

## MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 23<sup>rd</sup> March 2022 at 7.00pm

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

*NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.*

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day (from 7.13pm)  
Cllr John Haywood (from 7:02 pm)  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Glenys Turner  
Rory Fitzgerald, Finance Manager

### **F/6010 PUBLIC PARTICIPATION**

There were no members of the public present.

### **F/6011 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Turner.

### **F/6012 DECLARATIONS OF INTEREST**

There were none.

### **F/6013 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 16<sup>th</sup> February 2022, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/6014 FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex A*. The Town Clerk provided details on transactions on the Imprest account, in excess of £1,000, for February.

In answer to a question relating to the Neighbourhood Plan (NP) reserve, the Chairman confirmed the balance would be rolled over into the next financial year and the Deputy Town Clerk would be asked to update members about the status of the Groundworks grant at the Planning, Town and Environment Committee meeting.

The Town Clerk apologised that the January budgetary monitoring report had been sent out with the agenda in error (the appendices to the report were correct) and he had circulated the correct report prior to the meeting. He reported the year end projections and balances were not expected to be vastly different from that already reported and the Finance Manager expected the outturn to be a small budget deficit of around £4,000, to be met from the General Reserve.

*Cllr Day joined the meeting at 7.13pm.*

The Chairman indicated there was an outstanding accounting matter in relation to the Events Reserve, which required a decision. It was noted that the reserve was in a healthy position and a good profit had been made on events. Up to now the officer costs had not been attributed as an event cost and it was now felt that this masked the true costs of putting on the events. It was proposed that the Council support events with a contribution of £4,000 and the remaining cost be set against the income from events. This amount represented an accurate assessment of officer time and around 50% of the salary costs.

There followed a lengthy discussion on the matter. Members acknowledged the Council had previously agreed any profit from events should be ringfenced for expenditure on future events, but this approach had resulted in an overinflated profit figure. The situation has changed over time, given the demise of the Events Team and a greater reliance on officers. The amount of additional work the Events Manager now had without the volunteer help in managing the arrangements was noted. The view of most was that the general budget should not pick up the whole of the cost and for transparency reasons this should now be represented as a cost of putting on the events.

The Town Clerk shared a document to show the current position with the Events Reserve and illustrated the impact of including staffing costs, expected costs for the Queens Jubilee event and provision of a contingency to cover potential losses from events in 2022-23.

Decisions were requested in respect of whether:-

- 1) Pre-payment for fireworks is to be taken from the surplus from events 2021-22
- 2) Staff costs for 2021 -22 are to be taken from the events surplus for 2021-22
- 3) The Council contribute to staff costs for 2021-22, £4000 being the suggested figure
- 4) To recommend an allocation of £2,380 for Summer events for young people

These suggestions were endorsed by majority and Members felt it important to review the amount contributed to officer costs by the Council and the underwriting of events annually.

**RESOLVED:** 1) That the list of payments made on Imprest Account for February be received and authorised;  
2) That the total amount of Petty Cash payments for February of £28.95 be noted;  
3) That the Statement of Town Council Balances be received and Inter Account Transfers be noted;  
4) That the Finance Manager's budgetary monitoring report be received;  
5) That a further £750 be added to reserves in respect of the unspent grounds staff training budget; and  
6) That the balances of reserves be noted; and  
7) That, in relation to the Events Budget, officer costs be shown within the budget, the Council support the costs of organising events by a contribution of £4,000 (for 21/22) and that this amount be reviewed annually.



**ACTION R Fitzgerald**

**F/6015  
CIL REPORT**

Members noted the balance of Community Infrastructure Levy receipts and the outstanding commitments against that amount (*Report B*).

**RESOLVED:** That the current balance of CIL funding be noted.

**ACTION C Wilkins / R Fitzgerald**

**F/6016  
COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS**

The Town Clerk presented his report (*Report C*) and invited Members to consider what recommendations to make regarding the alterations proposed to the Terms of Reference and delegated powers. The Staffing Committee's Terms of Reference are up to date. He highlighted the main differences.

Recreation, Leisure and Open Spaces Committee

2f) Clarification of the committee's responsibility for management of trees and tree safety on all sites owned or managed by the Council. This does not interfere with Planning Committee's powers to comment on NFDC and NFNPA tree works applications.

2g) This section does not interfere with Planning Committee's remit in respect of footpaths not belonging to the Council

2h) and 2i) These sections have moved from Policy and Finance Terms of Reference

2j) Sat previously under Policy and Finance, but the Manager reports regularly to Recreation Committee

2o) Has been added

3b) Has been retained although not exercised in recent years

Any reference to flooding had been removed and added to Planning Committee ToR.

Planning, Town and Environment Committee

Reference to the Neighbourhood Plan had been added (2g) and flooding (2h).

It was noted, in respect of sections 2a and 2e, there was a risk that permitted timescales on applications would prevent the Committee making a recommendation to the Council and it was suggested and agreed that a caveat to be added to state 'where relevant deadlines for comments allow'.

Section 3 includes sections on climate change, environmental issues and CIL.

Delegated powers had been amplified to clarify powers in the future, but Members requested an additional paragraph relating to approving comments on behalf of the Council

Policy and Finance Committee

Terms of reference have been clarified and re-organised. Now included was oversight of management of Council assets and insurance arrangements.

Section 2l) had been retained to confirm the Committee's advisory powers.

Management of Carvers Clubhouse and events had been repositioned under Recreation, Leisure and Open Spaces Committee.

**RECOMMENDED TO COUNCIL:**

Subject to the amendments to the Planning, Town and Environment Committee Terms of Reference, described above, the updated Committee Terms of Reference be adopted.

**ACTION C Wilkins**

**F/6017**

**PROJECTS (current and proposed)**

**RESOLVED:** That the update in respect of projects (*Annex E*) be noted.

**ACTION C Wilkins**

*There being no further business, the Chairman closed the meeting at 8.27 pm.*

**Note: The text in the Action Boxes above does not form part of these minutes.**

RECEIVED  
30<sup>th</sup> March 2022

APPROVED  
20<sup>th</sup> April 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**23rd March 2022**

# Paid Expenditure Transactions

Start of year 01/04/21



paid between 01/02/22 and 28/02/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading
			2322/1	£108.65	£18.11	£90.54	P&F	Huck Nets UK (Ltd)	Replacement sockets for 76mm goal posts
			2322/2	£26.40	£4.40	£22.00	P&F	Huck Nets UK (Ltd)	delivery
791	01/02/22	2322	RTC804398	£135.05	£22.51	£112.54		Huck Nets UK (Ltd)	Replacement goal sockets
DD	01/02/22	2329		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse January 2022
			2330/1	£25.49	£4.25	£21.24	RLOS	Peter Noble Ltd	Fuel Biocide tretment
792	08/02/22	2330	RTC804389	£25.49	£4.25	£21.24		Peter Noble Ltd	Fuel Biocide tretment.
			2331/1	£1,320.00	£220.00	£1,100.00	PT&E	O'NeillHomer	2 days @ £550 per day
793	08/02/22	2331	RTC804403	£1,320.00	£220.00	£1,100.00		O'NeillHomer	Neighbourhood Plan - Consultancy Fees Follow up actions (item 2.02): Respond to information requests, Stakeholder meeting planning and attend Design & Heritage Team meeting
			2332/1	£12.68	£2.11	£10.57	RLOS	screwfix	De-icer for van, sanding pads fopr orbital sander.
794	08/02/22	2332	RTC804404	£12.68	£2.11	£10.57		screwfix	De-icer for van, sanding pads for orbital.
795	08/02/22	2333		£55.50	£0.00	£55.50	P&F	Bratwurst	Volunteer refreshments at Ringwood winter wanderland event
			2334/1	£17.28	£2.88	£14.40	P&F	Site Safety Ltd	C259 Polo Shirt - Large
			2334/2	£13.68	£2.28	£11.40	P&F	Site Safety Ltd	UC203 Sweatshirt - Large
			2334/3	£34.80	£5.80	£29.00	P&F	Site Safety Ltd	C261 Trousers - 32" Regular
			2334/4	£11.88	£1.98	£9.90	P&F	Site Safety Ltd	CUX5 Fleece - XL
			2334/5	£33.60	£5.60	£28.00	P&F	Site Safety Ltd	C304 Waterproof Jacket - XL
			2334/6	£34.68	£5.78	£28.90	P&F	Site Safety Ltd	FS5222 Safety Shoe - Size 10
796	08/02/22	2334	RTC804388	£145.92	£24.32	£121.60		Site Safety Ltd	Uniform for Caretaker/Cleaner Colour: Bottle Green
			2338/1	£59.67	£9.95	£49.72	RLOS	UK Fuels Ltd	Fuel for hand held machines and cement mixer.
DD	09/02/22	2338	RTC804379	£59.67	£9.95	£49.72		UK Fuels Ltd	Fuel for hand held machines and cement mixer.
DD	11/02/22	2339		£163.05	£27.18	£135.87	P&F	British Gas	Greenways 05/01/22 - 19/01/22
BGC	14/02/22	2340		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees February 2022
FPO	15/02/22	2341		£7,717.50	£0.00	£7,717.50	P&F	Hampshire County Council	January 2022

# Paid Expenditure Transactions

Start of year 01/04/21



paid between 01/02/22 and 28/02/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading	
797	16/02/22	2342		£15.10	£0.00	£15.10	P&F	Taste Vending Ltd	Syrup for use at clubhouse, relates to inv 30411	2802/3/1
798	16/02/22	2343		£87.00	£0.00	£87.00	P&F	Taste Vending Ltd	coffee supplies	2802/3/1
799	16/02/22	2344		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Machine Rental May 2021	2802/3/1
800	16/02/22	2345		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Monthly rental Nov 2021	2802/3/1
801	16/02/22	2346		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Monthly rental February 2022	2802/3/1
		2347/1		£300.00	£50.00	£250.00	RLOS	Solent Fire Safety Services	Fire Training for the Grounds Team and Colin from office.	3002/1
802	16/02/22	2347	RTC804299	£300.00	£50.00	£250.00		Solent Fire Safety Services		3002/1
		2348/1		£217.20	£36.20	£181.00	P&F	Status Computers	Backup support sub from 18 Feb 2022	2000/1/15
803	16/02/22	2348	RTC804386	£217.20	£36.20	£181.00		Status Computers	Backup software support subscription for 2022-23	2000/1/15
805	16/02/22	2349		£2.69	£0.00	£2.69	P&F	Pitney Bowes	Postage underpayment	2000/1/10
Lloyds CC Feb 2022	17/02/22	2350		£277.50	£0.00	£277.50	RLOS	DVLA	Annual vehicle tax for tipper truck EF66AVD	3000/3/2
		2351/1		£11.87	£0.00	£11.87	RLOS	Amazon	Reflective tape for no parking at the Bickerley.	3000/2/6
Lloyds Feb 2022	17/02/22	2351	RTC804375	£11.87	£0.00	£11.87		Amazon	Reflective tape for no parking at the Bickerley.	3000/2/6
Lloyds CC Feb 2022	17/02/22	2352		£43.15	£0.00	£43.15	PT&E	Google	Workspace January 2022	4000/1/6
DD	21/02/22	2355		£312.43	£52.07	£260.36	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January 2022	2000/1/11
DD	21/02/22	2356		£44.23	£4.02	£40.21	P&F	Worldpay	Charges January 2022	2802/3/1
PAY	21/02/22	2357		£7.00	£0.00	£7.00	Counc	Lloyds Bank	Charges February 2022	10111
DD	22/02/22	2354		£6,304.37	£0.00	£6,304.37	P&F	Inland Revenue	January 2022	2600/1/2
DD	24/02/22	2358		£90.81	£4.32	£86.49	RLOS	SSE Southern Electric	Market Place Qtr4 2021/22	3000/1/1
DD	25/02/22	2359		£24,621.37	£0.00	£24,621.37	P&F	Salaries	February 2022	2600/1/1
		2361/1		£180.00	£30.00	£150.00	P&F	SLCC Enterprises Ltd	Virtual Attendance by Chris Wilkins and Jo Hurd	2310/2
806/807	27/02/22	2361	RTC804363	£180.00	£30.00	£150.00		SLCC Enterprises Ltd	SLCC Practitioners' Conference - 15 to 17 February 2022	2310/2
		2362/1		£20.59	£3.43	£17.16	P&F	Hampshire County Council	816400 Jumbo Toilet Rolls - Carvers	2802/2/2

# Paid Expenditure Transactions

paid between 01/02/22 and 28/02/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			2362/2	£18.53	£3.09	£15.44	P&F	Hampshire County Council	816100 Singlefold Hand Towels	2802/2/2
808	27/02/22	2362	RTC804229	£39.12	£6.52	£32.60		Hampshire County Council	Toilet rolls Carvers	2802/2/2
			2363/1	£2,220.00	£370.00	£1,850.00	RLOS	Fleet Line Markers	1000 litres of white line marling paint.	3000/2/9
809	27/02/22	2363	RTC804411	£2,220.00	£370.00	£1,850.00		Fleet Line Markers	1000 LITRES OF WHITE LINE MARKING PAINT.	3000/2/9
			2364/1	£71.10	£0.00	£71.10	PT&E	Trinity United Church	Hall hire for public meeting	4000/1/8
810	27/02/22	2364	RTC804429	£71.10	£0.00	£71.10		Trinity United Church	Hall Hire charge for Greening Ringwood public meeting on 31 March 2022	4000/1/8
811	27/02/22	2365		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly rental & maintenance	2000/1/10
			2335/1	£67.95	£3.24	£64.71	RLOS	Utility Warehouse	Energy	3000/1/1
			2335/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD	28/02/22	2335		£70.35	£3.64	£66.71		Utility Warehouse	UW Sports Pavilion January 2022	3000/1/1
			2336/1	£332.24	£15.82	£316.42	RLOS	Utility Warehouse	Energy	3200/1/1
			2336/2	£33.19	£5.53	£27.66	RLOS	Utility Warehouse	Mobile	3000/1/6
			2336/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone	3000/1/6
			2336/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	28/02/22	2336		£399.03	£26.95	£372.08		Utility Warehouse	UW Cemetery January 2022	3200/1/1
			2337/1	£317.66	£15.13	£302.53	P&F	Utility Warehouse	Energy	2802/1/3
			2337/2	£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
			2337/3	£33.48	£5.58	£27.90	P&F	Utility Warehouse	Phone	2802/2/5
			2337/4	£2.40	£0.40	£2.00	P&F	Utility Warehouse	Clubhouse	2802/1/3
DD	28/02/22	2337		£380.54	£25.61	£354.93		Utility Warehouse	UW Carvers Clubhouse January 2022	2802/1/3
PAY	28/02/22	2367		£20.10	£0.00	£20.10	P&F	Lloyds Bank	February 2022	2000/1/18
NFDC Tfr11 502617	28/02/22	2377		£3.43	£0.00	£3.43	P&F	New Forest District Council	NFDC Tfr 11 Café Sales 24/01/22	2802/3/1
NFDC Tfr11 510639	28/02/22	2378		£21.95	£0.00	£21.95	P&F	New Forest District Council	NFDC Tfr11 Café sales 31/01/22	2802/3/1
<b>Total</b>				£46,076.28	£1,004.34	£45,071.94				



**POLICY AND FINANCE COMMITTEE 23rd MARCH 2022****BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>28-Feb-22</b>			<b>28-Feb-22</b>	<b>Movement</b>	
	£	£	£	£	£	£
Imprest (Current) Account	36,356	37,630	-50,000		70,000	57,630
Business Account	11,551	31,552		-20,000		11,552
Investment Accounts	600,000	600,000		-50,000		550,000
Greenways Rent Deposit	10,607	10,600				10,600
Petty Cash - Imprest	118	89				89
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>658,807</b>	<b>680,046</b>	<b>-50,000</b>	<b>-70,000</b>	<b>70,000</b>	<b>630,046</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

23rd March 2022

23rd March 2022

Investment Accounts	<b>CCLA</b>	Instant access
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## Notes:

- 1 **Imprest Account** £  
Anticipated net expenditure to end March 50,000
  
- Net anticipated movement on imprest account **50,000**
  
- 2 **Investment Maturity**  
No investments due to mature
  
- 3 The bank accounts were reconciled as at 28th February 2022
- 4 With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- 5 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.
- 6 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 7 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 23<sup>rd</sup> MARCH 2022****BUDGETARY CONTROL Period 11 – April 2021 to February 2022****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the eleven months to the end of February 2022.
- 1.2 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with both the original and the revised approved budgets for the year. Members should note that, in the revised budget, both planned expenditure and planned income have increased and the revised budget deficit, before planned transfers from reserves, is £33,266.
- 1.3 Planned transfers to reserves amount to £38,400 whilst scheduled transfers from reserves, in support of revenue expenditure, amount to £2,230. Additional transfers of £74,266 from reserves in support of new bids and growth activity in 2021/22 have also been approved, although some of this is unlikely to be required this year. A further £4,071 application of Covid Grant that was received in 2020/21 and held in reserves was also approved. The result of these transfers is that a net transfer to the General reserve of £8,901 is planned although this is subject to a range of factors discussed below.
- 1.4 It was previously reported that whilst some of the originally approved transfers from reserves will no longer be required, subsequent expenditure has been approved after the budget was agreed which will further reduce reserves by £24,101. As we approach year end, there are some significant variances against the planned budget, particularly with respect to those additional projects funded from reserves. A schedule of these significant variances is included below. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.
- 1.5 Members have asked for more detailed reporting on income generated by the Council. Options are discussed in section 6, below.

**2. INCOME & EXPENDITURE TO THE END OF FEBRUARY 2022**

- 2.1 Expenditure to the end of February totalled £685,851. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council adds a further £13,554 making expenditure to the end of February £699,405, or 84.9% of the revised budget. This represents an underspend to date against the revised budget, assuming linear spend, of approximately £55,912.
- 2.2 At the end of February, pay costs, including member allowances, totalled £422,732 against a revised budget of £467,330, or 91% of the gross annual budget. Projections based on spend to date and the current running rate indicate a reduced outturn of £461,942, an underspend of £5,388. The annual pay award has now been settled and no further increase will be paid to staff although members are yet to approve a cost of living increase on members allowances.
- 2.3 With eleven months of the year completed, a much clearer picture of the likely outturn is emerging. Energy costs are increasing rapidly and it is likely that aggregate electricity budgets will exceed the revised budget by some £1,500 or 44%. Of more concern is that this increase is mostly in the last few months although there may be some timing issues, but this increase is likely to have a much greater impact in 2022/23. Revenue expenditure

generally, excluding pay costs, capital and growth items, is likely to exceed the revised budget by around £8,000. Note that this prediction includes orders placed (commitments) but should those orders not be completed by the end of March, this overspend will be reduced. Some of this overspend is matched by increased income from events and café sales for example.

- 2.4 There has been a further small increase in expenditure on budgeted new bids and growth which now stands at £24,555 against a revised budget for the year of £70,717 as set out in section 3, below. It should be noted that whilst these projects have been carried forward into the revised budget, it is now very unlikely that the budget will be fully expended in the current year. However, almost all of this expenditure is to be met from reserves and so any variance will have little effect on the budget outturn.
- 2.5 A further £41,471 was approved for addition to the budget during the year and after the budget was originally approved in January 2021. These additional items are set out in section 4, below. The additions were reduced by £3,420, to £38,051 in the revised budget due to lower than predicted costs for the Christmas tree. These additional schemes include projects that have slipped from the previous year and, with the exception of the additional funding for tree safety work and legal fees will have no impact on the revenue budget as they are all funded from reserves, grants or other sources. No provision has been made in the current year revised budget for the last 3 items – the football grounds project and the refurbishment of the 1<sup>st</sup> floor at Greenways which will both be met from grants or reserve and the provision of legal advice to be met from revenue. Total committed spend to date on all of these schemes stands at £43,996.
- 2.6 At the last meeting of this committee it was agreed to transfer a number of unspent budgets to earmarked reserves to enable some current projects which have slipped in the current year to proceed in next year. A further requirement has emerged. The grounds staff training budget has not been used in the current year although there are several training needs to be addressed which, if they all progress in 2022/23, will exceed the budget. It is proposed, therefore that the current year training underspend of £750 be added to the schedule of current year underspent funds to be retained in earmarked reserves to supplement the budget next year rather than be returned to the general reserve.
- 2.7 Income that has been received and processed into the ledger stands at £777,134 including the precept. After allowing for unplanned income (CIL receipts, key deposits and a contribution from Southern Water) income against the revised budget stands at £237,934 which is 89.9% of the revised budget. The main variances include the anticipated refund of Gateway costs from NFDC of around £17,000, expected in April and the reduced rent due to the vacancy of the 1<sup>st</sup> floor of Greenways which will reduce income receipts by some £6,000 this year. This under-recovery is offset by greater than anticipated receipts from Cemeteries, Events and Carvers Clubhouse café income. Also, income from grounds maintenance and recreation has recovered and the previously reported under-recovery of around £5,000 is likely to largely disappear.
- 2.8 It is now probable that overall income will exceed the revised budget expectations by some £7,000 whilst revenue expenditure will increase by around £2,500. This means that the planned transfer to the General Reserve of £6,321, after allowing for the Christmas tree, will increase to around £10,820. This figure will be reduced to the extent that unspent revenue budgets are transferred to earmarked reserves and members previously agreed to transfer £13,546 from revenue to such reserves.

### **3. NEW BIDS & CAPITAL 2021/22**

- 3.1 The approved budget for the year included new bids for growth and capital expenditure of £77,750. This sum was reduced in the revised budget by £7,033 mainly because of revised forecasts on the Neighbourhood plan project. This will be funded from earmarked reserves

and grants with around £5,700 being funded from the revenue budget. The individual projects include:

	Revised Budget £	Spend to December £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	14,465
• Cemeteries Digital Records Management	5,467	5,467
• Columbarium	25,000	0
• Neighbourhood Plan	14,000	4,052
• Support for REAL working party	<u>1,000</u>	<u>121</u>
Total	70,717	24,555

- 3.2 Spend to date totals £24,555 or 35% of the revised budget. It remains very unlikely that much of the remaining budgets will be spent in the current year. Note that both the paths maintenance project and the Neighbourhood Plan are part funded from revenue and any underspend on the revenue budget will be carried forward to 2022/23 to allow these projects to continue. These underspends are included in the figures quoted in 2.8 above.

#### 4. GROWTH APPROVED DURING 2021/22

There have been a number of additional items added to the budget during the year and these are set out below. For the most part, these will also be funded from reserves or grants and will therefore have limited impact on the net budget outturn. However, the additional tree safety work and one late item, the payment of fees for legal advice, will impact the revenue budget. The latter item will add £1,500 to the projected overspend this year and is taken into account in the figures in 2.8, above.

Description	Budget £	Spend £	Funding Source
Replacement tractor mounted sprayer	4,793	4,793	Reserves
Tarmac cemetery gates	4,923	4,971	Reserves
Repairs to cemetery gates	4,670	4,670	Insurance
Poulner Play area access gates	1,100	1,100	Reserves
Additional Tree Safety work	4,500	0	Revenue
Play Area resurfacing	4,540	4,536	Reserves
Open Spaces Security (inc slippage from 20/21)	2,078	2,078	Reserves
Human Sundial (slippage from 2020/21)	5,417	4,599	Grant/CIL
Carvers Clubhouse waste trap	1,200	0	Reserves
Christmas Tree	2,580	2,580	General reserve
Additional play park resurfacing/safety measures	500	625	Reserves
Poulner Lakes height barrier	1,750	1,719	Reserves
Football grounds development project	0	9,625	Reserves/Grant
Legal Fees	0	1,500	Revenue
Greenways maintenance/dilapidations	0	1,200	Reserves
<b>Total additional expenditure 2021/22</b>	<b>38,051</b>	<b>43,996</b>	

## 5. YEAR END PROJECTIONS & BALANCES

- 5.1 The revised budget for the current year was approved at the December meeting and included a planned net contribution to the General Reserve of £6,321 after allowing for the costs of the Town Christmas tree of £2,580. It was subsequently agreed to fund some additional playpark works from the general fund reducing the net year end transfer by £500. The variances reported above, whilst still not certain, are predicted to reduce net spend by some £4,500 which would allow a net transfer of £10,320 to the General Reserve.
- 5.2 However, at the February meeting, members agreed to transfer £13,546 to earmarked reserves in respect of revenue budgets that had not been spent in the current year. A further £750 has been requested in respect of training budgets that have not been applied this year.
- 5.3 The predicted outturn is therefore for a small net budget deficit of around £4,000 which will be met from the General Reserve.
- 5.4 A revised schedule of reserves is appended, Appendix 2 and this now includes adjustments in respect of the predicted underspends in capital projects together with the additional transfers noted above. The General reserve is now predicted to reduce to £288,570 whilst earmarked reserves and provisions are expected to increase to £280,177

## 6. CONCLUSION & RECOMMENDATIONS

- 6.1 Budget monitoring to the end of February continues to indicate that the underlying income and expenditure is still tracking fairly close to budget but there will be a modest net underspend by the year end.
- 6.2 It is **recommended** that: -
- 7.2.1 The budget monitoring position is noted.
- 7.2.2 Members approve a further £750 to be added to reserves in respect of the unspent Grounds staff training budget.
- 7.2.3 Members note the balances of Reserves.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

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# Financial Budget Comparison

Comparison between 01/04/21 and 28/02/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

	Revised	Reserve Movements	Actual Net	Balance	Variance	
<b>INCOME</b>						
<b>Policy &amp; Finance</b>						
200	Revenue Income	£149,244.00	£0.00	£133,794.83	£-15,449.17	-11.62%
280	Carvers Club House Income	£19,000.00	£0.00	£21,214.60	£2,214.60	18.20%
999	Suspense	£0.00	£7,172.11	£0.00	£-7,172.11	100.00%
<b>Total Policy &amp; Finance</b>		£168,244.00	£7,172.11	£155,009.43	£-20,406.68	
<b>Recreation, Leisure &amp; Open Spaces</b>						
300	Revenue Income (RLOS)	£30,636.00	£0.00	£21,604.64	£-9,031.36	-28.53%
320	Cemetery Income	£40,945.00	£0.00	£46,563.98	£5,618.98	12.21%
330	Allotment Income	£5,500.00	£0.00	£5,797.62	£297.62	5.61%
350	Capital Income	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£77,081.00	£0.00	£73,966.24	£-3,114.76	
<b>Planning, Town &amp; Environment</b>						
400	Income	£19,350.00	£0.00	£16,299.15	£-3,050.85	-19.49%
<b>Total Planning, Town &amp; Environment</b>		£19,350.00	£0.00	£16,299.15	£-3,050.85	
<b>Council</b>						
100	Precept	£531,856.00	£0.00	£531,856.00	£0.00	0.00%
102	Interest Business A/c	£0.00	£0.00	£3.63	£3.63	100.00%
110	Client Deposits	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Council</b>		£531,856.00	£0.00	£531,859.63	£3.63	
<b>Total Income</b>		£796,531.00	£7,172.11	£777,134.45	£-26,568.66	-3.43%

# Financial Budget Comparison

Comparison between 01/04/21 and 28/02/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

		Revised	Reserve Movements	Actual Net	Balance	Variance
<b>EXPENDITURE</b>						
<b>Policy &amp; Finance</b>						
2000	Establishment	£108,097.00	£0.00	£105,041.13	£3,055.87	-2.91%
2100	Maintenance	£35,555.00	£0.00	£2,273.81	£33,281.19	-96.04%
2200	Democratic Process (members Costs)	£11,111.00	£0.00	£10,371.42	£739.58	-6.73%
2210	Grants	£7,000.00	£0.00	£4,100.00	£2,900.00	-41.43%
2300	Employee Costs- Allocated Office Staff	£123,342.00	£0.00	£109,419.52	£13,922.48	-11.36%
2310	Employee overhead Costs	£2,604.00	£0.00	£1,730.33	£873.67	-17.16%
2400	Other	£42,411.00	£0.00	£50,139.60	-£7,728.60	15.41%
2500	Capital Financing	£31,546.00	£0.00	£31,545.90	£0.10	0.00%
2501	Capital	£0.00	£0.00	£0.00	£0.00	0.00%
2600	Wages Control Account	£0.00	£0.00	-£13,554.36	£13,554.36	100.00%
2801	Carvers Employee Costs	£53,327.00	£0.00	£48,083.96	£5,243.04	-10.48%
2802	Carvers Club House- Expenditure	£26,282.00	£0.00	£27,856.73	-£1,574.73	6.24%
9999	Suspense	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Policy &amp; Finance</b>		<b>£441,275.00</b>	<b>£0.00</b>	<b>£377,008.04</b>	<b>£64,266.96</b>	<b>-14.53%</b>
<b>Recreation, Leisure &amp; Open Spaces</b>						
3000	Recreation & Leisure (Other)	£71,758.00	£0.00	£61,687.56	£10,070.44	-18.06%
3001	RL&OS -Employee Costs	£147,311.00	£0.00	£133,863.89	£13,447.11	-9.23%
3002	Employee Costs	£1,000.00	£0.00	£250.00	£750.00	-37.50%
3200	Cemetery	£15,214.00	£0.00	£13,944.93	£1,269.07	-13.43%
3201	Cemetery -Employee Costs	£37,779.00	£0.00	£34,343.26	£3,435.74	-9.22%
3300	Allotments	£2,525.00	£0.00	£3,349.88	-£824.88	32.96%
3301	Allotments -Employee Costs	£10,313.00	£0.00	£9,188.54	£1,124.46	-11.06%
3350	Capital Expenditure	£57,045.00	£0.00	£31,635.55	£25,409.45	-46.62%

# Financial Budget Comparison

Comparison between 01/04/21 and 28/02/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

	Revised	Reserve Movements	Actual Net	Balance	Variance
<b>Total Recreation, Leisure &amp; Open Spaces</b>	£342,945.00	£0.00	£288,263.61	£54,681.39	-17.23%
<b>Planning, Town &amp; Environment</b>					
4000 Planning, Town & Environment	£16,966.00	£0.00	£4,778.53	£12,187.47	-50.02%
4001 Employee Costs	£17,380.00	£0.00	£15,413.16	£1,966.84	-11.65%
4050 Capital Expenditure	£5,417.00	£0.00	£507.20	£4,909.80	100.00%
<b>Total Planning, Town &amp; Environment</b>	£39,763.00	£0.00	£20,698.89	£19,064.11	-46.22%
<b>Council</b>					
10000 Petty Cash - Office	£0.00	£0.00	£-358.15	£358.15	100.00%
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	0.00%
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	0.00%
10110 Deposit Refunds	£0.00	£0.00	£162.00	£-162.00	100.00%
10111 Bank Charges	£0.00	£0.00	£77.00	£-77.00	100.00%
<b>Total Council</b>	£0.00	£0.00	£-119.15	£119.15	100.00%
<b>Total Expenditure</b>	<del>£823,983.00</del>	£0.00	£685,851.39	£138,131.61	-17.24%
Total Income	£796,531.00	£7,172.11	£777,134.45	£-26,568.66	-3.43%
Total Expenditure	£823,983.00	£0.00	£685,851.39	£138,131.61	-17.24%
<b>Total Net Balance</b>	<b>-£27,452.00</b>		<b>£91,283.06</b>	<b>-£164,700.27</b>	





## REPORT TO POLICY & FINANCE COMMITTEE – 23rd MARCH 2022

### APPLICATION OF CIL RECEIPTS

#### 1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
  - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2021, the Town Council held a balance of £45,634.90. A formal decision is required in order to use CIL funds for any project.

#### 2. CIL Receipts & Allocations 2021/22

- 2.1 During 2021/22, additional CIL receipts of £5,813.83 have been received to the end of February. The balance of CIL receipts therefore currently stands at £51,448.73.
- 2.2 No CIL receipts have been applied so far in the current year, however provision was made in the 2021/22 budget to use £8,000 of CIL receipts to fund development of a Columbarium. This project has not yet started.
- 2.3 There also remain outstanding commitments to complete work on projects which began in earlier years. These include the Human Sundial for which there remains an outstanding commitment of £1,827, (£7,076 less carnival grant received of £5,249) and improvements at Carvers Grounds for which £440 of the approved budget of £10,000 remains outstanding.
- 2.4 At their February meeting, RLOS agreed to use CIL monies to fund the provision of a new sign at the Bickerley at a cost of £1,200 although much of this is likely to be required in 2022/23.

#### 3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £51,449 of which approximately £3,467 is committed towards the completion of existing projects and a further £8,000 has been earmarked for the Columbarium project. There remains an uncommitted balance of £39,982.

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

Rory Fitzgerald, Finance Manager      or      Chris Wilkins, Town Clerk

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## POLICY & FINANCE COMMITTEE

23<sup>rd</sup> March 2022

### Committee Terms of Reference

#### 1. Introduction and reason for report

- 1.1 As part of the ongoing overhaul of the Council's governance documents, the terms of reference and delegated powers of the committees next fall to be considered. This committee can only make recommendations in this respect; the final decision must rest with the full Council.

#### 2. Background, Options and Implications

- 2.1 The Council has three committees that have existed for many years. Each has terms of reference that have not been substantially altered for many years. In recent years, the Council's responsibilities have changed and the Council has adapted its ways of doing business. However, these changes are not reflected in the current terms of reference and the powers delegated to the committees at present are very limited - with the result that many routine matters have to be referred to this committee or the full Council for ratification (causing delay and repetition).
- 2.2 The fourth, Staffing, committee was formed relatively recently and has up to date terms of reference and delegated powers.
- 2.3 It is therefore timely to consider updating the terms of reference and delegated powers for the older committees. Copies of the existing documents and suggested drafts for replacements are attached to this report.
- 2.4 The terms of reference should accurately reflect the types of business that the relevant committee is intended to consider. In preparing the drafts suggested, the Town Clerk has removed obscure or redundant references, added some clarifications and moved some items to reflect changes in observed practice.
- 2.5 Delegated powers warrant particularly careful consideration since a prudent balance needs to be struck to ensure that business is dealt with efficiently and without needless delay or repetition but that financial controls, budget discipline and due accountability are protected.

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

**Members are invited to consider what recommendations to make to the Council regarding the alteration of the terms of reference and delegated powers of the Recreation, Leisure & Open Spaces Committee, the Planning, Town & Environment Committee and the Policy & Finance Committee.**

For further information, contact:

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

1. To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:-
  - i) Management, control and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
  - ii) Management and control of the Council's statutory and non-statutory allotments.
  - iii) Management and control of the Cemetery and closed churchyard.
  - iv) Maintenance of public seats and bus shelters.
  - v) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other areas held by the Council on lease or license.
  - vi) Management of any fishing rights owned by the Council.
  - vii) Implementation of a recreational strategy for the town.
  - viii) Promotion of the provision of community buildings, including where appropriate, the allocation of grants.
  - ix) Protection of rights of way and public footpaths.
  - x) Recommending fees and charges to Policy and Finance Committee.
  - xi) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
  - xii) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.
2. To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
3. To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park and the Town Plan for Ringwood.
4. To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.
5. To undertake the Council's functions in relation to flooding and to liaise with other public bodies on flood prevention schemes and other initiatives.

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

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

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

### DELEGATED POWERS

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

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

Approved on: [date]

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

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
  - i) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall be referred by the Committee with its recommendations to the Council for determination.
  - ii) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
  - iii) Determination of the Council's response to any appeal against a planning decision by the District Council including the preparation of submissions to be made to an Inspector.
  - iv) Determination of any responses to be made by the Council in relation to applications for licenses issued by the District Council including those relating to entertainment premises, justices licenses, taxi and private hire licensing and street collections.
  - v) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall make recommendations to the Council.
  - vi) To be responsible for all matters relating to the provision and control of street lighting.
2. To advise the Council on its responses to be made in relation to:-
  - i) Hampshire structure plan.
  - ii) New Forest District local plan.
3. To advise Policy and Finance Committee on planning and environment issues in relation to the New Forest National Park and the Town Plan for Ringwood.



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

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

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

### DELEGATED POWERS

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

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

Approved on: [date]

**RINGWOOD TOWN COUNCIL****TERMS OF REFERENCE****POLICY AND FINANCE COMMITTEE**

1. To advise the Council on its Corporate Policies and Strategies.
2. To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
3. To be responsible for all aspects of the financial administration of the Council including arrangements for preparation of the accounts, audit of accounts and for ensuring preparation of, and compliance with, the Council's financial regulations.
4. To advise the Council on the level of allowances to be payable to Councillors.
5. To be responsible for authorising legal proceedings in relation to contentious matters, subject to the likely costs associated therewith being included within the Council's budget.
6. To advise the Council on responses to be made to:-
  - i) New Forest District Council corporate plans and policies.
  - ii) The strategy for the New Forest.
  - iii) The New Forest National Park.
  - iv) The structure of Local Government, including proposals for Regional Government.
  - v) Hampshire County Council's corporate plans and policies.
  - vi) All other consultation documents where responsibility for responding is not otherwise allocated to another Committee.
7. To advise the Council on Community Awards.
8. To be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
9. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
  - i) Determination of applications for grant aid submitted to the Council.
  - ii) Determination of fees and charges for services provided by the Council.
  - iii) Determination of subscriptions to be paid by the Council.

Cont'd/...

- iv) All matters relating to the preparation of the Council's accounts and the implementation of appropriate audit procedures.
  - v) Maintenance and development of IT facilities for the Council including the development of the Council's web-site.
  - vi) Development of the Council's public relations and its interface with the community.
  - vii) All matters relating to Ringwood Festival and Carnival Committees.
  - viii) Management and development of CCTV.
  - ix) Management and development of markets, including the Farmers Markets.
10. To exercise all the powers, duties and functions of the Council and of any Committee where in the interest of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another Committee or Council for determination.

**RINGWOOD TOWN COUNCIL**  
**POLICY AND FINANCE COMMITTEE**

**TERMS OF REFERENCE**

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

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

## **DELEGATED POWERS**

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

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

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

Approved on: *[date]*

DRAFT

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. A scrutiny panel has been appointed to oversee further discussion of the funding arrangements.	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).
FC2	Strategic Plan	Work resumed in March 2022	Several members indicated that this should be prioritised. Initial ideas for a "strategy-on-a-page" are being worked-up for discussion at a meeting soon.	Exploring ideas for medium term planning	Town Clerk	N/A

## Planning Town &amp; 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 and annual stream clearance to be scheduled.	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	REAL WP recommend supporting free bus initiative currently being investigated. Greening Campaign to be introduced. A further £1,000 has been included in the 2022/23 budget.	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 requests about pavement repair and 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. Contraflow in place from 26 January 2022. 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)	In progress	Work on highway complete. Some work still required on Bickerley - land to be fully restored by SWW. Site compound remains in place at the southern end of Bickerley.	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	In progress	RTC carried out clearance on behalf of HCC so that the path was accessible through the summer, prior to surfacing. Work scheduled for early Spring for completion by Easter, subject to approval by Highway engineers.	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. Committee terms of reference will be reviewed at the March meeting. The Scheme of Delegation will then 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. Revised policy and manual approved. Awaiting initial audit visit.	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 by July 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.

### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are 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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Officers are working with CDS to produce a detailed design for consideration by members.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed. The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	
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	The first 17 bins have been installed. The next batch will be ordered soon.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	A final settlement has been agreed in principle and should be concluded this financial year.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
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		Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals have been received and will be considered shortly.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

RLOS20	Detached youth outreach work	In progress	Work trial has concluded. A report was being prepared for consideration by Carvers Working Party but has been delayed.	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Funded from agreed budget
RLOS21	Poulner Lakes track maintenance		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	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign was approved in principle at the Febraury committee meeting and further design work is now being arranged.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	

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**Staffing Committee**

No current projects

Proposed/Emerging Projects Update

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No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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**Full Council**  
None

**Planning Town & Environment Committee**

	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions

**Policy & Finance Committee**

	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
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**Recreation, Leisure & Open Spaces Committee**

	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Judged to be unviable. Written report to follow.	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		

**Staffing Committee**

	None						
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## Closed Projects Report

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No.	Name	Description	Outcome	Notes
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### 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	
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

### 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	