card lloyds	3802/3/1
Lloyds CC Apr 22 5	17/05/22	2644		£82.87	£4.99	£77.88	RLOS	Decathlon	footballs and arrows - replacements for broken equipment. Paid on credit card replaces order # 804527 miscoded	3802/2/2
Lloyds CC Apr 22 6	17/05/22	2645		£10.99	£1.83	£9.16	RLOS	Canva	April 2022	3802/2/1
		2646/1		£14.39	£2.40	£11.99	RLOS	TTS Group Ltd	table tennis balls	3802/2/2
		2646/2		£5.94	£0.99	£4.95	RLOS	TTS Group Ltd	delivery	3802/2/2
Lloyds CC Apr 22 7	17/05/22	2646	RTC804544	£20.33	£3.39	£16.94		TTS Group Ltd	table tennis balls. Paid on credit card	3802/2/2
Lloyds CC Apr 22 8	17/05/22	2647		£12.30	£2.05	£10.25	RLOS	Amazon	Paid on credit card First aid cool packs	3802/2/1
Lloyds CC Apr 22 9	17/05/22	2648		£32.00	£0.00	£32.00	P&F	Lloyds CC	Annual Fee 6995	2000/1/18
Lloyds CC Apr 22 10	17/05/22	2649		£32.00	£0.00	£32.00	P&F	Lloyds CC	Annual fee 7001	2000/1/18
Lloyds CC Apr 22 11	17/05/22	2650		£32.00	£0.00	£32.00	P&F	Lloyds CC	Annual fee 7019	2000/1/18
Lloyds CC Apr 22 12	17/05/22	2651		£41.40	£0.00	£41.40	PT&E	Google	March 2022	4000/1/6
Lloyds CC Apr 22 13	17/05/22	2652		£33.80	£0.00	£33.80	P&F	SLCC Enterprises Ltd	Duplicate payment 915 804500 credit to be received in May CC	2000/1/7
Lloyds CC Apr 22 14	17/05/22	2653		-£25.60	-£4.27	-£21.33	RLOS	Brandon Tool Hire	Return of hire charge	3000/2/1
		2654/1		£12.00	£0.00	£12.00	P&F	Symonds & Sampson	Land at Forestside Gardens legal pack	2400/17
Lloyds CC Apr 22 15	17/05/22	2654	RTC804540	£12.00	£0.00	£12.00		Symonds & Sampson	Auction legal pack (to be paid by credit card) see CW email 13/06/22 for details	2400/17
Lloyds CC Apr 22 16	17/05/22	2655		£12.50	£2.08	£10.42	RLOS	Lidl	See email CB 18/05/22 for receipt	3802/2/1
Lloyds CC Apr 22 17	17/05/22	2656		£5.19	£0.86	£4.33	RLOS	Amazon	Sticky labels (804580 ?? But not there?)	3802/2/1
		2657/1		£11.99	£2.00	£9.99	P&F	Freeola Ltd	Renewal of SSL Certificate for 1 year to 15/04/2023	2000/1/15

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Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Apr 22 18	17/05/22	2657	RTC804502	£11.99	£2.00	£9.99		Freeola Ltd	SSL Certificate - rtcsonic.ringwood.gov.uk - paid by credit card	2000/1/15
Lloyds CC Apr 22 19	17/05/22	2658		£17.50	£2.92	£14.58	RLOS	Ikea	Felt tip pens (804579 but gone??)	3802/2/1
PAY	17/05/22	2662		£7.00	£0.00	£7.00	Counc	Lloyds Bank	May 2022	10111
BP P2 180522	18/05/22	2620		£6,819.75	£0.00	£6,819.75	P&F	Inland Revenue	April 2022	2600/1/2
DD P2 190522	19/05/22	2633		£91.33	£15.22	£76.11	RLOS	Worldpay	April 2022	3802/3/1
DD P2 190522 2	19/05/22	2634		£313.27	£52.21	£261.06	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	April 2022 calls	2000/1/11
		2639/1		£2,700.00	£0.00	£2,700.00	P&F	Symonds & Sampson	Deposit for land at Forestside Gardens	2501/6
		2639/2		£900.00	£150.00	£750.00	P&F	Symonds & Sampson	Buyer's premium on land purchase	2501/6
BP 200522	20/05/22	2639	RTC804584	£3,600.00	£150.00	£3,450.00		Symonds & Sampson	Land purchase deposit - RF email 13/06/22	2501/6
		2587/1		£1,990.80	£331.80	£1,659.00	RLOS	WP Group (Upton Oil)	1000 ltrs Diesel for machines.	3000/1/10
954	23/05/22	2587	RTC804557	£1,990.80	£331.80	£1,659.00		WP Group (Upton Oil)	Diesel for Machines.	3000/1/10
955	23/05/22	2588		£54.00	£9.00	£45.00	RLOS	Central Southern Security	Service call Tractor shed - repower & repair cable on alarm	3000/2/1
956	23/05/22	2589		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	April 2022	3000/2/1
		2590/1		£12.27	£2.04	£10.23	RLOS	Itec	Carvers Clubhouse	3802/2/2
		2590/2		£19.21	£3.20	£16.01	P&F	Itec	Gateway	2000/1/9
957	23/05/22	2590		£31.48	£5.24	£26.24		Itec	April 2022	3802/2/2
958	23/05/22	2591		£108.00	£18.00	£90.00	RLOS	Pear Technology Services Limited	Annual maintenance charge to keep map up to date	3350/6
959	23/05/22	2592		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly lease	2000/1/10
960	23/05/22	2593		£165.68	£0.00	£165.68	RLOS	Water2Business	Carvers Clubhouse 13/10/21 - 12/04/22	3802/1/4
961	23/05/22	2594		£70.00	£0.00	£70.00	RLOS	New Forest District Council	Annual licence Market Place LICPR/06/00110	3100/5
		2595/1		£425.00	£0.00	£425.00	PT&E	Ashley House Printing Company	Printing of 8,000 campaign postcards	4000/1/8
962	23/05/22	2595	RTC804583	£425.00	£0.00	£425.00		Ashley House Printing Company	Printing campaign postcards Paid before receipt - see email CW 23/05/22	4000/1/8
		2599/1		£840.00	£140.00	£700.00	RLOS	Pete Best	Emergency Tree Work at Dr. Little Gardens.	3000/2/11

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963	25/05/22	2599	RTC804470	£840.00	£140.00	£700.00		Pete Best	Emergency tree work at Dr. Little Gardens.	3000/2/11
		2600/1		£9.98	£1.66	£8.32	RLOS	screwfix	2 x tape mesures, 1 for Carvers 1 for Cemetery.	3000/3/1
		2600/2		£29.98	£5.00	£24.98	RLOS	screwfix	2 x safty Helmet Visors.	3000/1/6
		2600/3		£15.00	£2.50	£12.50	RLOS	screwfix	1 x box Mixed Rivets.	3000/3/1
964	25/05/22	2600	RTC804574	£54.96	£9.16	£45.80		screwfix	2 x tapemesures 1 for Carvers 1 for Cemetery, 2 x visors for safty helmets, 1 box mixed rivets.	3000/3/1
		2601/1		£34.50	£5.75	£28.75	RLOS	Eco Sustainable Solutions	soil for Cemetery	3200/2/5
965	25/05/22	2601	RTC804576	£34.50	£5.75	£28.75		Eco Sustainable Solutions	Soil For Cemetery	3200/2/5
		2602/1		£393.00	£65.50	£327.50	RLOS	The Tree Management Company	To reshape and reduce tree.	3000/2/11
966	25/05/22	2602	RTC804578	£393.00	£65.50	£327.50		The Tree Management Company	To reduce and shape Indian Horse Chestnut tree after a branch broke off and harmed the integrity of the tree.	3000/2/11
967	25/05/22	2603		£2,000.00	£0.00	£2,000.00	P&F	Ringwood Netball League	Discretionary Grant awarded as a contribution towards the replacement of floodlighting at Ringwood Netball Centre (P&F F/6033)	2210/1
BP 250522	25/05/22	2635		£25,233.62	£0.00	£25,233.62	P&F	Salaries	May 2022	2600/1/1
PAY 270522	27/05/22	2636		£20.95	£0.00	£20.95	P&F	Lloyds Bank	Bank charges May 2022	2000/1/18
		2604/1		£462.00	£77.00	£385.00	RLOS	Abbas Cabins	portaloos	3100/3
		2604/2		£84.00	£14.00	£70.00	RLOS	Abbas Cabins	urinal	3100/3
		2604/3		£120.00	£20.00	£100.00	RLOS	Abbas Cabins	delivery weekend	3100/3
		2604/4		£60.00	£10.00	£50.00	RLOS	Abbas Cabins	collection weekday	3100/3
968	30/05/22	2604	RTC804401	£726.00	£121.00	£605.00		Abbas Cabins	toilets for Queen's Jubilee	3100/3
		2606/1		£38.40	£6.40	£32.00	RLOS	Letters & Logos Ltd	menu for clubhouse	3802/2/1
970	30/05/22	2606	RTC804575	£38.40	£6.40	£32.00		Letters & Logos Ltd	Menu for clubhouse	3802/2/1
		2607/1		£3.60	£0.60	£3.00	P&F	Hampshire County Council	858133 Sellotape	2000/1/8
		2607/2		£13.45	£2.24	£11.21	P&F	Hampshire County Council	598373 Flash antibacterial multisurface cleaner x 6	2000/3/2
		2607/3		£32.44	£5.41	£27.03	P&F	Hampshire County Council	581288 Shield 3-way toilet cleaner x 12	2000/3/2

Paid Expenditure Transactions

paid between 01/05/22 and 31/05/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
971	30/05/22	2607	RTC804590	£49.49	£8.25	£41.24		Hampshire County Council	Sellotape and caretaker supplies (rechargeable)	2000/1/8
972	30/05/22	2609		£226.73	£37.79	£188.94	P&F	Status Computers	March 2022	2000/1/15
973	30/05/22	2610		£226.73	£37.79	£188.94	P&F	Status Computers	April 2022	2000/1/15
973	30/05/22	2611		£70.00	£0.00	£70.00	RLOS	New Forest District Council	The Bickerley Licence	3100/5
975	30/05/22	2612		£61.69	£0.00	£61.69	P&F	Source 4 Business	Greenways 30/09/21 - 20/04/22	2100/1
976	30/05/22	2613		£96.14	£0.00	£96.14	P&F	Water2Business	Greenways 30/09/21 - 20/04/22	2100/1
		2614/1		£12.02	£2.00	£10.02	P&F	Hampshire County Council	816142 Blue paper towel - rolls -case of 6	2000/3/1
		2614/2		£16.79	£2.80	£13.99	P&F	Hampshire County Council	819050 Copier paper - box of 5 reams - everyday	2000/1/8
977	30/05/22	2614	RTC804562	£28.81	£4.80	£24.01		Hampshire County Council	Paper towel rolls - blue - Gateway - case of 6 Copier paper	2000/3/1
		2632/1		£83.86	£13.98	£69.88	RLOS	Letters & Logos Ltd	banner for glass reuse	3100/6
969	30/05/22	2632	RTC804600	£83.86	£13.98	£69.88		Letters & Logos Ltd	Banner for glass reuse scheme	3100/6
		2582/1		£337.43	£16.07	£321.36	RLOS	Utility Warehouse	Energy	3802/1/3
		2582/2		£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
		2582/3		£32.33	£5.39	£26.94	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
		2582/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD	31/05/22	2582		£399.16	£26.36	£372.80		Utility Warehouse	UW Carvers Clubhouse April 2022	3802/1/3
		2583/1		£110.68	£5.27	£105.41	RLOS	Utility Warehouse	Energy	3200/1/1
		2583/2		£33.90	£5.65	£28.25	RLOS	Utility Warehouse	Mobile	3000/1/6
		2583/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		2583/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	31/05/22	2583		£178.18	£16.52	£161.66		Utility Warehouse	UW Cemetery April 2022	3200/1/1
		2584/1		£68.51	£3.26	£65.25	RLOS	Utility Warehouse	Energy	3000/1/1
		2584/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD	31/05/22	2584		£70.91	£3.66	£67.25		Utility Warehouse	UW Sports Pavilion April 2022	3000/1/1
NFDC Tf2 May 2022	31/05/22	2586		£23.45	£0.32	£23.13	RLOS	New Forest District Council	NFDC Café sales 24/04/22	3802/3/1
		2637/1		£7,422.16	£0.00	£7,422.16	P&F	Public Works Loan Board	Principle	2500/1/2

Paid Expenditure Transactions

Start of year 01/04/22

A

paid between 01/05/22 and 31/05/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		2637/2		£2,975.83	£0.00	£2,975.83	P&F	Public Works Loan Board Interest	2500/1/1
DD 310522	31/05/22	2637		£10,397.99	£0.00	£10,397.99		Public Works Loan Board Loan PW499351	2500/1/2
NFDC Tfr2	31/05/22	2638		£14.76	£0.25	£14.51	RLOS	New Forest District Council NFDC Tfr2 2/5/22	3802/3/1
	31/05/22	2659		£23.93	£0.00	£23.93	Counc	Ringwood Town Council Petty Cash - May 2022	10000
Total				£86,897.99	£2,831.06	£84,066.93			

POLICY AND FINANCE COMMITTEE 22nd JUNE 2022**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-May-22			31-May-22	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	55,617	72,393	-100,000		90,000	62,393
Business Account	56,552	56,553		-40,000	50,000	66,553
Investment Accounts	1,185,000	1,185,000		-100,000		1,085,000
Greenways Rent Deposit	0	0				0
Petty Cash - Imprest	136	136				136
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,297,480	1,314,257	-100,000	-140,000	140,000	1,214,257

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

22nd June 2022

22nd June 2022

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
 Anticipated net expenditure to end April 100,000
 (inc. purchase of forestside gardens plus NFDC re Gateway 2021/22)
 Net anticipated movement on imprest account **100,000**
- 2 **Investment Maturity**
 No investments due to mature
- 3 The bank accounts were reconciled as at 31st May 2022
- 4 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- 5 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 6 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 22nd June 2022

BUDGETARY CONTROL Period 2 – April to May 2022

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with the first budget monitoring report for the year 2022-23.
- 1.2 In January of this year, the Council approved a net budget of £561,390, including planned transfers to and from earmarked reserves. The expenditure budget includes £17,700 in respect of growth and capital schemes, of which £14,600 will be funded from reserves and these projects will be monitored separately as the year progresses. The net budget of £561,390 is to be funded from Council Tax, £553,949, and a transfer from the General Reserve of £7,441.
- 1.3 The Council subsequently approved a carry-over of underspends from 2021-22 of £11,716 which is being held in reserves, together with an increase of £1,200 for signage at the Bickerley which is to be funded from CIL and a youth activities programme of £2,380 which is to be funded from the Events reserve. These will increase expenditure but will not impact the net budget requirement as they will be funded through increased transfers from reserves.
- 1.4 Furthermore, the Council recently approved purchase of land at Forestside Gardens and was successful at auction. A deposit of £3,450 has subsequently been paid. This will be funded from the General Reserve but is not currently reflected in the budget. Also, the Council has embarked upon a football development project which will be entirely funded from grants and other contributions. A summary of projected costs is included in Section 4, below, but note that these costs are not yet included within the expenditure budget summarised in 1.5. Progress on this major project will also be reported to this committee during the year.
- 1.5 The current budget may therefore be summarised as follows:

	£
Expenditure	808,927
Plus transfers to earmarked reserves	38,400
Less Income	-243,568
Less transfers from earmarked reserves	<u>-42,369</u>
Net budget requirement	561,390
Funded by:	
Council Tax	553,949
Plus transfer from the General Reserve	<u>7,441</u>
	561,390

- 1.6 Reserves stood at £618,049 at the 1st of April including rent & key deposits and the sums held in respect of the carried over underspends. These plans will see a reduction of £11,410 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £435,330 in respect of the football development project, £2,842 in respect of CIL, £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 31st May. An updated schedule of planned and actual movements on reserves is included at Appendix 2.
- 1.7 It should also be noted that activity in the opening weeks of the year is focussed on closing the previous years accounts and so many of the transactions reported in the transaction listing elsewhere on the agenda are included and have been reported in the 2021/22 accounts.
- 1.8 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the new year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described in 1.5 above. The net budget deficit reported, of £11,410 is the figure before transfers to and from reserves are taken into account. The summary comparison report is presented Committee by committee and reflects the new budget structure with Events and Carvers Clubhouse budgets now included within Recreation, Leisure and Open Spaces Committee.

2. INCOME & EXPENDITURE TO THE END OF MAY 2022

- 2.1 Total receipts to the end of May amount to £778,525 but this includes £439,791 in respect of grants and other unbudgeted capital receipts and £276,975 precept. Income received to date against the budget amounts to £61,759, which is slightly more than 25% of the predicted figure for the year. This apparent over-recovery of income is partially explained by timing differences such as the six monthly recharge for the information service which was received in May, but the most notable variance is in cemetery receipts with around a third of the annual budget received in the first two months of the year.
- 2.2 Expenditure to the end of May totalled £125,984. 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 £14,792 making expenditure to the end of May £140,776. However, this includes expenditure of £3,450 on land acquisition at Forestside Gardens which was approved after the budget was agreed. Excluding this reduces expenditure to date against the budget to £137,326. This is 17.0% of the annual budget, which is a modest overspend to date (of £2,505), assuming linear spend.
- 2.3 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences, but there are a couple of key budgets which members may wish to monitor closely during the year. Energy budgets across the Council total £3,575 but expenditure in the first two months of the year is £1,366 which implies an overspend to date of £760. If this continues for the rest of the year, an overspend on energy costs of as much as £4,500 might materialise. The other key expenditure item is pay costs which account for almost 61% of planned expenditure. Pay costs to date amount to £79,700 which is 16.2% of the budget, a modest underspend. However, the budget was modelled on a predicted pay increase of 3.5% and if a pay award is implemented at this level, expenditure is running at 16.8% of the budget, an overspend to date of £600.
- 2.3 Whilst it is too early to make any reliable year end predictions, early signs are that income and expenditure are tracking reasonably close to budget with both exceeding budget expectations slightly albeit that pay cost and energy costs appear likely to exceed budget predictions. The current and predicted balances on reserves also provide some additional assurance that sufficient funds are available to manage net expenditure.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council approved six growth or capital items totalling £17,700 when the budget was set in January. All but £3,100 of this will be funded from earmarked reserves. There has been limited expenditure on these items, as follows :

	Budget	Spend to May
• Carvers Clubhouse replacement benches	£1,600	£0
• Buildings Surveys	£2,000	£0
• Carvers Playpark bench replacement	£1,000	£0
• Memorial tree and Bench	£2,100	£300
• Carvers Strategic Plan	£10,000	£0
• Support for the REAL working party	<u>£1,000</u>	<u>£425</u>
Total	£17,700	£725

- 3.2 Most of the carried over underspends, totalling £11,716 have been applied, with spend in these areas to the end of May totalling £7,432. The project to install signage at the Bickerley is in hand with £1,034 of the budget of £1,200 committed though not yet spent, whilst the youth activities programme has incurred expenditure of £200 against the budget of £2,380. All of these items are funded from earmarked reserves.

4. FOOTBALL DEVELOPMENT PROJECT

- 4.1 The football development project will provide an all weather pitch and ancillary infrastructure at the Council's playing fields at Long Lane. The outline estimated costs and sources of funding are set out in the following table:

<u>Estimated costs to point of handover</u>			
New pavilion, car park, etc.	-£	2,200,056	Estimated pending outcome of pre-contract work
New Artificial Turf Pitch	-£	680,000	Procured under FF framework
Statutory fees	-£	2,500	
Professional fees (construction-related)	-£	90,000	
Professional fees (other)	-£	42,000	Includes VAT consultant and Council's legal fees
Total costs	-£	3,014,556	
<u>Sources of funding</u>			
AFC Bournemouth			
Community Sports Trust	£	314,226	£300,000 Confirmed. Balance TBC.
Public Works Loan Board	£	500,000	Subject to application. Rent will cover repayments.
New Forest District Council	£	100,000	Additional funding agreed
New Forest District Council	£	435,330	Received; from developer contributions allocated to site
Ringwood Town FC	£	30,000	Confirmed.
Football Foundation	£	80,000	From Football Stadium Improvement Fund. Offer received.
Football Foundation	£	1,550,000	Grant. Offer received
Ringwood Round Table	£	5,000	Grant. Confirmed
Ringwood Town Council	£	-	Capital contribution
Total contributions	£	3,014,556	

- 4.2 The funding of the project is being managed by the Town Council although the Town Council is not making any direct contribution to the project costs, other than assignment of the land. There will be a long term impact in as much as the Town Council will be required to service the PWLB loan of £500,000, the costs of which are expected to be covered by rent on the facility.
- 4.3 It will be necessary to incorporate the project costs and funding into the Town Council's budget and budget reporting framework and this will happen in the next few weeks.

5. RESERVES & BALANCES

- 5.1 At the end of 2021/22 the total balance on reserves was £602,928. A further £15,121 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £618,049. Current budget plans will reduce reserves by £11,410 before any additional receipts are taken into account. Further receipts of £439,791 have been received as at the end of May but most of this is expected to be applied to the football development project during the year.
- 5.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £1,046,430 includes the funding for the football development project pending clarity on timescales for application of the funds and incorporation of the project funding with the wider RTC finances.

6. OTHER BUDGET ISSUES

- 6.1 A recent health & safety audit of the Town Council recommended that provision be made for support as a proportionate response to stress at work. On investigation it was found that this could be sourced at a cost of around £9 per employee or less than £200 per annum. There is currently no budget provision for this, but within employee costs overall there is provision for a range of employee related costs including staff training, eye tests etc. With member approval, it is proposed that £200 be vired from these existing budgets to fund provision of this support. There would be no overall increase in the expenditure budget.
- 6.2 This issue also draws attention to a restriction on budget managers implicit in financial regulations. From time to time, budget managers may wish to manage their budgetary resources in a more agile, flexible and effective way, but under current regulations there is no provision to allow managers to do this without first seeking Member approval.
- 6.3 It is proposed therefore, that Financial Regulations be amended to permit budget managers to vire a limited amount of their annual budgets, between the budgets that they are responsible for managing, and subject to the approval of the RFO and Clerk. It is suggested that the limit be the lesser of £500 or 20% of an existing budget. Any such changes would be reported with the regular budget monitoring reports and would require member endorsement, as part of the annual budget setting exercise, for such changes to become permanent.

6. RECOMMENDATION

It is **recommended** that: -

- 6.1 The budget monitoring position is noted.
- 6.2 Members note the balances of Reserves.
- 6.3 Members approve the request to transfer some of the employee costs budget to fund the provision of staff support.
- 6.4 Members consider and approve an update to Financial Regulations to permit budget managers to vire, with the support of the RFO and Clerk, a limited amount of their approved budgets.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Policy & Finance					
Income					
200	Revenue Income	£121,081.00	£439,791.17	£471,400.11	-£89,472.06
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£121,081.00</u>	<u>£439,791.17</u>	<u>£471,400.11</u>	<u>-£89,472.06</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
2000	Establishment	£108,947.00	£0.00	£16,194.30	£92,752.70
2100	Maintenance	£38,002.00	£0.00	£3,032.75	£34,969.25
2200	Democratic Process (members Costs)	£12,340.00	£0.00	£1,926.54	£10,413.46
2210	Grants	£9,900.00	£0.00	£4,000.00	£5,900.00
2300	Employee Costs- Allocated Office Staff	£107,814.00	£0.00	£17,427.51	£90,386.49
2310	Employee overhead Costs	£3,007.00	£0.00	£85.00	£2,922.00
2400	Other	£38,747.00	£0.00	£2,859.16	£35,887.84
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£3,450.00	£-3,450.00
2600	Wages Control Account	£0.00	£0.00	£-14,791.59	£14,791.59
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£350,303.00</u>	<u>£0.00</u>	<u>£49,956.62</u>	<u>£300,346.38</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Recreation, Leisure & Open Spaces					
Income					
300	Revenue Income (RLOS)	£32,507.00	£0.00	£3,749.01	-£28,757.99
310	Events	£15,000.00	£0.00	£2,563.70	-£12,436.30
320	Cemetery Income	£40,550.00	£0.00	£13,681.83	-£26,868.17
330	Allotment Income	£5,465.00	£0.00	£21.80	-£5,443.20
350	Capital Income	£0.00	£0.00	£0.00	£0.00
380	Carvers Clubhouse	£18,865.00	£0.00	£4,283.97	-£14,581.03
Total Income		<u>£112,387.00</u>	£0.00	<u>£24,300.31</u>	<u>-£88,086.69</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
3000	Recreation & Leisure (Other)	£64,014.00	£0.00	£10,782.12	£53,231.88
3001	RL&OS -Employee Costs	£149,525.00	£0.00	£24,396.21	£125,128.79
3002	Employee Costs	£2,750.00	£0.00	£1,105.00	£1,645.00
3100	Events	£20,000.00	£0.00	£6,684.88	£13,315.12
3101	Events - Employee Costs	£5,482.00	£0.00	£866.16	£4,615.84
3200	Cemetery	£9,503.00	£0.00	£1,488.21	£8,014.79
3201	Cemetery -Employee Costs	£49,502.00	£0.00	£8,064.54	£41,437.46
3300	Allotments	£2,415.00	£0.00	£481.49	£1,933.51
3301	Allotments -Employee Costs	£16,042.00	£0.00	£2,659.57	£13,382.43
3350	Capital Expenditure	£12,100.00	£0.00	£390.00	£11,710.00
3801	Youth Services Employee costs	£55,248.00	£0.00	£8,709.06	£46,538.94
3802	Carvers Clubhouse	£30,510.00	£0.00	£6,017.66	£24,492.34
Total Expenditure		<u>£417,091.00</u>	£0.00	<u>£71,644.90</u>	<u>£345,446.10</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Planning, Town & Environment				
Income				
400 Income	£10,100.00	£0.00	£5,850.00	-£4,250.00
Total Income	<u>£10,100.00</u>	<u>£0.00</u>	<u>£5,850.00</u>	<u>-£4,250.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Expenditure				
4000 Planning, Town & Environment	£17,367.00	£0.00	£507.80	£16,859.20
4001 Employee Costs	£24,166.00	£0.00	£3,860.56	£20,305.44
4050 Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Expenditure	<u>£41,533.00</u>	£0.00	<u>£4,368.36</u>	<u>£37,164.64</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Council Income					
100	Precept	£553,949.00	£0.00	£276,974.50	-£276,974.50
102	Interest Business A/c	£0.00	£0.00	£0.31	£0.31
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£553,949.00</u>	£0.00	<u>£276,974.81</u>	<u>-£276,974.19</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Expenditure					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£14.00	-£14.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>£14.00</u>	<u>-£14.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Total Income	£797,517.00	£439,791.17	£778,525.23	
Total Expenditure	£808,927.00	£0.00	£125,983.88	
Total Net Balance	-£11,410.00		£652,541.35	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix B

A

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	-200	-2,000			36,367
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		0			33,572
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	-1,042	-1,600	500		29,883
Ringwood Events	16,768		-8,000	-2,380			6,388
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			0			11,300
Infrastructure & Open Spaces	12,685	3,000		-10,000			5,685
Neighbourhood Plan	6,473		-5,473	0			1,000
Football development Project	0				435,330		435,330
Budget Underspends retained for use in 2022/23*	8,243		-8,244				-1
Total Provisions	219,495	38,400	-22,959	-16,980	435,830	0	653,786
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-1,000	0			2,213
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-1,200	2,842		53,091
Capital Receipts	20,334			0	0		20,334
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	-24,189	-18,180	439,791	0	734,510
General Reserve	304,241	0	-7,441			0	296,800
Key Deposits	15,121						15,121
Total Reserves & Customer Deposits	618,049	38,400	-31,630	-18,180	439,791	0	1,046,430

REPORT TO POLICY & FINANCE COMMITTEE – 22nd JUNE 2022
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2021/22

1. BACKGROUND

- 1.1 The Annual Governance and Accountability Return (AGAR) is a statutory return that we are required to submit to our external auditors each year. Sections 1 and 2 of the return must be approved by the Council by the 30th June and published on the Council's website by the 1st of July.
- 1.2 Sections 1 and 2 of the return, together with the internal auditor's report and supporting documentation must be submitted to the external Auditor, PKF Littlejohn by the 2nd of July (unless an extension is agreed).
- 1.3 The AGAR is appended together with a copy of the internal auditor's annual report and a draft notice of the period for the exercise of public rights which must also be published on the Council's website as required by the Accounts and Audit Regulations 2015.

2. AGAR 2021/2022

- 2.1 All movements and balances have been reconciled for the financial year 2021/22. The internal auditor has concluded his review of finances and control measures and the AGAR is now ready for approval by Council and onward submission to the external auditor.
- 2.2 The AGAR consists of four parts:
 - the annual Internal Auditor's report and assurance on control measures,
 - Section 1, the Annual Governance Statement which must be approved by the Council before Section 2,
 - Section 2, the Accounting Statements for 2021/22.
 - Section 3, The final part, is to be completed by the external Auditor prior to publication by the Council by the end of September.
- 2.3 Each part of the AGAR is discussed in more detail below.

3. Internal Audit report and Assurance Opinion

- 3.1 The internal auditor has concluded that ***“There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited”***.
- 3.2 There were two areas which the auditor highlighted for management action. The first of these is in respect of the basis of calculation for holiday entitlement for staff on variable hours contracts. This had not been revised in line with current Gov.UK requirements that for workers with no fixed hours, a worker's average pay from the previous 52 weeks should be used to calculate holiday pay.
- 3.3 The second matter raised by the internal auditor concerns the exercise of public rights. Whilst the auditor noted that there is evidence that the Council fully complied with the legislation, a subsequent change in website provider meant that not all of the relevant documentation remained available on the current website. This has now been rectified.
- 3.4 The auditor also noted three “added value” observations which they do not consider to adversely impact the control environment and so do not require a management response. However they do point to opportunities for improvement

which will be addressed in 2022-23. These observations cover hire agreements for Council facilities, the treatment of VAT on the petty cash account and a recommendation to review website content in view of the recommendations of the Local Government Transparency code.

- 3.5 The full internal auditor report, together with management responses is included at Appendix 2.

4. AGAR 2021/22 Section 1, Annual Governance Statement

- 4.1 The annual governance statement is the Council's declaration that it maintains a sound system of internal control. The internal auditor has confirmed that there is a generally sound system of governance, risk management and control in place.
- 4.2 We are able to confirm agreement with all aspects of governance and internal control.
- 4.3 This section must be approved before section 2 is approved.

5. AGAR 2021/22 Section 2, Accounting Statements 2021/22

- 5.1 The accounting statements have been prepared on an accruals basis rather than a cash basis which means that year end debtors and creditors are brought into the accounts. All figures agree to the underlying financial records and cash balances are supported by bank statements.
- 5.2 Line 7, the statement of balances carried forward includes a sum of £15,121 in respect of rent and key deposits. The figure of £618,049 corresponds with the total value of reserves and provisions at the 31st March, reported elsewhere on the agenda.
- 5.3 The accounting statements concur with the year end financial reports previously submitted to this committee.

6. AGAR 2021/22 Section 3

- 6.1 Section 3 is to be completed by the external auditor, PKF Littlejohn, following submission of the AGAR and supporting documentation. Their response and certificate must be published by the Council by the 30th September.

7. Notice of Exercise of Public Rights

- 7.1 The Council is required to publish a notice to confirm of the exercise of public rights to examine the financial records of the Council. As part of this process we are required to inform the external auditor of the proposed dates for the exercise of public rights.
- 7.2 The requirements are that a period of 30 working days be made available. This period must start no later than the 1st of July and must include the first 10 working days of July.
- 7.3 The AGAR is scheduled to go before a meeting of the Council on the 29th of June, subject to this Committee's endorsement. It is proposed therefore that the dates for the exercise of public rights be from Thursday 30th June to Wednesday 10th August. A draft notice is appended, Appendix 3, which will be published on the 23rd June.

8. RECOMMENDATIONS

It is **recommended** that:-

- 8.1 Members note the internal auditor's annual report together with the management responses.
- 8.2 The 2021/2022 Annual Governance and Accountability Return be submitted to Council for approval.
- 8.3 Members approve the revised dates selected for the exercise of public rights.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

**Southern Internal
Audit Partnership**

Assurance through excellence
and innovation

Ringwood Town Council

Internal Audit Report

Supplementary Paper to Annual Governance and Accountability Return 2021/22 Part 3

13 June 2022

Prepared by: Dawn Brooker

FINAL REPORT

1. Introduction

1.1 The scope of this review was to ensure that adequate control exists over the internal control objectives specified under points A-M of the Annual Governance and Accountability Return 2021/22 Part 3.

1.2 We are grateful to Chris Wilkins, Jo Hurd and Rory Fitzgerald for their assistance during the course of the audit.

2. Objectives

2.1. This review has sought to assess the effectiveness of controls in place focusing on those designed to mitigate risk in achieving the following key objectives:

- Appropriate accounting records have been properly kept throughout the financial year;
- The Town Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for;
- The Town Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these;
- The precept or rates requirement resulted from an adequate budgetary process; process against the budget was regularly monitored; and reserves were appropriate;
- Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for;
- Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for;
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied;
- Asset and investments registers were complete and accurate and properly maintained;
- Periodic and year-end bank account reconciliations were properly carried out;

- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded;
- The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit regulations;
- The authority has complied with publication requirements for 2020/21 AGAR and
- The Town Council has met its responsibilities as a trustee.


3. Circulation List

- 3.1. This document has been circulated to the following:
Chris Wilkins, Town Clerk
Rory Fitzgerald, Responsible Finance Officer (RFO)



The Southern Internal Audit Partnership conforms to the IIA's professional standards and its work is performed in accordance with the International Professional Practices Framework (*endorsed by the IIA*).

4. Summary Findings

Assurance Opinion		
Reasonable		There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.

Management Action(s)	
High	4
Medium	0
Low	0
Total	4

Key Observations
<p>Areas assessed to be working well/controls are effective</p> <ul style="list-style-type: none"> Detailed financial results comparing year-to-date actuals against budget are compiled and reported to the Policy & Finance Committee on a monthly basis in a format which provides an audit trail to original transactions within the Council's Financial Information System (Edge). Financial Regulations were updated in September 2021. Testing of eighteen points within the Financial Regulations found sixteen fully compliant; two were covered by other areas of testing and found to be satisfactory. Payments to suppliers were supported by invoices and authorised via Edge workflows with VAT appropriately accounted for. Testing of procurements via petty cash found that floats had been balanced and transactions were coded and posted to Edge in a timely manner. VAT returns can be substantiated to transactional level within Edge and the RFO is responsible for ensuring returns are

submitted within HMRC's deadlines.

- Sales invoices were raised in compliance with the Council's current charging policies and correctly coded with VAT appropriately accounted for.
- A full financial risk review was presented to the Policy and Finance Committee in February 2022. Risk assessments for new projects and activities are conducted and presented to the Policy and Finance Committee as necessary. Due to the scale and complexity of a project to improve football facilities a special scrutiny panel was formed to oversee it and a risk register for the project created.
- Draft budgets setting out 2021/22 and 2022/23 precepts were presented to the Policy & Finance Committee and then Full Council by January 2021 and January 2022 respectively. Year-to-date actuals against budget were reported to the Policy and Finance Committee at each meeting, along with executive summaries, summaries of cash-book movements and transfers to and from reserves. General reserves have been maintained in line with guidelines, with additional commentary provided as necessary.
- Testing of payroll transactions found that the specialist company contracted to ensure monthly salary, PAYE, NI and Members' allowance payments are correct, are being provided with the correct information in a timely manner, although an issue relating to holiday pay is outlined below. Internal controls around these processes and the subsequent posting of anonymised payroll costs to Edge are robust.
- The RFO maintains a comprehensive fixed asset register with additions and disposals updated as required. A record is made of the last time each asset was checked. At the time of the audit annual inspections had not taken place having been postponed due to staff absence.
- Bank statements are reconciled by the RFO on a monthly basis and testing of all reconciliations for October 2021 and March 2022 agreed to the cash book summary presented to the Policy and Finance Committee. Cross-referencing of the year-end reconciliations confirmed they agreed to bank statements and the year-end cash-book. An arrangement is in place for a Councillor to review reconciliations and statements following each Policy and Finance Committee meeting although at the time of audit the March reconciliation had not been signed off.
- Budgets and budget monitoring reports have been prepared on the correct income and expenditure accounting basis, as will the final accounting statements, and figures such as debtors and creditors on the final balance sheet can be substantiated to transactional level by Edge reports.
- The Council complied with point M of Part 3 of the AGAR which relates to providing for the exercise of public rights as required by the Accounts and Audit Regulations.
- The Council acts as trustee for two charities and filed the relevant Charity Commission returns in a timely manner.

Areas where the framework of governance, risk management and control could be improved

- The basis of calculation for holiday entitlement for staff on variable hours contracts has not been revised in line with current Gov.UK requirements that for workers with no fixed hours (casual work, including zero-hours contracts), a worker’s average pay from the previous 52 weeks (only counting weeks in which they were paid) should be used to calculate holiday pay.
- Although there was evidence that the Council complied with point N of Part 3 of the AGAR which relates to the publication requirements of the 2020/21 AGAR as per related guidance notes by the dates specified, due to a subsequent change in website provider not all relevant documentation is published on the current website.

5. Added Value

5.1. One of the Core Principles that underpin the Professional Practice of Internal Auditing is to ‘promote organisational improvement’. The Added Value section of the report provides insight, opportunities and collaborative learning (best practice) that the organisation may wish to consider moving forwards. We do not consider the issues raised in this section to adversely impact the control environment in the achievement of objectives reviewed.

5.2. The points raised below are for management to discuss and consider within the context of the organisation, and Internal Audit do not require a response on these.

Added Value
<ul style="list-style-type: none"> • Hire agreements for Council facilities do not currently state that the hirer must have suitable public indemnity insurance, therefore the Council may wish to review whether their own current insurance covers hirers’ liability insurance, and to potentially adjust the hire agreements if needed. • No VAT was coded in the petty cash account. There was a total £669.31 expenditure for the year and a number of larger transactions e.g. leaf grabbers, bulbs, car lights etc should have a VAT receipt. While it is understood that a cautious approach is taken in relation to claiming VAT use of other purchasing mechanisms could be encouraged to maximise reclaiming of VAT. Hourly rates of pay are calculated on the basis of an annual salary divided by 52 divided by 37. Use of published NJC hourly rates based on 365 days/7 (52.14

weeks) could be considered.

- The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide March 2022 states: *Parish and town councils with annual turnover in excess of £200,000 should as best practice comply with the Local Government Transparency Code 2015.* As the wording of the internal control objective L of the AGAR has changed this year to state: *The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements,* the Council may wish to review website content periodically for compliance with the [Local Government Transparency Code](#).

Observation – 1 – Holiday Pay	Risk	Management Response			
		Action	Priority	Responsible Officer	Target Date
<p>In payroll testing one officer on a variable hours contract had worked 56.75 hours in August (including 6.5 hours holiday). We were advised that the holiday entitlement was calculated based on the average number of hours worked during the preceding 3 months, as follows:</p> <ul style="list-style-type: none"> • Dec 51.75 • Jan 60.9 • Feb 55 <p>Total $167.65 \div 3 \text{ months} \times 12 \text{ months} \div 52 \text{ weeks} \div 2 \text{ (days worked per week)} = 6.44$, so 6.5 hours paid for 1 day holiday.</p> <p>Current Gov.UK guidance states that for workers with no fixed hours (casual work, including zero-hours contracts), a worker's average pay from the previous 52 weeks (only counting weeks in which they were paid) should be used to calculate holiday pay.</p> <p>For another an enhanced rate was paid. We were advised that the holiday enhancement rate is used for staff who regularly work overtime and reflects the fact that holiday pay should be the same as</p>	<p>Staff do not receive correct holiday entitlement/pay.</p>	<p>1.1 The payroll provider has been instructed to calculate holiday pay based on the average of the pay for the previous 52 weeks in accordance with the guidance</p>	High	Jo Hurd	Implemented from May 2022 payroll
		<p>1.2 Advice is being sought from our HR consultants (Worknest) on the subject of the holiday enhancement rate and the fact that it may be seen as 'rolled up holiday pay'.</p>	High	Jo Hurd	30 th June 2022

<p>what an employee would normally earn including any regular overtime. The payroll system was set up to calculate an enhancement rate based on overtime worked during the preceding 52 weeks. That rate is then applied to the number of hours holiday taken during the month previous to each payroll date.</p> <p>The above guidance also states: <i>Holiday pay should be paid for the time when annual leave is taken. An employer cannot include an amount for holiday pay in the hourly rate (known as 'rolled-up holiday pay').</i></p> <p>An enhancement rate may be seen as 'rolled up holiday pay'.</p>					
<p>Auditors assessment of managements response</p>					
<p>Management actions, once implemented, should assist in the mitigation of future risk.</p>					

Observation – 2 – Point N of Part 3 of the AGAR	Risk	Management Response			
		Action	Priority	Responsible Officer	Target Date
<p>Point N of the AGAR requires that the Council has complied with the publication requirements for 2020/21 AGAR namely:</p> <p><i>Before 1 July 2021 authorities must publish:</i></p> <ul style="list-style-type: none"> • <i>Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;</i> • <i>Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4</i> • <i>Section 2 - Accounting Statements 2020/21, approved and signed, page 5</i> <p><i>Not later than 30 September 2021 authorities must publish:</i></p> <ul style="list-style-type: none"> • <i>Notice of conclusion of audit</i> • <i>Section 3 - External Auditor Report and Certificate</i> • <i>Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.</i> <p>Our review of the Council website at the time of audit found:</p> <ul style="list-style-type: none"> • there was no declaration that the accounting 		2.1 All of the previously posted documents, which were originally published in accordance with the legislation, have now been re-uploaded to the new website.	High	Rory Fitzgerald	May 2022 - complete
		2.2 RFO will ensure that all necessary documents are published in accordance with the legislation and will ensure that the documents remain visible on	High	Rory Fitzgerald	July 2022 and September 2022

<p>statements were unaudited.</p> <ul style="list-style-type: none"> • The versions of Section 1 and Section 2 published were not approved and signed. • The Notice of conclusion of audit and the Section 3 External Auditor Report and Certificate were not published. <p>The RFO advised that there was a change in website provider in December 2021 and some documents were not transferred from the previous website. Evidence was provided to demonstrate that the required documents were posted on the previous Council website by the relevant dates.</p>		<p>the website for at least 6 years</p>			
<p>Auditors assessment of managements response</p>					
<p>Management actions, once implemented, should assist in the mitigation of future risk.</p>					

Appendix 1 – Definitions of Assurance Levels and Management Actions

We use the following levels of assurance and prioritisations in our audit reports:

Assurance Opinion	Framework of governance, risk management and management control
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
Reasonable	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
Limited	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

Management Action	Current risk
High Priority	A significant risk of; failure to achieve objectives; fraud or impropriety; system breakdown; loss; or qualification of the accounts by the organisation's external auditors. Such risk could lead to adverse impact on the organisation or expose the organisation to criticism.
Medium Priority	A serious, but not immediate risk of: failure to achieve objectives; system breakdown; or loss.
Low Priority	Areas that individually have no major impact, but where management would benefit from improved risk management and / or have the opportunity to achieve greater efficiency and / or effectiveness.

Assignment - Progress Control Sheet

Assignment stage	Assignment Progress				Comments
Audit Outline	Issued	29/03/2022	Agreed	20/04/2022	
Fieldwork commenced	Target	18/04/2022	Actual	20/04/2022	
Fieldwork completed	Target	13/05/2022	Actual	13/05/2022	
Close of audit meeting	Target	13/05/2022	Actual	17/05/2022	
Draft Report Issued	Target ¹	31/05/2022	Actual	31/05/2022	
Factual accuracy agreed and management response provided	Requested ²	16/06/2022	Provided	07/06/2022	
Draft final report issued	Target ³	N/A	Actual	N/A	
Senior management sign-off	Requested ⁴	N/A	Provided	N/A	
Final report issued	Target ⁵	09/06/2022	Actual	13/06/2022	

¹ Within 10 working days of close of audit meeting

² Within 10 working days of draft report issued

³ Within 5 working days of receipt of management response

⁴ Within 5 working days of draft final report issued

⁵ Within 2 working days of senior management sign-off

Annual Governance and Accountability Return 2021/22 Form 3 B

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - **The Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Ringwood Town Council

<https://www.ringwood.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

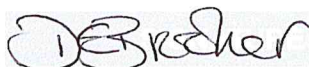
20/04/2022

17/05/2022

Name of person who carried out the internal audit

Dawn Brooker

Signature of person who carried out the internal audit



Date

31/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

B

We acknowledge as the members of:

RINGWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

www.ringwood.gov.uk

Section 2 – Accounting Statements 2021/22 for

B

RINGWOOD TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	495,883	579,996	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	519,907	531,856	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	248,619	295,346	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	349,513	383,644	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	31,546	31,546	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	303,354	373,959	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	579,996	618,049	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	597,221	639,322	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	3,701,166	3,695,684	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	349,880	329,470	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2021/22

B

In respect of RINGWOOD TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Ringwood Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement _____ 23rd June 2022 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Christopher Wilkins, Town Clerk. Ringwood Gateway, The Furlong, Ringwood BH24 1AT (01425) 484720 chris.wilkins@ringwood.gov.uk</p> <p>commencing on (c) ___Thursday 30 June 2022 _____</p> <p>and ending on (d) ___Wednesday 10th August 2022 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by ((e) Rory Fitzgerald, Finance Manager</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

HM Land Registry

Transfer of whole of registered title(s)

TR1

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

Leave blank if not yet registered.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Remember to date this deed with the day of completion, but not before it has been signed and witnessed.

Give full name(s) of **all** the persons transferring the property.

Complete as appropriate where the transferor is a company.

Give full name(s) of **all** the persons to be shown as registered proprietors.

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1	Title number(s) of the property: HP621353
2	Property: Land at Forestside Gardens, Poulner, Ringwood, Hampshire
3	Date:
4	Transferor: Simon David Loveless <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:
5	Transferee for entry in the register: Ringwood Town Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas companies</u> (a) Territory of incorporation: (b) Registered number in the United Kingdom including any prefix:

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
 - in the first box, or
 - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance. These are both available on the GOV.UK website.

6	Transferee's intended address(es) for service for entry in the register: Ringwood Gateway, The Furlong, Ringwood, BH24 1AT and town.council@ringwood.gov.uk
7	The transferor transfers the property to the transferee
8	Consideration <input checked="" type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): Twenty Seven Thousand Pounds (£27,000.00) <input type="checkbox"/> The transfer is not for money or anything that has a monetary value <input type="checkbox"/> Insert other receipt as appropriate:
9	The transferor transfers with <input checked="" type="checkbox"/> full title guarantee <input type="checkbox"/> limited title guarantee
10	Declaration of trust. The transferee is more than one person and <input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants <input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares <input type="checkbox"/> they are to hold the property on trust:

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

11 Additional provisions

Overage

11.1 Interpretation

The Transfer of the property shall contain the following Overage Schedule as set out below and the Transfer shall be in the form annexed hereto

The definitions and rules of interpretation set out in this paragraph apply in this Schedule:

“Additional Payment”	25% x Gross Development Value
“Deed of Covenant”	a deed of covenant with the Transferor containing covenants in the same terms as those given by the Transferee in this schedule with such minor modifications as the Transferor may agree
“Development Land”	The Property referred to in panel 4 above
“Development”	during the Overage Period development of the whole or any part or parts of the Property, with or without other land, for any development within the meaning of section 55 of the Town and Country Planning Act 1990 save that the creation of a new access to the Property or an alteration of the access to the transferee's adjoining property from the highway shall not constitute Development for the purposes of this Schedule
“Disposal”	a disposition within the meaning of section 205 of the Law of Property Act 1925 or section 27(2) of the Land Registration Act 2002 of the whole or any part or parts of the Property
“Independent Surveyor”	a Fellow of the Royal Institution of Chartered Surveyors with at least 10 years' experience in valuing properties similar to the Development Land, for uses similar to the Development, and whose usual place of practice is within a 12 mile radius of the Development Land

“Interest Rate”	4% per annum above the base lending rate from time to time of Barclays Bank PLC
“Gross Development Value”	the estimated amount for which the Development Land should be sold for with the benefit of the Planning Permission or planning permissions between willing buyers and a willing seller on the open market and using recent transactions as guidance
“Overage Period”	15 years starting on the date of this Transfer
“Planning Permission”	Detailed planning permission for Development Land
“VAT”	value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement and any additional replacement tax
“Working Day”	Any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday, or a statutory Bank Holiday

11.2 The expressions “Transferor” and “Transferee” shall include with regard to rights granted excepted and reserved and covenants given to them their successors in title.

11.3 A person includes a corporate or unincorporated body

11.4 Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation for the time being in force made under it.

11.4 Except where a contrary intention appears, a reference to a paragraph is a reference to a paragraph of this Transfer

11.5 Paragraph headings do not affect the interpretation of this Transfer

Additional Payment

11.6 If Planning Permission is implemented at any time during the Overage Period in relation to the Development Land, an Additional Payment shall upon the date of grant of the Planning Permission become due from the Transferee to the Transferor. The Transferee covenants that it shall pay the Additional Payment to the Transferor on the later of:

- a. the date 12 weeks after the date of grant of the Planning Permission; or
- b. the date four weeks after the amount of the Additional Payment is agreed or determined in accordance with the terms

of this clause 11.

11.7 An Additional Payment shall be due in respect of each and every Planning Permission, if more than one, granted during the Overage Period.

11.8 The Transferee covenants with the Transferor that it shall pay interest at the Interest Rate to the Transferor on any Additional Payment that is not paid on its due date. Such interest shall be payable for the period from the due date to the date of actual payment and shall not affect any other remedy the Transferor may have.

11.9 The Transferee covenants that it shall:

- (a) supply the Transferor with a copy of any planning application submitted by or on behalf of the Transferee during the Overage Period within 5 Working Days of its submission to the local planning authority; and
- (b) supply the Transferor with a copy of any Planning Permission granted during the Overage Period within 5 Working Days of the date of grant.

11.10 The benefit of the Transferee's covenants in relation to the Additional Payment(s) are assignable by the Transferor.

Amount of Additional Payment

11.11 If agreement is reached on the amount of the Additional Payment within four weeks after the implementation of the Planning Permission, the Transferee and the Transferor shall immediately sign and date a memorandum recording the amount of the Additional Payment and the date of the memorandum shall be the date of agreement for the purposes of clause 11.6 b.

11.12 If the Transferee and the Transferor fail to agree on the amount of the Additional Payment within four weeks after the implementation of the Planning Permission, either party may refer the matter to an Independent Surveyor.

11.13 The Independent Surveyor shall be appointed jointly by the parties, but in default of agreement within five weeks after the implementation of the Planning Permission, either party may apply to the President of the Royal Institution of Chartered Surveyors requesting the appointment of an Independent Surveyor.

11.14 If the appointed Independent Surveyor dies or becomes unwilling or incapable of acting then either the Transferor or the Transferee may apply to the President of the Royal Institution of Chartered Surveyors to discharge the appointed Independent Surveyor and to appoint a replacement.

11.15 The Independent Surveyor shall act as an arbitrator in accordance with the Arbitration Act 1996.

11.16 The Transferee and the Transferor agree to pay the Independent Surveyor's costs in the proportions determined by the Independent Surveyor within 5 Working Days after a demand for payment. If they are not so paid, the party against whom the costs were not awarded shall be entitled to pay the Independent Surveyor the sums due and recover the amount from the other party on demand.

11.17 In default of agreement pursuant to clause 11.11 the Additional Payment shall be the amount determined by the Independent Surveyor and the date of issue of the Independent Surveyor's written decision shall be taken as the date of determination for the purposes of clause 11.6 b

Disposals and Restrictions

11.18 The Transferee covenants with the Transferor not to make any Disposal at any time during the Overage Period without first procuring that the person to whom the Disposal is being made has executed a Deed of Covenant.

11.19 The Transferee consents to the entry of the following restriction against the Transferee's title to the Property at the Land Registry following the registration of this transfer and shall provide the Transferor with all necessary assistance and/or documentation to permit entry of the restriction:

*"No disposition of the registered estate (other than a charge) by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a certificate signed by Simon David Loveless of Tumbleweed, East Chaldon, Dorchester, Dorset, DT2 8DN or their conveyancer that the provisions of clause * to a Transfer dated * have been complied with or that they do not apply to the disposition"*

Transferor's Obligations

11.20 The Transferor covenants with the Transferee that the Transferor, its successors in title or assignees shall:

- (a) provide written consent for the registration of a Disposal at HM Land Registry immediately upon receipt of a Deed of Covenant properly executed by the person to whom the Disposal is being made provided that there are then no outstanding sums due from the Transferee under the terms of this Schedule; and
- (b) upon written request by the Transferee apply for the withdrawal of the restriction entered against the title to the Property within 20 Working Days after the end of the Overage Period provided that there are then no outstanding sums due

from the Transferee under the terms of this Schedule; and

(c) not enter into any agreement with a third party for sale of the Property for Development during the Overage Period.

VAT

11.21 Each amount stated to be payable by the Transferee to the Transferor under or pursuant to this Schedule is exclusive of VAT (if any).

11.22 If any VAT is chargeable on any supply made by the Transferor under or pursuant to this Schedule the Transferee shall on receipt of a valid VAT invoice pay the Transferor an amount equal to that VAT

Right of Third Parties

11.23 A person who is not a party to this Schedule shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999

Good Faith

11.24 The Transferee and the Transferor will co-operate with one another and act in fairness and good faith to enable the respective parties to discharge their duties and obligations under this Schedule during the Overage Period and in particular but without prejudice to the generality of the foregoing the Transferee and the Transferor shall:

- (a) respond promptly to requests properly made by the other for information or assistance and act reasonably where any such requests are made
- (b) make full disclosure to the other party of relevant information

Miscellaneous

For the avoidance of doubt the parties declare that:

11.25 The provisions of this Schedule shall apply only to produce sums payable by the Transferee to the Transferor and in no circumstances shall any sum become payable (or repayable) by the Transferor to the Transferee

11.26 No partnership has been created or is intended to be created between the Transferor and the Transferee

11.27 If a waiver is given by the Transferor of any particular rights under this Schedule then such waiver shall not affect the continuing validity of the obligations set out in this Schedule.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 10 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to [Joint property ownership](#) and [practice guide 24: private trusts of land](#) for further guidance.

Examples of the correct form of execution are set out in [practice guide 8: execution of deeds](#). Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 3.

12 Execution

Signed as a deed by:
SIMON DAVID LOVELESS

Signature.....

in the presence of:

Signature of witness.....

Name (in BLOCK CAPITALS)

Address

EXECUTED as a deed by
Affixing the Common Seal of
Ringwood Town Council :
In the presence of:

Signature.....
Of Councillor

Signature.....
Of Councillor

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	The scrutiny panel has met to review the project budget, timeline and risk register. All of the required funding has now been confirmed. The project is now entering the contract mobilization phase.	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). Staff time only
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps will be planned in consultation with the new Town Mayor shortly.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual stream clearance to be scheduled for 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	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	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	In progress	Scheme in progress and due for completion by end November 2022.	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. Now at preliminary design stage.	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						
PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only



PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers 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)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	An initial discussion with the Council's IT support provider has taken place.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff 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 December 2022.)	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 on 4th May. Pre-application planning advice has been received from NFDC and being considered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers hope to present this and options for financing the project and future fee structure for consideration by members at the meeting on 6th July.	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.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). 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	On hold awaiting officer availability		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 as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only



RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	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)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	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 ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	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. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
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)	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
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	