

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 16th February 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
Cllr John Haywood
Cllr Peter Kelleher (*from 7:03pm*)
Cllr Tony Ring
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Rory Fitzgerald, Finance Manager
Nicola Vodden, Meetings Administrator
Cllr Gareth Deboos (*until 7:30pm*)

ABSENT: Cllr Gloria O'Reilly

F/6001 PUBLIC PARTICIPATION

There were no members of the public present.

F/6002 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr O'Reilly.

F/6003 DECLARATIONS OF INTEREST

Although it was not a disclosable pecuniary interest, Cllr Heron made Councillors aware of a family connection to the payee of transaction 770.

F/6004 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 19th January 2022, having been circulated, be approved and signed by the Chairman as a correct record.

F/6005 FINANCIAL REPORTS

Members considered the financial reports presented as *Annex A*. The Finance Manager detailed transactions, in excess of £1,000, on the Imprest account for January.

Cllr Kelleher joined the meeting at 7:03pm.

The Town Clerk explained the up-to-date position with the Christmas Lights contract. The initial 3-year contract had expired, however there was an option to extend for a further 2 years and proposals were awaited from the contractor.

It was noted that the transaction described as tree survey, should be amended to tree surgery. Surveys are conducted by NFDC under a service level agreement in place for a rolling programme where trees identified as high priority are inspected yearly and those with a lower priority every 3-4 years. A detailed map of significant trees and a list of work is provided. This represents tree surgery arising from the list of works. Although the tree work is underspent currently, it is anticipated that there will be emergency work required and additional work identified in the tree survey as a priority.

The Finance Manager confirmed that the impact on next years' budget from diesel price increases (and no longer being able to use red diesel) would be approximately £2,000 per annum.

Referring to the budget monitoring report, the Finance Manager anticipated that the impact of a reduction in the expected income and expenditure this month on the year end position will be a net underspend of approx. £6,000 (below the revised budget figure). Overall, this would mean a predicted transfer of around £13,000 to reserves.

Paragraph 4, detailed event finances and indicated a surplus of around £9,500. The plans for the Queen's Jubilee would generate expenditure, but income was not as clear. Members therefore deferred a decision on the amount of any transfer to the events reserve.

In relation to paragraph 5, Members were asked to consider whether balances on project budgets should be rolled over or returned to the General Reserve and agreed:-

- 1) Additional Tree work budget – balance £4,500 – to be rolled over into 22/23 – this is an operational budget and Members agreed that officers should have the flexibility to carry forward as much of the balance as was necessary to carry out the work identified
- 2) Support for REAL – balance £950 – should be returned to GR – new £1000 bid for 22/23
- 3) Neighbourhood Plan – balance £3,950 – to be rolled over into 22/23
- 4) Additional paths maintenance – balance £300 – to be rolled over
- 5) Grants budget – balance £2,900 – to be rolled over
- 6) Waste bin replacement scheme – balance £1,896 – to be rolled over

In response to Members request to provide better information on income receipts, the Finance Manager provided the reports which could be generated by the accounting software. The high-level report was normally provided monthly, but the transaction report could also be provided but this lists each transaction. Members thought the low-level report would not be suitable. These transaction report differs from the expenditure report as it deals with actual receipts, rather than budget monitoring based on commitments.

The Town Clerk suggested that if Members wished to scrutinize payments, perhaps there should be more focus on deviations from income expected compared to income actually received. Whilst no report of this nature is currently produced, significant deviations from predicted income is covered in the Finance Managers monthly budget monitoring report. It

may be that a debtor report could be prepared and training could be provided if this would be helpful. Also it was noted that the Events budget would have its own budget line in future given the decision to include it as a sub-budget under the Recreation, Leisure and Open Spaces Committee.

- RESOLVED:** 1) That the list of payments made on Imprest Account for January be received and authorised;
2) That the total amount of Petty Cash payments for January of £14.70 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; and the budget monitoring position and balances of reserves be noted;
5) That a decision on transfer of funds from the Events Reserve be deferred;
6) That unspent revenue budgets are treated as detailed (1-6) above; and
7) That there be no change to the current monthly financial reporting, but consideration be given to the preparation of a debtor report and possible Member training.

ACTION R Fitzgerald

F/6006

FINANCIAL RISK ASSESSMENT

Members considered the Finance Manager's report (*Annex B*) and were invited to review the financial risk policy statements and management arrangements. The RFO explained this is an annual assessment of the main risks facing the council, how the risk is calculated and measures in place to deal with them. He detailed the differences from the previous assessment. An additional matter had been added and some risk weightings had been reduced. For example, the risks associated with the new financial accounting system at the last assessment had reduced and the risk rating had been downgraded accordingly.

Although this is an annual review, risks are monitored and should a new risk appear, it would be considered and included in the financial risk assessment, if appropriate. A discussion followed on the format of the document, the levels of control / residual risk and whether the council should be more proactive in reducing the risks.

If Members feel there are areas of particular concern, where the risks were not at a tolerable level or sufficiently controlled, these could be brought forward at a later date with proposals for reducing the risk levels stated.

RECOMMENDED TO THE COUNCIL:

That the updated Financial Risk assessment be noted.

ACTION C Wilkins / R Fitzgerald
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F/6007

CONTRACTS AND ARRANGEMENTS REVIEW

The RFO presented his report (*Annex C*). This is an annual review of arrangements (including legal agreements), existing contracts and commitments with other local authorities, not-of-profit bodies and businesses, which have financial implications for the Council.

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He explained some changes would be made to the existing list as the transition is made, between website maintenance providers, payroll services and HR consultants would now also be engaged on health and safety matters.

The contribution towards CCTV was questioned, as costs were expected to reduce over time. An assurance was given that this was reduced in comparison to previous payments.

RESOLVED: That the current financial arrangements be noted.

ACTION C Wilkins

**F/6008
LICENSING OF MARKETS AND FAIRS**

Members considered the Town Clerk's report on the management of Gateway Square as a venue for markets and fairs (*Annex D*).

RESOLVED: That the Town Clerk's report be noted.

ACTION C Wilkins

**F/6009
PROJECTS (current and proposed)**

The Town Clerk indicated that further consideration was being given to how this report might be developed to make it a more useful tool for project planning and ideas will be brought forward as soon as possible.

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 8:15pm.

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

RECEIVED
23rd February 2022

APPROVED
23rd March 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

16th February 2022

Paid Expenditure Transactions

Start of year 01/01/21



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	04/01/22	2232		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse January 2022	2802/1/6
DD	04/01/22	2233		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery January 2021	3200/1/5
		2234/1		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Quarterly rental Jan-March 2022	2000/1/9
		2234/2		£48.00	£8.00	£40.00	P&F	CF Corporate Finance Ltd	Annual service charge	2000/1/9
DD	04/01/22	2234		£404.40	£67.40	£337.00		CF Corporate Finance Ltd	Photocopier	2000/1/9
DD	05/01/22	2235		£282.85	£47.14	£235.71	P&F	British Gas	Greenways 7/11 - 7/12/21	2100/1
DD	10/01/22	2236		£205.77	£9.80	£195.97	P&F	SSE Southern Electric	Qtr 3 2021/22 Unmetered Supply Oct - Dec 2021	2000/1/1
746	12/01/22	2251		£192.00	£32.00	£160.00	P&F	RFS Technology	Greenways, 71 Christchurch Road - Annual Fire Service.	2100/1
		2252/1		£2,484.17	£414.03	£2,070.14	RLOS	The Tree Management Company	Tree survey work	3000/2/11
747	12/01/22	2252	RTC804278	£2,484.17	£414.03	£2,070.14		The Tree Management Company	tree survey work.	3000/2/11
		2253/1		£162.00	£27.00	£135.00	P&F	Utili Light Limited	Annual clean and service	2400/6
748	12/01/22	2253	RTC804291	£162.00	£27.00	£135.00		Utili Light Limited	Jubilee Lamp maintenance	2400/6
		2254/1		£1,512.00	£252.00	£1,260.00	RLOS	Vita Play Limited	Cradle Swings overskim; Spring Rider Fish repair; Trampoline repair	3000/2/16
749	12/01/22	2254	RTC804292	£1,512.00	£252.00	£1,260.00		Vita Play Limited	Safety Surfacing Repairs - Carvers Play Area	3000/2/16
750	12/01/22	2255		£955.90	£159.32	£796.58	P&F	Status Computers	Replacement SonicWall firewall device and three-year security suite bundle	2000/1/15
		2256/1		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	4 week treatment to deal with moles in churchyard	3000/2/13
751	12/01/22	2256	RTC804349	£120.00	£0.00	£120.00		Ringwood Pest Control	4 week treatment to deal with moles in church yard.	3000/2/13
		2257/1		£168.00	£0.00	£168.00	P&F	Riley Dunn & Wilson Ltd	Binding of Council minutes (no VAT as first binding)	2200/1/5
		2257/2		£39.60	£6.60	£33.00	P&F	Riley Dunn & Wilson Ltd	Courier	2200/1/5
752	12/01/22	2257	RTC804352	£207.60	£6.60	£201.00		Riley Dunn & Wilson Ltd	Binding of Council minutes (£168 for binding (no VAT) and £33+VAT for courier)	2200/1/5
		2258/1		£101.94	£16.99	£84.95	P&F	Pitney Bowes	Ink for franking machine DM60	2000/1/10
		2258/2		£5.94	£0.99	£4.95	P&F	Pitney Bowes	Delivery charge	2000/1/10

Paid Expenditure Transactions

Start of year 01/04/21



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
753	12/01/22	2258	RTC804359	£107.88	£17.98	£89.90		Pitney Bowes	Ink for franking machine DM60 - Ordered on RTC account so should be on next months statement	2000/1/10
		2259/1		£5.18	£0.86	£4.32	P&F	Hampshire County Council	612444 - Batteries for door guards Batteries (C) for door guards	2000/3/4
754	12/01/22	2259	RTC804365	£5.18	£0.86	£4.32		Hampshire County Council	Batteries for door guards	2000/3/4
		2260/1		£7.32	£1.22	£6.10	P&F	Hampshire County Council	Gloves for caretaker	2000/3/4
755	12/01/22	2260	RTC804366	£7.32	£1.22	£6.10		Hampshire County Council	Gloves for caretaker	2000/3/4
756	12/01/22	2261		£63.52	£10.59	£52.93	P&F	Letters & Logos Ltd	Leaflets for winter wanderland correction 804319-36305-2149	2400/9
		2262/1		£78.00	£13.00	£65.00	RLOS	Central Southern Security	servicing of CCTV cameras at Cemetery.	3200/2/1
757	12/01/22	2262	RTC804372	£78.00	£13.00	£65.00		Central Southern Security	Servicing of CCTV camera at Cemetery.	3200/2/1
758	12/01/22	2263		£3.06	£0.51	£2.55	P&F	Central Computer Management Ltd	P&P 20/10, 22/11 & 22/12/21	2310/1
759	12/01/22	2264		£226.73	£37.79	£188.94	P&F	Status Computers	December 2021	2000/1/5
		2265/1		£21.71	£3.62	£18.09	P&F	Itec	Gateway	2000/1/9
		2265/2		£9.27	£1.54	£7.73	P&F	Itec	Clubhouse	2802/2/1
761	12/01/22	2265		£30.98	£5.16	£25.82		Itec	December 2021	2000/1/9
		2266/1		£450.00	£0.00	£450.00	P&F	Jay Cox Ringwood TV	Filming of lights switch on event	2400/9
		2266/2		£450.00	£0.00	£450.00	P&F	Jay Cox Ringwood TV	promotional film of christmas displays	2400/9
762	12/01/22	2266	RTC804334	£900.00	£0.00	£900.00		Jay Cox Ringwood TV	Filming and promotion for Ringwood Winter Wanderland	2400/9
763	12/01/22	2267		£100.00	£0.00	£100.00	P&F	Rotary Club of Ringwood	Donation in recognition of voluntary support provided at Ringwood Fireworks	2400/11
BGC	13/01/22	2268		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	January 2022	2400/19
BP	14/01/22	2269		£8,921.04	£0.00	£8,921.04	P&F	Hampshire County Council	December 2022	2600/1/3
		2270/1		£100.00	£0.00	£100.00	P&F	Ringwood Carnival	donation in recognition of voluntary support provided at Ringwood Fireworks	2400/11
		2270/2		£100.00	£0.00	£100.00	P&F	Ringwood Carnival	donation in recognition of support provided at Ringwood Winter Wanderland	2400/9
764	15/01/22	2270	RTC804346	£200.00	£0.00	£200.00		Ringwood Carnival	Donation in recognition of voluntary support provided at events	2400/11
		2271/1		£525.00	£0.00	£525.00	RLOS	Peter Wiseman	For Work on Bowling Club Carpark Drains.	3000/2/9

Paid Expenditure Transactions

Start of year 01/01/21



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
765	17/01/22	2271	RTC804296	£525.00	£0.00	£525.00		Peter Wiseman	For Work on Bowling Club Carpark Drains. 3000/2/9
		2272/1		£100.00	£0.00	£100.00	RLOS	Peter Wiseman	To investigate sink hole in Bowling club carpark and clear sewage pipe of debris. 3000/2/9
765	17/01/22	2272	RTC804276	£100.00	£0.00	£100.00		Peter Wiseman	To investigate sink hole in Bowling club carpark and clear sewage pipe of debris. 3000/2/9
766	17/01/22	2273		£100.00	£0.00	£100.00	P&F	Ringwood Men's Shed	Donation in recognition of voluntary support at Ringwood Fireworks 2400/11
767	17/01/22	2274		£100.00	£0.00	£100.00	P&F	Ringwood Men's Shed	Donation in recognition of voluntary support provided at Ringwood Winter Wanderland 2400/9
		2275/1		£124.93	£20.82	£104.11	RLOS	Elliott Brothers Ltd	1 TON BAG OF BALLEST 10 BAGS OF CEMENT FOR PUTTING IN LITTER BINS AROUND AREA. 3000/2/17
768	17/01/22	2275	RTC804373	£124.93	£20.82	£104.11		Elliott Brothers Ltd	1 TON BAG OF BALLEST AND 10 BAGS CEMENT FOR PUTTING IN LITTER BINS.AROUND THE AREA. 3000/2/17
		2276/1		£27.77	£0.00	£27.77	P&F	Alyson Greenfield	Ink cartridges for home printer use while WFH 2000/1/8
769	17/01/22	2276	RTC804376	£27.77	£0.00	£27.77		Alyson Greenfield	Printer ink cartridges 2000/1/8
		2277/1		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip to replace full skip in Cemetery 3200/2/8
770	17/01/22	2277	RTC804380	£288.00	£48.00	£240.00		Ringwood & Fordingbridge Skip Hire	Skip to replace full skip in Cemetery. 3200/2/8
		2278/1		£33.06	£5.51	£27.55	P&F	Hampshire County Council	960700 Disinfectant wipes 2000/3/1
771	17/01/22	2278	RTC804387	£33.06	£5.51	£27.55		Hampshire County Council	Antibac wipes for caretaker. P/o 804378 was submitted but product was not available. This was cancelled and replaced with p/o 804387 (new product code) 1 case of 8 packs of wipes. New amount £27.55 + Vat 2000/3/1
772	17/01/22	2279		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	December 2021 3000/2/1
773	17/01/22	2280		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Monthly rent 2802/3/1
774	17/01/22	2281		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Monthly rent 2802/3/1
Lloyds CC Jan 22	17/01/22	2282		£45.54	£0.00	£45.54	PT&E	Google	Workspace - December 2021 4000/1/6
		2283/1		£840.00	£0.00	£840.00	P&F	New Forest District Council	Long Stay Parking Clocks 2600/1/4
		2283/2		£60.00	£0.00	£60.00	P&F	New Forest District Council	Short Stay Parking Clocks 2600/1/4

Paid Expenditure Transactions

Start of year 01/04/2



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC	17/01/22	2283	RTC804356	£900.00	£0.00	£900.00		New Forest District Council	Parking Clocks (credit card payment)	2600/1/4
		2287/1		£100.00	£0.00	£100.00	P&F	Pitney Bowes	Postage for franking machine	2000/1/10
		2287/2		£0.00	£0.00	£0.00	P&F	Pitney Bowes	Charge for download from RTC Pbowes account as per agreement	2000/1/10
775	18/01/22	2287	RTC804367	£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
PAY	18/01/22	2294		£7.00	£0.00	£7.00	Counc	Lloyds Bank	January 2022	10111
DD	19/01/22	2289		£25.06	£0.00	£25.06	P&F	Worldpay	December 2021	2802/3/1
DD	20/01/22	2290		£312.59	£52.10	£260.49	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	December 2021	2000/1/11
DD	21/01/22	2291		£8,640.48	£0.00	£8,640.48	P&F	Inland Revenue	December 2021	2600/1/2
776	24/01/22	2288		£20,748.00	£3,458.00	£17,290.00	P&F	Gala Lights	Hire and installation of Christmas lights together with lights in the Town Christmas Tree	2400/2
DD	24/01/22	2292		£213.98	£35.66	£178.32	P&F	BNP Parabis	Photocopier lease 22/01/22	2802/2/1
DD	25/01/22	2293		£24,621.91	£0.00	£24,621.91	P&F	Salaries	January 2022	2600/1/1
DD	25/01/22	2295		£52.78	£2.51	£50.27	P&F	British Gas	Greenways 07/12/21 - 04/01/22	2100/1
		2296/1		£475.20	£79.20	£396.00	P&F	Epta Cold Service Ltd	maintenance contract for heating and cooling at clubhouse	2802/1/1
777	27/01/22	2296	RTC804194	£475.20	£79.20	£396.00		Epta Cold Service Ltd	Annual maintenance contract for heaters and coolers Carvers Clubhouse	2802/1/1
		2297/1		£1,620.12	£270.02	£1,350.10	RLOS	WP Group (Upton Oil)	Diesel for machines 1000 litres	3000/1/10
778	27/01/22	2297	RTC804382	£1,620.12	£270.02	£1,350.10		WP Group (Upton Oil)	1000 litres white diesel for all machines.	3000/1/10
		2298/1		£50.00	£0.00	£50.00	PT&E	The Greening Campaign	Phase 1 pack	4000/1/8
779	27/01/22	2298	RTC804385	£50.00	£0.00	£50.00		The Greening Campaign	Phase 1 pack for Greening Ringwood campaign	4000/1/8
		2299/1		£173.55	£28.93	£144.62	RLOS	The Sign Maker	Plaque for [REDACTED]	3200/2/9
780	27/01/22	2299	RTC804391	£173.55	£28.93	£144.62		The Sign Maker	Memorial Tree Plaque	3200/2/9
		2300/1		£96.00	£16.00	£80.00	P&F	Forest Newspapers Ltd	Job Advert in Issue 824 (26/01/2022)	2000/1/17
781	27/01/22	2300	RTC804392	£96.00	£16.00	£80.00		Forest Newspapers Ltd	Job Advert - Visitor Information Centre staff	2000/1/17

Paid Expenditure Transactions

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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			2301/1	£252.00	£42.00	£210.00	P&F	Go New Forest	Subscription for 2022 2000/1/16
782	27/01/22	2301	RTC804394	£252.00	£42.00	£210.00		Go New Forest	Membership Subscription for 2022 2000/1/16
783	27/01/22	2302		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV Line rental costs - 6 month Contribution for period 1/10/21 to 31/3/22 2400/15
			2303/1	£42.00	£0.00	£42.00	P&F	Taste Vending Ltd	Cappuccino topping 2802/3/1
			2303/2	£45.60	£7.60	£38.00	P&F	Taste Vending Ltd	500 cups 2802/3/1
784	27/01/22	2303	RTC804397	£87.60	£7.60	£80.00		Taste Vending Ltd	cups and cappuccino topping 2802/3/1
			2304/1	£35.02	£5.84	£29.18	P&F	Itec	Gateway 2000/1/9
			2304/2	£59.05	£9.84	£49.21	P&F	Itec	Clubhouse 2802/2/1
785	27/01/22	2304		£94.07	£15.68	£78.39		Itec	January 2022 2000/1/9
			2305/1	£188.06	£31.34	£156.72	RLOS	Letters & Logos Ltd	To supply 6 no parking signs with banding for the Bickerley 3000/2/6
786	28/01/22	2305	RTC804369	£188.06	£31.34	£156.72		Letters & Logos Ltd	To supply 6 no parking signs with screw banding for the Bickerley. 3000/2/6
			2306/1	£321.00	£53.50	£267.50	RLOS	Solent Fire Safety Services	Fire extinguisher servicing. 3000/2/2
787	28/01/22	2306	RTC804348	£321.00	£53.50	£267.50		Solent Fire Safety Services	Fire Extinguisher servicing for Cemetery Carvers Pavlion Work Sheds and Clubhouse. 3000/2/2
			2307/1	£2.38	£0.40	£1.98	P&F	Hampshire County Council	Safety socket covers 621265 2000/1/5
			2307/2	£13.28	£2.21	£11.07	P&F	Hampshire County Council	USB sticks 976002 2000/1/5
			2307/3	£8.06	£1.34	£6.72	P&F	Hampshire County Council	Conventional toilet roll 816200 2000/3/4
			2307/4	£6.93	£1.15	£5.78	P&F	Hampshire County Council	Carex hand soap 2000/3/4
			2307/5	£5.23	£0.87	£4.36	P&F	Hampshire County Council	Year planner - cemetery - 731703 2000/1/8
			2307/6	£2.68	£0.45	£2.23	P&F	Hampshire County Council	Plasters 950348 - mixed pack 120 2000/1/4
			2307/7	£6.06	£1.01	£5.05	P&F	Hampshire County Council	A4 lined pads x - 832153 2000/1/8
			2307/8	£1.08	£0.18	£0.90	P&F	Hampshire County Council	Self-adhesive tape - 858224 2000/1/8
788	28/01/22	2307	RTC804213	£45.70	£7.61	£38.09		Hampshire County Council	Cleaning (Gateway), stationary supplies and diaries 2000/1/5
PAY	28/01/22	2318		£22.60	£0.00	£22.60	P&F	Lloyds Bank	Bank charges January 2022 2000/1/18
			2284/1	£85.97	£4.09	£81.88	RLOS	Utility Warehouse	Energy 3000/1/1
			2284/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1

Paid Expenditure Transactions

Start of year 01/04/21



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	31/01/22	2284		£88.37	£4.49	£83.88		Utility Warehouse	UW Sports Pavilion December 2021
		2285/1		£156.17	£7.44	£148.73	RLOS	Utility Warehouse	Energy
		2285/2		£42.67	£7.11	£35.56	RLOS	Utility Warehouse	Mobile
		2285/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone/Broadband
		2285/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD	31/01/22	2285		£232.44	£20.15	£212.29		Utility Warehouse	UW Cemetery December 2021
		2286/1		£392.40	£18.69	£373.71	P&F	Utility Warehouse	Energy
		2286/2		£36.43	£6.07	£30.36	RLOS	Utility Warehouse	Mobile
		2286/3		£31.20	£5.20	£26.00	P&F	Utility Warehouse	Phone/Broadband
		2286/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club
DD	31/01/22	2286		£462.43	£30.36	£432.07		Utility Warehouse	UW Carvers Clubhouse December 2021
Bcard January 2022	31/01/22	2308		£10.99	£1.83	£9.16	P&F	Canva	January 2022
Bcard January 2022	31/01/22	2309		£11.99	£2.00	£9.99	P&F	Amazon	Must be Bonkers Building blocks
Bcard January 2022	31/01/22	2310		£10.49	£1.75	£8.74	P&F	Amazon	Omniscient EPOSGEAR
Bcard January 2022	31/01/22	2311		£40.99	£6.83	£34.16	P&F	Amazon	We Can Source It Paper cups
Bcard January 2022	31/01/22	2312		£11.99	£2.00	£9.99	P&F	Amazon	Absolute Clear Solutions Detergent remover
Bcard January 2022	31/01/22	2313		£18.58	£3.10	£15.48	P&F	Amazon	Aamir Trading Salt for water softner
Bcard January 2022	31/01/22	2314		£45.00	£7.50	£37.50	P&F	Argos	Heater
Bcard January 2022	31/01/22	2315		£150.84	£20.77	£130.07	P&F	Booker	Food for resale. Order number 72946462 Paid on credit card
Bcard January 2022	31/01/22	2316		£2.00	£0.00	£2.00	P&F	Iceland	Rolls
Bcard January 2022	31/01/22	2317		£20.75	£3.46	£17.29	P&F	Sainsburys	Batteries
		2319/1		£51.00	£8.50	£42.50	RLOS	Hampshire County Council	952400 Dispsable gloves - Large
		2319/2		£51.00	£8.50	£42.50	RLOS	Hampshire County Council	952450 Disposable gloves - Xlarge

Paid Expenditure Transactions

Start of year 01/04/21



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

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
789	31/01/22	2319	RTC804381	£102.00	£17.00	£85.00		Hampshire County Council	Gloves for groundsteam	3000/1/5
790	31/01/22	2320		£226.73	£37.79	£188.94	P&F	Status Computers	January 2022	2000/1/5
PC January 2022	31/01/22	2321		£14.70	£0.00	£14.70	Counc	Ringwood Town Council	Petty Cash January 2022	10000
		2323/1		£1.87	£0.31	£1.56	P&F	New Forest District Council	Receipts	2802/2/1
		2323/2		£6.44	£0.33	£6.11	P&F	New Forest District Council	Receipts	2802/3/1
NFDC Tfr10	31/01/22	2323		£8.31	£0.64	£7.67		New Forest District Council	Café Sales 22/11/21	2802/2/1
NFDC Tfr10	31/01/22	2324		£8.73	£0.00	£8.73	P&F	New Forest District Council	Café sales 29/11/21	2802/3/1
NFDC tfr10	31/01/22	2325		£3.90	£0.00	£3.90	P&F	New Forest District Council	Café sales 6/12/21	2802/3/1
NFDC tfr10	31/01/22	2326		£11.23	£0.00	£11.23	P&F	New Forest District Council	Café sales 10/01/22	2802/3/1
NFDC Tfr10	31/01/22	2327		£17.99	£0.63	£17.36	P&F	New Forest District Council	Café sales 17/1/22	2802/3/1
		2328/1		£14.28	£0.00	£14.28	P&F	New Forest District Council	receipts	2802/3/1
		2328/2		£8.45	£1.41	£7.04	P&F	New Forest District Council	Receipts	2802/2/1
NFDC Tfr10	31/01/22	2328		£22.73	£1.41	£21.32		New Forest District Council	Café sales 03/01/22	2802/3/1
Total				£84,454.78	£5,500.63	£78,954.15				

POLICY AND FINANCE COMMITTEE 16th February 2022**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-Jan-22		31-Jan-22	Movement	Cash Out	Cash In	28-Feb-22
	£		£	£	£	£	£
Imprest (Current) Account	47,953		36,356	-50,000		50,000	36,356
Business Account	61,551		61,551		-50,000		11,551
Investment Accounts	600,000		600,000				600,000
Greenways Rent Deposit	10,614		10,607				10,607
Petty Cash - Imprest	133		118				118
Petty Cash - Carvers Clubhouse	50		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	720,426		708,807	-50,000	-50,000	50,000	658,807

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

16th February 2022

16th February 2022

Investment Accounts	CCLA	Instant access
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Notes:

- Imprest Account**

Anticipated net expenditure to end February	£ 50,000
Net anticipated movement on imprest account	50,000
- Investment Maturity**

No investments due to mature
- The bank accounts were reconciled as at 31st January 2022
- 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.
- 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.
- A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 16th FEBRUARY 2022**BUDGETARY CONTROL Period 10 – April 2021 to January 2022****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first ten months of the year 2021-22.
- 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 JANUARY 2022

- 2.1 Expenditure to the end of January totalled £623,242. 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 £13,086 making expenditure to the end of December £636,328, or 72% of the revised budget. This represents an underspend to date against the revised budget, assuming linear spend, of approximately £50,324.
- 2.2 At the end of January, pay costs, including member allowances, totalled £383,522 against a revised budget of £467,330, or 82% of the gross annual budget. Projections based on spend to date and the current running rate indicate a reduced outturn of £461,005, an underspend of £6,325. However the annual pay award has yet to be settled and any increase on the provisional 1.75% already applied will reduce this underspend.
- 2.3 There has been a further small increase in expenditure on new bids and growth which now stands at £23,341 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 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.

2.4 A further £41,471 was approved for addition to the budget since the budget was originally approved in January 2021. This was 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, will have no impact on the revenue budget as they are all funded from reserves, grants or other sources. In addition, the football grounds development project has started to incur costs although no provision has yet been made in the current year budget. There has been no additional expenditure on these items in the last month and the spend to date remains at £37,235 as previously reported.

2.5 There are some significant budget variances which have emerged or are likely to materialise by year end. These include:

- Election expenses incurred in May of £1,731 which may be funded from the election reserve
- Additional utilities (energy) costs. These may add £3,000 to costs this year.
- Computer equipment and software costs have increased due to additional zoom licences and replacement firewall which will add £1,500.
- Plant and equipment maintenance costs have increased and additional work required may add £2,000 in the current year
- Pay costs as reported above may reduce by £6,000
- Tree Safety work, if it continues at the current rate, will underspend by £5,500.

Together these variances, should they all materialise, will reduce expenditure by £3,200.

2.6 Income that has been received and processed into the ledger stands at £758,688 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 £217,621 which at 84.4% is very marginally ahead of budget at this point in the year. This is largely due to the better than expected receipts from the fireworks event as previously reported with Ringwood events returning a net surplus in the year of around £9,500, see section 4, below. Cemetery receipts too, have recovered and at the end of January stood at £41,893 which exceeds the revised budget of £40,945, and if this performance continues to year end will result in additional receipts of £9,000.

2.7 However, income from grounds maintenance and recreation continues to fall below expectations and there is likely to be an under-recovery of around £5,000 by year end. As previously reported there will be a loss of income because of the vacancy at the 1st floor of Greenways which may reduce income by as much as £6,000 by the year end.

2.8 Whilst income is currently very close to the revised budget, it seems probable that by year end overall income will exceed the revised budget expectations by some £3,500. Similarly, expenditure continues to track reasonably close to budget with two months of the year remaining when, timing differences and other factors are taken into account, but revised budget projections now suggest that a modest net underspend against the revised budget of around £3,200 is likely and, taken with the increased income, a net transfer to the General reserve of around £13,000 will be possible at year end.

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	2,909
• Support for REAL working party	1,000	50

- 3.2 Spend to date totals £23,341 or 33% of the revised budget. It is now very unlikely that much of the remaining budgets will be spent in the current year.

4. RINGWOOD EVENTS - SUMMARY OF FINANCES 2021-22

- 4.1 Members have requested a breakdown of income and expenditure incurred by Ringwood Events. The income and expenditure recorded in the ledger during the current year is detailed below.

- 4.2 Income and expenditure by event:

Event	Income Generated	Expenditure	Surplus/ (-Deficit)
Christmas Lights Switch On	£4,645.00	£8,553.53	(-£3,908.53)
Fireworks	£22,353.47	£7,633.38	£14,720.09
Remembrance	£0.00	£123.11	(-£123.11)
Other	£0.00	£1,195.08	(-£1,195.08)
Total	£26,998.47	£17,505.10	£9,493.37

- 4.3 It should be noted that expenditure on the fireworks event is slightly understated because a deposit of £666.67 was paid in 2019/20 against the event planned in 2020 and this was carried forward to the current year.
- 4.4 It should further be noted that direct staff costs incurred in managing events are not recorded against events but are picked up in the Policy & Finance Committee allocated office costs. These costs amount to £7,937.79 for the year to date.
- 4.5 The net surplus on events for the year is therefore £1,555.58 (or £888.91 if pre-paid costs are taken into account. Members are requested to decide how much should be transferred to the events reserve at year end.

5. YEAR END PROJECTIONS & CONSIDERATIONS

- 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. The variances reported above, whilst not certain, are predicted to reduce net spend by some £6,700 which will allow a transfer of £13,000 to the General Reserve.
- 5.2 However, there are some budget variances that Members may wish to retain in separate reserves to enable planned work to proceed in future years even though there is no provision in the planned forward budget.
- 5.3 The new bids and capital growth, listed above, are, for the most part, funded from earmarked reserves and grants and to the extent that there is an underspend, funds will remain in those reserves and be available should they be required to progress the projects. These projects do not, therefore, contribute to the net budget underspend.
- 5.4 Nevertheless, there are some projects which are funded from revenue and there are no current plans to carry forward the balance of any remaining funds to future years should they not be spent in the current year. These projects include:
- Additional Tree Safety work - additional budget of £4,500 approved in 2021/22, none yet spent.
 - Support for the REAL working party, budget of £1,000 approved, £50 spent. Note that a further bid for funding in 2022/23 of £1,000 has already been approved.
 - Neighbourhood Plan - £3,950 to be funded from revenue, not yet spent.
 - Additional Paths Maintenance, £750 approved, £450 spent.
 - Grants budget of £7,000, £4,100 spent.
 - Waste Bin replacement programme, original budget of £2,000, £104 spent.
- 5.5 Discussions will take place with budget managers to investigate the reasons for the underspends and whether these funds will still be required. This will be presented at the meeting and a decision is then required if any of these unspent funds are to be retained in earmarked reserves to fund expenditure in future years. Any such transfer to Earmarked Reserves will reduce the net transfer to the General reserve.

6. OPTIONS FOR IMPROVED INCOME REPORTING.

- 6.1 Members currently receive a schedule of expenditure transactions each month with the suite of financial reports. This is because, in part, members are required to authorise the spend albeit after the event. Detailed income reports, on the other hand, are not provided because there is no requirement for such income to be “authorised”.
- 6.2 The financial monitoring reports include a summary comparison of income and expenditure against budget with any significant variance from planned income or expenditure teased out and an explanation provided. Members should note that the information provided in these comparison reports differs from the monthly transaction reports in two key ways. Firstly, the transaction report simply lists those transactions that have been processed in the month with cash leaving the bank account. The budget comparison report on the other hand includes transactions that have been committed even though they may not have been actioned. Secondly, the budget comparison shows total income and expenditure for the year to date against the budget, although in the body of the covering report, some analysis of monthly performance is provided.

- 6.3 It is therefore inevitable that any income transaction listing will differ from the data provided in the budget comparison report.
- 6.4 However, there are facilities to report income transactions in Edge and an example of such a report, for January 2022, is included at Appendix 3. Note that the income reported differs from the growth in income for the month because the comparison report includes all invoices raised whilst this transaction report merely shows the cash received, some of which will have been included in earlier budget comparison reports.

7. CONCLUSION & RECOMMENDATIONS

- 7.1 Budget monitoring to the end of January indicates that the underlying income and expenditure is still tracking fairly close to budget but it is increasingly likely that there will be a modest net underspend by the year end.
- 7.2 It is **recommended** that: -
- 7.2.1 The budget monitoring position is noted.
 - 7.2.2 Members decide how much of the funds generated by Ringwood Events be transferred to the events reserve.
 - 7.2.3 Members decide the extent to which any unspent revenue budgets are reserved for use in future years.
 - 7.2.4 Members consider whether the additional income transaction report would be a useful addition to the monthly financial reports
 - 7.2.5 Members note the balances of Reserves.

For further information please contact:

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Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.

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

	2021/22	Revised	Reserve Movements	Actual Net	Balance	
INCOME						
Policy & Finance						
200	Revenue Income	£132,970.00	£149,244.00	£0.00	£126,135.33	-£23,108.67
280	Carvers Club House Income	£12,170.00	£19,000.00	£0.00	£20,191.24	£1,191.24
999	Suspense	£0.00	£0.00	£7,172.11	£0.00	-£7,172.11
Total Policy & Finance		£145,140.00	£168,244.00	£7,172.11	£146,326.57	-£29,089.54
Recreation, Leisure & Open Spaces						
300	Revenue Income (RLOS)	£31,658.00	£30,636.00	£0.00	£21,566.72	-£9,069.28
320	Cemetery Income	£46,031.00	£40,945.00	£0.00	£41,892.96	£947.96
330	Allotment Income	£5,306.00	£5,500.00	£0.00	£5,694.00	£194.00
350	Capital Income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Recreation, Leisure & Open Spaces		£82,995.00	£77,081.00	£0.00	£69,153.68	-£7,927.32
Planning, Town & Environment						
400	Income	£15,650.00	£19,350.00	£0.00	£11,349.15	-£8,000.85
Total Planning, Town & Environment		£15,650.00	£19,350.00	£0.00	£11,349.15	-£8,000.85
Council						
100	Precept	£531,856.00	£531,856.00	£0.00	£531,856.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£0.00	£3.40	£3.40
110	Client Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
Total Council		£531,856.00	£531,856.00	£0.00	£531,859.40	£3.40
Total Income		£775,641.00	£796,531.00	£7,172.11	£758,688.80	-£45,014.31

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.

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

	2021/22	Revised	Reserve Movements	Actual Net	Balance	
EXPENDITURE						
Policy & Finance						
2000	Establishment	£105,150.00	£108,097.00	£0.00	£94,281.75	£13,815.25
2100	Maintenance	£34,655.00	£35,555.00	£0.00	£2,137.94	£33,417.06
2200	Democratic Process (members Costs)	£10,992.00	£11,111.00	£0.00	£9,607.70	£1,503.30
2210	Grants	£7,000.00	£7,000.00	£0.00	£4,100.00	£2,900.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£123,342.00	£0.00	£98,749.24	£24,592.76
2310	Employee overhead Costs	£5,091.00	£2,604.00	£0.00	£1,388.33	£1,215.67
2400	Other	£50,140.00	£42,411.00	£0.00	£46,420.52	-£4,009.52
2500	Capital Financing	£31,546.00	£31,546.00	£0.00	£31,545.90	£0.10
2501	Capital	£0.00	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	£0.00	-£13,085.65	£13,085.65
2801	Carvers Employee Costs	£50,044.00	£53,327.00	£0.00	£44,007.31	£9,319.69
2802	Carvers Club House- Expenditure	£25,234.00	£26,282.00	£0.00	£25,400.23	£881.77
9999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£442,395.00	£441,275.00	£0.00	£344,553.27	£96,721.73
Recreation, Leisure & Open Spaces						
3000	Recreation & Leisure (Other)	£55,762.00	£71,758.00	£0.00	£51,945.15	£19,812.85
3001	RL&OS -Employee Costs	£145,740.00	£147,311.00	£0.00	£121,446.04	£25,864.96
3002	Employee Costs	£2,000.00	£1,000.00	£0.00	£0.00	£1,000.00
3200	Cemetery	£9,451.00	£15,214.00	£0.00	£13,132.01	£2,081.99
3201	Cemetery -Employee Costs	£37,282.00	£37,779.00	£0.00	£31,160.52	£6,618.48
3300	Allotments	£2,503.00	£2,525.00	£0.00	£3,330.58	-£805.58
3301	Allotments -Employee Costs	£10,164.00	£10,313.00	£0.00	£8,292.64	£2,020.36
3350	Capital Expenditure	£54,500.00	£57,045.00	£0.00	£31,635.55	£25,409.45

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.

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

	2021/22	Revised	Reserve Movements	Actual Net	Balance
Total Recreation, Leisure & Open Spaces	£317,402.00	£342,945.00	£0.00	£260,942.49	£82,002.51
Planning, Town & Environment					
4000 Planning, Town & Environment	£24,366.00	£16,966.00	£0.00	£3,471.78	£13,494.22
4001 Employee Costs	£16,877.00	£17,380.00	£0.00	£13,893.02	£3,486.98
4050 Capital Expenditure	£0.00	£5,417.00	£0.00	£507.20	£4,909.80
Total Planning, Town & Environment	£41,243.00	£39,763.00	£0.00	£17,872.00	£21,891.00
Council					
10000 Petty Cash - Office	£0.00	£0.00	£0.00	-£358.15	£358.15
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£0.00	£162.00	-£162.00
10111 Bank Charges	£0.00	£0.00	£0.00	£70.00	-£70.00
Total Council	£0.00	£0.00	£0.00	-£126.15	£126.15
Total Expenditure	£801,040.00	£823,983.00	£0.00	£623,241.61	£200,741.39
Total Income	£775,641.00	£796,531.00	£7,172.11	£758,688.80	-£45,014.31
Total Expenditure	£801,040.00	£823,983.00	£0.00	£623,241.61	£200,741.39
Total Net Balance	-£25,399.00	-£27,452.00		£135,447.19	

Income between 01/01/22 and 31/01/22

Tn no	Net	Vat	Gross	Invoice no	Invoice date	Customer	Details
501884	£750.00	£0.00	£750.00		04/01/22	████████████████████	Sponsorship of roundabout
501885	£51.47	£0.00	£51.47		05/01/22	CCLA Investment Manage	January 2022
501887	£900.00	£0.00	£900.00		05/01/22	Eden Funeral Parlour	McMaster
501888	£61.33	£12.27	£73.60		10/01/22	Worldpay	Café sales
501890	£0.10	£0.00	£0.10		10/01/22	Lloyds	Interest
501895	£300.00	£60.00	£360.00	RTC600436	10/01/22	████████████████████	Fee for the arranging of a Memorial Tree and Plaque in memory of the late Maurice Sawden email CW 04/01/22
501889	£0.42	£0.08	£0.50		11/01/22	Worldpay	Café Sales
501891	£3.83	£0.77	£4.60		12/01/22	Worldpay	Café sales
501892	£9.45	£0.00	£9.45		12/01/22	Worldpay	Café sales
501893	£55.75	£11.15	£66.90		12/01/22	Worldpay	Café sales
501894	£280.00	£0.00	£280.00		12/01/22	Tappers	████████
501898	£425.00	£85.00	£510.00	RTC600440	12/01/22	Ringwood Town Football &	Aerating main pitch & outside areas 22/12/21 see email KW 23/12/21
501902	£72.00	£0.00	£72.00	RTC600438	12/01/22	Twinkles Dorset	Hire of Carvers Clubhouse 6 Weeks 11th January to 15th February 2022 - 1 hour per week at £12/hour see email CB04/01/22
501907	£200.00	£0.00	£200.00	RTC600437	12/01/22	████████████████████	One year sponsorship of planter in Southampton Road 01/01/22 - 31/12/22 see email SB 06/01/22
501911	£72.00	£0.00	£72.00	RTC600439	12/01/22	Sally Adams Danceworks	Hire of Carvers Clubhouse for 6 weeks to 16th February, 1 hour/week at £12/hour see email CB 04/01/22
501897	£1,100.00	£0.00	£1,100.00		13/01/22	Austin & Wyatt	January 2022
501899	£52.83	£10.57	£63.40		17/01/22	Worldpay	Café sales
501928	£90.00	£18.00	£108.00	RTC600441	17/01/22	████████████████████	Fee for registering transfer of exclusive right of burial in Ringwood Cemetery and for assistance in connection therewith
501901	£13.75	£2.75	£16.50		18/01/22	Worldpay	Café sales
501912	-£24.00	£0.00	-£24.00	RTC600442	18/01/22	Sally Adams Danceworks	Credit for cancelled sessions, 12th & 19th January see email CB 17/01/22
501903	£1.33	£0.27	£1.60		19/01/22	Worldpay	Café sales
501904	£40.25	£8.05	£48.30		19/01/22	Worldpay	Café sales
501905	£50.67	£10.13	£60.80		19/01/22	Worldpay	Café sales

Income between 01/01/22 and 31/01/22

Tn no	Net	Vat	Gross	Invoice no	Invoice date	Customer	Details
501906	£730.00	£0.00	£730.00		19/01/22	Tappers	██████
501908	£75.12	£15.03	£90.15		24/01/22	Worldpay	Café sales
501909	£12.58	£2.52	£15.10		25/01/22	Worldpay	Café sales
501910	£125.00	£0.00	£125.00		25/01/22	Eden Funeral Parlour	██████
501943	£1,416.67	£0.00	£1,416.67	RTC600444	25/01/22	Quantuma	Rent of Ground Floor Offices for February 2022
501914	£6.50	£1.30	£7.80		26/01/22	Worldpay	Café sales
501915	£21.92	£4.38	£26.30		26/01/22	Worldpay	Café sales
501916	£67.75	£13.55	£81.30		26/01/22	Worldpay	Café sales
501917	£280.00	£0.00	£280.00		26/01/22	Tappers	██████
501918	£730.00	£0.00	£730.00		26/01/22	Tappers	██████
501919	£450.00	£0.00	£450.00		27/01/22	██████████	Purchase
501924	£42.50	£0.00	£42.50	RTC600445	27/01/22	██████████	Hire of Carvers Clubhouse Sunday 3rd April 2022 see email CB 27/01/22
501944	£75.00	£0.00	£75.00	RTC600447	27/01/22	Young Carers	Charge for caretaker for opening & closing on sessions for November, December 2021 and January 2022 see email CB 27/01/22
501921	£400.00	£0.00	£400.00		28/01/22	Co-Op Funerals	██████████
501922	£65.00	£0.00	£65.00		28/01/22	Co-Op Funerals	██████████
501923	£65.00	£0.00	£65.00		28/01/22	██████████	Memorial
501925	£40.08	£8.02	£48.10		31/01/22	Worldpay	Café sales
501926	£11,296.43	£0.00	£11,296.43		31/01/22	HMRC	Qtr 3 2021/22
501927	£29.94	£5.99	£35.93		31/01/22	New Forest District Council	VIC Sales Dec 2021 & Jan 2022
501930	£1,104.01	£0.00	£1,104.01		31/01/22	New Forest District Council	Tfr 10 Xmas 2021
501931	£45.54	£9.11	£54.65		31/01/22	New Forest District Council	Café sales w/e 22/11/21
501932	£80.63	£16.12	£96.75		31/01/22	New Forest District Council	Café sales 29/11/21
501933	£54.00	£10.80	£64.80		31/01/22	New Forest District Council	Café sales 6/12/21
501934	£155.08	£31.02	£186.10		31/01/22	New Forest District Council	Café sales 10/1/22
501935	£101.67	£20.33	£122.00		31/01/22	New Forest District Council	Café sales 17/1/22
501937	£11.75	£2.35	£14.10		31/01/22	New Forest District Council	Café sales 13/12/21
501938	£75.08	£15.02	£90.10		31/01/22	New Forest District Council	Café sales 03/01/22
	£22,063.43	£374.58	£22,438.01	Total for January 2022			
Total	£22,063.43	£374.58	£22,438.01				

REPORT TO POLICY & FINANCE COMMITTEE – 16th FEBRUARY 2022**FINANCIAL RISK ASSESSMENT****1. Background**

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in a number of areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2016 and subsequently reviewed in April 2018.
- 1.2 The risk assessment was last carried out as part of the overall risk assessment for the Town Council in November 2020. Since then, the global pandemic has increased financial risks in some areas.

2. Financial risk Assessment 2021/22

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The introduction of these systems has meant that some of the financial control processes have had to be adjusted.
- 2.2 Most of the changes have been managed within the framework of Financial Regulations and as such, require no change to the risk assessment as the risks have previously been identified and managed. The most significant changes are around workflow processes contained within the finance system. The internal audit of the 2019/20 accounts identified some weaknesses in the new financial control system which were all resolved by the end of 2020/21.
- 2.4 Further, since the last review, the Covid pandemic has continued to increase financial risks in some areas. These risks are both direct, resulting in falling income and changes to expenditure and indirect with changes to office practices increasing reliance on home working and reducing face to face contact which in turn impacts on workflow, record keeping and some of the control measures in place to preserve the integrity of the financial systems.
- 2.5 The pandemic continues to have the potential to fundamentally change income and expenditure. The Town Council holds reasonably healthy reserves which are sufficient to cover any conceivable impact in the medium term, albeit that would be at the cost of deferring future investment.
- 2.6 The risk assessment has been further expanded to cover risks around Council assets, the wider use of credit cards as a purchasing mechanism and the specific risks of large capital projects.
- 2.6 These risks have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2021/22

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	2
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	1
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	1
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	2
Legal/ Administration	Failure to comply with employment legislation	Retain the services of a an HR consultancy to advise on HR matters and disputes	Low	Low	1
Legal/ Administration	Non compliance with data protection legislation, risk of fines or penalties	Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems.	Medium	High	6

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Negotiate increase in staffing capacity to address issues raised by the internal auditor	Low	Medium	2
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	2
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of annual spend. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy.	Low	Medium	2
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1. Additional uncertainty caused by the Covid pandemic mitigated by reserves	Medium	Medium	4
Financial	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	Medium	4
Financial	Reduction/Loss of Income	The Covid Pandemic puts income at risk. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	Medium	Medium	4
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure.. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order placement or commitment.	Low	Low	1
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO	Low	Medium	2

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions)			
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Low	1
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Low	1
Financial	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger.	Low	High	3
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2
Financial	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit.	Low	low	1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Assets	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	1
Assets	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	4
Assets	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	low	1

REPORT TO POLICY & FINANCE COMMITTEE – 16TH FEBRUARY 2022

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

1. Background

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

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

2 Arrangements with Financial Implications

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

Schedule 1 – Arrangements that generate a financial commitment

Organisation	Description	Annual Budget £	Expiry Date/Notice	Pay Type	Notes
NFDC & HCC	Gateway management and cost-sharing agreement	35,000	Open ended	Pay	RTC costs of shared building
The Urban Greening Co. Ltd	Gateways Sedum Roof maintenance	1,100	Year 4 of 5	FPO	Costs included above
NFDC	Information Service service level agreement	53,855	Initially 5 years, now a rolling contract	Pay	RTC direct cost of Information desk team
NFDC	Town centre CCTV service level agreement	8,790	Open ended	FPO	
Central Southern Security	Intruder alarms maintenance contract	1,002	One Year	FPO	Fixed fee plus call out charges
Insight Security	Alarms response & key-holding service	478	Open ended	FPO	Fixed fee plus call out charges
NFDC	Dog waste bin emptying service	896	Open ended	FPO	
Ringwood & Fordingbridge Skip Hire	Skip hire / waste collection contract	1750	Open ended	FPO	Charge per skip emptied
Gala Lights	Christmas lights installation, hire and maintenance contract	20,748	Initially 3 year contract now a rolling contract	FPO	
The Play Inspection Company	Play equipment safety inspection service	300	Annual	FPO	
Ellis Whittam	Employment law and HR support contract	6,095	New contract 2021	FPO	
Utility Warehouse	Electricity and broadband services supply (Carvers and the Cemetery) and mobile phone hire membership	4,500	Initial contract term expired, now a rolling contract under review	DD	
Southern Audit Partnership	Internal audit service	1,575	Annual Contract	FPO	
PKF Littlejohn	External Audit Service	1,600	Annual Contract	FPO	
Lloyds Bank	Banking services, bank charges, service fees only	350	Open ended	DD	Includes credit cards etc.

Zurich Insurance	Insurance "long term agreement"	9,890	3 years to 2022		
Southern Electric	Unmetered supplies Carvers street lighting/ Market Place	970	Open ended	DD	
TLC On-line	Web site maintenance	960	Open ended – contract now terminated	SO	
Concentrate Ltd	Web site maintenance	630	New contract annual service charge	FPO	
Concentrate Ltd	Carvers Clubhouse website	450	Open ended	FPO	Includes domain name renewal
Worldpay	To manage card payments, Carvers	580	Open ended	DD	Cost depends on turnover
Elite Business Systems	Gateway land line and broadband	3,130	Open ended	DD	
British Gas Business	Gas supply to Greenways	2,000	3 years to 2024	DD	Costs re-charged to tenants
ITEC	Photocopier usage mntnce Carvers and the Gateway	400	Open ended	FPO	Costs depend on usage
BNP Paribas	Photocopier/printer lease Carvers	753	Year 2 of 3	DD	Costs depend on usage
CF Corporate Finance	Photocopier Gateway	1,228	Open ended	DD	Costs depend on usage
Water2Business	Mount pleasant water supplies	1,500	Open ended	FPO	Costs depend on usage
Source 4 Business	Allotments & Cemetery water supplies	1,800	Open ended	FPO	Costs depend on usage
PWLB	Loans fund repayments	31,546	£20,796 2031 £10,750 2040	DD	Repayment of 2 loans
Barclaycard Commercial	Carvers Clubhouse and events management bexp.	variable	Open ended, due to be replaced by Lloyds card	DD	Costs depend on usage
Status	IT Support and Microsoft licensing	3,695	Open ended	FPO	Costs depend on usage
Edge IT	Finance, allotments and cemetery	1,763	Y3 of 5 year arrangement	FPO	

	management systems				
Austin & Wyatt	Property management	1,566	Open ended	DD	Re Southampton road

3 Agreements that generate income

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

Schedule 2 – Agreements that generate income

Organisation	Description	Annual Income	Expiry date/Notice	Notes
Quantuma	Lease of Greenways ground floor office suite and rent deposit	17,500	July 2024	Gas and other costs re-charged in addition
Community First New Forest	Lease of Greenways first floor office suite and rent deposit	4,581 year to date – lease cancelled	July 2021	Gas and other costs re-charged in addition
[Private individual]	Tenancy of 92 Southampton Rd.	13,200		Paid net of management fees by Austin & Wyatt
[Private individuals]	Allotment Tenancy Agreements	5,500	Annual	
Ringwood Town FC	Sports ground rent	2,325	July 2028	Additional ad-hoc grounds maintenance charges apply
Ellingham & Ringwood RFC	Sports ground maintenance	0	Annual	The rugby club declined to renew the contract and are now charged for ad hoc maintenance
Ringwood School	Grounds maintenance	0	N/A	Contract cancelled in 2019, ad hoc work commissioned
Ringwood Junior School	Grounds maintenance	0	N/A	No contract – ad hoc maintenance work commissioned
Poulner Junior School	Grounds maintenance	11,530	Sept 2021	New contract awaiting approval by PJS
Poulner Infants School	Grounds maintenance	2,750	Sept 2021	New contract awaiting approval by PJS
Ringwood Bowls Club	Lease of club house and premises	1,285	Annual contract	Also recharge water re Mount Pleasant
HCC	Grounds maintenance at Castleman Way	836	Annual contract	Additional ad-hoc charges apply

HCC	Parish Lengthsman Scheme	1,100	31.03.2022 Unless renewed	
[Private individuals]	Maintenance of various grave spaces	320	Annual contract	
Commonwealth War Graves Commission	Maintenance of various war graves	830	Annual contract	
Knights Brown	Roundabout flower beds sponsorship	3,000	No contractual arrangement	
SSE	Wayleaves	100		
NFDC	Re-imbusement of management costs of the Gateway and Information service costs	70,660		Estimate only - Actual costs are reimbursed at year end

4 Other Arrangements

- 4.1 There are a small number of arrangements in place which do not incur continuing costs or generate any income. These include licensing arrangements for grazing at Long Lane and licences to shoot vermin.
- 4.2 In addition, there are in place agreements to pay statutory sums by means of Direct Debits on the imprest bank account. These include business rates of around £6,640 per annum and payments to HMRC in respect of employee tax and national insurance of around £75,000 per annum.

5 Recommendation

It is **recommended** that:-

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

For further information please contact:

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Chris Wilkins, Town Clerk

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POLICY & FINANCE COMMITTEE

16th February 2022

Licensing of Markets and Fairs

1. Introduction and reason for report

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

2. Markets and Fairs currently licensed by the Council

- 2.1 The current licences are:

Event	Licensee	Dates	Notes
Farmers' Market	Hampshire Farmers' Markets Ltd.	Last Saturday of each month (special date in December)	Terminable on 3 months' notice
Antiques & Decorative Arts Fair	Ms. J. Edwards	First Saturday in March, May, July, September & November (special date in December)	Expires at end of 2022

3. Licensing policies

- 3.1 Unless directed otherwise by this Committee officers will:
- 3.1.1 Update this report at the meeting of the Committee every February;
- 3.1.2 Renew existing licences if requested on substantially the same terms as existing; and
- 3.1.3 Bring to this Committee for an *ad hoc* decision by members any requests to alter significantly the terms of any existing licence or to licence a new type of event.

4. Issues for decision and any recommendations

Members are invited to:

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

For further information, contact:

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

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	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	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A

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 completed on 1 April. Annual stream clearance carried out by volunteers on 9 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	REAL WP recommend supporting free bus initiative currently being investigated. A further £1,000 has been put forward for inclusion in 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited on issues raised by councillors	Request by ClearChannel for RTC to licence the bus shelters in Meeting House Lane and the advertising on them	Town Clerk	No financial implications

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

PF1	Website renewal	In progress - nearing completion	Transition to the new site and hosting arrangements has completed. Site is being checked for errors and updated.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
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PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk
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
PF6	Health & Safety Management Support	In progress	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
PF7	Financial Procedures Manual	In progress	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager
PF8	Bickerley legal title	In progress	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
PF9	Greenways office leases	In progress	A schedule of condition has been prepared and heads of terms are now being discussed.	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

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	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	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. 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

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							
	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							

Closed Projects Report



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

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