

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 19th April 2023 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Gareth DeBoos (*ex-officio*)
Cllr Rae Frederick (*ex-officio*)
Cllr John Haywood

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

ABSENT: Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Glenys Turner

F/6166 PUBLIC PARTICIPATION

There were no members of the public present.

F/6167 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Kelleher and Turner.

F/6168 DECLARATIONS OF INTEREST

There were none.

F/6169 MINUTES OF THE PREVIOUS MEETING

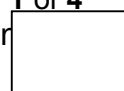
RESOLVED: That the minutes of the meeting held on 22nd March 2023, having been circulated, be approved and signed by the Chairman as a correct record.

F/6170 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 March.

He reported that the VAT return for the first quarter had been submitted and because of the larger invoices paid for the football club project, the amount received will be considerable and he expected to be adding funds of £125,000 to CCLA account, in due course.

In respect of the final accounts, the Finance Manager had previously reported that a draw on the general reserve in excess of £93,000 would be necessary to balance the books. However, he now expected a reduction in this shortfall of £31,500, meaning a revised figure to be drawn of £62,000.



The variation is largely due to slippage in expenditure items from the revenue account and these costs will materialise in 2023-24 budget.

The accounts for 2022-23 were not finalised and he highlighted two large transactions were yet to be processed, for managing the Gateway building and the apportioned costs of the building, but he did not expect these to significantly change the overall position.

RESOLVED: 1) That the list of payments made from the Imprest Account for March 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 March of £50.04 be noted;
4) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised; and
5) That the Finance Manager's budgetary control report be received and the budget monitoring position and projected balance of reserves be noted.
6) That provision be made in reserves for deferred expenditure from 2022-23 due to slippage.

ACTION R Fitzgerald

**F/6171
GRANT ALLOCATIONS REPORT**

The report had been prepared following a request from Members for information on regular applicants for Grant Aid (*Annex B*). Awards dating back a number of years had been analysed and it was found there were five regular applicants in the last five years, with three or four of those applying each year. Members found this information very helpful and requested it be provided on future occasions.

It was noted the budget for grants for 2023-34 is £5,000. A discussion followed on how grant applications should be considered in future, in relation to regular applicants and all grant aid applications in general.

Members proposed that applications be considered en masse twice a year, similarly to other councils and this was agreed. This would enable them to see the whole picture and make awards accordingly, with a view to awarding half of the budget on each occasion. Suitable months were suggested, but this is to be considered further by officers.

RESOLVED: 1) That the grants budget history and current provision be noted;
2) That no budget be set aside for regular applicants and each application be dealt with on its merits; and
3) That Grant Aid applications be considered twice a year on dates to be agreed.

ACTION C Wilkins / R Fitzgerald

**F/6172
COMPLAINTS PROCEDURE REVIEW**

Members considered the Town Clerk's report (*Annex C*). It was suggested there should be some oversight by Members of complaints received and agreed that this should be reported on an annual basis in future.

RESOLVED: 1) That the Town Clerks report be noted;
2) That the complaints procedure be approved; and

3) That a report on complaints be prepared for the Mayor on an annual basis.

ACTION C Wilkins

**F/6173
SUBSCRIPTIONS**

Members reviewed the list of subscriptions (*Annex D*).

RESOLVED: 1) That the list of subscriptions be noted; and
2) That subscription to GoNewForest be reviewed before renewal (in January) and a representative be invited to attend the meeting to outline the benefits of membership.

ACTION C Wilkins

**F/6174
PROVISION FOR 10-ACRE FIELD LEGAL COSTS**

The Town Clerk reminded the Committee of an earlier discussion in relation to lease of the 10-acre field, which is between the landowners and NFDC, and is due to expire. NFDC had exercised the option to renew and indicated it was happy for the new lease to be granted to the Council, subject to the Council bearing all legal costs, and this had already been agreed.

The solicitors instructed by the landowner have asked for a cost undertaking of £2,000. The Town Clerk would undertake most of the work required on behalf of the Council, but envisaged costs arising from legal registration of the land in the region of £1,000.

There was no financial provision for these costs, however it was reported that the budget set aside for legal matters would not be exhausted and he suggested an informal virement to cover the costs for 10-acre field legal fees.

It was noted that the landowner / developer had provided an informal briefing to the Council in respect of the planning application and advised 10-acre field had now been excluded from it and the open space requirement would be provided from within the site. It is in the interest of the town for the Council to be in control of this site.

RESOLVED: That the legal costs of £3,000 for 10-acre field legal costs be agreed and funded from the budget set aside for legal matters.

ACTION C Wilkins

**F/6175
PROJECTS (current and proposed)**

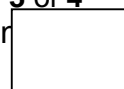
RLOS7 Bowling Club lease

The Town Clerk indicated that discussions were continuing and the proposed lease will be brought before the Committee when ready to be considered.

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

**F/6176
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 F – Confidential minute*)

F/6177

LEGAL MATTERS

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

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

There being no further business, the Chairman closed the meeting at 7.40pm.

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

RECEIVED
26th April 2023

APPROVED
24th May 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

13th April 2023

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3406/1	£48.00	£8.00	£40.00	RLOS	Mant Leisure	To supply 6 x replacement rubber strips for trampoline at Carvers	3000/2/16
1380	01/03/23	3406	RTC805049	£48.00	£8.00	£40.00		Mant Leisure	Trampoline spares	3000/2/16
			3425/1	£143.35	£23.89	£119.46	RLOS	Letters & Logos Ltd	feather flags for clubhouse	3802/2/1
1393	01/03/23	3425	RTC805034	£143.35	£23.89	£119.46		Letters & Logos Ltd	feather flags for clubhouse	3802/2/1
			3426/1	£110.70	£18.45	£92.25	RLOS	Letters & Logos Ltd	New signs for Allotments	3300/2/1
1394	01/03/23	3426	RTC805041	£110.70	£18.45	£92.25		Letters & Logos Ltd	New signs for Allotments	3300/2/1
DD	01/03/23	3470		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse March 2023	3802/1/6
1395	06/03/23	3427	RTC805067	£300.00	£0.00	£300.00	P&F	Bickerley Green Residential Home	Discretionary grant per P&F 15/02/2023 - F/6142	2210/1
			3437/1	£12.00	£0.00	£12.00	PT&E	Trevor Pogson	3 x full colour posters	4000/1/6
1396	07/03/23	3437	RTC805030	£12.00	£0.00	£12.00		Trevor Pogson	Printing of posters for Neighbourhood Plan exhibition boards	4000/1/6
			3438/1	£400.00	£0.00	£400.00	RLOS	Ethical Activities Cic	half term activity day	3802/2/7
1397	07/03/23	3438	RTC805062	£400.00	£0.00	£400.00		Ethical Activities Cic	Half term activity day	3802/2/7
			3439/1	£1,458.00	£243.00	£1,215.00	RLOS	NBB Recyled Furniture	2 Replacement picnic benches for Carvers platpark	3000/2/16
1398	07/03/23	3439	RTC805066	£1,458.00	£243.00	£1,215.00		NBB Recyled Furniture	3 Replacement picnic benches for Carvers playpark	3000/2/16
			3440/1	£37.07	£6.18	£30.89	RLOS	Hampshire County Council	604422 Toilet rolls - Carvers - pack of 6	3802/2/2
1399	07/03/23	3440	RTC805076	£37.07	£6.18	£30.89		Hampshire County Council	Toilet rolls for Carvers	3802/2/2
			3441/1	£1.57	£0.26	£1.31	RLOS	screwfix	Waste Pipe Joiner	3802/1/1
1400	07/03/23	3441	RTC805081	£1.57	£0.26	£1.31		screwfix	Waste Pipe Joiner for waste pipe at Clubhouse	3802/1/1
			3442/1	£13.90	£2.32	£11.58	RLOS	screwfix	Drill Bit For Fixing Picknic Benches at Clubhouse	3802/1/1
1401	07/03/23	3442	RTC805082	£13.90	£2.32	£11.58		screwfix	Drill Bit For fixing new outside picknic benches at Clubhouse.	3802/1/1
			3443/1	£10.28	£1.71	£8.57	RLOS	screwfix	Waste Pipe fittings	3000/2/1
1402	07/03/23	3443	RTC805083	£10.28	£1.71	£8.57		screwfix	Pipe fittings for waste pipes.	3000/2/1
			3444/1	£445.76	£74.29	£371.47	RLOS	Hooper Services Limited	parts and maintenance cost	3802/1/1
1403	07/03/23	3444	RTC805087	£445.76	£74.29	£371.47		Hooper Services Limited	Service of floor scrubber	3802/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3445/1	£1,660.80	£276.80	£1,384.00	RLOS	Insight Security & Facilities Ltd	security for xmas event	3100/2
1404	07/03/23	3445	RTC804811	£1,660.80	£276.80	£1,384.00		Insight Security & Facilities Ltd	Security for xmas event-	3100/2
			3446/1	£193.80	£32.30	£161.50	RLOS	Insight Security & Facilities Ltd	medic	3100/2
			3446/2	£255.00	£42.50	£212.50	RLOS	Insight Security & Facilities Ltd	Ambulance	3100/2
1404	07/03/23	3446	RTC804947	£448.80	£74.80	£374.00		Insight Security & Facilities Ltd	First aid provision for Ringwood Winter Wanderland	3100/2
			3472/1	£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees	2400/19
			3472/2	£120.00	£0.00	£120.00	P&F	Austin & Wyatt	Inv 262 Hope Electrical Electirical repairs	2100/3
BGC	14/03/23		3472	£279.90	£26.65	£253.25		Austin & Wyatt	March 2023	2400/19
			3450/1	£101,172.77	£16,862.13	£84,310.64	RLOS	Tiger Turf (UK) Ltd	ATP contract stage payment 4	3350/10
1409	15/03/23	3450	RTC805070	£101,172.77	£16,862.13	£84,310.64		Tiger Turf (UK) Ltd	ATP contract stage payment	3350/10
BP	15/03/23		3471	£8,501.84	£0.00	£8,501.84	P&F	Hampshire County Council	Pension - February 2023	2600/1/3
			3449/1	£130,996.22	£21,832.70	£109,163.52	RLOS	Knights Brown Construction Limited	Pavilion contract stage payment nr 1	3350/10
1408	17/03/23	3449	RTC805075	£130,996.22	£21,832.70	£109,163.52		Knights Brown Construction Limited	Football pavilion contract payment	3350/10
DD	17/03/23		3473	£319.57	£53.26	£266.31	P&F	British Gas	Greenways 08/02/23 - 01/03/23	2100/1
DD	20/03/23		3476	£118.84	£5.66	£113.18	PT&E	SSE Southern Electric	February 2023	4000/1/2
DD 2	20/03/23		3477	£314.96	£52.49	£262.47	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	March 2023 calls	2000/1/11
			3479/1	£420.33	£57.28	£363.05	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Mar 23 1	20/03/23	3479	RTC805072	£420.33	£57.28	£363.05		Booker	food for resale - order number 80428863	3802/3/1
			3480/1	£201.52	£24.84	£176.68	RLOS	Booker	food for resale	3802/3/1
Lloyds CC March 23 2	20/03/23	3480	RTC805054	£201.52	£24.84	£176.68		Booker	Food for resale order 80299162	3802/3/1
Lloyds CC March 23 3	20/03/23		3481	-£11.63	-£1.94	-£9.69	RLOS	Booker	Credit note	3802/3/1
			3482/1	£31.98	£0.00	£31.98	RLOS	Iceland	food for resale (£43.98 & -£12.00)	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC March 23 4	20/03/23	3482	RTC805055	£31.98	£0.00	£31.98		Iceland	food for resale paid on credit card order 249536382 - see email Carvers Clubhouse 10/2/23	3802/3/1
Lloyds CC March 23 5	20/03/23	3483		£10.99	£1.83	£9.16	RLOS	Canva	Monthly subscription February 2023	3802/2/1
		3484/1		£5.68	£0.95	£4.73	RLOS	Amazon	hot water stickers	3802/1/5
Lloyds CC March 23 6	20/03/23	3484	RTC805116	£5.68	£0.95	£4.73		Amazon	Hot water warning signs paid on credit card	3802/1/5
		3485/1		£22.99	£0.00	£22.99	RLOS	Amazon	alternative milk sachets	3802/3/1
		3485/2		£1.99	£0.00	£1.99	RLOS	Amazon	needles for football pumps	3802/2/1
Lloyds CC March 23 7	20/03/23	3485	RTC805078	£24.98	£0.00	£24.98		Amazon	Food for resale and football needles	3802/3/1
Lloyds CC March 23 8	20/03/23	3486		£23.00	£0.00	£23.00	PT&E	Google	February 2023	4000/1/6
Lloyds CC March 23 9	20/03/23	3487		£218.16	£36.36	£181.80	P&F	Microsoft	18/01/23 - 17/02/23	2000/1/15
Lloyds CC Mar 23 10	20/03/23	3488		£36.00	£6.00	£30.00	P&F	Microsoft	18/01/23 - 17/02/23	2000/1/15
		3489/1		£23.99	£4.00	£19.99	RLOS	Amazon	tea towels	3802/3/1
		3489/2		£9.99	£1.67	£8.32	RLOS	Amazon	chopping board large	3802/3/1
		3489/3		£12.95	£2.16	£10.79	RLOS	Amazon	chopping boards small	3802/3/1
Lloyd CC Mar 23 11	20/03/23	3489	RTC805039	£46.93	£7.83	£39.10		Amazon	Catering supplies paid on credit card	3802/3/1
Lloyds Mar 23 11	20/03/23	3490		-£23.99	-£4.00	-£19.99	RLOS	Amazon	Reverse trans 3897 order 805039	3802/3/1
		3436/1		£30.00	£0.00	£30.00	PT&E	Poulner Junior School	2-hour hire from 6.30pm to 8.30pm	4000/1/6
1412	21/03/23	3436	RTC805024	£30.00	£0.00	£30.00		Poulner Junior School	Hire of community hall for Ringwood Neighbourhood Plan consultation event - 27th February 2023	4000/1/6
		3447/1		£129.60	£21.60	£108.00	RLOS	Evergold Trading Ltd	Aprons with logo	3802/2/1
		3447/2		£30.00	£5.00	£25.00	RLOS	Evergold Trading Ltd	Set up for logo printing	3802/2/1
		3447/3		£135.00	£22.50	£112.50	RLOS	Evergold Trading Ltd	polo shirts various sizes	3802/2/1
1406	21/03/23	3447	RTC805068	£294.60	£49.10	£245.50		Evergold Trading Ltd	Aprons and uniform for Clubhouse Staff	3802/2/1
		3448/1		£180.00	£30.00	£150.00	RLOS	Pains Fireworks	maroon for remembrance	3100/4

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
1407	21/03/23	3448	RTC805025	£180.00	£30.00	£150.00		Pains Fireworks	to provide a maroon for remembrance day 3100/4
		3451/1		£50.00	£0.00	£50.00	RLOS	Geraint Lloyd-Steer	football coaching 3802/2/1
1410	21/03/23	3451	RTC804724	£50.00	£0.00	£50.00		Geraint Lloyd-Steer	Football coaching summer 2022 3802/2/1
		3452/1		£60.00	£0.00	£60.00	RLOS	Soft Play Party Hire	soft play hire March 3802/2/1
		3452/2		£60.00	£0.00	£60.00	RLOS	Soft Play Party Hire	soft play hire April 3802/2/1
		3452/3		£60.00	£0.00	£60.00	RLOS	Soft Play Party Hire	soft play hire May 3802/2/1
1411	21/03/23	3452	RTC805102	£180.00	£0.00	£180.00		Soft Play Party Hire	Play equipment hire 3802/2/1
		3453/1		£84.00	£14.00	£70.00	RLOS	Peter Noble Ltd	Repair Pressure Washer 3000/3/2
1413	21/03/23	3453	RTC805044	£84.00	£14.00	£70.00		Peter Noble Ltd	To repair Carvers Pressure washer. 3000/3/2
		3454/1		£1,438.84	£239.81	£1,199.03	RLOS	Peter Noble Ltd	to service and replace front roller on Kubota Front deck mower 3000/3/2
1414	21/03/23	3454	RTC805089	£1,438.84	£239.81	£1,199.03		Peter Noble Ltd	To Service front deck mower and replace front roller. 3000/3/2
		3455/1		£130.00	£0.00	£130.00	P&F	Mike Coakley	Electrical fault find and repair 2100/3
1415	21/03/23	3455	RTC805071	£130.00	£0.00	£130.00		Mike Coakley	Electrical repair for 92 Southampton Road 2100/3
		3456/1		£58.36	£9.73	£48.63	RLOS	Gee-Tee Bulb Company	Winter Spring Planting, Bluebells 3000/5/8
		3456/2		£29.81	£4.97	£24.84	RLOS	Gee-Tee Bulb Company	Winter Spring Planting Snowdrops. 3000/5/8
		3456/3		£44.78	£7.46	£37.32	RLOS	Gee-Tee Bulb Company	Winter Spring Planting Winter Aconite 3000/5/8
1416	21/03/23	3456	RTC805080	£132.95	£22.16	£110.79		Gee-Tee Bulb Company	Winter spring planting. 3000/5/8
		3457/1		£155.00	£6.67	£148.33	RLOS	Site Safety Ltd	Protective clothing and work boots 3000/1/5
1417	21/03/23	3457	RTC805090	£155.00	£6.67	£148.33		Site Safety Ltd	Protective clothing and work boots. 3000/1/5
		3459/1		£168.00	£0.00	£168.00	RLOS	Zurich Insurance Plc	additional insurance inc IPT 3100/7
1419	21/03/23	3459	RTC805109	£168.00	£0.00	£168.00		Zurich Insurance Plc	Additional insurance for coronation event inc IPT 3100/7
		3460/1		£75.00	£0.00	£75.00	RLOS	Jodie Elms	deposit 3100/7
1420	21/03/23	3460	RTC805119	£75.00	£0.00	£75.00		Jodie Elms	deposit for performance fee at Coronation event 3100/7
		3461/1		£1,475.00	£0.00	£1,475.00	RLOS	Richard Connell T/A New Enclosure	Second interim charge for Carvers masterplanning 3350/1
1421	21/03/23	3461	RTC805110	£1,475.00	£0.00	£1,475.00		Richard Connell T/A New Enclosure	Landscape design services 3350/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			3462/1	£84.00	£14.00	£70.00	P&F	Concentrate Limited	6395 Internet Services 2000/1/14
			3462/2	£192.00	£32.00	£160.00	P&F	Concentrate Limited	6902 Website Hosting & Internet Services 2000/1/14
			3462/3	£192.00	£32.00	£160.00	P&F	Concentrate Limited	7010 Website Hosting & Internet Services 2000/1/14
1422	21/03/23		3462	£468.00	£78.00	£390.00		Concentrate Limited	Website services 2000/1/14
1423	21/03/23		3463	£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly Rental 15/03/23 - 14/04/23 3802/3/1
			3464/1	£22.23	£3.71	£18.52	P&F	Itec	Gateway 2000/1/9
			3464/2	£9.62	£1.60	£8.02	RLOS	Itec	Carvers Clubhouse 3802/2/2
1424	21/03/23		3464	£31.85	£5.31	£26.54		Itec	March 2023 2000/1/9
			3465/1	£18.79	£3.13	£15.66	RLOS	screwfix	Fixings for new gardens on Roundabout 3000/5/8
			3465/2	£12.98	£2.16	£10.82	RLOS	screwfix	2 handsaws 3000/3/1
1425	21/03/23		3465	£31.77	£5.29	£26.48		screwfix	Fixings for new gardens on Roundabout and Jubilee Gardens 2 handsaws 3000/5/8
			3466/1	£74.99	£0.00	£74.99	RLOS	screwfix	1 pair work saefty boots 3000/1/5
			3466/2	£8.99	£1.50	£7.49	RLOS	screwfix	1 tube wood filler 3200/2/1
1426	21/03/23		3466	£83.98	£1.50	£82.48		screwfix	1 pair work safety boots 1 tube wood filler 3000/1/5
			3467/1	£37.72	£6.29	£31.43	RLOS	Comax UK Ltd	coffee cups 3802/3/1
1427	21/03/23		3467	£37.72	£6.29	£31.43		Comax UK Ltd	Coffee cups 3802/3/1
			3468/1	£111.60	£18.60	£93.00	RLOS	Central Southern Security	Cemetery 3200/2/1
			3468/2	£102.00	£17.00	£85.00	RLOS	Central Southern Security	Carvers Clubhouse 3802/1/2
1428	21/03/23		3468	£213.60	£35.60	£178.00		Central Southern Security	Annual Maintenance of CCTV systems 3200/2/1
			3469/1	£25.20	£4.20	£21.00	P&F	Fernhill Wholesale	tea towels x 12 various designs 2400/5/1
			3469/2	£34.25	£0.00	£34.25	P&F	Fernhill Wholesale	maps OL22 x 5 2400/5/1
			3469/3	£39.50	£0.00	£39.50	P&F	Fernhill Wholesale	Avon Valley maps x 10 2400/5/1
			3469/4	£22.32	£3.72	£18.60	P&F	Fernhill Wholesale	New Forest Playing Cards x 12 2400/5/1
			3469/5	£28.08	£4.68	£23.40	P&F	Fernhill Wholesale	Cotton shopping bags x 12 2400/5/1
1429	21/03/23		3469	£149.35	£12.60	£136.75		Fernhill Wholesale	Stock for VIC sales 2400/5/1
DD	21/03/23		3478	£51.43	£8.57	£42.86	RLOS	Worldpay	February 2023 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	22/03/23	3475		£6,957.99	£0.00	£6,957.99	P&F	Inland Revenue	February 2023 2600/1/2
DD	24/03/23	3474		£26,073.23	£0.00	£26,073.23	P&F	Salaries	March 2023 2600/1/1
		3458/1		£1,733.10	£288.85	£1,444.25	RLOS	The Tree Management Company	Tree Survey Work on The Bickerley 3000/2/11
		3458/2		£808.08	£134.68	£673.40	RLOS	The Tree Management Company	Tree survey work Pocket Park 3000/2/11
1418	28/03/23	3458	RTC805097	£2,541.18	£423.53	£2,117.65		The Tree Management Company	Tree Survey Work on The Bickerley. Tree survey work Pocket Park 3000/2/11
		3491/1		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	December window clean 3802/1/1
		3491/2		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	January Window Clean 3802/1/1
		3491/3		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	Feb window clean 3802/1/1
		3491/4		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	March Window Clean 3802/1/1
1430	28/03/23	3491	RTC805086	£60.00	£0.00	£60.00		Windowsmith Window Cleaner	Carvers Clubhouse window clean 3802/1/1
		3492/1		£57.12	£9.52	£47.60	P&F	Letters & Logos Ltd	Change of signage on Gateway front doors 2000/3/4
1431	28/03/23	3492	RTC805069	£57.12	£9.52	£47.60		Letters & Logos Ltd	To remove signage on front sliding doors and replace with current opening times 2000/3/4
		3493/1		£104.54	£17.42	£87.12	PT&E	Letters & Logos Ltd	200 x A4 flyers roll folded 130gsm silk paper 4000/1/8
1432	28/03/23	3493	RTC805091	£104.54	£17.42	£87.12		Letters & Logos Ltd	Re-print of Flood Action Plan leaflets Quotation reference REF36095/1 4000/1/8
		3494/1		£46.08	£7.68	£38.40	RLOS	Letters & Logos Ltd	2 No Parking Signs for Allotment gates 3300/2/1
1433	28/03/23	3494	RTC805104	£46.08	£7.68	£38.40		Letters & Logos Ltd	2 No Parking signs for Allotment gates. 3300/2/1
		3495/1		£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	No Parking Sign for gate Crow Allotments 3300/2/1
1434	28/03/23	3495	RTC805111	£18.00	£3.00	£15.00		Letters & Logos Ltd	No Parking Sign for Gate at Crow Allotments. 3300/2/1
		3496/1		£71.02	£11.84	£59.18	RLOS	Site Safety Ltd	protective clothing hi vis coat 3000/1/5
		3496/2		£24.42	£4.07	£20.35	RLOS	Site Safety Ltd	protective trousers 3000/1/5
		3496/3		£27.61	£4.60	£23.01	RLOS	Site Safety Ltd	hi vis jogging bottoms 3000/1/5
1435	28/03/23	3496	RTC805098	£123.05	£20.51	£102.54		Site Safety Ltd	protective clothing. 3000/1/5

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3497/1	£92.02	£15.34	£76.68	RLOS	Ringwood Motor Company Ltd	New tyre for Transit Van	3000/3/5
1436	28/03/23	3497	RTC805125	£92.02	£15.34	£76.68		Ringwood Motor Company Ltd	New tyre for Transit Van to replace burst tyre.	3000/3/5
			3498/1	£255.00	£0.00	£255.00	RLOS	H & W Creative Limited	design work	3802/2/1
1437	28/03/23	3498	RTC805126	£255.00	£0.00	£255.00		H & W Creative Limited	Design work warm space, uniform, flags, activity day, social media campaigns	3802/2/1
1438	28/03/23	3499		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV Partnership Contribution 01/10/22 - 31/03/23	2400/15
			3500/1	£42.99	£7.17	£35.82	RLOS	screwfix	Weed Control Fabric	3000/5/8
1439	28/03/23	3500	RTC805120	£42.99	£7.17	£35.82		screwfix	Weed control fabric for Roundabout Flower Beds.	3000/5/8
			3501/1	£34.99	£0.00	£34.99	RLOS	screwfix	work boots size 12.	3000/1/5
1440	28/03/23	3501	RTC805121	£34.99	£0.00	£34.99		screwfix	Work boots size 12.	3000/1/5
			3502/1	£27.90	£4.65	£23.25	RLOS	screwfix	fixing bolts for new litter/dog bins	3000/2/17
1441	28/03/23	3502	RTC805123	£27.90	£4.65	£23.25		screwfix	Fixing bolts for new litter/dog bins.	3000/2/17
			3503/1	£65.98	£0.00	£65.98	RLOS	screwfix	2 pairs work saefty boots.	3000/1/5
			3503/2	£50.99	£8.50	£42.49	RLOS	screwfix	1 pair hi vis waterproof trousers	3000/1/5
			3503/3	-£65.98	£0.00	-£65.98	RLOS	screwfix	2 pairs work safety boots returned	3000/1/5
1442	28/03/23	3503	RTC805096	£50.99	£8.50	£42.49		screwfix	2 pairs Work safety boots 1 pair hi vis waterproof trousers, Both pairs of boots returned as wrong sizes, money returned on card.	3000/1/5
PAY	28/03/23	3504		£17.30	£0.00	£17.30	P&F	Lloyds Bank	Bank Charges March 2023	2000/1/18
duplicate deleted	31/03/23	1677	RTC803806	£0.00	£0.00	£0.00	P&F	Letters & Logos Ltd	A1 sized COVID poster for clubhouse	2802/2/1
			1985/1	£0.00	£0.00	£0.00	RLOS	Insight Security & Facilities Ltd	Cemetery	3200/2/1
			1985/2	£0.00	£0.00	£0.00	RLOS	Insight Security & Facilities Ltd	Tractor Shed	3000/2/1
duplicate - deleted	31/03/23	1985		£0.00	£0.00	£0.00		Insight Security & Facilities Ltd	May & June 2021(see email CB 7/10/21 & KW 16/9/21	3200/2/1
order deleted	31/03/23	2481	RTC804390	£0.00	£0.00	£0.00	P&F	Epta Cold Service Ltd	Replace extractor fan filter at Clubhouse	2802/1/1
			2486/1	£0.00	£0.00	£0.00	RLOS	UK Fuels Ltd	Fuel for hand held machines and mowers.	3000/1/10

Paid Expenditure Transactions

Start of year 01/04/22

A

paid between 01/03/23 and 31/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
duplicate - deleted	31/03/23	2486	RTC804480	£0.00	£0.00	£0.00		UK Fuels Ltd	Fuel for hand held machines and pedestrian mowers.	3000/1/10
		2771/1		£0.00	£0.00	£0.00	RLOS	Amazon	cake toppers	3802/3/1
		2771/2		£0.00	£0.00	£0.00	RLOS	Amazon	cupcake cases	3802/3/1
		2771/3		£0.00	£0.00	£0.00	RLOS	Amazon	stickers	3802/3/1
duplicate tn 2772	31/03/23	2771	RTC804545	£0.00	£0.00	£0.00		Amazon	Supplies for jubilee at Clubhouse, paid on credit card	3802/3/1
NFDC Tfr12	31/03/23	3505		£26.71	£0.00	£26.71	RLOS	New Forest District Council	NFDC Tfr12 Café sales 20/02/23	3802/3/1
NFDC Tfr12	31/03/23	3506		£14.04	£0.00	£14.04	RLOS	New Forest District Council	NFDC Tfr12 Café sales 27/02/23	3802/3/1
		3507/1		£85.84	£4.09	£81.75	RLOS	Utility Warehouse	Energy	3000/1/1
		3507/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	31/03/23	3507		£88.24	£4.49	£83.75		Utility Warehouse	UW Sports Pavilion February 2023	3000/1/1
		3508/1		£2,270.32	£108.11	£2,162.21	RLOS	Utility Warehouse	Energy	3802/1/3
		3508/2		£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
		3508/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
		3508/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 2	31/03/23	3508		£2,330.92	£118.21	£2,212.71		Utility Warehouse	UW Carvers Clubhouse February 2023	3802/1/3
		3509/1		£349.57	£16.65	£332.92	RLOS	Utility Warehouse	Energy	3200/1/1
		3509/2		£33.82	£5.64	£28.18	RLOS	Utility Warehouse	Mobile	3000/1/6
		3509/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		3509/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 3	31/03/23	3509		£416.99	£27.89	£389.10		Utility Warehouse	UW Cemetery February 2023	3200/1/1
		3510/1		£18.95	£0.00	£18.95	Counc	Ringwood Town Council	Milk etc	10000
		3510/2		£4.99	£0.83	£4.16	Counc	Ringwood Town Council	Screwfix Drill bit	10000
		3510/3		£12.50	£0.00	£12.50	Counc	Ringwood Town Council	Sainsburys batteries floor guards Gateway	10000
		3510/4		£13.60	£2.27	£11.33	Counc	Ringwood Town Council	Car Key Remotes Keys for water meter Gateway	10000
Petty Cash Mar 2023	31/03/23	3510		£50.04	£3.10	£46.94		Ringwood Town Council	Petty Cash March 2023	10000
		3511/1		£0.00	£0.00	£0.00	P&F	Status Computers	April 2022 (pending handover)	2000/1/15

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
duplicate - deleted	31/03/23	3511	RTC804475	£0.00	£0.00	£0.00		Status Computers	MS Office 365 subscription	2000/1/15
		3512/1		£0.00	£0.00	£0.00	P&F	Vibrant Energy Matters Limited	CO safety check	2100/3
duplicate - deleted	31/03/23	3512	RTC804783	£0.00	£0.00	£0.00		Vibrant Energy Matters Limited	Gas safety check	2100/3
deleted	31/03/23	3513	RTC803625	£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	Repairs to old roller mower gearbox and sharpen blades.	3000/3/2
duplicate - deleted	31/03/23	3514	RTC803666	£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	2 x 281m rolls of 3m/m strimmer line.	3000/3/1
		3515/1		£0.00	£0.00	£0.00	RLOS	Sam Wyatt	Second hand industrial heater for Cemetery sheds,as used for rest room due to covid restricstions,	3200/2/1
duplicate - deleted	31/03/23	3515	RTC803867	£0.00	£0.00	£0.00		Sam Wyatt		3200/2/1
		3516/1		£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	2 Axle stands used for supporting roller mower when blades are being sharpened.	3000/3/1
duplicate - deleted	31/03/23	3516	RTC803961	£0.00	£0.00	£0.00		Peter Noble Ltd		3000/3/1
		3517/1		£0.00	£0.00	£0.00	RLOS	Elliott Brothers Ltd	sand, cement and postfix. For drain cover fitting, and drop down bollard fitting 10 Acre.	3000/2/9
duplicate - deleted	31/03/23	3517	RTC804012	£0.00	£0.00	£0.00		Elliott Brothers Ltd		3000/2/9
		3518/1		£0.00	£0.00	£0.00	RLOS	Central Southern Security	To carry out service on alarms Cemetery.	3200/2/1
		3518/2		£0.00	£0.00	£0.00	RLOS	Central Southern Security	To carry out service on alarms following a complaint from a member of the public.	3000/2/1
		3518/3		£0.00	£0.00	£0.00	P&F	Central Southern Security	To remove and refit the alarm on toilet door at Cemetery following vandilisim	2000/1/4
duplicate - deleted	31/03/23	3518	RTC804071	£0.00	£0.00	£0.00		Central Southern Security	This is only an estimate of charges to be made.	3200/2/1
		3519/1		£0.00	£0.00	£0.00	RLOS	screwfix	New tap for Ladies toilet at Cemetery	3200/2/1
		3519/2		£0.00	£0.00	£0.00	RLOS	screwfix	2 new signs for toilet doors.	3200/2/1
duplicate - deleted	31/03/23	3519	RTC804161	£0.00	£0.00	£0.00		screwfix		3200/2/1
		3520/1		£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	New ram for trailer tail board.	3000/3/2
duplicate - deleted	31/03/23	3520	RTC804169	£0.00	£0.00	£0.00		Peter Noble Ltd		3000/3/2

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3521/1	£0.00	£0.00	£0.00	RLOS	Pete Best	To cut dow a big limb that has split and is hung up in anouther tree in Dr little Gardens.	3000/2/11
duplicate - deleted	31/03/23	3521	RTC804178	£0.00	£0.00	£0.00		Pete Best	Tree safety work	3000/2/11
			3522/1	£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	To fit new blades on roller mower	3000/3/2
duplicate - deleted	31/03/23	3522	RTC804179	£0.00	£0.00	£0.00		Peter Noble Ltd		3000/3/2
			3523/1	£0.00	£0.00	£0.00	RLOS	Amazon	Amozon Recoil pull starter for Auger.	3000/3/2
duplicate - cancelle	31/03/23	3523	RTC804408	£0.00	£0.00	£0.00		Amazon	Recoil pull starter for Auger, paid out of petty cash.	3000/3/2
			3524/1	£0.00	£0.00	£0.00	RLOS	Fleet Line Markers	Nozzel Assembly for linemarker.	3000/3/2
duplicate tn 1656	31/03/23	3524	RTC804326	£0.00	£0.00	£0.00		Fleet Line Markers		3000/3/2
			3525/1	£0.00	£0.00	£0.00	RLOS	Central Southern Security	For work on Carvers sheds after storm damage.	3000/2/1
duplicate - deleted	31/03/23	3525	RTC804547	£0.00	£0.00	£0.00		Central Southern Security	For work on Carvers Sheds after storm damage.	3000/2/1
			3526/1	£0.00	£0.00	£0.00	RLOS	Vital Parts UK	new feet for furniture in clubhouse	3802/2/3
duplicate - deleted	31/03/23	3526	RTC804857	£0.00	£0.00	£0.00		Vital Parts UK	Paid for on Credit Card, new feet for Clubhouse Furniture,	3802/2/3
			3527/1	£0.00	£0.00	£0.00	RLOS	Peter Noble Ltd	Fuell Funnells	3000/3/1
order deleted	31/03/23	3527	RTC804896	£0.00	£0.00	£0.00		Peter Noble Ltd	Fuel Funnells for work sheds.	3000/3/1
order deleted	31/03/23	3528	RTC803655	£0.00	£0.00	£0.00	P&F	South Coast Hire Group	Assessing AV equipment at the clubhouse prior to sale	2802/1/1
order deleted	31/03/23	3529	RTC803738	£0.00	£0.00	£0.00	P&F	Gregory Adams Roofing	Repairing roof following vandalism at Clubhouse- est cost	2802/1/2
			3530/1	£0.00	£0.00	£0.00	P&F	Sign-Holders Green Magic Ltd	Hand Sanitiser stands x 2 for clubhouse	2802/1/5
duplicate - deleted	31/03/23	3530	RTC803808	£0.00	£0.00	£0.00		Sign-Holders Green Magic Ltd	2 Hand Sanitiser stands for Clubhouse	2802/1/5
order deleted	31/03/23	3531	RTC803856	£0.00	£0.00	£0.00	P&F	Forest of Silver	Standard Stall refund Xmas Market	2400/9
order deleted	31/03/23	3532	RTC803960	£0.00	£0.00	£0.00	P&F	AP Heating Solutions Ltd	Supply and fit new 100litre grease trap and alter wastes to go through grease trap. Parts & Fitting. Works required by Wessex Water.	2802/1/1
duplicate - deleted	31/03/23	3533	RTC804020	£0.00	£0.00	£0.00	P&F	Windowsmith Window Cleaner	Window Cleaning Carvers Clubhouse May 2021	2802/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
duplicate - deleted	31/03/23	3534	RTC804027	£0.00	£0.00	£0.00	P&F	New Forest District Council	Premises Licence Annual Fee 2400/14
		3535/1		£0.00	£0.00	£0.00	P&F	Abbas Cabins	portaloo 2400/9
		3535/2		£0.00	£0.00	£0.00	P&F	Abbas Cabins	urinal 2400/9
duplicate - deleted	31/03/23	3535	RTC804228	£0.00	£0.00	£0.00		Abbas Cabins	4 portaloos and 1 urinal for Christmas event 28 nov 21 2400/9
duplicate - deleted	31/03/23	3536	RTC804297	£0.00	£0.00	£0.00	P&F	Michael Forester	Refund of fees paid for 2021 Winter Wanderland 2400/9
Order deleted	31/03/23	3537	RTC804301	£0.00	£0.00	£0.00	P&F	Darren Allsopp	Refund of fees paid for christmas stall 2400/9
order deleted	31/03/23	3538	RTC804308	£0.00	£0.00	£0.00	P&F	N and J Heavy Horses	2 reindeer and elves for christmas event 2400/9
		3539/1		£0.00	£0.00	£0.00	P&F	Charmaine Bennett	Grotto gifts free from range 2400/9
		3539/2		£0.00	£0.00	£0.00	P&F	Charmaine Bennett	cable ties 2400/9
order deleted	31/03/23	3539	RTC804329	£0.00	£0.00	£0.00		Charmaine Bennett	Grotto gifts and cable ties 2400/9
order deleted	31/03/23	3540	RTC804338	£0.00	£0.00	£0.00	P&F	Greenbee Semro	Food for volunteers helping at event on Sunday 28th Nov 2400/9
order deleted	31/03/23	3541	RTC804339	£0.00	£0.00	£0.00	P&F	Dorset Pedaling Pizza Co	Food for volunteers working at event on Sunday 28th 2400/9
order deleted	31/03/23	3542	RTC804357	£0.00	£0.00	£0.00	P&F	Ian Dods	estimated amount to cover cost of repairing broken lock at Clubhouse due to vandalism 2802/1/2
		3543/1		£0.00	£0.00	£0.00	RLOS	Sainsburys	food for resale 3802/3/1
duplicate - deleted	31/03/23	3543	RTC804709	£0.00	£0.00	£0.00		Sainsburys	food for resale paid on credit card 3802/3/1
Total				£297,355.49	£40,894.12	£256,461.37			

POLICY AND FINANCE COMMITTEE 19th April 2023**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Mar-23			31-Mar-23	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	45,034	125,188	206,807	-275,000		56,995
Business Account	41,591	1,593	48,407			50,000
Investment Accounts	460,000	410,000			275,000	685,000
Petty Cash - Imprest	91	68				68
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	546,891	537,024	255,214	-275,000	275,000	792,238

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19/04/23

19/04/23

Investment Accounts	CCLA	Instant access
---------------------	-------------	----------------

Notes:

- | | |
|---|-----------------|
| 1 Imprest Account | £ |
| Anticipated net expenditure to end April | 50,000 |
| receipt of precept | -305,214 |
| transfer to business account 11/4/23 | 48,407 |
| Net anticipated movement on imprest account | -206,807 |
- 2 Investment Maturity**
No investments due to mature
- 3** The bank accounts were reconciled at 31st March 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 – 19th APRIL 2023**BUDGETARY CONTROL DRAFT OUTTURN 2022/23****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with a preliminary outturn report for the year 2022-23. Comparisons are made with the revised budget.
- 1.2 To re-cap, 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 little 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 revised estimates required a transfer from the general fund of £93,591 in order to balance. A projected outturn forecast was provided at the March meeting which predicted a reduced requirement to draw from the general reserve of £81,738.

- 1.3 A number of significant expenditure items remained outstanding at the beginning of March and some of these have slipped over year end.
- 1.4 Similarly, some of the capital expenditure schemes, funded from reserves, have slipped although, these will have no impact on the revenue account or the requirement to draw from the general reserve, but they will impact the level of balances held in earmarked reserves.
- 1.5 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year, 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 planned transfers to and from reserves.

2 INCOME & EXPENDITURE FOR THE YEAR TO MARCH 2023

- 2.1 Total receipts for the year amount to £1,739,652 with a further £6,367 invoiced but not yet received. This includes £452,185 in respect of grants, rent deposits and other unbudgeted capital receipts and £553,949 precept. The figure also includes £494,418 in respect of the football development project. As with previous comparisons, 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 events income of £1,240 together with allotment income of £300 and rental income of £2,943 will be accrued into next year. For comparison purposes, therefore, income for the year is £238,584 (including commitments).

- 2.2 there remains one significant invoice to be raised in respect of 2022/23, the value of which is yet to be determined. This is for reimbursement of the Town Council' costs in managing the Gateway building on behalf of the partners. It is estimated that this will generate a receipt of around £19,000. The income for the year is therefore expected to be £257,584.
- 2.3 The revised income budget, excluding anticipated income for the football development project is £259,814 so there will be a small under-recovery of £2,230 or less than 1% of the revised budget. Whilst this is very close to budget predictions, grounds maintenance receipts and cemetery receipts are both slightly lower than expected. For this committee, overall receipts are expected to be £126,700, exceeding the budget by almost £5,000 mainly due to better than anticipated interest receipts.
- 2.4 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.
- 2.5 Expenditure for the year amounts to £1,696,804 with a further £25,172 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 £15,429 whilst an anticipated invoice for the Council' share of the Gateway costs is expected to add £36,000, making expenditure for the year £1,773,405. This includes some expenditure paid in advance for next year of £6,500 and excluding this, together with the football development project reduces the expenditure to £918,699 or 96% of the revised budget for other expenditure.
- 2.6 Net expenditure for the year is therefore likely to be around £661,100. Net contributions from reserves of £44,877 together with the precept of £553,949 will leave a balance of £62,200 to be funded from the general reserve, a reduction of £31,400.
- 2.7 The main reason for this reduction is slippage of expenditure into 2023/24, although there have been some cost reductions. Payroll costs, for example are some £1,500 lower than the revised estimate. However, whilst the reduction in net expenditure will reduce the call on the general reserve, members may wish to transfer some of the savings to earmarked reserves to enable the deferred expenditure in the following year. This might include :
- Professional fees £14,000
 - Tree Safety £3,500
 - Waste bin replacement £1,900
 - Paths Maintenance £600
 - Training £1,500

A full list of proposed carry forwards will be brought to the next meeting of this committee once final expenditure totals are known. The balance required from the general reserve will increase to the extent that any provision is made for expenditure slippage.

- 2.8 The Football development project income and expenditure for the year is as follows: (

	Budget 2022/23	Actual for 2022/23
	£	£
Income (Football Foundation Grant)	1,933,500	494,418
Expenditure	2,260,000	848,206

- 2.9 The total project budget is £3,140,665 and any difference between the expenditure incurred and the funding received will be met from the developer's contributions held for this purpose. The amount transferred in respect of 2022/23 is £353,788.

3. RESERVES & BALANCES

- 4.1 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. 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 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 end of March. A further £5,734 has been received for rent and key deposits whilst £2,692 has been returned.
- 4.2 It is now likely that Earmarked reserves of £437,065 will be required to support planned expenditure. This includes the additional amount approved in December and subsequently reduced to £9,915 for grounds maintenance equipment, although, whilst the order has been raised, this expenditure may yet slip into next year. The latest outturn prediction now suggest that £62,200 will be required from the general reserve to balance the budget. The predicted closing balance of reserves is therefore £605,831 consisting of £345,627 earmarked reserves, £242,041 general reserve, and £18,163 key deposits.
- 4.3 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

5. CONCLUSIONS

- 5.1 The outturn position is some £31,400 better than predicted in the revised budget although this is mostly due to slippage of key expenditure rather than cost savings or additional income.
- 5.2 It will be necessary to transfer £62,200 from the general reserve to balance income and expenditure. However, this figure will increase to the extent that any provision is made to reserve funds for any expenditure that is deferred to 2023/24.

6. RECOMMENDATIONS

It is **recommended** that Members:-

- 6.1 note the draft budget outturn position.
- 6.2 note the projected balances of Reserves.
- 6.3 consider whether any provision be made in reserves for deferred expenditure

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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	£559,892.23	£3,012.98	£440,915.21
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	£559,892.23	£3,012.98	£440,915.21
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£26,621.00	£20,045.38	£2,617.47	£-3,958.15
310	Events	£32,421.00	£37,350.35	£320.00	£5,249.35
320	Cemetery Income	£42,467.00	£35,699.64	£147.01	£-6,620.35
330	Allotment Income	£5,465.00	£6,130.91	£0.00	£665.91
350	Capital Income	£1,933,500.00	£494,418.00	£0.00	£-1,439,082.00
380	Carvers Clubhouse	£25,000.00	£26,274.58	£270.00	£1,544.58
Total Recreation, Leisure & Open Spaces		£2,065,474.00	£619,918.86	£3,354.48	£-1,442,200.66
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	£41.44	£0.00	£41.44
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£553,949.00	£553,990.44	£0.00	£41.44
Total Income		<u>£2,747,263.00</u>	<u>£1,739,651.53</u>	<u>£6,367.46</u>	<u>£-1,001,244.01</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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	£111,828.91	£830.51	£1,782.58
2100	Maintenance	£44,050.00	£13,205.89	£0.00	£30,844.11
2200	Democratic Process (members Costs)	£12,419.00	£10,206.89	£0.00	£2,212.11
2210	Grants	£9,900.00	£7,950.00	£1,950.00	£0.00
2300	Employee Costs- Allocated Office Staff	£109,827.00	£109,121.32	£0.00	£705.68
2310	Employee overhead Costs	£4,110.00	£3,291.00	£140.00	£679.00
2400	Other	£73,176.00	£57,899.19	£0.00	£15,276.81
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	-£15,429.22	£0.00	£15,429.22
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	£359,467.83	£2,920.51	
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£72,308.00	£49,684.93	£16,096.05	£6,527.02
3001	RL&OS -Employee Costs	£162,159.00	£162,661.98	£0.00	-£502.98
3002	Employee Costs	£2,750.00	£1,250.00	£0.00	£1,500.00
3100	Events	£33,341.00	£35,812.82	£3,311.60	-£5,783.42
3101	Events - Employee Costs	£15,113.00	£15,556.61	£0.00	-£443.61
3200	Cemetery	£10,348.00	£10,133.69	£51.89	£162.42
3201	Cemetery -Employee Costs	£53,659.00	£53,293.23	£0.00	£365.77
3300	Allotments	£2,075.00	£2,300.04	£41.73	-£266.77
3301	Allotments -Employee Costs	£17,925.00	£17,297.67	£0.00	£627.33

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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	£852,658.32	£0.00	£1,416,116.68
3801	Youth Services Employee costs	£56,038.00	£58,327.49	£0.00	-£2,289.49
3802	Carvers Clubhouse	£38,998.00	£41,669.79	£1,256.72	-£3,928.51
Total Recreation, Leisure & Open Spaces		£2,733,489.00	£1,300,646.57	£20,757.99	
Planning, Town & Environment					
4000	Planning, Town & Environment	£18,375.00	£12,812.29	£1,459.80	£4,102.91
4001	Employee Costs	£24,550.00	£23,846.26	£0.00	£703.74
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£42,925.00	£36,658.55	£1,459.80	
Council					
10000	Petty Cash - Office	£0.00	-£9.49	£0.00	£9.49
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	£34.00	-£68.00
10111	Bank Charges	£0.00	£7.00	£0.00	-£7.00
Total Council		£0.00	£31.51	£34.00	
Total Expenditure		£3,216,731.00	£1,696,804.46	£25,172.30	£1,494,754.24
Total Income		£2,747,263.00	£1,739,651.53		-£1,007,611.47
Total Expenditure		£3,216,731.00	£1,696,804.46		£1,519,926.54
Total Net Balance		-£469,468.00	£42,847.07		

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix 2

A

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	0	-1,900			36,667
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		-9,915			23,657
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-1,010	-2,672	500		28,843
Ringwood Events	16,768		-13,823	-2,134			811
Memorial Lantern	1,354			-193			1,161
Carvers Grounds	11,300			-2,938			8,362
Infrastructure & Open Spaces	12,685	3,000		-315			15,370
Neighbourhood Plan	6,473		-5,244	0			1,229
Football development Project	0			-353,788	435,330		81,542
Budget Underspends retained for use in 2022/23*	8,243		-7,943				300
Total Provisions	219,495	38,400	-28,020	-374,855	435,830	0	290,849
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-720	0	3,067		5,560
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,848	5,590		25,190
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	-30,362	-406,703	445,605	0	345,627
General Reserve	304,241	0	-62,200			0	242,041
Key Deposits	15,121		-2,692		5,734		18,163
Total Reserves & Customer Deposits	618,049	38,400	-95,254	-406,703	451,339	0	605,831

REPORT TO POLICY & FINANCE COMMITTEE – 22nd MARCH 2023**DISCRETIONARY GRANTS****1. BACKGROUND**

- 1.1 The approved budget for discretionary grants was fully expended in 2022/23 and the available budget has been reduced for 2023/24 as part of the necessary cost saving measures.
- 1.2 In light of this, members requested information on the distribution of grant expenditure over the last few years and in particular an indication of the grant recipients which have most frequently been awarded grants in recent years.
- 1.3 An analysis of grants awarded by the Town Council over the last 10 years is included at appendix 1.

2 Grants Budget

- 2.1 In recent years, the Council has approved a grants budget of £9,000 for the year 2019/20 reducing this to £7,000 from 2020/21. In 2021/22, perhaps because of the pandemic, the number of grant applications fell and only £4,100 was awarded. The underspend of £2,900 was carried forward and added to the 2022/23 budget which was therefore increased to £9,900. All of this budget has now been allocated.
- 2.2 The Council were required to find budget savings to achieve a balanced budget in 2023/24 and as a result, the grants budget for the new year has been reduced from £7,000 to £5,000. This means that there will inevitably be more unsuccessful grant applications and there is a risk that the budget will be fully expended well before the end of the year, and before all would be applicants have submitted their applications. This may mean that otherwise worthy applications will be rejected simply because the available budget has been fully applied to early applications.
- 2.3 The number of grant awards have declined by more than half from an average of almost 20 per year in the mid 2000s, to an average of around 10 per year over the last 10 years, and around 8 per year in the last 5 years. Most years have also seen one or two rejected applications. The average value of each grant awarded has doubled every 10 years and for 2022/23 the average grant awarded was £1,100.
- 2.4 There are 5 grant applicants which have been awarded grants in 3 or more of the last 5 years. These are listed in the table below:

GRANTS PAID/FREQUENT APPLICANTS	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL 2018-23
	£	£	£	£	£	£
Avon Valley Concerts	500	500		550	550	2,100
Forest Forge Theatre Co		1,000	500	1,500		3,000
New Forest Disability Information Service	250		500		855	1,605
NF North CAB/New Forest CAB Ltd (as from 2010)	1,300		1,000		1,000	3,300
Rwd Rotary Club for Christmas Eve Festivities	500	500		250		1,250
Total per year £	2,550	2,000	2,000	2,300	2,405	11,255

The total annual amount that has been awarded to these applicants varies from £2,000 to just over £2,500 in any one year, depending on the number of applications, with an average of just over £700 per application over the period although in the last financial year, the average grant awarded was £800.

- 2.5 It would be reasonable to assume, therefore, that if all of these organisations submit applications in 2023/24, around £4,000, or 80% of the available budget will be required to meet their requests. It is more likely that we will receive 3 or 4 grant submissions from them, requiring between 50% and 65% of the available grants budget.

3. RECOMMENDATIONS

It is **recommended** that Members:-

- 6.1 note the grants budget history and current provision.
- 6.2 Determine how much of the budget to set aside for the regular applicants.
- 6.5 Consider if any of the remaining grants budget should be reserved for other grant applicants.

For further information please contact:

Alyson Greenfield, Finance asst or

Tel: 01425 484723

Alyson.greenfield@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

GRANTS PAID 2013/14 to 2022/23	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
	£	£	£	£	£	£	£	£	£	£	£
1st Poulner Scout Group	1900						500				2,400
3rd Ringwood Scout Group	500										500
3rd Troop Ringwood & Fordingbridge		1000	500	300							1,800
2515 Ringwood/Fordingbridge Squadron										1,095	1,095
Age Concern Hampshire, Ringwood Day Centre		400									400
Avon Valley Concerts	300	400	500	500	500	500	500		550	550	4,300
Avon Valley Dementia Pals			300	300		300					900
Bickerley Green Nursing & Residential Home					100					300	400
Breast Cancer Haven Wessex						100					100
Crowe Hill W.I					500					600	1,100
Churches Together In Ringwood & District (CTIRD)				2,000							2,000
Ellingham & Ringwood RFC		400									400
Fanfare For Spring						1,200					1,200
Forest FM (Forest Community Radio)			200								200
Forest Forge Theatre Co	1,000	1,050	500		500		1,000	500	1,500		6,050
FORIS (Friends of Ringwood Infant School)								2,000			2,000
New Forest Netball League/Ringwood Netball Centre				1,000						2,000	3,000
New Forest Disability Information Service		250	100			250		500		855	1,955
NF North CAB/New Forest CAB Ltd (as from 2010)	650	800	900	900	1,000	1,300		1,000		1,000	7,550
PISA (Poulner Infant School Parents Association)					373						373
Poulner Infant School								750			750
Poulner Junior School										2,000	2,000
Poulner Junior School PTA							750				750
Ringwood Action for climate Change								1,050			1,050
Ringwood Bowling Club									300		300
Ringwood & Bransgore Dementia Action Group			370								370
Ringwood & Burley Band			250		550				1,500		2,300
Ringwood Business Partnership			75								75
Ringwood Carers Group		325									325
Ringwood Carnival Society				1,000		750					1,750
Ringwood Community Christmas Lunch					300						300
Ringwood Coronavirus Action directors								410			410
Ringwood Home Education Group					100						100
Ringwood Events Committee			500	500							1,000
Ringwood First Responders		1,000									1,000
Ringwood Junior School PTA				300		500					800
Ringwood Meeting House Association		250	100								350
Ringwood Mens Shed								1,000			1,000
Ringwood School - Achievement Award	120	120	120								360
Ringwood School Arts Foundation				500							500
Ringwood School Birthday Celebrations							1,000				1,000
Ringwood Town Youth Football Club		400	400	400							1,200
Rwd & District Twinning Association		300								1,500	1,800
Rwd Rotary Club for Christmas Eve Festivities	150	150	150	150	150	500	500		250		2,000
SCARF			150								150
Save The Fridays Cross Clock Fund				1,000							1,000
Sgt Raymond Dean & the Pilots of Ibsley day							250				250
Teddy Bears Pre School		100									100
Transition Ringwood								750			750
RBL (Rwd & District Branch) - Rwd Pipe Band					400						400
Unite	300	300									600
Victim Support Hants & IOW (was NF & Romsey)	200										200
Total value of grants awarded	5,120	7,245	5,115	8,850	4,473	5,400	4,500	7,960	4,100	9,900	62,663
Number of grants awarded	9	16	16	13	12	9	7	9	4	9	104
Average value of grants awarded	£569	£453	£320	£681	£373	£600	£643	£884	£1,025	£1,100	£602.53

Appendix 1

B

POLICY & FINANCE COMMITTEE**19th April 2023****Annual Review of Complaints Procedure****1. Introduction and reason for report**

- 1.1 Good governance requires that the Council have a written complaints procedure and keep it under regular review. The Council has delegated to the Committee the task of reviewing this document annually.

2. Background information and options

- 2.1 The current procedure attached as Annex 1 was thoroughly updated and approved by this committee last May.

3. Issues for decision and any recommendations**Members are invited to:****3.1 Note this report; and****3.2 Approve the complaints procedure subject to any changes deemed appropriate (none are recommended by officers).**

For further information, contact:

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



Ringwood Town Council

Complaints Procedure

Adopted: 18th May 2022

Contents

1. How we will deal with complaints
2. Appendix – Procedure at Complaints Hearings

How we will deal with complaints

Our aims for this procedure are

- To make it easy for our customers to complain if they are unhappy with the service they have received from us and
- To respond to complaints received in a way that is fair and calculated to achieve a resolution promptly and without cost to the complainant

(As an effective alternative to the Local Government Ombudsman service, which does not apply to town and parish councils.)

The scope of this procedure

We will apply this procedure to all the complaints we receive except those mentioned below. We will treat as a complaint any expression of dissatisfaction with our service - whether the word 'complaint' is used or not and regardless of the method by which it is initially expressed (though at some stages of the procedure we may need the complaint to be expressed in writing).

There are some things we cannot treat under this policy as complaints:

- Allegations or complaints about the behaviour of one or more of our councillors. (We are required to report allegations that a councillor has failed to declare a 'disclosable pecuniary interest' to the Police. If we receive an allegation of any other type of breach of our **Code of Conduct** we will offer the complainant the opportunity of informal resolution through the intervention of the Town Clerk and Town Mayor (or Deputy Mayor) but if this is declined or unsuccessful we are required to report the matter to the Monitoring Officer at New Forest District Council. The Council has no power to consider other complaints about councillors.)
- Requests relating to personal data protection ('subject access requests') will be handled in accordance with our **Data Protection & Information Policy**
- Requests for information/documents held by the council ('freedom of information requests') will be handled in accordance with our **Data Protection & Information Policy** and our **Publication Scheme**
- Grievances raised by members of staff will be handled in accordance with the Grievance Procedure set out in our Employee Handbook
- Matters which concern other councils, organizations or individuals – we will always try to help the complainant raise these with the appropriate authority. Our staff may agree to report the matter themselves but are not obliged to do so.

If a complaint is upheld, the investigation may, if appropriate, result in the council taking steps with regard to relevant members of staff under its performance management or disciplinary procedures. Whilst those steps may be subject to the oversight of our Staffing Committee, they will be strictly private internal matters separate from the original complaint and will not be reported or discussed in public or with complainants.

Our Procedure

Each complaint will be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council.

Once a complaint has been received it may be processed exclusively through written communications by the Town Clerk or other proper officer. If the complaint cannot be resolved in this way, the Council will establish a panel of three Councillors made up from the Chairman and Vice Chairman of Council and Chairmen of Committees.

The panel will meet to resolve the complaint and the procedure to be followed at its meeting is set out in the Appendix below. The panel will report its conclusions to the next council meeting.

At all times, the rules of natural justice will apply. If the Town Clerk or other proper officer is putting forward the justification for the action or procedure complained of, he or she should not represent the position of the council, all parties will be treated fairly, and the process will be reasonable, accessible and transparent.

The council aims to deal with all complaints within a 12-week period, from receipt to resolution, however depending on the complaint this period may be extended.

Complaints should be made to:

The Town Clerk
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

Telephone: 01425 473883

Email: town.council@ringwood.gov.uk

Appendix

Procedure to be followed at meetings of the complaints panel

Before the Meeting:

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated proper officer.
2. The complaint will always be treated in confidence unless the complainant has waived their right to confidentiality. Any meeting held will exclude the public.
3. If the complainant does not wish to put the complaint to the clerk or other proper officer, they may be advised to put it to the chairman of the council.
4. The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by either a member of staff or a panel established for the purpose of hearing complaints. The clerk will also advise of the timeframe for investigating the complaint.
5. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
6. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting:

7. Chairman of the Committee to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, clerk or other proper officer to explain the council's position.
12. Members to ask any question of the clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity to make closing statements (in this order).
14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting:

16. Decision confirmed in writing within seven working days together with details of any action to be taken.
17. A report to be made in public at the next Council meeting.
18. Should the complainant wish to appeal the decision of the panel established to deal with the complaint, an appeal can be made to Full Council in Confidential. Staff or members previously involved in the original decision may not participate in the determination of an appeal.

Ringwood Town Council



Council and/or staff subscriptions to other bodies

(Correct as at: 1st April 2023)

Body	Description	Type	Cost ¹	Renewal date
Institute of Cemetery & Crematorium Management	Provides guidance on policy and best practice to burial authorities and access to specialist training and materials for staff.	Council	£95.00	1 April
The Institute of Groundsmanship	Provides guidance and training on provision of sports surfaces	Council	£147.92	2 April
Information Commissioner's Office	Registration (legal requirement)	Council	£55.00	1 Aug.
Gonewforest	Online/digital media tourism and visitor promotion service	Council	£210.00	1 Jan.
Society of Local Council Clerks	Provides support, advice and training for town and parish clerks. (Trade union is now separate.)	Staff (Town Clerk)	£327.00	1 Dec.
Society of Local Council Clerks	Provides support, advice and training for town and parish clerks.	Deputy Town clerk	£222.00	1 Jan
Chartered Institute of Public Finance & Accountancy	Provides support, advice and training for public finance officers	Staff (Finance Manager)	£180.75	1 Jan.

Notes

1. This list should be reviewed by members at each annual meeting of the Council.
2. A motion requiring that a subscription be reconsidered, not renewed or terminated may be made at any time as a written motion requiring notice in accordance with standing orders.

¹ Annual cost at last renewal excluding VAT.

3. Subscriptions will automatically continue unless and until terminated in accordance with a resolution to that effect and whatever termination process the subscription includes.
4. Officers will renew current subscriptions upon their expiry unless directed by a resolution not to do so.



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 has been approved. The artificial turf pitch has been completed and handed over. 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 completed - responses to be reviewed by NP Steering Group and any recommended changes considered for approval by RTC.	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. Repair of original time capsule cover stone has failed and has been removed for repair (see Report D). 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 community engagement. HCC will carry out some survey work in May to establish travel and parking patterns and count vehicles, pedestrians and cyclists.	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.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	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 information and changes will be implemented following the election in May.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by 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. The tenant's comments on the draft lease will be considered at the meeting on 19th April.	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)	A winding-up resolution was approved by the members in March and is now being implemented.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process are being investigated and discussed with Environment Agency and New Forest District Council.	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 or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for site remediation and completion of the deed are being pursued.	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)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered over the coming weeks and a public consultation is being planned for early summer.	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. 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.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
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	