

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 15th February 2023 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Peter Kelleher

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

ABSENT: Cllr Gareth DeBoos (*ex-officio*)
Cllr Rae Frederick (*ex-officio*)
Cllr John Haywood
Cllr Gloria O'Reilly
Cllr Glenys Turner

F/6138 PUBLIC PARTICIPATION

There were no members of the public present.

F/6139 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs DeBoos, Haywood and Turner.

F/6140 DECLARATIONS OF INTEREST

Although it was not a disclosable pecuniary interest, Cllr Heron highlighted a family connection in relation to transaction 3274.

F/6141 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 18th January 2023, having been circulated, be approved and signed by the Chairman as a correct record.

F/6142 GRANT AID

Members considered a Grant Aid application from Bickerley Green Care Home (*Annex A*) for a contribution towards its 50th anniversary celebration. It was not known what contribution Hampshire County Council was making to the event. Most Members felt they wished to support the application, even in the absence of that information, as it's a wonderful place which takes care of many Ringwood people.

RESOLVED: That, in exercise of the Power of General Competence, a grant of £300 be awarded to Bickerley Green Care Home towards the cost of its 50th anniversary celebrations.

ACTION A Greenfield

F/6143

FINANCIAL REPORTS

Members considered the financial reports presented as *Annex B*. The Finance Manager provided details of payments, in excess of £1,000, from the Imprest account for January.

The Town Clerk reported the handover meeting for the ATP had taken place. It had been signed off by the Football Foundation and all maintenance briefings finished. The final payment, in the region of £120,000, will be due when the certificate is received from the contractor and although half of this amount will be reclaimed, the remainder will need to be managed from funding proposed in the bank transfer request.

The Finance Manager reported a move to monthly VAT returns as whilst dealing with large sums it is important to receive the funds back into the account as soon as possible.

In terms of budgetary monitoring, he reported there had been little movement in income and expenditure between the end of January and the end of December. The budget is set to spend on the revised track and there was no evidence of any significant changes for the remainder of the year. There had been a better than expected return on investment than expected, however cemetery receipts are down.

RESOLVED: 1) That the list of payments made from the Imprest Account for January be received and authorised;
2) That the total amount of Petty Cash payments for December £108.95 be noted;
3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
4) That the Finance Manager's budgetary control report be received and the budget monitoring position and projected balance of reserves be noted.

ACTION R Fitzgerald

F/6144

VEHICLE AND MACHINERY REPLACEMENT PLAN

Members considered a recommendation from Recreation, Leisure and Open Spaces Committee on 1st February 2023 that the projected increases to the annual transfers to the vehicle and machinery replacement reserve be noted and incorporated in future budget planning (*OS/6230 refers*) (*Annex C*).

The Town Clerk added that as the plan currently stands it would require a significant step up in contributions to the annual transfer to this reserve. Members accepted the position and were aware of the impact rising costs will have on future budgeting.

RESOLVED: That the projected increase in the annual transfers to the vehicle and machinery replacement reserve be noted.

ACTION R Fitzgerald

**F/6145
CONTRACTS AND ARRANGEMENTS REVIEW**

The Finance Manager presented this annual report, which enables Members to review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

RESOLVED: That the report on arrangements (and legal agreements) with other local authorities, not-for-profit bodies and businesses (*Annex D*) be noted.

**F/6146
LICENSING OF MARKETS AND FAIRS**

RESOLVED: That the Town Clerk's report (*Annex E*) be noted.

**F/6147
MEMBERS USE OF EMAIL**

The Town Clerk reminded Members that this matter was considered in September. It was agreed all Councillors were to be provided with official email addresses for use with their own devices. Costs would include licences, set up fees and IT support. The amount of training and support required was difficult to judge at this stage. It was suggested an initial cost of £2,000 be budgeted for and £1,500 for each year thereafter. It was proposed that this be implemented following the elections in May.

RESOLVED: 1) That the update in respect of Members use of email be noted; and
2) The officers proceed as directed following the local elections in May 2023.

ACTION C Wilkins

**F/6148
POULNER LAKES WASTE LICENCE**

The Town Clerk recounted the background to the Poulner Lakes waste licence. HCC granted the licence and it had been held by the Council since it purchased the land at Poulner Lakes. Whilst initially it required a modest amount to be paid to the Environment Agency (EA) annually, this figure has increased markedly and warranted further investigation.

The licence and conditions are still in place and it cannot simply be given up. It runs until the Environment Agency allows the Council to surrender it. There is a process to be followed and a large surrender fee.

Approximately 6 months ago, at the same time as the Town Clerk was looking into how to surrender the licence, the EA had decided to look at compliance. Having viewed the site and checking their records, the indication given by EA was that surrender of the licence should be relatively straightforward to achieve, with a report from an environmental consultant and payment of the fee.

More recent contact with EA has resulted in a different message, with it questioning compliance with conditions. Monitoring was conducted by NFDC, but this ceased in 2006.

The Town Clerk is trying to liaise with EA further to find a way of moving this matter forward, which may include monitoring of the site for 6 – 12 months to a standard EA considers acceptable.

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RESOLVED: 1) That the update in relation to Poulner Lakes Waste Licence be received;
and
2) That officers continue liaison with the Environment Agency to resolve the matter of surrendering the licence.

ACTION C Wilkins

F/6149

PROJECTS (current and proposed)

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

F/6150

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature (*Annex G – Confidential minute*)

F/6151

LEGAL MATTERS

Cllr Day declared a pecuniary interest as he is an owner and shareholder of Lacey's solicitors.

The Town Clerk provided an update on legal matters.

RESOLVED: That the verbal update from officers on litigation and on expenditure on legal services against budget be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7.52pm.

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

RECEIVED
22nd February 2023

APPROVED
22nd March 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

POLICY & FINANCE COMMITTEE 15TH FEBRUARY 2023

GRANTS 2022/2023

<u>GRANTS REQUESTED</u>	PREVIOUS GRANTS PAID			
	2019/20	2020/21	2021/22	Requested
	£	£	£	£
Bickerley Green Care Home				300
				300

2022/23 FUNDS AVAILABLE

	£
2022/23 Budget	9,900
Total Funds available	9,900
Less Paid	7,650
Total Unspent @ 15/02/23	2,250

2022/23 GRANTS PAID TO DATE

	Min Ref	£
Poulner Junior School	F/6022	2,000
Ringwood Netball Centre	F/6033	2,000
Crowe Hill Woman's Institution	F/6074	600
Citizens Advice New Forest	F/6074	1,000
Avon Valley Concerts	F/6117	550
Ringwood Twinning Association	F/6128	1,500
	TOTAL	7,650

2022/23 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2022/23 GRANTS REJECTED

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



Ringwood
Town Council
Grant Aid

30/11/22

sent to ...
+ 111 00 80

A

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Bickerley Green care Home
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	Bickerley Green care Home, Kingsbury Lane, Ringwood, BH24 1EL
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 300.
What is the purpose of the grant?	It is the 50th Anniversary of Bickerley Green on 9th August 2023, we propose to have a music Festival to celebrate, this would help cover the cost of bands and entertainment for the day.
How would the people of Ringwood benefit from your receiving this grant?	We would be inviting people from local groups, relatives; we would be inviting church groups, Dementia Friendly groups and local charities that can 'network' and share the services that their charities provide.

How many Ringwood people would benefit?	60 residents, 30 relatives, and up to 30 outside groups
Total cost of project	£ 500

Information about your Organisation

Membership:	What facilities do you provide?
Subscription: £	
Names of competing or similar organisations	
Please tick to confirm that payment details have been provided on page 1	<input type="checkbox"/>

A

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

Cash in hand: £	Annual income: £	N/A -
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	None, donation of Cider from New Forest Cider.	

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

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

15th February 2023

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD 1	03/01/23	3290		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery January 2023 3200/1/5
DD 2	03/01/23	3291		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse January 2023 3802/1/6
DD 3	03/01/23	3292		£404.40	£67.40	£337.00	P&F	CF Corporate Finance Ltd	01/01/23 - 30/03/23 2000/1/9
DD 4	03/01/23	3293		£270.20	£12.87	£257.33	PT&E	SSE Southern Electric	Market Place Nov 22 4000/1/2
		3294/1		£91.81	£15.30	£76.51	RLOS	UK Fuels Ltd	Fuel fopr hand held machines 3000/1/10
DD 1	04/01/23	3294	RTC804963	£91.81	£15.30	£76.51		UK Fuels Ltd	Fuel for hand held machines. 3000/1/10
DD 2	04/01/23	3295		£154.81	£7.37	£147.44	P&F	British Gas	Greenways 08/11/22 - 07/12/22 2100/1
DD	09/01/23	3296		£35.05	£1.67	£33.38	P&F	New Forest District Council	Market Place Qtr 3 2022/23 2000/1/1
NFDC Tfr9	09/01/23	3300		£3.82	£0.00	£3.82	RLOS	New Forest District Council	Café sales 23/11/22 3802/3/1
NFDC Tfr9	09/01/23	3301		£10.39	£0.00	£10.39	RLOS	New Forest District Council	Café sales 14/11/22 3802/3/1
NFDC Tfr9	09/01/23	3302		£13.79	£0.00	£13.79	RLOS	New Forest District Council	Café sales 28/11/22 3802/3/1
NFDC Tfr9	09/01/23	3303		£7.25	£0.42	£6.83	RLOS	New Forest District Council	Café sales 05/12/22 3802/3/1
		3273/1		£1,512.00	£252.00	£1,260.00	RLOS	Daniel Shutler	Hedge Cutting Open Spaces 3000/2/9
1316	10/01/23	3273	RTC804934	£1,512.00	£252.00	£1,260.00		Daniel Shutler	Hedge cutting open spaces. 3000/2/9
		3274/1		£330.00	£55.00	£275.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip for rtfuse 3200/2/8
1317	10/01/23	3274	RTC804979	£330.00	£55.00	£275.00		Ringwood & Fordingbridge Skip Hire	Skip for Refuse. 3200/2/8
		3275/1		£576.00	£96.00	£480.00	RLOS	Pete Best	Tree Work At Forestside Gardens 3000/2/11
1318	10/01/23	3275	RTC804985	£576.00	£96.00	£480.00		Pete Best	Tree Work At Forestside Gardens 3000/2/11
		3276/1		£2,328.00	£388.00	£1,940.00	RLOS	Fleet Line Markers	Paint for line marking football pitches 3000/2/9
1319	10/01/23	3276	RTC804987	£2,328.00	£388.00	£1,940.00		Fleet Line Markers	Paint for line marking football pitches. 3000/2/9
		3277/1		£80.00	£0.00	£80.00	RLOS	Ringwood Pest Control	For Work on vermin control at Carvers. 3300/2/2
1320	10/01/23	3277	RTC804988	£80.00	£0.00	£80.00		Ringwood Pest Control	For work on vermon control at Carvers. 3300/2/2
		3278/1		£2.89	£0.48	£2.41	RLOS	Hunt Forest Group	coil spring for blower 3000/3/2
1321	10/01/23	3278	RTC804991	£2.89	£0.48	£2.41		Hunt Forest Group	coil spring for blower 3000/3/2
		3279/1		£121.20	£20.20	£101.00	RLOS	Alecta Technical Solutions	water boiler descale and filter 3802/1/1
		3279/2		£79.24	£13.21	£66.03	RLOS	Alecta Technical Solutions	Repairing freezer 3802/1/1
		3279/3		£648.00	£108.00	£540.00	RLOS	Alecta Technical Solutions	PPM essential maintenance contract 3802/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1322	10/01/23	3279	RTC804997	£848.44	£141.41	£707.03		Alecta Technical Solutions	Planned preventative maintenance at Clubhouse	3802/1/1
		3280/1		£660.00	£110.00	£550.00	PT&E	ONeillHomer	1 day to review and update pre-submission Plan	4000/1/6
1323	10/01/23	3280	RTC804998	£660.00	£110.00	£550.00		ONeillHomer	Ringwood Neighbourhood Plan - consultant fees	4000/1/6
		3281/1		£33.96	£5.66	£28.30	RLOS	Hunt Forest Group	Spares for blower repairs	3000/3/2
1324	10/01/23	3281	RTC804996	£33.96	£5.66	£28.30		Hunt Forest Group	Spares for blower repairs	3000/3/2
		3282/1		£114.00	£19.00	£95.00	RLOS	Central Southern Security	out of hours service call and replacement parts	3200/2/1
1325	10/01/23	3282	RTC805001	£114.00	£19.00	£95.00		Central Southern Security	Out of hours service call and replacement parts.	3200/2/1
1326	10/01/23	3283		£575.20	£95.87	£479.33	RLOS	New Forest District Council	Dog waste collection 6 months	3000/6/1
		3284/1		£60.00	£10.00	£50.00	RLOS	Insight Security & Facilities Ltd	Cemetery	3000/2/1
		3284/2		£12.00	£2.00	£10.00	RLOS	Insight Security & Facilities Ltd	Carvers	3802/1/2
								Carvers		
1327	10/01/23	3284		£72.00	£12.00	£60.00		Insight Security & Facilities Ltd	December 2022	3000/2/1
		3285/1		£71.44	£3.40	£68.04	P&F	Smartest Energy	2799200 01/10/22 - 31/10/22	2100/2
		3285/2		£71.47	£3.40	£68.07	P&F	Smartest Energy	2814631 01/11/22 - 30/11/22	2100/2
		3285/3		£73.76	£3.51	£70.25	P&F	Smartest Energy	2847315 01/12/22 - 31/12/22	2100/2
1328	11/01/23	3285		£216.67	£10.31	£206.36		Smartest Energy	Greenways 01/10/22 -31/12/22 To be recharged	2100/2
		3286/1		£150.00	£0.00	£150.00	RLOS	Charlotte Jones	rock choir performance fee	3100/2
1329	11/01/23	3286	RTC804849	£150.00	£0.00	£150.00		Charlotte Jones	Rock choir performance fee	3100/2
1330	11/01/23	3287		£792.00	£132.00	£660.00	P&F	TC Group	Prep of payroll services for qtr ended 31/12/22	2310/1
		3288/1		£540.00	£90.00	£450.00	P&F	Parish Online	GIS subscription - 22.12.2022 to 21.12.2023	2000/1/13
1331	11/01/23	3288	RTC804986	£540.00	£90.00	£450.00		Parish Online	Software subscription	2000/1/13
		3289/1		£37.80	£0.00	£37.80	P&F	Kooringa Computing	Printing Orders of Service for remembrance events	2400/10
1332	11/01/23	3289	RTC804901	£37.80	£0.00	£37.80		Kooringa Computing	Print services	2400/10
BGC	12/01/23	3297		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees - January 2023	2400/19

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BGC	12/01/23	3298		£143.00	£23.83	£119.17	P&F	Austin & Wyatt	Gas check 2100/3
DD	16/01/23	3299		£31.19	£1.49	£29.70	P&F	SSE Southern Electric	Market Place Qtr 4 2022/23 2000/1/1
		3304/1		£33.12	£5.52	£27.60	P&F	Hampshire County Council	960700 Teccare wipes 8 x 90 wipes 2000/3/1
		3304/2		£4.55	£0.76	£3.79	P&F	Hampshire County Council	701552 Tack 2000/1/8
		3304/3		£19.86	£3.31	£16.55	P&F	Hampshire County Council	819151 A4 White copier paper 2000/1/8
		3304/4		£5.72	£0.95	£4.77	P&F	Hampshire County Council	819748 A4 Laminating pouches 150micron 2000/1/8
1333	16/01/23	3304	RTC804966	£63.25	£10.54	£52.71		Hampshire County Council	Anti-bac wipes and adhesive tack 2000/3/1
		3305/1		£475.20	£79.20	£396.00	RLOS	Epta Cold Service Ltd	mainteance contract for air con and heating 3802/1/1
1334	16/01/23	3305	RTC805003	£475.20	£79.20	£396.00		Epta Cold Service Ltd	Maintenance contract for air conditioning and heating systems at Carvers Clubhouse 3802/1/1
1335	16/01/23	3306		£40.50	£6.75	£33.75	RLOS	Insight Security & Facilities Ltd	December 2022 3000/2/1
1336	16/01/23	3307		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rental 15/01/23 - 14/02/23 3802/3/1
		3308/1		£175.19	£29.20	£145.99	RLOS	Peter Noble Ltd	hedge cutter blades to replace 1 set on order 804878 that were the wrong ones. 3000/3/2
		3308/2		-£144.00	-£24.00	-£120.00	RLOS	Peter Noble Ltd	C/note 179685 for previous blades 3000/3/2
1337	16/01/23	3308	RTC804984	£31.19	£5.20	£25.99		Peter Noble Ltd	1 Set of blades for hedge cutter to replace 1 set on order 804878 that were the wrong ones. Plus credit note for previous blades 3000/3/2
Lloyds CC Jan 23 1	17/01/23	3309		£218.16	£36.36	£181.80	P&F	Microsoft	December 2022 2000/1/15
Lloyds CC Jan 23 2	17/01/23	3310		£36.00	£6.00	£30.00	P&F	Microsoft	December 2022 2000/1/15
		3311/1		£292.50	£0.00	£292.50	RLOS	DVLA	Road Tax For Transit Van 3000/3/5
Lloyds CC Jan 23 3	17/01/23	3311	RTC804975	£292.50	£0.00	£292.50		DVLA	For 12 Months Road Tax on EF66 AVD Transit Pick Up Van - Paid on credit card NV 3000/3/5
Lloyds CC Jan 23 4	17/01/23	3312		£23.88	£0.00	£23.88	PT&E	Google	December 2022 4000/1/6
		3313/1		£700.00	£116.67	£583.33	P&F	New Forest District Council	Long stay parking clocks 2600/1/4
Lloyds CC Jan 23 5	17/01/23	3313	RTC804982	£700.00	£116.67	£583.33		New Forest District Council	Parking clocks for staff :- 5 x Long stay (2 short stay paid from petty cash) 2600/1/4
Lloyds CC Jan 23 6	17/01/23	3314		£10.99	£1.83	£9.16	RLOS	Canva	Monthly subscription December 2022 3802/2/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			3315/1	£6.00	£0.00	£6.00	P&F	Land Registry	Fee for copy title documents 2400/17
Lloyds CC Jan 23 7	17/01/23	3315	RTC804981	£6.00	£0.00	£6.00		Land Registry	Fee for copy title documents 2400/17
FPO	17/01/23	3316		£8,947.57	£0.00	£8,947.57	P&F	Hampshire County Council	Pension December 2022 2600/1/3
			3317/1	£445,042.03	£74,173.67	£370,868.36	RLOS	Tiger Turf (UK) Ltd	Payment due under 3rd certificate 3350/10
1338	17/01/23	3317	RTC804990	£445,042.03	£74,173.67	£370,868.36		Tiger Turf (UK) Ltd	ATP construction services 3350/10
DD	19/01/23	3318		£40.07	£6.68	£33.39	RLOS	Worldpay	January 2023 3802/3/1
DD 1	20/01/23	3319		£315.07	£52.51	£262.56	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January 2023 Calls 2000/1/11
DD 2	20/01/23	3320		£8,103.69	£0.00	£8,103.69	P&F	Inland Revenue	December 2022 2600/1/2
DD 1	23/01/23	3321		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly Photocopier charge 3802/2/1
DD 2	23/01/23	3322		£358.71	£59.78	£298.93	P&F	British Gas	Greenways 08/12/22 - 03/12/23 2100/1
DD 3	23/01/23	3323		£135.45	£6.45	£129.00	PT&E	SSE Southern Electric	December 2022 4000/1/2
			3324/1	£25.00	£0.00	£25.00	P&F	Jo Hurd	Eye Sight Test 2310/3
			3324/2	£60.00	£0.00	£60.00	P&F	Jo Hurd	Contribution towards glasses 2310/3
1339	23/01/23	3324	RTC805008	£85.00	£0.00	£85.00		Jo Hurd	Contribution towards eye sight test and glasses 2310/3
			3325/1	£960.00	£160.00	£800.00	RLOS	The CDS Group	Preparing columbarium spec and design 3350/7
1340	23/01/23	3325	RTC804912	£960.00	£160.00	£800.00		The CDS Group	Contract procurement support 3350/7
			3326/1	£42.22	£7.04	£35.18	RLOS	Comax UK Ltd	wooden cutlery 3802/3/1
			3326/2	£61.42	£10.24	£51.18	RLOS	Comax UK Ltd	paper plates and trays 3802/3/1
			3326/3	£51.53	£8.59	£42.94	RLOS	Comax UK Ltd	kids picnic boxes 3802/3/1
			3326/4	£35.98	£6.00	£29.98	RLOS	Comax UK Ltd	coffee cups 500 3802/3/1
1341	24/01/23	3326	RTC804844	£191.15	£31.87	£159.28		Comax UK Ltd	Supplies for clubhouse 3802/3/1
			3327/1	£21.50	£3.58	£17.92	RLOS	Comax UK Ltd	lids for coffee cups 3802/3/1
1342	24/01/23	3327	RTC804918	£21.50	£3.58	£17.92		Comax UK Ltd	Lids for coffee cups 3802/3/1
			3328/1	£47.84	£7.97	£39.87	RLOS	Comax UK Ltd	boxes for gifts 3100/2
1343	24/01/23	3328	RTC805022	£47.84	£7.97	£39.87		Comax UK Ltd	Christmas boxes for grotto gifts 3100/2
			3329/1	£35.99	£6.00	£29.99	RLOS	Comax UK Ltd	cups x500 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3329/2	£45.44	£7.57	£37.87	RLOS	Comax UK Ltd	single skin cups	3802/3/1
1344	24/01/23	3329	RTC804778	£81.43	£13.57	£67.86		Comax UK Ltd	cups and lids	3802/3/1
			3330/1	£199.00	£33.17	£165.83	RLOS	Ringwood and Verwood Glass	to replace a broken window due to vandalism	3802/1/2
1345	24/01/23	3330	RTC804932	£199.00	£33.17	£165.83		Ringwood and Verwood Glass	To make good a damaged window and replace with a new one	3802/1/2
			3331/1	£497.76	£82.96	£414.80	RLOS	NBB Recyled Furniture	memorial seat for Pocket Park	3350/11
1346	24/01/23	3331	RTC804999	£497.76	£82.96	£414.80		NBB Recyled Furniture	Memorial seat for Pocket Park.	3350/11
			3332/1	£58.80	£9.80	£49.00	RLOS	Alecta Technical Solutions	water boiler descale	3802/1/1
			3332/2	£62.40	£10.40	£52.00	RLOS	Alecta Technical Solutions	new filter for water boiler	3802/1/1
1347	24/01/23	3332	RTC805004	£121.20	£20.20	£101.00		Alecta Technical Solutions	Water boiler descale and new filter	3802/1/1
			3333/1	£139.99	£23.33	£116.66	RLOS	Elliott Brothers Ltd	to replace DeWalt drill as both batteries had worn out.	3000/3/1
			3333/2	£55.19	£9.20	£45.99	RLOS	Elliott Brothers Ltd	replacement Battery for cordless grinder	3000/3/1
1348	24/01/23	3333	RTC805006	£195.18	£32.53	£162.65		Elliott Brothers Ltd	Replacement DeWalt Drill with extra battery.	3000/3/1
			3334/1	£71.10	£11.85	£59.25	RLOS	Elliott Brothers Ltd	10 bags post fix for goals at 10 Acre and Kick Park.	3000/2/5
1349	24/01/23	3334	RTC805009	£71.10	£11.85	£59.25		Elliott Brothers Ltd	10 bags post fix, for goals at 10 Acre and Kick Park.	3000/2/5
			3335/1	£49.99	£0.00	£49.99	RLOS	Saber International Ltd	replacement part for outdoor toy	3802/2/1
1350	24/01/23	3335	RTC805005	£49.99	£0.00	£49.99		Saber International Ltd	Replacement part for outdoor toy	3802/2/1
			3336/1	£11.59	£1.93	£9.66	RLOS	Hunt Forest Group	New fan blade for blower	3000/3/2
1351	24/01/23	3336	RTC805010	£11.59	£1.93	£9.66		Hunt Forest Group	New fan blade for blower.	3000/3/2
			3337/1	£75.98	£12.66	£63.32	RLOS	screwfix	exterior wood satin	3100/2
1352	24/01/23	3337	RTC805012	£75.98	£12.66	£63.32		screwfix	Exterior wood paint for event fencing	3100/2
			3338/1	£105.60	£17.60	£88.00	RLOS	B & S Chains	1 Cradle Seat	3000/2/16
			3338/2	£32.40	£5.40	£27.00	RLOS	B & S Chains	1 Set of swing chains.	3000/2/16
			3338/3	£21.60	£3.60	£18.00	RLOS	B & S Chains	4 Shackles	3000/2/16
			3338/4	£18.00	£3.00	£15.00	RLOS	B & S Chains	Shipping	3000/2/16

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1353	24/01/23	3338	RTC805015	£177.60	£29.60	£148.00		B & S Chains	1 Cradle Seat. 1 Set of swing Chains. 4 Shackles. Shipping.	3000/2/16
		3339/1		£39.83	£6.64	£33.19	P&F	Itec	Gateway	2000/1/9
		3339/2		£12.61	£2.10	£10.51	RLOS	Itec	Carvers Clubhouse	3802/2/2
1354	24/01/23	3339		£52.44	£8.74	£43.70		Itec	January 2023	2000/1/9
		3340/1		£150.00	£0.00	£150.00	RLOS	Ringwood & Burley Band	donation	3100/2
1355	24/01/23	3340	RTC804923	£150.00	£0.00	£150.00		Ringwood & Burley Band	Donation in recognition of playing at Ringwood Winter Wanderland	3100/2
1356	24/01/23	3341	RTC805017	£1,500.00	£0.00	£1,500.00	P&F	Ringwood Twinning Association	Payment of grant minute reference F/6128, P&F 18/01/22 : " That, in exercise of the Power of General Competence, a grant of £1,500 be awarded to Ringwood Twinning Association to contribute towards the costs of a civic reception for the Mayor and Pont Audemer Twinning Association members"	2210/1
DD	25/01/23	3342		£26,318.54	£0.00	£26,318.54	P&F	Salaries	January 2023	2600/1/1
PAY	27/01/23	3343		£17.80	£0.00	£17.80	P&F	Lloyds Bank	Bank Charges January 2023	2000/1/18
		3347/1		£378.00	£63.00	£315.00	RLOS	Letters & Logos Ltd	2 new Signs for the Bickerley	3000/2/6
1357	30/01/23	3347	RTC804978	£378.00	£63.00	£315.00		Letters & Logos Ltd	2 New Signs for the Bickerley, to be paid for as minute O/S 6218 from RLOS meeting 07/12/22 says.	3000/2/6
		3348/1		£69.00	£11.50	£57.50	RLOS	Letters & Logos Ltd	New sign for Cemetery Carpark	3200/2/5
1358	30/01/23	3348	RTC805002	£69.00	£11.50	£57.50		Letters & Logos Ltd	New sign for Cemetery Carpark.	3200/2/5
		3349/1		£1.01	£0.17	£0.84	P&F	Hampshire County Council	846307 Staples 24/6	2000/1/8
		3349/2		£13.45	£2.24	£11.21	P&F	Hampshire County Council	598373 Flash disinfectant cleaner 6x 750ml	2000/3/2
		3349/3		£15.16	£2.53	£12.63	P&F	Hampshire County Council	589574 Fairy dishwasher tabs x 100	2000/3/2
1359	30/01/23	3349	RTC805018	£29.62	£4.94	£24.68		Hampshire County Council	Staples and cleaning supplies	2000/1/8
		3344/1		£116.95	£5.57	£111.38	RLOS	Utility Warehouse	Energy	3000/1/1
		3344/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	31/01/23	3344		£119.35	£5.97	£113.38		Utility Warehouse	UW Sports Pavilion December 2022	3000/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 31/01/23

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		3345/1		£811.73	£38.65	£773.08	RLOS	Utility Warehouse	Energy
		3345/2		£28.92	£4.82	£24.10	RLOS	Utility Warehouse	Mobile
		3345/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband
		3345/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 2	31/01/23	3345		£874.25	£49.07	£825.18		Utility Warehouse	UW Carvers Clubhouse December 2022
		3346/1		£452.40	£21.54	£430.86	RLOS	Utility Warehouse	Energy
		3346/2		£33.35	£5.56	£27.79	RLOS	Utility Warehouse	Mobile
		3346/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband
		3346/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 3	31/01/23	3346		£519.35	£32.70	£486.65		Utility Warehouse	UW Cemetery December 2022
		3350/1		£35.99	£6.00	£29.99	RLOS	Comax UK Ltd	coffee cups
1360	31/01/23	3350	RTC804967	£35.99	£6.00	£29.99		Comax UK Ltd	Coffee cups
NFDC Tfr10	31/01/23	3354		£16.83	£0.00	£16.83	RLOS	New Forest District Council	Café sales 02/01/23
NFDC Tfr10	31/01/23	3355		£13.48	£1.06	£12.42	RLOS	New Forest District Council	Café sales 09/01/23
NFDC Tfr10	31/01/23	3356		£8.21	£0.00	£8.21	RLOS	New Forest District Council	Café sales 12/12/22
NFDC Tfr10	31/01/23	3357		£2.55	£0.00	£2.55	RLOS	New Forest District Council	Café sales 16/01/23
		3359/1		£14.55	£0.00	£14.55	Counc	Ringwood Town Council	Milk
		3359/2		£23.00	£0.00	£23.00	Counc	Ringwood Town Council	NFDC Bags for Clubhouse
		3359/3		£12.00	£0.00	£12.00	Counc	Ringwood Town Council	Sainsburys Batteries for front door
		3359/4		£9.61	£1.60	£8.01	Counc	Ringwood Town Council	J&B Allotment tap
		3359/5		£40.80	£6.80	£34.00	Counc	Ringwood Town Council	Car Key Remotes Keys for cricket pavilion
		3359/6		£8.99	£0.00	£8.99	Counc	Ringwood Town Council	Argos Argos SD card
Petty Cash Jan 2023	31/01/23	3359		£108.95	£8.40	£100.55		Ringwood Town Council	Petty Cash January 2023
Total				£508,950.29	£76,811.77	£432,138.52			

POLICY AND FINANCE COMMITTEE 15th FEBRUARY 2023**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Jan-23			31-Jan-23	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	51,954	80,235	-50,000		50,000	80,235
Business Account	31,571	6,584			50,000	56,584
Investment Accounts	700,000	700,000	-100,000			600,000
Petty Cash - Imprest	104	91				91
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	783,804	787,085	-150,000	0	100,000	737,085

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

15/02/23

15/02/23

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
Anticipated net expenditure to end February 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 31st January 2023
- 4 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- 5 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 6 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 15th FEBRUARY 2023

BUDGETARY CONTROL period 10 – April 2022 to January 2023

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 2022-23. Comparisons will be made with the revised budget from now until the end of the year.
- 1.2 The revised budget that was approved at the December meeting required a transfer from the General Reserve of £93,788 in order to balance. Since that meeting, however, a number of changes have been requested although the changes have had no impact on the net budget requirement. The revised budget will still require a transfer of £93,591. The original and revised budget, including these changes are summarised below :

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

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

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

2 INCOME & EXPENDITURE TO THE END OF JANUARY 2023

- 2.1 Total receipts to the end of January amount to £1,608,197 with a further £2,855 invoiced but not yet received. However, this includes £451,305 in respect of grants, rent deposits and other unbudgeted capital receipts and £553,949 precept. The figure also includes £384,943 in respect of the football development project. For the purposes of a meaningful comparison of income and expenditure against budget, the football development project will be taken separately. The income figure also includes, under events, the return of an event float of £2,400 and allotment income of £300 will be accrued into next year. For comparison purposes, therefore, income to the end of January is £218,155 (including commitments).
- 2.2 The revised income budget, excluding anticipated income for the football development project is £259,814 and income received and invoiced to the end of January is £218,155 or around 84% of the revised budget. Whilst this is perfectly in line with the budget, assuming linear receipts of income, there are some notable variances mainly due to timing differences. Events income is almost 100% of the revised budget after allowing for the return of a temporary float taken out to support the fireworks event. Similarly, allotments income, which was invoiced in September has almost all been received and Carvers Clubhouse income is at 94% of the revised budget estimate. However, grounds maintenance receipts and cemetery receipts are both around 75% and so slightly lower than expected. For this committee, overall receipts stand at 78% but within that interest receipts already exceed the revised budget whilst a substantial proportion of the anticipated income is not expected until after year end.
- 2.3 The revised expenditure budget for the year is £3,216,731. This is made up of £2,260,000 in respect of the football development project and £956,731 other expenditure.
- 2.4 Expenditure to the end of January totalled £1,360,883 with a further £12,115 committed. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £14,543 making expenditure to the end of October £1,387,541. Excluding the football development project reduces the expenditure to £732,809 or 77% of the revised budget for other expenditure. This small underspend is again almost entirely explained by timing differences with two particularly large invoices yet to be settled, one of which, for £36,000, is not anticipated until after year end. There are some modest underspends which are emerging and may reduce the outturn, otherwise, expenditure is broadly in line with predictions assuming linear spend.
- 2.5 The Football development project continues to progress with the all-weather pitch substantially complete. For budgeting purposes it has been assumed that around 75% of expenditure will be incurred in the current year, matched by 75% of the anticipated grant income and PWLB loan, although it is now likely that there will be significant slippage into next year. The balance of expenditure will be funded from developers' contributions which are held by the Town Council. Income and expenditure to date is as follows:
- | | Budget £ | Actual to December £ |
|------------------------------------|-----------|----------------------|
| Income (Football Foundation Grant) | 1,933,500 | 384,943 |
| Expenditure | 2,260,000 | 654,732 |
- 2.6 The total project budget is £3,140,665 and the amount that will be incurred in the current year will depend on the rate of progress in the project (the all-weather pitch is almost complete). Any difference between the expenditure incurred and the funding received will be met from the developers' contributions held for this purpose and for which the estimate for this year is £326,500.

3. RESERVES & BALANCES

- 3.1 The opening reserves balance was £618,049 at 1st April. This was made up of Earmarked Reserves of £298,687, Customer deposits of £15,121 and a General Reserve of £304,241. Annual contributions to earmarked reserves from the revenue budget will add £38,400 whilst additional receipts of £435,330 in respect of the football development project, £5,590 in respect of CIL, £3,067 in respect of Developers' Contributions, £1,119 in respect of Covid, "re-opening of the High Street safely" grant and £500 in respect of the disposal of redundant equipment have been received as at the end of January. A further £5,700 has been received for rent and key deposits whilst £2,692 has been returned.
- 3.2 It is now likely that Earmarked reserves of £414,277 will be required to support planned expenditure. This includes the additional amount approved in December and subsequently reduced to £9,751 for grounds maintenance equipment. The latest outturn prediction also suggests that £93,591 will be required from the general reserve to balance the budget. The predicted closing balance of reserves is therefore £597,194 consisting of £368,415 earmarked reserves, £210,650 general reserve, and £18,129 key deposits.
- 3.3 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

4. CONCLUSIONS

- 4.1 There has been little movement in income and expenditure between the end of December and the end of January. Overall, the budget remains on track to spend within the limits set out in the revised budget.
- 4.2 There are emerging indications that there will be some budget underspends which may reduce the required transfer from the General reserve, but most of the underspends are in areas funded by earmarked reserves and will therefore have limited impact on the revenue budget, other than increasing the balances invested and hence the amount of interest generated.

5. RECOMMENDATIONS

It is **recommended** that Members:-

- 5.1 note the budget monitoring position.
- 5.2 note the projected balances of Reserves.

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
INCOME					
Policy & Finance					
200	Revenue Income	£121,990.00	£548,524.59	£972.23	£427,506.82
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£121,990.00	£548,524.59	£972.23	£427,506.82
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£26,621.00	£18,544.57	£1,342.50	£-6,733.93
310	Events	£32,421.00	£34,600.35	£270.00	£2,449.35
320	Cemetery Income	£42,467.00	£32,077.43	£0.00	£-10,389.57
330	Allotment Income	£5,465.00	£6,113.84	£0.00	£648.84
350	Capital Income	£1,933,500.00	£384,943.00	£0.00	£-1,548,557.00
380	Carvers Clubhouse	£25,000.00	£23,562.04	£270.00	£-1,167.96
Total Recreation, Leisure & Open Spaces		£2,065,474.00	£499,841.23	£1,882.50	£-1,563,750.27
Planning, Town & Environment					
400	Income	£5,850.00	£5,850.00	£0.00	£0.00
Total Planning, Town & Environment		£5,850.00	£5,850.00	£0.00	£0.00
Council					
100	Precept	£553,949.00	£553,949.00	£0.00	£0.00
102	Interest Business A/c	£0.00	£32.65	£0.00	£32.65
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£553,949.00	£553,981.65	£0.00	£32.65
Total Income		<u>£2,747,263.00</u>	<u>£1,608,197.47</u>	<u>£2,854.73</u>	<u>£-1,136,210.80</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£114,442.00	£97,442.91	£213.82	£16,785.27
2100	Maintenance	£44,050.00	£12,363.25	£40.62	£31,646.13
2200	Democratic Process (members Costs)	£12,419.00	£8,656.85	£0.00	£3,762.15
2210	Grants	£9,900.00	£7,650.00	£0.00	£2,250.00
2300	Employee Costs- Allocated Office Staff	£109,827.00	£91,319.71	£0.00	£18,507.29
2310	Employee overhead Costs	£4,110.00	£3,291.00	£140.00	£679.00
2400	Other	£73,176.00	£30,064.74	£0.00	£43,111.26
2500	Capital Financing	£42,545.00	£31,545.90	£0.00	£10,999.10
2501	Capital	£29,848.00	£29,847.95	£0.00	£0.05
2600	Wages Control Account	£0.00	-£14,543.16	£0.00	£14,543.16
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£440,317.00	£297,639.15	£394.44	
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£72,308.00	£40,640.87	£4,670.89	£26,996.24
3001	RL&OS -Employee Costs	£162,159.00	£135,984.60	£0.00	£26,174.40
3002	Employee Costs	£2,750.00	£1,250.00	£175.00	£1,325.00
3100	Events	£33,341.00	£31,720.15	£5,521.89	-£3,901.04
3101	Events - Employee Costs	£15,113.00	£13,961.17	£0.00	£1,151.83
3200	Cemetery	£10,348.00	£8,857.19	£75.99	£1,414.82
3201	Cemetery -Employee Costs	£53,659.00	£44,578.74	£0.00	£9,080.26
3300	Allotments	£2,075.00	£2,126.04	£92.25	-£143.29
3301	Allotments -Employee Costs	£17,925.00	£14,484.36	£0.00	£3,440.64

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive. Includes due and unpaid transactions.

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

Includes commitments.

		Revised	Actual Net	Commitments	Balance
3350	Capital Expenditure	£2,268,775.00	£657,709.16	£0.00	£1,611,065.84
3801	Youth Services Employee costs	£56,038.00	£49,236.64	£0.00	£6,801.36
3802	Carvers Clubhouse	£38,998.00	£31,195.27	£3,901.38	£3,901.35
Total Recreation, Leisure & Open Spaces		£2,733,489.00	£1,031,744.19	£14,437.40	
Planning, Town & Environment					
4000	Planning, Town & Environment	£18,375.00	£11,430.26	£1,017.00	£5,927.74
4001	Employee Costs	£24,550.00	£20,038.03	£0.00	£4,511.97
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£42,925.00	£31,468.29	£1,017.00	
Council					
10000	Petty Cash - Office	£0.00	£-9.47	£0.00	£9.47
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£34.00	£0.00	£-34.00
10111	Bank Charges	£0.00	£7.00	£0.00	£-7.00
Total Council		£0.00	£31.53	£0.00	
Total Expenditure		£3,216,731.00	£1,360,883.16	£15,848.84	£1,839,999.00
Total Income		£2,747,263.00	£1,608,197.47		£-1,139,065.53
Total Expenditure		£3,216,731.00	£1,360,883.16		£1,855,847.84
Total Net Balance		£-469,468.00	£247,314.31		

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix 2

B

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	-200	-2,000			36,367
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		-9,751			23,821
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-500	-2,787	500		29,238
Ringwood Events	16,768		-14,033	-2,380			355
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			-6,675			4,625
Infrastructure & Open Spaces	12,685	3,000		-315			15,370
Neighbourhood Plan	6,473		-6,473	0			0
Football development Project	0			-326,500	435,330		108,830
Budget Underspends retained for use in 2022/23*	8,243		-8,243				0
Total Provisions	219,495	38,400	-29,449	-351,408	435,830	0	312,867
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-750	0	3,067		5,530
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,048	5,590		25,990
Capital Receipts	20,334		-1,392	0	0		18,942
Grants Unapplied	3,217		0	0	1,119		4,335
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-31,821	-382,456	445,605	0	368,415
General Reserve	304,241	0	-93,591			0	210,650
Key Deposits	15,121		-2,692		5,700		18,129
Total Reserves & Customer Deposits	618,049	38,400	-128,104	-382,456	451,305	0	597,194



Replace in 2022-23	Replace in next 4 years	Replace 4 years+
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Updated: 2nd February 2023

Vehicles

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	Estimated Replacement Cost (gross)	Estimated disposal proceeds (R/A only)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	2031-32	£29,000.00			Will consider EV and alternatives to outright purchase in planned replacement year
Large tractor	John Deere 5085M	Jul-15	£30,500.00	2028-29	£30,000.00			May replace with slightly lower spec.
Medium Tractor	Kubota M4062	Dec-19	£27,300.00	2032-33	£30,000.00			
Front-deck ride-on mower	Kubota F3890	Apr-18	£16,346.00	2026-27	£19,000.00			
Ride-on tractor mower	John Deere X750	May-16	£10,200.00	2025-26 & 2033-34	£16,500.00	£3,250.00	£13,250.00	John Deere X940
Small van	Volkswagen Caddy	Aug-20	£2,500.00	2028-29	£0.00			Replace with EV and consider alternatives to outright purchase in planned replacement year

Machinery

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	Estimated Replacement Cost	Estimated disposal proceeds (R/A)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Wood-chipper	Timber Wolf TW PTO/150H	Jul-15	£5,500.00	2026-27	£11,500.00	£4,500.00	£7,000.00	Higher spec probably needed
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	2024-25	£6,650.00	£900.00	£5,750.00	
Roller-mower attachment #2	Major 8400	May-18	£5,500.00	2028-29	£5,500.00			
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	2029-30	£1,500.00			
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	2032-33	£5,000.00			
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	2023-24	£4,250.00	£0.00	£4,250.00	SCH PSU Professional Suction Unit
Aerator	Weidenmann XP6/160	2007	£16,250.00	2027-28	£21,000.00			
Boom sprayer attachment	Team Club	Jul-21	£4,793.00	2033-34	£6,000.00			
Walk-behind sprayer	Supaturf Evenspray Professional	Jul-20	£943.59	2033-34	£1,188.00			
Slitter	Twose	2005	£983.00	2033-34	£2,000.00			
Spring tine harrow attachment	Twose	2005	£1,300.00	2030-31	£1,300.00			
Battery-powered hand tools Y1	Various	N/A	N/A	2022-23	£9,751.00	N/A		
Battery-powered hand tools Y2	Various	N/A	N/A	2023-24	£6,000.00	N/A		

Total Book Value: £162,965.59

Total Replacement Cost: £206,139.00

Notes

- 1 This document takes effect as approval of the replacements indicated in the current financial year, enabling officers to action these accordingly. It is a contingent statement of expectations only in respect of later planned replacements which may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2 Only items which are expected to cost roughly £1,000 or more to replace have been included.
- 3 Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4 The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve required to sustain the predicted balance needed and so manage financial risk.



Financial Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 16,365.00	£ 22,572.00	£ 23,821.00	£ 24,571.00	£ 32,821.00	£ 34,571.00	£ 24,571.00	£ 20,571.00	£ 3,071.00	£ 20,571.00	£ 39,271.00	£ 31,271.00	£ 18,271.00
Planned transfer in	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ 14,000.00	£ 15,000.00	£ 16,000.00	£ 17,000.00	£ 18,000.00	£ 19,000.00	£ 20,000.00	£ 21,000.00	£ 22,000.00	£ 23,000.00
Additional transfers in	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds		£ -	£ -	£ 900.00	£ 3,250.00	£ 4,500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Transfers out (planned purchases)	-£ 4,793.00	-£ 9,751.00	-£ 10,250.00	-£ 6,650.00	-£ 16,500.00	-£ 30,500.00	-£ 21,000.00	-£ 35,500.00	-£ 1,500.00	-£ 1,300.00	-£ 29,000.00	-£ 35,000.00	-£ 39,188.00
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
End of year reserve balance	£ 22,572.00	£ 23,821.00	£ 24,571.00	£ 32,821.00	£ 34,571.00	£ 24,571.00	£ 20,571.00	£ 3,071.00	£ 20,571.00	£ 39,271.00	£ 31,271.00	£ 18,271.00	£ 2,083.00

Election years in purple

REPORT TO POLICY & FINANCE COMMITTEE – 15TH FEBRUARY 2023

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

- To be added – Pitney Bowes Franking machine

Organisation	Description	Annual Budget £	Expiry Date/Notice	Pay Type	Notes
NFDC & HCC	Gateway management and cost-sharing agreement	36,000	Open ended	Pay	RTC costs of shared building
The Urban Greening Co. Ltd	Gateway's Sedum Roof maintenance	1,000	Year 5 of 5	FPO	Costs included above
NFDC	Information Service service level agreement	61,586	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	1,150	One Year	FPO	Fixed fee plus call out charges
Insight Security	Alarms response & key-holding service	500	Open ended	FPO	Fixed fee plus call out charges
NFDC	Dog waste bin emptying service	1,000	Open ended	FPO	
Ringwood & Fordingbridge Skip Hire	Skip hire / waste collection contract	1,200	Open ended	FPO	Charge per skip emptied
Gala Lights	Christmas lights installation, hire and maintenance contract	17,945	Initially 3 year contract now a rolling contract	FPO	
The Play Inspection Company	Play equipment safety inspection service	345	Annual	FPO	
Ellis Whittam	Employment law and H&S support contract	5,144	New contract 2021	FPO	
Utility Warehouse	Electricity and broadband services supply (Carvers and the Cemetery) and mobile phone hire membership	9,000	Initial contract term expired, now a rolling contract under review	DD	
Southern Audit Partnership	Internal audit service	1,920	Annual Contract	FPO	

PKF Littlejohn	External Audit Service	1,920	Annual Contract	FPO	
Lloyds Bank	Banking services, bank charges, service fees only	500	Open ended	DD	Includes credit cards etc.
Zurich Insurance	Insurance "long term agreement"	10,420	3 years to 2025	FPO	
Southern Electric	Unmetered supplies Carvers street lighting/ Market Place	1,750	Open ended	DD	
Concentrate Ltd	Web site maintenance (includes Carvers Clubhouse)	1,106	New contract 2022 annual service charge	FPO	
Worldpay	To manage card payments, Carvers	900	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 & maintenance Carvers and Gateway	415	Open ended	FPO	Costs depend on usage
BNP Paribas	Photocopier/printer lease Carvers	753	Year 3 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	600	Open ended	FPO	Costs depend on usage
Source 4 Business	Allotments and Cemetery water supplies	3,000	Open ended	FPO	Costs depend on usage
PWLB	Loans fund repayments	31,546	£20,796 2031 £10,750 2040	DD	Repayment of 2 loans
Status	IT Support and Microsoft licensing	400	Contract terminated	FPO	Costs depend on usage
K Hopper IT4Dorset	IT Support	1,000	New contract from 2022	FPO	Costs will depend on support used
Microsoft	Product licensing	2,540	Rolling contract	DD	

Edge IT	Finance, allotments and cemetery management systems	2,300	Y4 of 5 year arrangement	FPO	
Austin & Wyatt	Property management	1,600	Open ended	DD	Re Southampton Road

3 Agreements that generate income

3.1 The following schedule lists 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 & 1st floor office suites	27,540	July 2024	Gas and other costs re-charged in addition
[Private individual]	Tenancy of 92 Southampton Road	13,500		Paid net of management fees by Austin & Wyatt
[Private individuals]	Allotment Tenancy Agreements	6,000	Annual	
Ringwood Town FC	Sports ground rent	Est £26,200	New long term contract to be agreed	To cover cost of planned borrowing. Additional ad-hoc grounds maintenance charges apply
Poulner Junior School	Grounds maintenance	11,530	Sept 2024	New contract awaiting approval by PJS
Poulner Infants School	Grounds maintenance	2,000	Sept 2024	New contract awaiting approval by PJS
Ringwood Bowls Club	Lease of club house and premises	1,300	Annual contract	Also recharge water re Mount Pleasant
HCC	Grounds maintenance at Castleman Trailway	900	Annual contract	Additional ad-hoc charges apply
HCC	Parish Lengthsman Scheme	1,100	31.03.2023 Unless renewed	
[Private individuals]	Maintenance of various grave spaces	350	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	74,000		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 £7,000 per annum and payments to HMRC in respect of employee tax and national insurance of around £92,000 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:

Rory Fitzgerald, Finance Manager or

Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.wilkins@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

15th February 2023

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). This committee oversees 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 of such months as are agreed between the Town Clerk and the Licensee (special date in December)	Terminable on 3 months' notice

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

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

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2023)	The application for the PWLB loan is with DLUHC. Work on the artificial turf pitch is running to programme. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation will run from 06/02/2023 to 19/03/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out any community engagement. HCC will carry out some survey work in the Spring (detail awaited).	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	Complete	Scheme complete and road re-opened on 19 November.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						

PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	Completed	The process of "on-boarding" with the new provider (Worknest) has been completed. Support (including site visits) is continuing as provided in the contract.	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. Risks are under regular review and the costs of necessary control measures are being assessed and factored into budget planning.
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 and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has supplied further cost informatio. A report is being prepared for further consideration by members.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Renewal terms have been agreed in outline. A draft lease has been submitted to the Club's legal representative.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress (aiming to complete by August 2023)	The meetings required to wind up the organisation are being arranged.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed in the early months of 2023.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold	Officers now propose that this be condered when the Vehicle & Machinery Replacement Plan is next reviewed.	Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in 2023)	Report from legal advisers received. Land transfer to be presented for approval at Council meeting on 25 January.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	On hold.	All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and met with members. A topographic survey has been done. A meeting of the working party is being arranged to consider the draft sketch of the 'masterplan'.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).

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



Staffing Committee

None

Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
Staffing Committee				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	