

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 19th October 2022 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Philip Day
Cllr Gareth DeBoos (*ex-officio*)
Cllr John Haywood
Cllr Peter Kelleher

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

ABSENT: Cllr Andy Briers
Cllr Rae Frederick (*ex-officio*)
Cllr Gloria O'Reilly
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Glenys Turner

F/6090 PUBLIC PARTICIPATION

There were no members of the public present.

F/6091 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Briers, Frederick, O'Reilly, Rippon-Swaine and Turner.

F/6092 DECLARATIONS OF INTEREST

Cllr Day declared a pecuniary interest in relation to the payment to Lacey's solicitors as he is an owner and shareholder of the firm (transaction 2959).

F/6093 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 21st September 2022, having been circulated, be approved and signed by the Chairman as a correct record.

Minutes from the private session of the meeting on 21st September were being prepared to include details of the decisions in principle. They will be circulated to Councillors and agreed at the next meeting.

F/6094 FINANCIAL REPORTS

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

He explained the bank balances report had been prepared indicating no transfer would be required, however it was now anticipated that the first significant invoice for the Football Club development project may need to be settled before the next meeting. Recovery of the Football Foundations contribution would be sought, but if this was not received in time to pay the invoice, but the Finance Manager asked for approval to transfer £120,000 from the CCLA investment account to the Imprest account, if needed.

The Finance Manager's report includes the monitoring report, revised budget for 2022/23 and initial preparation of the budget for 2023/24. In relation to this years' budget, he explained that in order to balance at year end, a draw down from the General Reserve of £43,624 would be required and the reasons for this were outlined in the first section of his report.

Section 2, outlines income and expenditure to date and projected to year end, This had been used to draft the revised budget 2022/23. The most significant change will be the proposed pay award, not agreed yet, but likely. This will result in a 7% increase in the pay bill, whereas an increase on 3.5% was built into the budget. The projection includes the elimination of the change to National Insurance contributions and the saving from the recently agreed flexible working arrangement. The net effect of this and other changes to revenue will result in the need to draw down £80,000 from the General Reserve (para 3.3).

Capital expenditure from grants and reserves will not impact on this figure, however legal fees, increase in payroll costs, increases to energy costs and a number of other smaller items will have an impact. The second installment of CIL receipts had been received (£3,000).

The Finance Manager explained that the figure presented, at para 7.2, for the predicted close of balance for the General Reserve was in relation to the original budget and looking at the revised budget, if approved, the balance would be £223,798 (or 40% of the precept).

The Chairman commented that these are exceptional times and there is little that can be done for the current year. The budget task force would be looking into options going forward. It would be unlikely that the reserves could be 'topped-up', but there was a need to protect reserves in future years.

Projections for the forthcoming year 2023/24 have started with discussions taking place with all budget managers to remove expenditure which is not vital. Before applying any inflation or any implications of the staffing review, there is a gap of £40,000. The draft budget had been prepared assuming no transfer from the General Reserve and that the £40,000 gap is included in the Precept. No increase in the Council Tax base rate had been applied and a 5% increase in the pay bill had been included.

RESOLVED: 1) That the list of payments made from the Imprest Account for September be received and authorised;
2) That Cllr Heron's verification and signing of bank reconciliations and statements for September be noted;
3) That the total amount of Petty Cash payments for September of £48.68 be noted;
4) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised, to include the transfer of funds to cover the Football Development Project first phase invoice, if needed;
5) That the Finance Manager's budgetary control report be received and the revised budget for 2022/23 be approved;

- 6) That the budget monitoring position, projected balance of reserves and preliminary budget for 2023 / 24 be noted; and
7) That the small group of Councillors work with officers on the budget setting process for 2023/4 and provide guidance on budget development including growth bids, inflation, precept and use of reserves.

ACTION R Fitzgerald

**F/6095
WARM ROOMS INITIATIVE**

Cllr DeBoos spoke about the Warm Rooms Initiative. He had been approached by a number of parties concerned about the cost-of-living increases and the impact on people living in Ringwood. Meetings had been held with heads of the churches, food bank, medical centre, and councillors to see if there was anything they could do as community leaders to help.

The conclusion was that they had no evidence and no expertise to establish how big the problem was or how it could be addressed. The next step is to establish what the town currently has to offer, where people can go to find warmth, where they can talk to others, obtain advice and get assistance filling in forms. A communication strategy will follow to share information on what is available in the town and make sure it reaches those in need.

It was noted that the District Council is offering grants for the Warm Rooms initiative and its' website had a lot of useful information to help people in difficulty.

<https://newforest.gov.uk/costofliving>

The Chairman had spoken with the Clubhouse Manager who would be keen to offer a warm room for younger people at Carvers and he had offered his District Council grant to contribute to the costs of providing this.

RESOLVED: That the information on the Warm Rooms initiative be noted.

ACTION R Fitzgerald

**F/6096
PROJECTS (current and proposed)**

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

ACTION C Wilkins

**F/6097
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 C – Confidential minute*)

**F/6098
LEGAL MATTERS**

Cllr Day declared a pecuniary interest in relation to the payment to Lacey's solicitors as he is an owner and shareholder of the firm (transaction 2959).

The Town Clerk updated Members on legal matters.

RESOLVED: That the verbal update from officers on the progress of 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 7.47pm.

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

RECEIVED
26th October 2022

APPROVED
23rd November 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19th October 2022

Paid Expenditure Transactions

between 01/09/22 and 30/09/22

Start of year 01/04/22

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
	01/09/22	1538	RTC803772	£0.00	£0.00	£0.00	RLOS	Fleet Line Markers	linemarking Machine out of order initial payment of £100 for collection and delivery of spare machine and inspection and service old not including parts.	3000/5/5
			2927/1	£510.00	£0.00	£510.00	RLOS	The Stable Family Home Trust	donation from public funds raised on the gate	3100/3
1117	07/09/22	2927	RTC804711	£510.00	£0.00	£510.00		The Stable Family Home Trust	Donations raised at Gates of Party in the Park	3100/3
			2928/1	£510.00	£0.00	£510.00	RLOS	Ringwood United Charities	donations made at party in the park	3100/3
1118	07/09/22	2928	RTC804712	£510.00	£0.00	£510.00		Ringwood United Charities	Donations made by the public on the gates at Party in the Park	3100/3
			2929/1	£510.00	£0.00	£510.00	RLOS	The Windward Foundation	donation following jubilee	3100/3
1119	07/09/22	2929	RTC804795	£510.00	£0.00	£510.00		The Windward Foundation	Donation following Jubilee event public donations	3100/3
			2938/1	£420.00	£0.00	£420.00	P&F	New Forest First Aid Training	Emergency First Aid course - 1 day	2310/2
1120	07/09/22	2938	RTC804694	£420.00	£0.00	£420.00		New Forest First Aid Training	1 day First Aid training course for 6 members of office staff at the Gateway on Tuesday 20th September 2022 @ £70 per person	2310/2
			2939/1	£199.20	£33.20	£166.00	RLOS	Peter Noble Ltd	Drop-down bollard for cemetery compound	3200/2/5
1121	08/09/22	2939	RTC804720	£199.20	£33.20	£166.00		Peter Noble Ltd	Drop-down bollard	3200/2/5
			2940/1	£900.00	£150.00	£750.00	RLOS	New Forest Activities	summer paddle sports	3802/2/1
1122	08/09/22	2940	RTC804721	£900.00	£150.00	£750.00		New Forest Activities	Summer paddle sports programme	3802/2/1
			2941/1	£720.00	£120.00	£600.00	RLOS	Peter Noble Ltd	To replace longreach hedge cutter that was stolen	3000/3/1
1123	08/09/22	2941	RTC804769	£720.00	£120.00	£600.00		Peter Noble Ltd	To replace long reach hedge cutter that was stolen.	3000/3/1
			2942/1	£50.53	£8.42	£42.11	RLOS	Hampshire County Council	952450 BLUE NITRATE GLOVES - size XL	3200/1/4
			2942/2	£7.80	£1.30	£6.50	RLOS	Hampshire County Council	570148 case of 2x 5litres thin bleach	3200/1/4
1124	08/09/22	2942	RTC804775	£58.33	£9.72	£48.61		Hampshire County Council	County Supplies, 5 boxes of xl blue nitrate gloves, 10ltrs bleach.	3200/1/4
			2943/1	£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
			2943/2	£49.00	£0.00	£49.00	RLOS	Taste Vending Ltd	cappucino topping	3802/3/1
1125	08/09/22	2943	RTC804777	£109.84	£0.00	£109.84		Taste Vending Ltd	coffee and toppings for resale inv number 38017	3802/3/1
			2944/1	£199.20	£33.20	£166.00	RLOS	Peter Noble Ltd	New Dropdown Bollard for 3 Lane Field Gate.	3000/2/5
			2944/2	£199.20	£33.20	£166.00	RLOS	Peter Noble Ltd	Dropdown bollard Jubilee Gardens	3000/2/9

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between 01/09/22 and 30/09/22

Start of year 01/04/22

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1126	08/09/22	2944	RTC804780	£398.40	£66.40	£332.00		Peter Noble Ltd	New Dropdown Bollard for 3 Lane Field Gate. New Dropdown Bollard for Jubilee Gardens entrance.	3000/2/5
		2945/1		£264.69	£44.12	£220.57	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1127	08/09/22	2945	RTC804788	£264.69	£44.12	£220.57		New Forest Ice Cream	For re sale	3802/3/1
		2946/1		£737.50	£0.00	£737.50	RLOS	Richard Connell T/A New Encl	25% down payment on Carvers masterplan contract	3350/1
1128	08/09/22	2946	RTC804794	£737.50	£0.00	£737.50		Richard Connell T/A New Enclosure	Landscape design services	3350/1
1129	08/09/22	2947		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rent 15/06/22 - 15/07/22	3802/3/1
1130	08/09/22	2948		£53.62	£2.55	£51.07	P&F	Smartest Energy	02/08/22 - 31/08/22 First floor Greenways	2100/2
		2949/1		£9.99	£0.00	£9.99	P&F	██████████	Uniform - blouse	2000/3/4
1131	08/09/22	2949	RTC804792	£9.99	£0.00	£9.99		██████████	Uniform - blouse	2000/3/4
1132	12/09/22	2950		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly Rental	2000/1/10
		2955/1		£79.68	£13.28	£66.40	RLOS	Glen Acres Nursery	compost on Roundabout	3000/5/8
		2955/2		£406.80	£67.80	£339.00	RLOS	Glen Acres Nursery	Plants on Roundabout.	3000/5/8
		2955/3		£1,164.24	£194.04	£970.20	RLOS	Glen Acres Nursery	Planting tubs and planters around Town.	3000/5/9
1133	13/09/22	2955	RTC804728	£1,650.72	£275.12	£1,375.60		Glen Acres Nursery	Summer Bedding Plants and Compost.	3000/5/8
		2956/1		£2.99	£0.50	£2.49	RLOS	Peter Noble Ltd	Strimm cord	3000/2/9
		2956/2		£42.00	£7.00	£35.00	RLOS	Peter Noble Ltd	Repairs to Strimmer	3000/3/2
1134	13/09/22	2956	RTC804683	£44.99	£7.50	£37.49		Peter Noble Ltd	Strimmer Cord for strimming.	3000/2/9
		2957/1		£27.60	£4.60	£23.00	RLOS	Peter Noble Ltd	10 Flapper Discs for metal.	3000/3/1
		2957/2		£45.16	£7.53	£37.63	RLOS	Peter Noble Ltd	to take fittingsoff old water pump and fit on new water pump.	3000/3/2
1135	13/09/22	2957	RTC804753	£72.76	£12.13	£60.63		Peter Noble Ltd	10 Flapper Discs. To commision water pump and remove fittings off old water pump and fit on new water pump and fill up with oil.	3000/3/1
		2958/1		£41.03	£6.84	£34.19	RLOS	HH&DE Drew Ltd	Soil fro repairs to pitches 10 Acre.	3000/5/5
1136	13/09/22	2958	RTC804781	£41.03	£6.84	£34.19		HH&DE Drew Ltd	Soil for repairs to 10 acre pitches. NB Now should be New Milton Sand & Ballast who have bought out HH & DE Drew	3000/5/5
		2959/1		£3,000.00	£500.00	£2,500.00	P&F	Laceys Solicitors	Third interim costs invoice - August	2400/21

Paid Expenditure Transactions

between 01/09/22 and 30/09/22

Start of year 01/04/22

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1137	13/09/22	2959	RTC804804	£3,000.00	£500.00	£2,500.00		Laceys Solicitors	Supply of legal services	2400/21
		2960/1		£125.00	£0.00	£125.00	RLOS	Douglas Hughes	Re-purchase of grave rights	3200/1/7
1138	13/09/22	2960	RTC804805	£125.00	£0.00	£125.00		Douglas Hughes	Cemetery expense	3200/1/7
		2961/1		£41.77	£6.96	£34.81	RLOS	Elliott Brothers Ltd	6 Bags post fix.	3000/2/9
1139	13/09/22	2961	RTC804806	£41.77	£6.96	£34.81		Elliott Brothers Ltd	6 bags post fix for replacing 2 drop down bollards	3000/2/9
		2962/1		£66.50	£0.00	£66.50	P&F	██████████	3 blouses and 1 skirt	2000/3/4
1140	13/09/22	2962	RTC804762	£66.50	£0.00	£66.50		██████████	Uniform - estimated cost 2 receipts 1 x blouse £12 2 x blouse and 1 x skirt £54.50	2000/3/4
1141	15/09/22	2963		£8,116.37	£0.00	£8,116.37	P&F	Hampshire County Council	Pension August 2022	2600/1/3
		2972/1		£22.20	£3.70	£18.50	RLOS	Pattco Ltd	PAT testing for Carvers Clubhouse	3802/1/1
		2972/2		£22.19	£3.70	£18.49	RLOS	Pattco Ltd	PAT testing for Carvers Pavilion	3000/2/2
		2972/3		£22.19	£3.70	£18.49	RLOS	Pattco Ltd	PAT testing for Carvers sheds	3000/2/1
		2972/4		£59.94	£9.99	£49.95	RLOS	Pattco Ltd	PAT testing for Cemetery	3200/2/1
1142	26/09/22	2972	RTC804687	£126.52	£21.09	£105.43		Pattco Ltd	PAT testing for Carver's Clubhouse / Carver's Pavilion / Carver's Sheds and Ringwood Cemetery - booked in for 7th September 2022 - £49.95 per site (2 sites - 1x Carvers, 1x Cemetery) for 50 items - additional items will be charged at 79p per item plus VAT	3802/1/1
		2973/1		£875.00	£145.83	£729.17	RLOS	The Soccer Store	To replace 1 21x7 goal and nets and sockets	3000/5/5
		2973/2		£812.00	£135.33	£676.67	RLOS	The Soccer Store	to replace 1 pair 12x6 goals and nets and sockets	3000/5/5
		2973/3		£185.00	£30.83	£154.17	RLOS	The Soccer Store	to replace 4 net supports	3000/5/5
1143	26/09/22	2973	RTC804770	£1,872.00	£311.99	£1,560.01		The Soccer Store	To replace 1 21x7 goal and 2 12x6 goals plus nets sockets and 4 net supports, due to wear and tear and some vandilism.	3000/5/5
		2974/1		£34.54	£5.76	£28.78	RLOS	Eco Sustainable Solutions	Soil for playparks.	3000/2/3
1144	26/09/22	2974	RTC804822	£34.54	£5.76	£28.78		Eco Sustainable Solutions	Soil for playparks, filling in etc.	3000/2/3
1145	26/09/22	2975		£162.00	£27.00	£135.00	RLOS	Insight Security & Facilities Ltd	August 2022	3000/2/1
1146	26/09/22	2976		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rent 15/09/22 - 15/10/22	3802/3/1
		2977/1		£10.74	£1.79	£8.95	RLOS	Itec	Carvers Clubhouse	3802/2/2

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between 01/09/22 and 30/09/22

Start of year 01/04/22

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			2977/2	£8.76	£1.46	£7.30	P&F	Itec	Gateway	2000/1/9
1147	26/09/22		2977	£19.50	£3.25	£16.25		Itec	September 2022	3802/2/2
			2978/1	£275.00	£0.00	£275.00	RLOS	██████████	coaching	3802/2/1
1148	26/09/22		2978 RTC804747	£275.00	£0.00	£275.00		██████████	Football coach at Carvers over summer	3802/2/1
			2979/1	£100.00	£0.00	£100.00	RLOS	██████████	football coaching at Carvers over summer	3802/2/1
1149	26/09/22		2979 RTC804832	£100.00	£0.00	£100.00		██████████	football coaching at Carvers over summer	3802/2/1
			2980/1	£62.50	£0.00	£62.50	RLOS	██████████	coaching	3802/2/1
1150	26/09/22		2980 RTC804831	£62.50	£0.00	£62.50		██████████	Coaching at Carvers football over summer	3802/2/1
			2981/1	£7.85	£1.31	£6.54	P&F	Hampshire County Council	731703 Wall planners	2000/1/8
			2981/2	£6.47	£1.08	£5.39	P&F	Hampshire County Council	747703 A5 Week - to - view diaries	2000/1/8
			2981/3	£5.54	£0.92	£4.62	P&F	Hampshire County Council	747208 A4 Week-to-view dairies	2000/1/8
1151	26/09/22		2981 RTC804812	£19.86	£3.31	£16.55		Hampshire County Council	Diaries for 2023	2000/1/8
			2982/1	£7.56	£1.26	£6.30	RLOS	screwfix	2 electrical connectors	3000/3/2
1152	28/09/22		2982 RTC804830	£7.56	£1.26	£6.30		screwfix	2 electrical connectors for new battery for line marker.	3000/3/2
			2983/1	£33.90	£5.65	£28.25	RLOS	Eco Sustainable Solutions	Soil repairs in playpark	3000/2/16
1153	28/09/22		2983 RTC804833	£33.90	£5.65	£28.25		Eco Sustainable Solutions	Soil for playpark repairs.	3000/2/16
			2984/1	£50.00	£0.00	£50.00	PT&E	Mike Coakley	Call out charge 22.9.22	4000/1/1
1154	28/09/22		2984 RTC804828	£50.00	£0.00	£50.00		Mike Coakley	Call out to investigate fault on defibrillator cabinet 22.9.22	4000/1/1
			2985/1	£20.00	£0.00	£20.00	P&F	Kelvin Wentworth	Eye sight test 13/02/2022	2310/3
			2985/2	£60.00	£0.00	£60.00	P&F	Kelvin Wentworth	Contribution towards glasses	2310/3
1155	28/09/22		2985 RTC804838	£80.00	£0.00	£80.00		Kelvin Wentworth	Contribution towards eye sight test and glasses for DSE use	2310/3
			2954/1	£114.41	£19.07	£95.34	RLOS	UK Fuels Ltd	Fuel for hand held machines	3000/1/10
			2954/2	£7.20	£1.20	£6.00	RLOS	UK Fuels Ltd	Card charge	3000/1/10
DD	07/09/22		2954 RTC804755	£121.61	£20.27	£101.34		UK Fuels Ltd	Fuel for hand held machines.	3000/1/10
DD	14/09/22		2964	£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees September 2022	2400/19
DD	20/09/22		2965	£312.64	£52.11	£260.53	P&F	Elite Business Systems UK Ltd	September 2022 Calls	2000/1/11
DD	22/09/22		2969	£112.94	£18.82	£94.12	RLOS	Worldpay	September 2022	3802/3/1

Paid Expenditure Transactions

between 01/09/22 and 30/09/22

Start of year 01/04/22

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DD	23/09/22	2971		£26,540.16	£4,423.36	£22,116.80	P&F	Salaries	September 2022 2600/1/1
DD	28/09/22	2986		£18.35	£0.00	£18.35	P&F	Lloyds Bank	Bank Charges September 2022 2000/1/18
DD 010922 1	01/09/22	2951		£6.94	£0.33	£6.61	P&F	British Gas	Greenways 2100/1
DD 010922 2	01/09/22	2952		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse September 2022 3802/1/6
DD 010922 3	01/09/22	2953		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery September 2022 3200/1/5
DD 2	22/09/22	2970		£6,548.26	£0.00	£6,548.26	P&F	Inland Revenue	August 2022 2600/1/2
DD 300922 1	30/09/22	2987		£47.72	£2.27	£45.45	P&F	British Gas	Greenways 07/08/22 - 07/09/22 2100/1
		2988/1		£84.05	£4.00	£80.05	RLOS	Utility Warehouse	Energy 3000/1/1
		2988/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Clubhouse 3000/1/1
DD 300922 2	30/09/22	2988		£86.45	£4.40	£82.05		Utility Warehouse	UW Sports Pavilion August 2022 3000/1/1
		2989/1		£43.80	£2.09	£41.71	RLOS	Utility Warehouse	Energy 3200/1/1
		2989/2		£32.84	£5.47	£27.37	RLOS	Utility Warehouse	Mobile 3000/1/6
		2989/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		2989/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD 300922 3	30/09/22	2989		£110.24	£13.16	£97.08		Utility Warehouse	UW Cemetery August 2022 3200/1/1
		2990/1		£493.99	£23.52	£470.47	RLOS	Utility Warehouse	Energy 3802/1/3
		2990/2		£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile 3000/1/6
		2990/3		£31.99	£5.33	£26.66	RLOS	Utility Warehouse	Phone & Broadband 3802/2/5
		2990/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3802/1/3
DD 300922 4	30/09/22	2990		£555.38	£33.75	£521.63		Utility Warehouse	UW Carvers Clubhouse August 2022 3802/1/3
		1230/1		£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	Indicator cover on Front Deck Kubota and PTO shaft Front cover 3000/3/2
deleted - duplicate	01/09/22	1230	RTC803819	£0.00	£0.00	£0.00		Peter Noble Ltd	3000/3/2
		2239/1		£0.00	£0.00	£0.00	P&F	Amazon	Megaphone 2400/9
deleted see tn 2240	01/09/22	2239		£0.00	£0.00	£0.00		Amazon	Transaction created in error. Value set to zero - see TN 2240/1 2400/9
Lloyds CC 200922 1	20/09/22	2966		£27.60	£0.00	£27.60	PT&E	Google	August 2022 4000/1/6
Lloyds CC 200922 2	20/09/22	2967		£218.16	£36.36	£181.80	P&F	Microsoft	August 2022 2000/1/5

Paid Expenditure Transactions

between 01/09/22 and 30/09/22

Start of year 01/04/22



Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC 200922 3	20/09/22	2968		£36.00	£6.00	£30.00	P&F	Microsoft	August 2022 2000/1/5
		2992/1		£299.43	£32.00	£267.43	RLOS	Booker	food for resale 3802/3/1
Lloyds CC 300922 2	20/09/22	2992	RTC804786	£299.43	£32.00	£267.43		Booker	Food for resale 3802/3/1
Lloyds CC Sept 2022	20/09/22	2993		£10.99	£1.83	£9.16	RLOS	Canva	Monthly subscription August 2022 3802/2/1
		2991/1		£343.24	£45.95	£297.29	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Sept 22 1	20/09/22	2991	RTC804789	£343.24	£45.95	£297.29		Booker	food for resale order number 75121054 3802/3/1
Lloyds CC Sept 22 4	20/09/22	2995		£-6.95	£-1.16	£-5.79	RLOS	Booker	Credit note 3802/3/1
		2996/1		£348.78	£52.22	£296.56	RLOS	Booker	Catering supplies for re-sale 3802/3/1
Lloyds CC Sept 22 5	20/09/22	2996	RTC804767	£348.78	£52.22	£296.56		Booker	Catering supplies paid for by credit card 3802/3/1
		2994/1		£14.00	£0.00	£14.00	RLOS	Facebook Ads	facebook ad 3802/2/1
Lloyds CC Sept 22 6	20/09/22	2994	RTC804826	£14.00	£0.00	£14.00		Facebook Ads	promotion for summer prog 3802/2/1
		2997/1		£289.66	£31.80	£257.86	RLOS	Booker	Food for re-sale paid on NV credit card-order 74844221 3802/3/1
Lloyds CC Sept 22 7	20/09/22	2997	RTC804758	£289.66	£31.80	£257.86		Booker	Carvers Clubhouse food order for re-sale - ordered 3.8.22 - 74844221 3802/3/1
		2998/1		£137.28	£12.12	£125.16	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Sept 22 8	20/09/22	2998	RTC804746	£137.28	£12.12	£125.16		Booker	Food for resale paid on credit card 3802/3/1
Petty Cash Sept 22	30/09/22	3015		£48.67	£0.00	£48.67	Counc	Ringwood Town Council	Petty Cash September 2022 10000
Total				£58,646.22	£6,468.21	£52,178.01			

POLICY AND FINANCE COMMITTEE 21st SEPTEMBER 2022**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted 30-Sep-22	Actual at 30-Sep-22	Predicted Movement	Proposed Transfers		Predicted 30-Oct-22
				Cash Out	Cash In	
	£	£	£	£	£	£
Imprest (Current) Account	78,031	338,159	-300,000		30,000	68,159
Business Account	61,555	61,557		-30,000		31,557
Investment Accounts	1,200,000	950,000	250,000			1,200,000
Greenways Rent Deposit	0	0				0
Petty Cash - Imprest	107	191				191
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,339,868	1,350,082	-50,000	-30,000	30,000	1,300,082

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19/10/22

19/10/22

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
 - Anticipated net expenditure to end September 50,000
 - Transfer approved September P&F actioned October 250,000
 - Net anticipated movement on imprest account **300,000**
- 2 **Investment Maturity**
 - No investments due to mature
- 3 The bank accounts were reconciled as at 30th September 2022
- 4 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- 5 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 6 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 19th October 2022

BUDGETARY CONTROL Quarter 2 – April to September 2022

1. BACKGROUND

1.1 The purpose of this report is to provide Members with both the budget monitoring report for the first half of the year 2022-23 and to present a draft revised budget for the year together with an update on progress towards producing a draft budget for 2023/24.

1.2 At the last meeting it was reported that approved changes to planned expenditure would increase the required drawdown from the general reserve to £13,516. However, further changes since that meeting, including the additional legal fees approved at the last full council meeting, together with changes to the small tools budget and transfers from reserves, have increased the required drawdown to £43,622. The current approved budget may therefore be summarised as follows:

1.3	Original	post Sept P&F
	£	£
Expenditure	808,927	3,136,950
Plus transfers to earmarked reserves	38,400	41,888
Less Income	-243,568	-2,177,068
Less transfers from earmarked reserves	<u>-42,369</u>	<u>-404,198</u>
Net budget requirement	561,390	597,573
Funded by:		
Council Tax	553,949	553,949
Plus transfer from the General Reserve	<u>7,441</u>	<u>43,624</u>
	561,390	597,573

1.4 Preparation of the revised budget for the year is well progressed and discussed below. The most significant changes will be the additional energy costs and the proposed pay award which have been previously discussed.

1.5 Reserves stood at £618,049 at the 1st of April including rent & key deposits and the sums held in respect of the carried over underspends and receipts held in advance. Additional sums amounting to £442,892 have been added to reserves in the current year most of which is in respect of the football development project. These plans will now see a net transfer from reserves of £367,561, with a projected balance of £647,120 at year end. An updated schedule of planned and actual movements on reserves is included at Appendix 2.

1.6 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the approved 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. The summary comparison report is presented Committee by committee and reflects the new budget structure with Events and Carvers Clubhouse budgets included within Recreation, Leisure and Open Spaces Committee.

2. INCOME & EXPENDITURE TO THE END OF September 2022

2.1 Total receipts to the end of September amount to £1,117,098 but this includes £442,858 in respect of grants and other unbudgeted capital receipts and £553,949 precept. Income received to date against the budget therefore amounts to £120,291, which is slightly less than 50% of the original predicted figure for the year. For the purposes of this comparison, the additional planned capital receipts have been excluded as they will distort the picture.

Income received to date therefore is broadly in line with predictions. However, as previously noted this total figure masks some variances particularly on activities and rental income. Allotments invoices were sent out at the end of August and receipts are only just beginning to materialise.

- 2.2 A further in depth analysis of income has taken place whilst preparing the revised budget. Income is expected to grow slightly, mainly because of trading and events income, both of which have been performing well, but much of these gains will be mitigated by the disappointing activities and rental income. Overall, excluding income generated through the football development project, income is expected to increase by £7,700.
- 2.3 Expenditure to the end of September totalled £347,108. 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 £19,213 making expenditure to the end of August £425,054. However, this includes expenditure of £29,848 on land acquisition at Forestside Gardens and a further £5,300 on legal fees, neither of which was included in the original budget. Excluding these reduces expenditure to date against the original budget to £389,906. This is 48% of the original annual budget, which is broadly in line with predictions assuming linear spend.
- 2.4 It was previously reported that there are several emerging significant budget pressures. These have had limited impact on the spend to date but will have a considerable impact on the budget during the remainder of this year. These pressures have all been picked up in the revised budget proposal discussed below but in summary they cover pay costs which are expected to increase the required pay budget by £23,400, Legal fees for which an additional budget provision has been approved and energy costs which are expected to add around £6,000 in the current year.

3. REVISED BUDGET & BUDGET PREPARATION 2023/24

- 3.1 A draft revised budget has been prepared and is summarised at Appendix 3 together with a base draft, excluding any inflation adjustments, for 2023/24. A working group of Councillors and officers has been established to develop the budget going forward and into 2023/24.
- 3.2 The most significant change to the revised budget for 2022/23 will be staff costs. The proposed pay award, which has yet to be agreed, will add just over 7% to pay costs where we had allowed 3.5%. The difference, including the reduction in employer's National Insurance contributions announced in the recent budget, and a reduction in hours worked, will amount to £23,400. In addition, Ringwood events are predicted to incur additional expenditure of £19,300 (although income is also expected to increase by £13,600). These are in addition to the increases that have been approved up to the end of September. It should be noted that savings in a wide range of budgets have also been identified in order to mitigate the impact of the unavoidable budget increases. Nevertheless, in aggregate, predicted changes to expenditure will add a further £49,764 to the expenditure budget.
- 3.2 A much more modest increase in income is predicted, with receipts expected to increase by £7,700. However, other than for Ringwood events and cemeteries, income generally is likely to be somewhat below original budget predictions. This is primarily due to the rental vacancy at Greenways and the cessation of football revenue whilst the football development project is underway. Other income streams are running close to their budget.
- 3.3 The net impact of the revisions to the budget will be a further increase in the amount which will need to be drawn from the general reserve. The original budget required a transfer from the general reserve of £7,441 in order to balance. The proposed revised budget will require a transfer of £80,443.

3.3 The proposed revised budget may be summarised as follows:

	Original Budget £	Proposed Revised Budget £
Expenditure	808,927	3,186,712
Plus transfers to earmarked reserves	38,400	38,400
Less Income	-243,568	-2,184,759
Less transfers from earmarked reserves	<u>-42,369</u>	<u>-405,961</u>
Net budget requirement	561,390	634,392
Funded by:		
Council Tax	553,949	553,949
Plus transfer from the General Reserve	<u>7,441</u>	<u>80,443</u>
	561,390	634,392

- 3.4 The revised budget proposal is summarised by committee in appendix 3. The proposed transfer from the general reserve will leave a balance on the reserve at year end of £223,798.
- 3.5 The preliminary draft budget for 2023/24 is also included in appendix 3. The budget has been developed from the existing budget with known changes applied. All of the budget managers have been involved in attempting to identify opportunities to reduce spend and the next step is to involve the working group of councillors and officers in further refining the budget proposal. Other than the football development project and the proposed Columbarium, there are no growth or capital schemes in the plans for next year.
- 3.6 Pay costs have been analysed in some detail. The estimates for 2023/24 are based on current pay scales and work profiles with the proposed 2022/23 pay award added, but no allowance has been made for any pay award in 2023/24. Members should also note that no account has yet been taken of the financial consequences of the recent pay review. Pay accounts for just over 60% of gross revenue expenditure and a pay award in 2023/24 of 5% would add around £26,000 to the budget requirement.
- 3.7 The 2023/24 budget, as presented in Appendix 3, makes no allowance for any inflation. It has been reported that general inflation is expected to remain around 10% into next year. Much of the Town Council expenditure is uncommitted which means that inflation could be avoided by simply reducing the quantity or frequency of goods and services that are bought in. However, in some cases, expenditure is linked to contracts which have an inflationary uplift built in and such increases in costs will be unavoidable.
- 3.8 The preliminary estimate for next year suggests an increase in the net budget requirement of £40,000 before any inflation adjustments are made. Gross expenditure is estimated to be around £1.5 million, including capital programs such as the football development project and Columbarium. Base revenue expenditure is around £800,000.
- 3.9 In order to progress the budget further, it will be very helpful to have some guidance on factors such as inflation, particularly with respect to income, use of reserves, budget adjustments and growth and a target Council Tax or precept requirement.

7. RESERVES & BALANCES

- 7.1 The opening reserves balance was £618,049 at the 1st of April. This was made up of Earmarked Reserves of £298,687, Customer deposits of £15,121 and a General Reserve of £304,241. Additional receipts of £435,330 in respect of the football development project, £2,842 in respect of CIL, £3,067 in respect of Developer's Contributions, £1,119 in respect of Covid, "re-opening of the High Street safely" grant and £500 in respect of the disposal of redundant equipment have been received as at the 30th September. A further £34 has been received for key deposits. Rent deposits have reduced by £2,637.50 on the return of the Community First deposit.
- 7.2 Earmarked reserves will grow during the current year because of the receipt of grant and developers contributions in respect of the football development project, much of which will be held until required in 2023/24. The predicted closing balance of reserves is therefore £647,120 consisting of £373,984 earmarked reserves, £260,619 general reserve and £12,517 key deposits.
- 7.3 The preliminary budget proposals for 2023/24 assume a net reduction in earmarked reserves of £107,610, mainly due to the football development project. No assumptions have been made about the general reserve, the balance of which remains at £260,619. Total reserves are therefore expected to drop to around £540,000.
- 7.4 The reserves policy will be reviewed as part of the budget setting process. The Town Council currently adds £38,400 per annum to a range of earmarked reserves in accordance with the policy and this has a direct impact on the budget requirement. The budget review working group will have the opportunity to suggest changes to the policy which will then be brought back to this Committee for endorsement.
- 7.5 The balance of reserves at year end will depend largely on progress on the various capital projects which are being funded by earmarked reserves. The general reserve, however is likely to reduce to around £260,000 this year which is around 47% of the current precept.
- 7.6 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

8. RECOMMENDATIONS

It is **recommended** that Members:-

- 8.1 note the budget monitoring position.
- 8.2 note the projected balances of Reserves.
- 8.3 Approve the revised budget for 2022/23.
- 8.4 Note the preliminary budget for 2023/24.
- 8.5 Provide guidance on further budget development including growth bids, inflation, precept and use of reserves.

A

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Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Policy & Finance					
Income					
200	Revenue Income	£121,081.00	£442,858.31	£490,523.74	-£73,415.57
280	Carvers Club House Income	£0.00	£0.00	-£24.00	-£24.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£121,081.00</u>	<u>£442,858.31</u>	<u>£490,499.74</u>	<u>-£73,439.57</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
2000	Establishment	£108,947.00	£0.00	£44,555.35	£64,391.65
2100	Maintenance	£38,002.00	£0.00	£9,911.00	£28,091.00
2200	Democratic Process (members Costs)	£12,340.00	£0.00	£5,061.62	£7,278.38
2210	Grants	£9,900.00	£0.00	£4,000.00	£5,900.00
2300	Employee Costs- Allocated Office Staff	£107,814.00	£0.00	£52,129.31	£55,684.69
2310	Employee overhead Costs	£3,007.00	£0.00	£1,725.00	£1,282.00
2400	Other	£76,322.00	£0.00	£14,600.94	£61,721.06
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£29,848.00	£0.00	£29,847.95	£0.05
2600	Wages Control Account	£0.00	£0.00	-£19,212.72	£19,212.72
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£417,726.00</u>	£0.00	<u>£158,391.40</u>	<u>£259,334.60</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Recreation, Leisure & Open Spaces					
Income					
300	Revenue Income (RLOS)	£32,507.00	£0.00	£17,028.85	-£15,478.15
310	Events	£15,000.00	£0.00	£9,079.69	-£5,920.31
320	Cemetery Income	£40,550.00	£0.00	£24,095.28	-£16,454.72
330	Allotment Income	£5,465.00	£0.00	£117.64	-£5,347.36
350	Capital Income	£1,933,500.00	£0.00	£0.00	-£1,933,500.00
380	Carvers Clubhouse	£18,865.00	£0.00	£16,473.07	-£2,391.93
Total Income		<u>£2,045,887.00</u>	£0.00	<u>£66,794.53</u>	<u>-£1,979,092.47</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
3000	Recreation & Leisure (Other)	£64,614.00	£0.00	£26,467.33	£38,146.67
3001	RL&OS -Employee Costs	£149,525.00	£0.00	£73,155.19	£76,369.81
3002	Employee Costs	£2,750.00	£0.00	£1,425.00	£1,325.00
3100	Events	£20,000.00	£0.00	£27,392.85	-£7,392.85
3101	Events - Employee Costs	£5,482.00	£0.00	£7,813.09	-£2,331.09
3200	Cemetery	£9,503.00	£0.00	£5,036.03	£4,466.97
3201	Cemetery -Employee Costs	£49,502.00	£0.00	£24,173.03	£25,328.97
3300	Allotments	£2,415.00	£0.00	£743.38	£1,671.62
3301	Allotments -Employee Costs	£16,042.00	£0.00	£7,966.36	£8,075.64
3350	Capital Expenditure	£2,272,100.00	£0.00	£3,785.75	£2,268,314.25
3801	Youth Services Employee costs	£55,248.00	£0.00	£28,052.71	£27,195.29
3802	Carvers Clubhouse	£30,510.00	£0.00	£23,217.10	£7,292.90
Total Expenditure		<u>£2,677,691.00</u>	£0.00	<u>£229,227.82</u>	<u>£2,448,463.18</u>

Financial Budget Comparison

A

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

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

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Expenditure				
4000 Planning, Town & Environment	£17,367.00	£0.00	£6,676.67	£10,690.33
4001 Employee Costs	£24,166.00	£0.00	£11,538.54	£12,627.46
4050 Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Expenditure	<u>£41,533.00</u>	£0.00	<u>£18,215.21</u>	<u>£23,317.79</u>

Financial Budget Comparison

A

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Council Income				
100 Precept	£553,949.00	£0.00	£553,949.00	£0.00
102 Interest Business A/c	£0.00	£0.00	£5.59	£5.59
110 Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£553,949.00</u>	£0.00	<u>£553,954.59</u>	<u>£5.59</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Expenditure					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£7.00	-£7.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>£7.00</u>	<u>-£7.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Total Income	£2,731,017.00	£442,858.31	£1,117,098.86	
Total Expenditure	£3,136,950.00	£0.00	£405,841.43	
Total Net Balance	-£405,933.00		£711,257.43	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2024

	Actual Balance 01/04/22 £	Transfers 2022/23 :				Actual Balance 01/04/22 £	Planned and Proposed Movements 2023/24:					Estimated Balance 31/03/23 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
EARMARKED PROVISIONS												
I.T. & Equipment	18,400	4,500	0			22,900	4,500		0			27,400
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	19,533	4,000	0			23,533	4,000		-17,000			10,533
Buildings Reserve	33,567	5,000	-2,200			36,367	5,000	-950	0			40,417
Election	11,042	1,500	0			12,542	1,500		0			14,042
Vehicle & Machinery	22,572	11,000	0			33,572	11,000		0			44,572
Play Equipment	3,031	6,900	-1,000			8,931	6,900		0			15,831
Memorials	0		0			0			0			0
Christmas Lights	0		0			0			0			0
Carvers Clubhouse	29,525	2,500	-2,100	500		30,425	2,500	-1,000	0			31,925
Ringwood Events	16,768		-19,350			-2,582		-3,000				-5,582
Memorial Lantern	1,354		0			1,354			0			1,354
Carvers Grounds	11,300		0			11,300			0			11,300
Infrastructure & Open Spaces	12,685	3,000	-6,675			9,010	3,000		0			12,010
Neighbourhood Plan	6,473		-6,473			0			0			0
Football development Project			-326,500	435,330		108,830			-108,830			0
Budget Underspends retained for use in 2022/23*	8,243		-8,243			0		0				0
Total Provisions	219,495	38,400	-372,541	435,830	0	321,183	38,400	-4,950	-125,830	0	0	228,803
RESERVES												
Earmarked Reserves:												
Dev Contribs	3,213		-750	3,067		5,530		-1,000	0			4,530
Cem Maint	980		-230			750		-230	0			520
Dev Cons(CIL)	51,449		-31,048	2,842		23,243			-14,000			9,243
Capital Receipts	20,334		-1,392	0		18,942			0	0		18,942
Grants Unapplied	3,217		0	1,119		4,335		0	0			4,335
Loans Unapplied	0		0	0		0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-405,961	442,858	0	373,984	38,400	-6,180	-139,830	0	0	266,374
General Reserve	304,241		-43,622			260,619	0	0			0	260,619
Key Deposits	15,121		-2,638	34		12,517						12,517
Total Reserves & Customer Deposits	618,049	38,400	-452,221	442,892	0	647,120	38,400	-6,180	-139,830	0	0	539,510

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2022/23 AND
DRAFT BUDGET 2023/24

A

1	2	4	5	6	7	8	9	10
	Committee	Actual 19/20 £	Actual 20/21 £	Budget 22/23 £	Revised 22/23 £	Inflation £	Known Changes* £	Budget 23/24 £
	Policy & Finance							
	Expenditure	366,239	333,478	417,726	435,398	0	-47,316	370,252
	Income	-125,766	-120,533	-121,080	-117,210	0	713	-120,367
	Net Expenditure	240,473	212,945	296,646	318,188	0	-46,603	249,885
	Transfers to Reserves	24,792	14,000	14,000	14,000	0	0	14,000
	Transfers from Reserves	-26,168	-6,146	-37,948	-37,948	0	0	-3,950
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	239,097	220,799	272,698	294,240	0	-46,603	259,935
	Recreation & Leisure							
	Expenditure	223,763	219,923	2,488,990	2,488,016	0	-2,285,874	985,381
	Income	-34,273	-33,984	-1,966,007	-1,960,121	0	1,300,900	-665,107
	Net Expenditure	189,490	185,939	522,983	527,895	0	-984,974	320,274
	Transfers to Reserves	19,900	17,900	17,900	17,900	0	0	17,900
	Transfers from Reserves	-35,500	-14,654	-344,043	-342,110	0	235,213	-139,830
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	173,890	189,185	196,840	203,685	0	-749,761	198,344
	Events							
	Expenditure	13,351	6,679	25,482	44,822	0	0	41,115
	Income	-15,988	-3,085	-15,000	-28,646	0	0	-28,000
	Net Expenditure	-2,637	3,594	10,482	16,176	0	0	13,115
	Transfers to Reserves			3,488	0			0
	Transfers from Reserves			-10,482	-13,970			0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	-2,637	3,594	3,488	2,206	0	0	13,115
	Cemeteries							
	Expenditure	43,687	42,913	59,005	61,325	0	115	59,028
	Income	-34,073	-36,240	-40,550	-42,467	0	0	-40,550
	Net Expenditure	9,614	6,673	18,454	18,858	0	115	18,477
	Transfers to Reserves	4,000	4,000	4,000	4,000	0	0	4,000
	Transfers from Reserves	-230	-230	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	13,384	10,443	22,224	22,628	0	115	22,247
	Allotments							
	Expenditure	11,782	11,725	18,457	19,174	0	-165	19,158
	Income	-5,209	-5,374	-5,465	-5,465	0	0	-5,465
	Net Expenditure	6,573	6,351	12,992	13,709	0	-165	13,693
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	6,573	6,351	12,992	13,709	0	-165	13,693
	Carvers Clubhouse							
	Expenditure	63,276	57,346	85,758	95,355	0	0	92,436
	Income	-14,717	-3,494	-18,865	-25,000	0	0	-25,273
	Net Expenditure	48,559	53,852	66,893	70,355	0	0	67,163
	Transfers to Reserves	5,000	2,500	2,500	2,500	0	0	2,500
	Transfers from Reserves	0	-2,026	-5,022	-4,480	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	53,559	54,326	64,371	68,375	0	0	68,663
	Planning, Town & Environment							
	Expenditure	20,985	25,600	41,533	42,622	0	-13,567	26,830
	Income	-1,100	-9,225	-10,100	-5,850	0	9,000	-1,100
	Net Expenditure	19,885	16,375	31,433	36,772	0	-4,567	25,730
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-5,170	-1,120	-6,473	-7,223	0	5,473	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	14,715	15,255	24,960	29,549	0	906	24,730

RINGWOOD TOWN COUNCIL
 BUDGET AND REVISED BUDGET 2022/23 AND
 DRAFT BUDGET 2023/24

A

Total Base Expenditure	743,083	697,664	3,136,950	3,186,712		1,594,200
Total Income	-231,126	-211,935	-2,177,068	-2,184,759		-885,863
Total transfer to reserves	53,692	38,400	41,888	38,400		38,400
Total Transfer from reserves	-67,068	-24,176	-404,198	-405,961		-146,010
Total New Bids						0
Less funded from earmarked reserves						0
Total Budget Requirement	498,581	499,953	597,573	634,392		600,728
Precept	497,549	519,907	553,949	553,949		600,728
Covid Relief grant			0	0		0
Transfer to/-from General Reserve	-1,032	19,954	-43,624	-80,443		0

Current Projects Update

B

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 (phase 1 works scheduled for completion in 2023)	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Work on the artificial turf pitch has started.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out in August and stream clearance scheduled for 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	Site visit held with NFDC & HCC on 10/08/2022 and Workshop to take place on 17th October to consider desires and opportunities in more detail.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

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

A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage. Additional funds required to progress.	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	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of all control measures needed will be assessed and factored into the next budget round.
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)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete on or before 1st November)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	The Council's IT support provider has advised on options. The committee agreed further steps in September.	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 December 2022.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and 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 December 2022.)	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.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease were considered at the committee meeting on 21st September and guidance given to the Council's representatives for the conduct of further negotiations.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress	Winding-up process and requirements are being researched.	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 by Christmas.	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 awaiting officer availability. 1		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, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	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).

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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.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

B

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	The external consultant has consulted relevant staff and officers have discussed her provisional findings with the committee. A further committee meeting is being arranged to consider the final report.	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update

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

Closed Projects Report

B

No.	Name	Description	Outcome	Notes
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Full Council

Planning, Town & Environment Committee

Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
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

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	