

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 19th June 2024 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)
Cllr Peter Kelleher (Vice Chairman)
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos (ex-officio)
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou (from 7:13pm)
Cllr James Swyer
Cllr Glenys Turner

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

ABSENT: Cllr Andy Briers
Cllr John Haywood
Cllr Becci Windsor

**F/6313
PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6314
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Briers and Haywood.

**F/6315
DECLARATIONS OF INTEREST**

Cllr Day declared a pecuniary interest in payment transactions 4605 and 4625 to Lacey Solicitors, as he is employed as a consultant.

**F/6316
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 22nd and 29th May 2024, having been circulated, be approved and signed by the Chairman as a correct record.

**F/6317
FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex A*. They were asked to approve two months of payments and the Finance Manager provided details of transactions in excess of £1,000.

In relation to the balances report, he reported the actual balances at the end of May were higher (£793,512) than predicted (£777,157). He asked for authority to transfer £75,000 from the investment account to the Imprest account, as the next valuation on the football project is

imminent and an invoice of £66,000 was anticipated. In relation to this, it was noted that invoices are paid as work is certified as complete by the Council's quantity surveyor.

Regarding the budgetary monitoring report for 2024/25, expenditure is in line with two-twelfths of the budget and income recovery is slightly over what was predicted. There are slight variations across some budgets, however all are explainable.

Cllr Georgiou joined the meeting at 7:13pm.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for April and May be received and authorised;
 - 2) That the total amount of Petty Cash payments for May of £68.25 be noted;
 - 3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
 - 4) That the Finance Manager's budgetary control report be received; and
 - 5) That the budget monitoring position be noted and balance of reserves be noted.

ACTION R Fitzgerald

**F/6318
END OF YEAR FORMALITIES 2023/24**

Members considered the Annual Governance Statement 2023/24 (*Annex B, Appendix 1, Section 1*) and the accounting statement (*Section 2*) and agreed the content. It was recommended that Full Council formally approve this document.

The internal audit report 2023/24 (*Annex B, Appendix 2*) had been received and there were no recommendations arising. Members were delighted with the excellent result and conveyed thanks to the Finance Manager and other officers.

Following approval by Full Council, the AGAR will be submitted to the external auditor along with the internal audit report and other supporting documentation.

RESOLVED: That the internal auditor's annual report (*Appendix 2*) be noted; and

RECOMMENDED: That the Annual Governance and Accountability return 2023/24 part 3 (*Appendix 1*) i. Section 1 - The Annual Governance Statement
ii. Section 2 - The accounting statements for 2023/24 be approved.

ACTION R Fitzgerald

**F/6319
ANNUAL REVIEW OF INSURANCE ARRANGEMENTS**

The Finance Manager reported that the Council's insurance is due for renewal in October. Quotes from other providers will be obtained to compare the best cover and price to the current insurer's renewal quote. A report will be presented to Committee on renewal of the insurance before the expiry date.

RESOLVED: That the verbal update on insurance arrangements be noted.

**F/6320
CARVERS WORKING PARTY**

The Committee considered a recommendation from Carvers Working Party (*Annex C*) for the release of CIL funds for the purpose of matching 10% of the Veolia grant bid, which is being applied for to fund the MUGA proposal, within the Carvers Masterplan. An application for £66,000 is being applied for and if successful, 10% is required to release the grant.

RESOLVED: That if the bid for funding from the Veolia scheme is successful, the 10% contribution required to release it (up to a maximum of £8,250) be met from the CIL reserve.

F/6321

MANAGEMENT OF GATEWAY SQUARE

The Committee considered the Town Clerk's report and issues for decision therein (*Annex D*). He indicated that bookings for the Gateway Square have been restricted to markets and fairs and charges have been based on what was thought the events will bear, rather than to maximise the financial return.

Recently, it has become clear that NFDC, who delegated this management function to the Council, would be happy in principle for a wider range of activities and that fund raising is important as it will contribute to replacement costs of some of the infrastructure in the future. In order to draft a policy, the Town Clerk asked for some guidance on the type of events which could be licensed and associated booking charges.

A discussion followed and general points raised were as follows:-

Use

- There was support for expanding the use of Gateway Square, at officers' discretion and provided what's planned is not obscene or upsetting to the public
- Use should encourage people to come into town and attract more footfall
- Things of interest to the general public and attractions would be acceptable
- There was a desire to 'support local'
- Public information or things of interest to tourists would be acceptable
- Query distinction between fundraising, petitioning, leafleting and events for a 'cause'
- Promotion of occasions, for eg International Women's Day, was thought acceptable
- Some felt there should be no political statements outside the building, but others felt this was acceptable
- Need to know detail of activities from political or religious groups, but regular celebrations to continue
- Favour those who are fee paying where bookings clash
- Reluctance to the square becoming a trading venue

Fees

- Aim is not necessarily to maximise income
- Fees could go into a reserve to contribute to upgrading the seating
- No charge for non-commercial bookings, but fees to be charged if the square is used partly or wholly for commercial purposes
- Table of rates for commercial and non-commercial bookings to be prepared
- Possibly different rates if there is a regular booking, for eg. a number of consecutive days each week and if it's a primary business
- Possible limit to the number of bookings per month
- Officers to have discretion to charge a new regular event an introductory rate until it's established

Policy

- There needs to be some guidance for officers
- Whether to be prescriptive or to leave fluid – which would help officers?
- That bookings received and use of the square be reviewed in 6 months

Infrastructure

- Efforts made to preserve what's in the square as it will be costly to replace

- Possible reconfiguration of the infrastructure in future to aid better use of the space

RESOLVED: That the Town Clerk prepare a draft policy in relation to booking of the Gateway Square and present to a future meeting.

ACTION C Wilkins

F/6322

PROJECTS (current and proposed)

North Poulner Play Area skate ramp request

Cllr Frederick reported that the skate ramp needs to be built to a particular specification and the cost to purchase it is £285. This will enable a local metal worker to create the ramp for significantly less than the other quotes obtained and he is prepared to contribute half of the cost involved. The Committee agreed that the Council's share of the cost of the required document is to be funded from the publications budget.

92 Southampton Road

The Town Clerk will bring a report to the next meeting to explain what work is required to the property should the Council wish to re-let it and the likely expected return.

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

There being no further business, the Chairman closed the meeting at 8.09pm

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

RECEIVED
26th June 2024

APPROVED
24th July 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19th June 2024

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS240402K BCL	02/04/24	4533		£450,000.00	£75,000.00	£375,000.00	RLOS	Knights Brown Construction Limited	Balance due, tn 4530 - Construction services	3350/10
DD 1	02/04/24	4573		£200.30	£0.00	£200.30	RLOS	New Forest District Council	Carvers Rates April 2024	3802/1/6
DD 2	02/04/24	4634		£247.05	£0.00	£247.05	RLOS	New Forest District Council	Cemetery Rates April 2024	3200/1/5
BACS240402K BCL	02/04/24	4644		-£450,000.00	-£75,000.00	-£375,000.00	RLOS	Knights Brown Construction Limited	Contra (part payment) for tn 4533, Balance due, tn 4530 - Construction services	3350/10
BACS240402K BCL	02/04/24	4645		£225,000.00	£37,500.00	£187,500.00	RLOS	Knights Brown Construction Limited	Part payment , tn 4533 - , Balance due, tn 4530 - Construction services	3350/10
		4635/1		£62.17	£10.36	£51.81	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
		4635/2		£123.28	£5.87	£117.41	PT&E	SSE Southern Electric	AGR0219079 Dawn to Dusk	4000/1/2
DD	03/04/24	4635		£185.45	£16.23	£169.22		SSE Southern Electric	February	4000/1/2
BACS240403K BCL	03/04/24	4646		£225,000.00	£37,500.00	£187,500.00	RLOS	Knights Brown Construction Limited	Balance due, tn 4533 - Balance due, tn 4530 - Construction services	3350/10
DD	05/04/24	4636		£32.34	£5.39	£26.95	RLOS	Sky Business	05/05/24 - 04/06/24	3802/2/5
		4546/1		£54.95	£9.16	£45.79	RLOS	Site Safety Ltd - (Lapwing)	Groundsmen Protective Jacket	3000/1/5
1975	08/04/24	4546	RTC805670	£54.95	£9.16	£45.79		Site Safety Ltd - (Lapwing)	Groundsmen Protective Jacket	3000/1/5
		4553/1		£30.00	£5.00	£25.00	RLOS	RFNewspaper	job ad for weekend supervisor	3802/2/6
1977	08/04/24	4553	RTC805704	£30.00	£5.00	£25.00		RFNewspaper	Job advert for weekend supervisor	3802/2/6
		4556/1		£36.60	£6.10	£30.50	RLOS	Newton Newton Flag and Banners	commemorative flag	3100/8
		4556/2		£6.60	£1.10	£5.50	RLOS	Newton Newton Flag and Banners	delivery	3100/8
1978	08/04/24	4556	RTC805716	£43.20	£7.20	£36.00		Newton Newton Flag and Banners	Commemorative flag for 80th anniversary of D-Day 2024	3100/8
		4560/1		£41.20	£6.87	£34.33	RLOS	screwfix	5 replacement taps for Allotments.	3300/2/1
1976	08/04/24	4560	RTC805721	£41.20	£6.87	£34.33		screwfix	5 replacement outside taps for allotments.	3300/2/1
		4563/1		£222.26	£37.04	£185.22	RLOS	New Forest Ice Cream	food for resale	3802/3/1
1974	08/04/24	4563	RTC805733	£222.26	£37.04	£185.22		New Forest Ice Cream	replaces order 805731 to adjust amount. Food for resale	3802/3/1
		4591/1		£360.00	£60.00	£300.00	RLOS	Ringwood & Fordingbridge Skip Hire	To Remove Old Contaminated Dragons teeth From The Bickerley and 5 old contaminated telegraph poles.	3000/2/9

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1979	08/04/24	4591	RTC805737	£360.00	£60.00	£300.00		Ringwood & Fordingbridge Skip Hire	to Remove Old contaminated Dragons Teeth From The Bickerley and 5 Contaminated old telegraph poles.	3000/2/9
		4592/1		£989.00	£164.83	£824.17	RLOS	Surf & Turf Instant Shelters Ltd	double sized event gazebo	3100/5
		4592/2		£624.00	£104.00	£520.00	RLOS	Surf & Turf Instant Shelters Ltd	single sized gazebo & shipping	3100/5
1980	08/04/24	4592	RTC805728	£1,613.00	£268.83	£1,344.17		Surf & Turf Instant Shelters Ltd	new event gazebos to replace broken ones	3100/5
		4593/1		£185.00	£0.00	£185.00	RLOS	Mad4Animals	animal show	3802/2/4
1981	08/04/24	4593	RTC805720	£185.00	£0.00	£185.00		Mad4Animals	Animal show family fun day	3802/2/4
1982	08/04/24	4594		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/03/24 - 14/04/24	3802/3/1
		4595/1		£652.70	£108.78	£543.92	RLOS	New Forest District Council	Weekly dog waste collection service charge for half-year 1.4.24 to 30.9.24	3000/6/1
1983	08/04/24	4595	RTC805713	£652.70	£108.78	£543.92		New Forest District Council	Waste collection charge	3000/6/1
		4596/1		£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 Tork toilet roll	2000/3/4
		4596/2		£26.34	£4.39	£21.95	P&F	Hampshire County Council	816551 Tork hand towels - blue	2000/3/4
		4596/3		£17.50	£2.92	£14.58	P&F	Hampshire County Council	819050 A4 copier paper	2000/1/8
		4596/4		£17.50	£2.92	£14.58	P&F	Hampshire County Council	819050 A4 copier paper for drop-in	2000/3/4
		4596/5		£5.39	£0.90	£4.49	P&F	Hampshire County Council	821108 Black pens	2000/1/8
1984	08/04/24	4596	RTC805727	£81.90	£13.66	£68.24		Hampshire County Council	Stationery and caretaker supplies	2000/3/4
		4597/1		£203.50	£33.92	£169.58	RLOS	Graffiti Removal Limited	Graffiti Removal Chemical	3000/2/3
		4597/2		£71.64	£11.94	£59.70	RLOS	Graffiti Removal Limited	brushes for chemical application	3000/2/3
1985	08/04/24	4597	RTC805740	£275.14	£45.86	£229.28		Graffiti Removal Limited	Graffiti removal cemical. Brushes for chemical application	3000/2/3
1991	09/04/24	4552	RTC805700	£100.00	£0.00	£100.00	P&F	Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes	2000/1/10
		4598/1		£2,880.00	£480.00	£2,400.00	RLOS	Sheerin Bettle	Architectural services for memorial wall project	3350/7
1986	09/04/24	4598	RTC805572	£2,880.00	£480.00	£2,400.00		Sheerin Bettle	Architectural services	3350/7

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4599/1	£38.40	£6.40	£32.00	RLOS	Elliott Brothers Ltd	4 bags of tarmac drive repair for Cemetery carpark repairs.	3200/2/5
1987	09/04/24	4599	RTC805746	£38.40	£6.40	£32.00		Elliott Brothers Ltd	4 bags of tarmac drive repair for Cemetery Carpark repairs.	3200/2/5
			4600/1	£144.00	£24.00	£120.00	P&F	Concentrate Limited	Website Hosting (1 year to 31/03/2025)	2000/1/14
			4600/2	£108.00	£18.00	£90.00	P&F	Concentrate Limited	Website SSL Certificate (1 year to 31/03/2025)	2000/1/14
1988	09/04/24	4600	RTC805747	£252.00	£42.00	£210.00		Concentrate Limited	Ringwood Town Council Website	2000/1/14
			4601/1	£765.00	£127.50	£637.50	P&F	Concentrate Limited	Website Development - Pre-purchased support hours for both websites (1 year to 31/03/2025)	2000/1/14
			4601/2	£540.00	£90.00	£450.00	P&F	Concentrate Limited	Security Updates for Town Council website (1 year to 31/03/2025)	2000/1/14
			4601/3	£540.00	£90.00	£450.00	P&F	Concentrate Limited	Security Updates for Carvers Clubhouse website (1 year to 31/03/2025)	2000/1/14
1989	09/04/24	4601	RTC805748	£1,845.00	£307.50	£1,537.50		Concentrate Limited	Ringwood Town Council and Carvers Clubhouse Websites	2000/1/14
1990	09/04/24	4602		£11.08	£1.85	£9.23	P&F	Itec	Gateway April 2024	2000/1/9
			4550/1	£63.80	£10.63	£53.17	RLOS	UK Fuels Ltd	Petrol For Hand Held Machines	3000/1/10
DD	10/04/24	4550	RTC805696	£63.80	£10.63	£53.17		UK Fuels Ltd	Petrol For Hand Held Machines.	3000/1/10
FPI	10/04/24	4633		£148.50	£24.75	£123.75	P&F	Brightwater	Fees April 2024	2400/19
DD	11/04/24	4637		£841.44	£140.24	£701.20	RLOS	Yu Energy	March 2024	3802/1/3
DD	16/04/24	4638		£278.25	£13.25	£265.00	P&F	British Gas	Greenways 08/03/24 - 27/03/24	2100/1
			4534/1	£50.00	£0.00	£50.00	RLOS	Canva	12 month subscription	3100/5
			4534/2	£49.99	£0.00	£49.99	RLOS	Canva	12 month subscription	3802/2/1
Lloyds CC April 24 5	17/04/24	4534	RTC805722	£99.99	£0.00	£99.99		Canva	12 month subscription	3100/5
			4544/1	£10.00	£0.00	£10.00	RLOS	Facebook Ads	facebook ad	3802/2/1
Lloyds CC April 24 3	17/04/24	4544	RTC805658	£10.00	£0.00	£10.00		Facebook Ads	promotion	3802/2/1
			4547/1	£7.88	£1.31	£6.57	RLOS	Amazon	cards	3802/2/1
Lloyds CC April 24 1	17/04/24	4547	RTC805677	£7.88	£1.31	£6.57		Amazon	Stationery - cards	3802/2/1
			4549/1	£12.95	£2.16	£10.79	RLOS	Credit Card Supplier	New disc for sander, credit card payment.	3000/3/2

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC April 24 2	17/04/24	4549	RTC805690	£12.95	£2.16	£10.79		Credit Card Supplier	Credit Card Payment, New Disc for sander 3000/3/2
		4551/1		£316.07	£39.29	£276.78	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Apr 24 11	17/04/24	4551	RTC805697	£316.07	£39.29	£276.78		Booker	food for resale 84060486 3802/3/1
		4554/1		£8.13	£1.35	£6.78	RLOS	Amazon	paper bags and stickers 3802/3/1
Lloyds CC Apr 24 12	17/04/24	4554	RTC805705	£8.13	£1.35	£6.78		Amazon	paper bags and stickers 3802/3/1
		4555/1		£49.34	£8.22	£41.12	P&F	Amazon	Canon PG540 ink cartridges for cemetery printer 2000/1/8
Lloyds CC April 24 4	17/04/24	4555	RTC805708	£49.34	£8.22	£41.12		Amazon	Printer ink (black) for cemetery printer - to be paid for on NV credit card 2000/1/8
		4557/1		£376.93	£56.37	£320.56	RLOS	Booker	food for resale 3802/3/1
Lloyds CC April 24 6	17/04/24	4557	RTC805717	£376.93	£56.37	£320.56		Booker	food for resale 84194513 3802/3/1
		4558/1		£134.74	£0.00	£134.74	RLOS	Indeed UK Operations Ltd	job advertising est 3801/1
Lloyds CC Apr 24 10	17/04/24	4558	RTC805718	£134.74	£0.00	£134.74		Indeed UK Operations Ltd	Credit card - job advertising for Café Supervisor 3801/1
		4561/1		£177.61	£20.54	£157.07	RLOS	Booker	food for resale 3802/3/1
Lloyds CC April 24 9	17/04/24	4561	RTC805730	£177.61	£20.54	£157.07		Booker	food for resale paid on credit card order 84265705 3802/3/1
		4564/1		£21.59	£3.60	£17.99	RLOS	Credit Card Supplier	Credit Card Payment for, Compact Syphon Duoflush, for Toilet Cestern at Carvers Pavilion 3000/2/1
		4564/2		£2.97	£0.49	£2.48	RLOS	Credit Card Supplier	Coloured Folder Dividers for Cemetery Office. 3200/2/1
Lloyds CC April 24 8	17/04/24	4564	RTC805735	£24.56	£4.09	£20.47		Credit Card Supplier	Credit Card Paymeny For, Compact syphon duoflush, for toilet cistern at Carvers Pavilion. Credit Card Payment for Coloured folder dividers for Cemetery Office. 3000/2/1
		4664/1		£52.40	£0.00	£52.40	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC April 24 7	17/04/24	4664	RTC805739	£52.40	£0.00	£52.40		Iceland	Food for resale 3802/3/1
Lloyds CC Apr 24 13	17/04/24	4665		£177.12	£29.52	£147.60	P&F	Microsoft	18/02/24 - 17/03/24 2000/1/15

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Apr 24 14	17/04/24	4666		£237.60	£39.60	£198.00	P&F	Microsoft	18/02/24 - 17/03/24 2000/1/15
Lloyds CC Apr 24 15	17/04/24	4667		-£0.18	£0.00	-£0.18	RLOS	Iceland	Lloyd CC April 24 805739 Refund 3802/3/1
DD	19/04/24	4639		£321.50	£53.58	£267.92	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	April 2024 calls 2000/1/11
1992	22/04/24	4572	RTC805750	£2,517.84	£419.64	£2,098.20	P&F	Edge IT Systems Ltd	Epitaph & AdvantEdge 5 year contract23/24 instalment 2000/1/15
		4583/1		£450.00	£0.00	£450.00	P&F	SLCC Enterprises Ltd	CILCA training 2310/2
2000	22/04/24	4583	RTC805764	£450.00	£0.00	£450.00		SLCC Enterprises Ltd	CILCA training course Charmaine 2310/2
		4603/1		£336.00	£56.00	£280.00	RLOS	Avoncrop	7x10 Litres Award Nutri Pro Fertilizer for spraying. 3000/2/5
		4603/2		£0.00	£0.00	£0.00	RLOS	Avoncrop	p/p. 3000/2/5
1993	22/04/24	4603	RTC805707	£336.00	£56.00	£280.00		Avoncrop	7 x 10 Litres Award Nutri Pro Fertilizer for spraying. P/P. 3000/2/5
		4604/1		£1,105.44	£184.24	£921.20	RLOS	Avoncrop	14 X 2 Litre cans of Holster XL NOT TO BE PAID UNTILL AFTER 1st APRIL 3200/2/2
		4604/2		£66.00	£11.00	£55.00	RLOS	Avoncrop	1 x 5 Litre can of Liquid Iron NOT TO BE PAID UNTIL AFTER 1ST APRIL. 3200/2/2
1994	22/04/24	4604	RTC805712	£1,171.44	£195.24	£976.20		Avoncrop	14 x 2 Litre cans of Holster XL Herbicide. 1 x 5 litre can of Iron liquid. 3200/2/2
		4605/1		£1,440.00	£240.00	£1,200.00	P&F	Laceys Solicitors	Advice about unauthorised encampments 2400/17
1995	22/04/24	4605	RTC805706	£1,440.00	£240.00	£1,200.00		Laceys Solicitors	Legal services 2400/17
		4606/1		£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof 2000/3/4
1996	22/04/24	4606	RTC805745	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - April '24 visit - bi-annual ***To be paid out of 2024/25 budget*** 2000/3/4
		4607/1		£38.16	£6.36	£31.80	RLOS	Eco Sustainable Solutions	Top Soil for repairs at Carvers and playparks. 3000/2/3
1996	22/04/24	4607	RTC805751	£38.16	£6.36	£31.80		Eco Sustainable Solutions	Top soil for repairs at Carvers and playparks. 3000/2/3
1997	22/04/24	4608		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/04/24 - 15/05/24 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 30/04/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4609/1	£367.85	£61.31	£306.54	RLOS	Cost Cutters (UK)	ball pool castle	3802/2/4
			4609/2	£399.81	£66.64	£333.17	RLOS	Cost Cutters (UK)	loose items	3802/2/4
1998	22/04/24	4609	RTC805759	£767.66	£127.95	£639.71		Cost Cutters (UK)	Soft play equipment, part funded by grant from Football Foundation	3802/2/4
1999	22/04/24	4610	RTC805754	£100.00	£0.00	£100.00	P&F	ICCM	Corporate Town Council Membership renewal with ICCM for 2024/25	2000/1/16
2001	22/04/24	4611		£792.00	£132.00	£660.00	P&F	TC Group	Payroll services Qtr4 2023/24	2310/1
DD	22/04/24	4640		£7,792.81	£0.00	£7,792.81	P&F	Inland Revenue	March 2024	2600/1/2
DD 2	22/04/24	4641		£9,280.45	£0.00	£9,280.45	P&F	Hampshire County Council	Pension March 2024	2600/1/3
DD	22/04/24	4643		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge	3802/2/1
NFDC tfr12	22/04/24	4668		£0.54	£0.00	£0.54	P&F	New Forest District Council	NFDC Tfr12 Credit card charges	2000/1/18
2002	23/04/24	4612		£72.53	£0.00	£72.53	P&F	Source 4 Business	Greenways 03/10/23 - 04/04/24	2100/1
2003	23/04/24	4613		£98.05	£0.00	£98.05	RLOS	Source 4 Business	Carvers 12/10/23 - 11/04/24	3802/1/4
2004	23/04/24	4614		£88.04	£0.00	£88.04	RLOS	Source 4 Business	Cemetery 10/10/23 - 04/04/24	3200/1/2
2005	23/04/24	4615		£11.94	£0.00	£11.94	RLOS	Source 4 Business	MP 3443419604 12/10/23 - 11/04/24	3000/1/8
2006	23/04/24	4616		£21.17	£0.00	£21.17	RLOS	Source 4 Business	MP 3443410603 12/10/23 - 11/04/24	3000/1/8
2007	23/04/24	4617		£32.85	£0.00	£32.85	RLOS	Source 4 Business	The Bickerley Standpipe 10/10/23 - 08/04/24	3000/1/8
2008	23/04/24	4618		£113.80	£0.00	£113.80	P&F	Water2Business	Greenways 03/10/23 - 04/04/24	2100/1
			4619/1	£1,049.75	£0.00	£1,049.75	RLOS	Environment Agency	Closed landfill at Poulner Lakes - annual permit fee for 1/4/24-31/3/25	3000/1/3
2009	23/04/24	4619	RTC805765	£1,049.75	£0.00	£1,049.75		Environment Agency	Waste permit fee	3000/1/3
2011	23/04/24	4620		£70.00	£0.00	£70.00	RLOS	New Forest District Council	Market Square Licence 2024/2025	3100/5
			4621/1	£98.40	£16.40	£82.00	RLOS	Edge IT Systems Ltd	InspectEDGE tablet setup	3200/2/6
			4621/2	£259.20	£43.20	£216.00	RLOS	Edge IT Systems Ltd	InspectEdge Tablet	3200/2/6
			4621/3	£36.84	£6.14	£30.70	RLOS	Edge IT Systems Ltd	Annual Fee	3200/2/6
2012	23/04/24	4621	RTC805757	£394.44	£65.74	£328.70		Edge IT Systems Ltd	InspectEdge for Epitaph	3200/2/6
DD	23/04/24	4657		£159.84	£7.61	£152.23	P&F	SSE Southern Electric	Market Place 30/09/23 - 28/02/24	2000/1/1
DD	25/04/24	4658		£29,295.23	£0.00	£29,295.23	P&F	Salaries	April 2024	2600/1/1
PAY	25/04/24	4659		£18.23	£0.00	£18.23	P&F	Lloyds Bank	Bank charges April 2024	2000/1/18

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			4622/1	£1,771.20	£295.20	£1,476.00	RLOS	Crown Oil Limited	1200 litres fuel	3000/1/10
			4622/2	£34.80	£5.80	£29.00	RLOS	Crown Oil Limited	1 bottle of additive	3000/1/10
2013	29/04/24	4622	RTC805758	£1,806.00	£301.00	£1,505.00		Crown Oil Limited	1200 litres fuel. 1 bottle of additive.	3000/1/10
			4623/1	£36.77	£6.13	£30.64	RLOS	Elliott Brothers Ltd	1 sheet of 12mm ply, for refurbing Town Notice boards.	3000/2/9
2014	29/04/24	4623	RTC805768	£36.77	£6.13	£30.64		Elliott Brothers Ltd	1 sheet of 12mm ply, for refurbing Town Notice Boards.	3000/2/9
			4624/1	£30.00	£5.00	£25.00	RLOS	Taste Vending Ltd	parts	3802/3/1
2015	29/04/24	4624	RTC805771	£30.00	£5.00	£25.00		Taste Vending Ltd	repairs to coffee machine	3802/3/1
			4625/1	£810.00	£135.00	£675.00	P&F	Laceys Solicitors	Services supplied between 1st March and 23rd April 2024	2400/17
2016	29/04/24	4625	RTC805768	£810.00	£135.00	£675.00		Laceys Solicitors	Supply of legal services	2400/17
2017	29/04/24	4626		£146.88	£0.00	£146.88	P&F	Nicola Vodden	Payroll payment	2600/1/1
2018	29/04/24	4627		£70.00	£0.00	£70.00	RLOS	New Forest District Council	Bickerley Common licence 2024/2025	3100/5
2019	29/04/24	4628		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	March 2024	3000/2/1
			4629/1	£10,000.00	£0.00	£10,000.00	PT&E	Hampshire County Council	Details as outlined in Project Brief	4050/2
2020	30/04/24	4629	RTC805711	£10,000.00	£0.00	£10,000.00		Hampshire County Council	Ringwood Thriving Market Place - to carry out works outlined in Project Brief - to be funded by UKSPF grant	4050/2
2021	30/04/24	4630		£108.00	£18.00	£90.00	RLOS	Pear Technology Services Limited	Annual maintenance to 30/04/25	3350/1
2022	30/04/24	4631		£32.26	£0.00	£32.26	RLOS	Source 4 Business	Southampton Road Allotments 28/10/23 - 16/04/24	3300/1/1
			4632/1	£42.00	£7.00	£35.00	RLOS	SLCC Enterprises Ltd	Training Operation London Bridge Charmaine	3802/2/6
			4632/2	£36.00	£6.00	£30.00	RLOS	SLCC Enterprises Ltd	Safeguarding everyone	3802/2/6
			4632/3	£42.00	£7.00	£35.00	RLOS	SLCC Enterprises Ltd	planning basics	3802/2/6
2023 2024 Lloyds CC	30/04/24	4632	RTC805775	£120.00	£20.00	£100.00		SLCC Enterprises Ltd	Training courses	3802/2/6
			4660/1	£66.47	£11.08	£55.39	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
			4660/2	£131.99	£6.29	£125.70	PT&E	SSE Southern Electric	AGR0219079 Dawn to Dusk	4000/1/2
DD 1	30/04/24	4660		£198.46	£17.37	£181.09		SSE Southern Electric	Carvers March 2024	4000/1/2

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		4661/1		£22.00	£3.67	£18.33	RLOS	Utility Warehouse	Mobile	3000/1/6
		4661/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/6
DD 2	30/04/24	4661		£24.40	£4.07	£20.33		Utility Warehouse	UW Groundsmens mobile March 2024	3000/1/6
		4662/1		£320.47	£15.26	£305.21	RLOS	Utility Warehouse	Energy	3200/1/1
		4662/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile	3000/1/6
		4662/3		£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		4662/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Cub	3200/1/1
DD 3	30/04/24	4662		£387.07	£26.36	£360.71		Utility Warehouse	UW Cemetery March 2024	3200/1/1
		4663/1		£147.97	£7.05	£140.92	RLOS	Utility Warehouse	Energy	3000/1/1
		4663/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 4	30/04/24	4663		£150.37	£7.45	£142.92		Utility Warehouse	UW Sports Pavilion March 2024	3000/1/1
		4669/1		£17.29	£0.00	£17.29	Counc	Ringwood Town Council	Milk coffee etc	10000
		4669/2		£9.60	£0.00	£9.60	Counc	Ringwood Town Council	Cleaning products	10000
Petty Cash April 202	30/04/24	4669		£26.89	£0.00	£26.89		Ringwood Town Council	Petty Cash April 2024	10000
Total				£533,797.05	£78,832.19	£454,964.86				

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NFDC Tfr1	01/05/24	4689		£24.57	£3.00	£21.57	RLOS	New Forest District Council	NFDC Tfr1 18/03/24 Café purchases	3802/3/1
NFDC Tfr1	01/05/24	4690		£14.71	£0.00	£14.71	RLOS	New Forest District Council	NFDC Tfr1 25/03/24 Café purchases	3802/3/1
NFDC Tfr1	01/05/24	4691		£14.13	£0.00	£14.13	RLOS	New Forest District Council	NFDC Tfr1 08/04/24 Café purchases	3802/3/1
NFDC Tfr1	01/05/24	4692		£8.79	£0.00	£8.79	RLOS	New Forest District Council	NFDC Tfr1 15/04/24 Café purchases	3802/3/1
NFDC Tfr1	01/05/24	4693		£19.38	£0.00	£19.38	P&F	New Forest District Council	NFDC Tfr1 Credit charges April 2024	2000/1/18
DD 1	01/05/24	4702		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Carvers Rates May 2024	3802/1/6
DD 2	01/05/24	4703		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Cemetery Rates May 2024	3200/1/5
SO	01/05/24	4704		£157.50	£9.58	£147.92	P&F	Grounds Management Association	Annual subscription 2024	2000/1/16
		4705/1		£3,223.65	£0.00	£3,223.65	P&F	Public Works Loan Board	Principle	2500/1/2
		4705/2		£2,151.31	£0.00	£2,151.31	P&F	Public Works Loan Board	Interest	2500/1/1
DD 3	01/05/24	4705		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419	2500/1/2
NFDC Tfr1	01/05/24	4734		£43.93	£0.00	£43.93	RLOS	New Forest District Council	NFDC Tfr1 01/04/24 Café purchases	3802/3/1
		4548/1		£388.80	£64.80	£324.00	RLOS	Peter Noble Ltd	24 replacement Tines for Aerator	3000/2/9
		4548/2		£444.84	£74.14	£370.70	RLOS	Peter Noble Ltd	Trimax Flail Kit for front deck mower & carriage	3000/3/2
2028	07/05/24	4548	RTC805685	£833.64	£138.94	£694.70		Peter Noble Ltd	24 replacement tines for Aerator. Trimax Flail Kit, for front deck mower.	3000/2/9
		4562/1		£47.00	£0.00	£47.00	RLOS	Taste Vending Ltd	choc powder	3802/3/1
		4562/2		£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
		4562/3		£8.18	£0.00	£8.18	RLOS	Taste Vending Ltd	caramel syrup	3802/3/1
2026	07/05/24	4562	RTC805732	£116.02	£0.00	£116.02		Taste Vending Ltd	food for resale	3802/3/1
		4676/1		£18.00	£3.00	£15.00	RLOS	Taste Vending Ltd	new part for coffee machine	3802/3/1
2027	07/05/24	4676	RTC805790	£18.00	£3.00	£15.00		Taste Vending Ltd	New parts inv 51713	3802/3/1
		4677/1		£4.79	£0.80	£3.99	RLOS	screwfix	silicone for notice boards	3000/2/14
		4677/2		£1.99	£0.33	£1.66	RLOS	screwfix	1 pack nozzels	3000/2/14
2029	07/05/24	4677	RTC805782	£6.78	£1.13	£5.65		screwfix	Silicone for notice boards	3000/2/14
		4678/1		£1,003.20	£167.20	£836.00	RLOS	New Forest District Council	2023-24 Annual fee for rolling programme of tree safety surveys	3000/2/12
2030	07/05/24	4678	RTC805786	£1,003.20	£167.20	£836.00		New Forest District Council	Tree survey fee	3000/2/12

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DD 1	08/05/24	4706		£32.34	£5.39	£26.95	RLOS	Sky Business	05/06/24 - 04/07/24 3802/2/5
DD 2	08/05/24	4707		£397.73	£18.94	£378.79	RLOS	Yu Energy	April 2024 3802/1/3
		4679/1		£98.99	£16.50	£82.49	RLOS	screwfix	New Hover for Groundsteam 3000/1/2
2031	13/05/24	4679	RTC805798	£98.99	£16.50	£82.49		screwfix	New Hover for groundsteam. 3000/1/2
		4680/1		£12.00	£2.00	£10.00	P&F	Hampshire County Council	952400 Gloves x 100 2000/3/4
		4680/2		£17.93	£2.99	£14.94	P&F	Hampshire County Council	598342 Dettol spray box of 6 2000/3/4
		4680/3		£18.14	£3.02	£15.12	P&F	Hampshire County Council	821666 BIC pens x 100 2000/1/8
2032	13/05/24	4680	RTC805773	£48.07	£8.01	£40.06		Hampshire County Council	Cleaner supplies and stationary 2000/3/4
		4681/1		£12.40	£2.07	£10.33	P&F	Hampshire County Council	598128 Carex soap 5 litres 2000/3/4
2033	13/05/24	4681	RTC805787	£12.40	£2.07	£10.33		Hampshire County Council	Caretaker supplies 2000/3/4
		4682/1		£20.69	£3.45	£17.24	P&F	Hampshire County Council	570174 Domestos x 9 2000/3/4
2034	13/05/24	4682	RTC805791	£20.69	£3.45	£17.24		Hampshire County Council	Caretaker supplies 2000/3/4
		4683/1		£133.20	£22.20	£111.00	RLOS	Alecta Technical Solutions	new water boiler filter and fit 3802/1/1
2035	13/05/24	4683	RTC805792	£133.20	£22.20	£111.00		Alecta Technical Solutions	planned preventative maintenance water boiler and filter 3802/1/1
		4684/1		£284.80	£47.47	£237.33	P&F	WFA Framing Solution	Community scrolls x 3 2200/1/5
2036	13/05/24	4684	RTC805734	£284.80	£47.47	£237.33		WFA Framing Solution	Framing of Community Award scrolls x 3 2200/1/5
		4685/1		£79.48	£13.25	£66.23	RLOS	Howardson Group Limited	new tines for cricket combi rake 3000/3/2
		4685/2		£75.66	£12.61	£63.05	RLOS	Howardson Group Limited	new tine spacer strap for cricket combi rake. 3000/3/2
		4685/3		£18.00	£3.00	£15.00	RLOS	Howardson Group Limited	Postage for tines and tine spacer strap 3000/3/2
2037	13/05/24	4685	RTC805763	£173.14	£28.86	£144.28		Howardson Group Limited	new tines and tine strap for cricket combi rake, and p/p. 3000/3/2
2038	13/05/24	4686		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	April 2024 3000/2/1
2039	13/05/24	4687		£34.46	£0.00	£34.46	RLOS	Source 4 Business	Crow Lane 17/10/23 - 23/04/24 5016181201 3000/1/8
DD	14/05/24	4698		£9,521.09	£0.00	£9,521.09	P&F	Hampshire County Council	Pension April 2024 2600/1/3
DD	15/05/24	4585		£15.07	£2.51	£12.56	RLOS	Itec	Carvers April 2024 3802/2/2
		4565/1		£33.00	£5.50	£27.50	RLOS	I-Hasco	level 2 food course 3802/2/6
Lloyds CC May 24 2	20/05/24	4565	RTC805736	£33.00	£5.50	£27.50		I-Hasco	Level 2 food training Holly Huns 3802/2/6

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DD	20/05/24	4708		£321.26	£53.54	£267.72	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	May 24 calls 2000/1/11
		4715/1		£196.96	£15.55	£181.41	RLOS	Booker	food for resale 3802/3/1
Lloyds CC May 24 1	20/05/24	4715	RTC805738	£196.96	£15.55	£181.41		Booker	food for resale order PAID ON N VODDEN CARD 3802/3/1
		4716/1		£302.45	£31.73	£270.72	RLOS	Booker	food for resale 3802/3/1
Lloyds CC May 24 3	20/05/24	4716	RTC805767	£302.45	£31.73	£270.72		Booker	food for resale 3578901 3802/3/1
		4717/1		£33.00	£5.50	£27.50	RLOS	I-Hasco	level 2 3802/2/6
Lloyds CC May 24 4	20/05/24	4717	RTC805752	£33.00	£5.50	£27.50		I-Hasco	level 2 food course for new member of staff 3802/2/6
		4718/1		£547.20	£91.20	£456.00	RLOS	TTS Group Ltd	Hide and seek soft play set with £100 discount code 3802/2/4
		4718/2		£400.80	£66.80	£334.00	RLOS	TTS Group Ltd	Soft play build a set 3802/2/4
Lloyds CC May 24 5	20/05/24	4718	RTC805675	£948.00	£158.00	£790.00		TTS Group Ltd	Soft play equipment, grant funded 3802/2/4
Lloyds CC May 24 6	20/05/24	4719		£237.60	£39.60	£198.00	P&F	Microsoft	18/03/24 - 17/04/24 2000/1/15
Lloyds CC May 24 7	20/05/24	4720		£177.12	£29.52	£147.60	P&F	Microsoft	18/03/24 - 17/04/24 2000/1/15
		4721/1		£91.25	£15.21	£76.04	RLOS	Brandon Tool Hire	Hire of scarifier for the cricket square. 3000/2/3
Lloyds CC May 24 8	20/05/24	4721	RTC805753	£91.25	£15.21	£76.04		Brandon Tool Hire	Hire of a Scarifier for the cricket square. 3000/2/3
		4722/1		£425.15	£57.30	£367.85	RLOS	Booker	food for resale 3802/3/1
Lloyds CC May 24 9	20/05/24	4722	RTC805772	£425.15	£57.30	£367.85		Booker	food for resale order 85064207 paid on Nicki credit card 3802/3/1
		4723/1		£18.00	£0.00	£18.00	RLOS	Disclosure and Barring Liverpool	Charmaine DBS 3001/1
		4723/2		£18.00	£0.00	£18.00	RLOS	Disclosure and Barring Liverpool	Sue DBS 3001/1
Lloyds CC May 24 10	20/05/24	4723	RTC805784	£36.00	£0.00	£36.00		Disclosure and Barring Liverpool	Basic DBS checks for clubhouse staff 3001/1
		4724/1		£116.99	£19.50	£97.49	RLOS	screwfix	dorgard 3802/1/1
Lloyds CC May 24 11	20/05/24	4724	RTC805769	£116.99	£19.50	£97.49		screwfix	doorgard for clubhouse 3802/1/1

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			4725/1	£29.96	£4.99	£24.97	RLOS	Amazon	plug covers	3802/1/1
Lloyds CC May 24 12	20/05/24	4725	RTC805770	£29.96	£4.99	£24.97		Amazon	plug covers for main hall	3802/1/1
			4726/1	£4.99	£0.83	£4.16	RLOS	Amazon	corner protectors tables	3802/1/1
Lloyds CC May 24 13	20/05/24	4726	RTC805778	£4.99	£0.83	£4.16		Amazon	corner table protectors	3802/1/1
			4727/1	£232.05	£38.67	£193.38	RLOS	Amazon	Heavy Duty Manual Hand Pallet Strapping Banding Kit Pack Set. To be paid using KW Credit Card.	3200/2/6
Lloyds CC May 24 14	20/05/24	4727	RTC805785	£232.05	£38.67	£193.38		Amazon	Banding Kit Pack Set	3200/2/6
Lloyds CC May 24 15	20/05/24	4728		£96.00	£0.00	£96.00	P&F	Lloyds CC	Annual fee 3 x @ £32	2000/1/18
			4729/1	£77.29	£12.88	£64.41	RLOS	Credit Card Supplier	Credit Card payment for fuel for hand held machines at the Cemetery.	3000/1/10
Lloyds CC May 24 16	20/05/24	4729	RTC805749	£77.29	£12.88	£64.41		Credit Card Supplier	Credit Card Payment for fuel for hand held machines at Cemetery. (KW email 25/4 for invoice)	3000/1/10
			4730/1	£29.97	£5.00	£24.97	RLOS	Credit Card Supplier	Fuel for transit van (Out of fuel in Cemetery no dilivery untill Tuesday 23rd April.)	3000/1/10
Lloyds CC May 24 17	20/05/24	4730	RTC805762	£29.97	£5.00	£24.97		Credit Card Supplier	Fuel for Transit Van, (out of fuel in Cemetery no dilevery untill Tuesday 23rd April) KW email 25/4 for invoice	3000/1/10
			4731/1	£7.79	£1.30	£6.49	P&F	Freeola Ltd	Renewal for 1 year	2000/1/15
Lloyds CC May 24 18	20/05/24	4731	RTC805766	£7.79	£1.30	£6.49		Freeola Ltd	SSL Certificate Renewal - rtcsonic.ringwood.gov.uk (Paid on NV credit card)	2000/1/15
Lloyds CC May 24 19	20/05/24	4732		£5.99	£0.00	£5.99	RLOS	Amazon	Order 805779 to be refunded in June CC	3802/3/1
			4574/1	£37.72	£6.29	£31.43	RLOS	Comax UK Ltd	coffee cups	3802/3/1
2040	21/05/24	4574	RTC805741	£37.72	£6.29	£31.43		Comax UK Ltd	Coffee cups	3802/3/1
			4575/1	£73.20	£12.20	£61.00	RLOS	Elliott Brothers Ltd	1 Sheet of marine ply for carvers playpark, to cover trampoline that needs replacing.	3000/2/16
2041	21/05/24	4575	RTC805805	£73.20	£12.20	£61.00		Elliott Brothers Ltd	1 240x120 sheet of 18mm marine ply, to cover Carvers Playpark trampoline that needs replacing.	3000/2/16
			4576/1	£312.96	£52.16	£260.80	RLOS	1st Stop Cleaning	march cleaning	3802/1/1

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 31/05/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4576/2	£381.42	£63.57	£317.85	RLOS	1st Stop Cleaning	April cleaning	3802/1/1
2042	21/05/24	4576	RTC805793	£694.38	£115.73	£578.65		1st Stop Cleaning	to replace 805371. Cleaning at Clubhouse whilst cleaner off	3802/1/1
			4577/1	£27.50	£0.00	£27.50	RLOS	Royal British Legion Ringwood	one d-day wreath	3100/8
2043	21/05/24	4577	RTC805812	£27.50	£0.00	£27.50		Royal British Legion Ringwood	d-day wreath	3100/8
			4578/1	£21.59	£3.60	£17.99	RLOS	screwfix	Adjustable Wrench, set of 3.	3000/3/1
			4578/2	£4.22	£0.70	£3.52	RLOS	screwfix	1 bag of 15 mm olives for taps and water pipe at Crow Allotments	3300/2/1
			4578/3	£25.98	£4.33	£21.65	RLOS	screwfix	3 outside taps for allotments.	3300/2/1
2044	21/05/24	4578	RTC805803	£51.79	£8.63	£43.16		screwfix	Adjustable wrench, set of 3. 1 bag of 15mm olives for taps and water pipe at crow allotments. 3 outside taps for allotments.	3000/3/1
			4579/1	£210.00	£35.00	£175.00	RLOS	Presto Plumbing and Heating Ltd	new siphon	3802/1/1
			4579/2	£66.00	£11.00	£55.00	RLOS	Presto Plumbing and Heating Ltd	call out to assess problem	3802/1/1
2045	21/05/24	4579	RTC805799	£276.00	£46.00	£230.00		Presto Plumbing and Heating Ltd	Call out and repairs to Clubhouse toilet	3802/1/1
			4580/1	£48.00	£8.00	£40.00	RLOS	Peter Noble Ltd	To sharpen blades on roller mower	3000/3/2
2046	22/05/24	4580	RTC805819	£48.00	£8.00	£40.00		Peter Noble Ltd	To sharpen blades on roller mower	3000/3/2
			4581/1	£15.46	£2.58	£12.88	RLOS	screwfix	1 bag of fittings for Carvers Clubhouse picnic tables.	3802/1/1
2047	22/05/24	4581	RTC805804	£15.46	£2.58	£12.88		screwfix	1 bag of fittings for Carvers clubhouse picnic tables.	3802/1/1
			4582/1	£137.00	£0.00	£137.00	P&F	SLCC Enterprises Ltd	13th Edition Arnold-Baker on Local Council Administration	2000/1/7
			4582/2	£5.40	£0.90	£4.50	P&F	SLCC Enterprises Ltd	Delivery charge	2000/1/7
2048	22/05/24	4582	RTC805761	£142.40	£0.90	£141.50		SLCC Enterprises Ltd	Reference book for officers	2000/1/7
2049	22/05/24	4584		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/05/24 - 14/06/24	3802/3/1
2050	22/05/24	4586		£20.71	£3.45	£17.26	P&F	Itec	Gateway May 2024	2000/1/9
2051	22/05/24	4587		£154.41	£0.00	£154.41	RLOS	Water2Business	Carvers 29946570 12/10/23 - 11/04/24	3802/1/4
2052	22/05/24	4588		£162.50	£0.00	£162.50	RLOS	Water2Business	MP 1 09001344 01 12/10/23 - 11/04/24	3000/1/8

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 31/05/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2053	22/05/24	4589		£166.04	£0.00	£166.04	RLOS	Water2Business	MP 2 0900134402 12/10/23 - 11/04/24	3000/1/8
DD	22/05/24	4699		£8,002.53	£0.00	£8,002.53	P&F	Inland Revenue	April 2024	2600/1/2
DD	24/05/24	4700		£28,933.36	£0.00	£28,933.36	P&F	Salaries	May 2024	2600/1/1
		4590/1		£90.00	£15.00	£75.00	RLOS	Ringwood Pest Control	Visit and serch Hightown Road Allotments for Rats, Serch Cemetery Sheds for Mice.	3300/2/1
2054	28/05/24	4590	RTC805806	£90.00	£15.00	£75.00		Ringwood Pest Control	Visit to Hightown Road Allotments, and Cemetery.	3300/2/1
DD	28/05/24	4701		£15.85	£0.00	£15.85	P&F	Lloyds Bank	Bank charges May 2024	2000/1/18
		4655/1		£87,740.98	£14,623.50	£73,117.48	RLOS	Knights Brown Construction Limited	Football pavilion interim payment Nr. 12 (note Nr. 11 was certified at £0)	3350/10
2063	29/05/24	4655	RTC805795	£87,740.98	£14,623.50	£73,117.48		Knights Brown Construction Limited	Construction services	3350/10
FPI	29/05/24	4688		£87.86	£14.64	£73.22	P&F	Brightwater	Fees May 2024	2400/19
DD	29/05/24	4709		£436.34	£72.72	£363.62	P&F	British Gas	Greenways 28/03/24 - 07/05/24	2100/1
NFDC Tfr2	30/05/24	4694		£9.01	£0.00	£9.01	P&F	New Forest District Council	NFDC Tfr2 Credit card charges May 2024	2000/1/18
NFDC Tfr2	30/05/24	4695		£15.63	£0.00	£15.63	RLOS	New Forest District Council	NFDC Tfr2 22/04/24 Café purchases	3802/3/1
NFDC Tfr2	30/05/24	4696		£6.13	£0.00	£6.13	RLOS	New Forest District Council	NFDC Tfr2 29/04/24 Café purchases	3802/3/1
NFDC Tfr2	30/05/24	4697		£13.30	£0.00	£13.30	RLOS	New Forest District Council	NFDC Tfr2 06/05/24 Café purchases	3802/3/1
		4710/1		£75.14	£12.52	£62.62	PT&E	SSE Southern Electric	AGR0219078 Continous	4000/1/2
		4710/2		£124.03	£5.91	£118.12	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn	4000/1/2
DD	30/05/24	4710		£199.17	£18.43	£180.74		SSE Southern Electric	Carvers April 2024	4000/1/2
		4711/1		£7,939.88	£0.00	£7,939.88	P&F	Public Works Loan Board	Principle	2500/1/2
		4711/2		£2,458.11	£0.00	£2,458.11	P&F	Public Works Loan Board	Interest	2500/1/1
DD	31/05/24	4711		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	PW499351	2500/1/2
		4712/1		£101.54	£4.84	£96.70	RLOS	Utility Warehouse	Energy	3000/1/1
		4712/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	31/05/24	4712		£103.94	£5.24	£98.70		Utility Warehouse	UW Sports Pavilion April 2024	3000/1/1
		4713/1		£196.70	£9.37	£187.33	RLOS	Utility Warehouse	Energy	3200/1/1
		4713/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile	3000/1/6
		4713/3		£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/05/24 and 31/05/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		4713/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse Club	3200/1/1
DD 2	31/05/24	4713		£263.30	£20.47	£242.83		Utility Warehouse UW Cemetery April 2024	3200/1/1
		4714/1		£22.00	£3.67	£18.33	RLOS	Utility Warehouse Mobile	3000/1/6
		4714/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse Club	3000/1/6
DD 3	31/05/24	4714		£24.40	£4.07	£20.33		Utility Warehouse UW Groundsmens phones April 2024	3000/1/6
		4733/1		£15.80	£0.00	£15.80	Counc	Ringwood Town Council Milk etc	10000
		4733/2		£35.00	£5.83	£29.17	Counc	Ringwood Town Council Keys Carvers bollards & cricket pavilion	10000
		4733/3		£13.56	£0.00	£13.56	Counc	Ringwood Town Council Hooks for Cemetery	10000
		4733/4		£3.27	£0.55	£2.72	Counc	Ringwood Town Council Cleaning wipes	10000
		4733/5		£7.00	£0.00	£7.00	Counc	Ringwood Town Council Paint for Gateway gardens	10000
Petty Cash May 2024	31/05/24	4733		£74.63	£6.38	£68.25		Ringwood Town Council Petty Cash May 2024	10000
Total				£160,689.74	£15,982.57	£144,707.17			

POLICY AND FINANCE COMMITTEE 19th JUNE 2024**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-May-24			31-May-24	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	51,379	37,765	-90,000		100,000	47,765
Business Account	25,454	50,498		-25,000		25,498
Investment Accounts	700,000	705,000		-75,000		630,000
Petty Cash - Imprest	149	74				74
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	777,157	793,512	-90,000	-100,000	100,000	703,512

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19/06/24

19/06/24

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

Notes:

- | | | |
|---|----------------------------------------------------|---------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end June | 50,000 |
| | Anticipated receipt of Gateway re-charges | 40,000 |
| | Net anticipated movement on imprest account | 90,000 |
- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled at 31st May
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 19th June 2024
BUDGETARY CONTROL Period 2 – April to May 2024

1. BACKGROUND

1.1 The purpose of this report is to provide Members with the first budget monitoring report for the year 2024-25.

1.2 In January of this year, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. The expenditure budget includes £235,000 in respect of capital schemes and £6,040 in respect of equipment replacement. Of this, £87,407 will be funded from earmarked reserves and the balance from grants anticipated during the year. These projects will be monitored separately as the year progresses. The net budget of £643,525 is to be funded from Council Tax. Note however that there will be some additional expenditure resulting from slippage from 2023/24, that is not included in the approved budget, but this will be entirely funded from specific earmarked reserves held for this purpose.

1.3 The approved budget for 2024/25 may be summarised as follows:

	£
Revenue Expenditure	924,243
Capital Expenditure	235,000
Plus transfers to earmarked reserves	45,100
Less Revenue Income	-312,500
Less Capital Income (grants)	-153,633
Less transfers from earmarked reserves	- 94,685
Net budget requirement	643,525
Funded by:	
Council Tax	643,525

1.4 Reserves stood at £639,190 at the 1st of April including rent & key deposits. These plans will see a reduction of £49,585 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £7,934 in respect of CIL have been received as at the 31st May. An updated schedule of planned and actual movements on reserves is included at Appendix 2.

1.5 It should also be noted that activity in the opening weeks of the year is focussed on closing the previous years accounts and so many of the transactions reported in the transaction listing elsewhere on the agenda are included and have been reported in the 2023/24 accounts.

1.6 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the new year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described in 1.5 above. The net budget deficit reported, of £49,585 is the figure before transfers to and from reserves are taken into account.

2. INCOME & EXPENDITURE TO THE END OF MAY 2024

2.1 Total income recorded to the end of May amounts to £463,675 but this includes £321,762 precept together with £17,935 in respect of CIL and grant income and £59,460 in respect of the football project, all of which has been taken directly to reserves. Income recorded to date against the revenue budget therefore amounts to £64,518, which is slightly more than 20.6% of the predicted figure for the year. This apparent modest over-recovery of income is entirely explained by the football rent receipt for the year for which the invoice has been raised but which has yet to be paid. There are a number of emerging variances which will be monitored closely as the year progresses but as yet there does not appear to be any significant under recovery of income.

- 2.2 Expenditure to the end of May totalled £229,739. 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 £754 making expenditure to the end of May £230,493. Excluding capital expenditure in respect of the football project reduces this to £154,889 which is 16.8% of the annual revenue budget. This is almost exactly in line with expectations assuming linear spend. Again, whilst there are some emerging variances it is too early in the year to draw any reasonable predictions based on performance to date. An analysis of expenditure variances indicates that generally expenditure is broadly in line with expectations, again with much of the variance explained by timing differences.
- 2.3 At the meeting in May, this committee approved the carry over into an earmarked reserve of some of the underspend from 2023/24 to enable expenditure that had slipped from that year without impacting the current year budget. The total amount set aside is £33,935 and this will be added to the revenue budget in due course. None of the additional expenditure has been incurred as at the end of May.
- 2.3 In conclusion, whilst it is too early to make any reliable year end predictions, early signs are that income and expenditure are tracking reasonably close to budget with variances that are readily explained. The current and predicted balances on reserves also provide some additional assurance that sufficient funds are available to manage net expenditure.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a couple of significant capital projects which were approved in earlier years which will incur expenditure in 2024/25. All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Budget	Spend to May
• Football Development Project	£235,000	£73,117
• Machinery/equipment purchase	£ 6,040	£ 0
• Columbarium (note £4,750 spent in 23/24)	<u>£ 26,250</u>	<u>£ 2,400</u>
Total	£267,290	£75,517

- 3.2 members should note that the approved budget for the football project for 2024/25 was approved in January before the outturn for 2023/24 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2024/25, all of which will be funded from grants or reserves held for this purpose. The projected spend in the current year will be revised in due course.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190. Current budget plans will reduce reserves by £49,585 before any additional receipts are taken into account. Further receipts of £77,770 have been received as at the end of May, most of which is expected to be applied to the football development project during the year. In addition, the application of funds towards carried over expenditure from 2023/24 is expected to reduce reserves by a further £35,225.
- 4.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £632,151 assumes that the football project is substantially completed and that almost all funds held on behalf of the project are exhausted.

5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The budget monitoring position is noted.
- 5.2 Members note the balances of Reserves.

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 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£27,068.00	£0.00	£8,737.38
310	Events	£28,000.00	£0.00	£3,725.00
320	Cemetery Income	£37,922.00	£0.00	£3,045.21
330	Allotment Income	£6,400.00	£0.00	£66.25
350	Capital Income	£153,633.00	£0.00	£59,460.00
380	Carvers Clubhouse	£26,500.00	£0.00	£4,551.62
Total Recreation, Leisure & Open Spaces		£279,523.00	£0.00	£79,585.46
Planning, Town & Environment				
400	Income	£1,100.00	£0.00	£11,100.00
Total Planning, Town & Environment		£1,100.00	£0.00	£11,100.00
Council				
100	Precept	£643,525.00	£0.00	£321,762.50
102	Interest Business A/c	£0.00	£0.00	£50.64
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£185,511.00	£0.00	£51,176.27
Total Council		£829,036.00	£0.00	£372,989.41
Total Income		<u>£1,109,659.00</u>	<u>£0.00</u>	<u>£463,674.87</u>
				<u>-£645,984.13</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,482.00	£0.00	£18,226.06	£108,255.94
2100	Maintenance	£43,833.00	£0.00	£1,109.95	£42,723.05
2200	Democratic Process (members Costs)	£14,722.00	£0.00	£2,187.33	£12,534.67
2210	Grants	£5,200.00	£0.00	£0.00	£5,200.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£19,367.67	£103,043.33
2310	Employee overhead Costs	£4,345.00	£0.00	£1,283.67	£3,061.33
2400	Other	£39,905.00	£0.00	£2,307.47	£37,597.53
2500	Capital Financing	£61,478.00	£0.00	£15,772.95	£45,705.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	£172.37	-£172.37
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		£418,376.00	£0.00	£60,427.47	£357,948.53
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£63,504.00	£0.00	£10,531.94	£52,972.06
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£28,984.26	£152,858.74
3002	Employee Costs	£2,080.00	£0.00	£400.00	£1,680.00
3100	Events	£23,312.00	£0.00	£2,609.87	£20,702.13

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance
3101 Events - Employee Costs	£16,736.00	£0.00	£2,644.86	£14,091.14
3200 Cemetery	£9,097.00	£0.00	£2,784.97	£6,312.03
3201 Cemetery -Employee Costs	£59,706.00	£0.00	£9,475.40	£50,230.60
3300 Allotments	£2,549.00	£0.00	£617.43	£1,931.57
3301 Allotments -Employee Costs	£20,294.00	£0.00	£2,298.38	£17,995.62
3350 Capital Expenditure	£235,000.00	£0.00	£75,607.48	£159,392.52
3801 Youth Services Employee costs	£58,069.00	£0.00	£10,153.04	£47,915.96
3802 Carvers Clubhouse	£38,388.00	£0.00	£8,277.54	£30,110.46
Total Recreation, Leisure & Open Spaces	£710,578.00	£0.00	£154,385.17	£556,192.83
Planning, Town & Environment				
4000 Planning, Town & Environment	£3,034.00	£0.00	£531.05	£2,502.95
4001 Employee Costs	£27,256.00	£0.00	£4,395.22	£22,860.78
4050 Capital Expenditure	£0.00	£0.00	£10,000.00	£-10,000.00
Total Planning, Town & Environment	£30,290.00	£0.00	£14,926.27	£15,363.73
Council				
10000 Petty Cash - Office	£0.00	£0.00	£0.01	£-0.01
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	£0.00	£0.00
Total Council	£0.00	£0.00	£0.01	£-0.01
Total Expenditure	£1,159,244.00	£0.00	£229,738.92	£929,505.08

Financial Budget Comparison

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Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance
Total Income	£1,109,659.00	£0.00	£463,674.87	-£645,984.13
Total Expenditure	£1,159,244.00	£0.00	£229,738.92	£929,505.08
Total Net Balance	-£49,585.00		£233,935.95	

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RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2024 to 31st March 2025

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2023/24:				Estimated Balance 31/03/25 £	
		from Revenue £	to revenue		Capital & Other Receipts £		between provisions £
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	25,600	2,700				28,300	
Gateway	25,000	0				25,000	
Cemetery	26,033	1,000				27,033	
Buildings Reserve	39,167	5,500				44,667	
Election	0	5,000				5,000	
Vehicle & Machinery	33,883	20,000		-6,040		47,843	
Play Equipment	15,616	6,900				22,516	
Memorials	0	0				0	
Christmas Lights	0	0				0	
Carvers Clubhouse	32,017	1,000	-1,000			32,017	
Ringwood Events	13,172	0	-5,048			8,124	
Memorial Lantern	0	0			375	375	
Carvers Grounds	2,480	0				2,480	
Carvers Sheds Feasibility	3,075					3,075	
Infrastructure & Open Spaces	17,370	3,000				20,370	
Open Spaces Security Measures	1,406					1,406	
Neighbourhood Plan	3,383	0				3,383	
Football development Project	23,959	0		-81,367	59,460	2,052	
Budget Underspends retained for use in 2022/23*	1,290	0		-35,225		33,935	
						0	
Total Provisions	263,452	45,100	-6,048	-122,632	59,835	33,935	273,642
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	14,765		-1,000				13,765
Cem Maint	500		-230				270
Dev Cons(CIL)	29,030				7,935		36,966
Capital Receipts	18,942						18,942
Grants Unapplied	4,540				10,000		14,540
Loans Unapplied	0						0
Total Earmarked Reserves and Provisions	331,230	45,100	-7,278	-122,632	77,770	33,935	358,125
General Reserve	288,392					-33,935	254,457
Key & Rent Deposits	19,569						19,569
Total Reserves & Customer Deposits	639,190	45,100	-7,278	-122,632	77,770	0	632,151

REPORT TO POLICY & FINANCE COMMITTEE – 19th JUNE 2024
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24

1. BACKGROUND

- 1.1 The Annual Governance and Accountability Return (AGAR) is a statutory return that we are required to submit to our external auditors each year. Sections 1 and 2 of the return must be approved by the Council by the 30th June and published on the Council's website by the 1st of July.
- 1.2 Sections 1 and 2 of the return, together with the internal auditor's report and supporting documentation must be submitted to the external Auditor, BDO LLP by the 30th June (unless an extension is agreed).
- 1.3 The AGAR is appended together with a copy of the internal auditor's annual report and a draft notice of the period for the exercise of public rights which must also be published on the Council's website as required by the Accounts and Audit Regulations 2015.

2. AGAR 2023/2024

- 2.1 All movements and balances have been reconciled for the financial year 2023/24. The internal auditor has concluded his review of finances and control measures and the AGAR is now ready for approval by Council and onward submission to the external auditor.
- 2.2 The AGAR consists of four parts:
 - the annual Internal Auditor's report and assurance on control measures,
 - Section 1, the Annual Governance Statement which must be approved by the Council before Section 2,
 - Section 2, the Accounting Statements for 2023/24.
 - Section 3, The final part, is to be completed by the external Auditor prior to publication by the Council by the end of September.
- 2.3 Each part of the AGAR is discussed in more detail below.

3. Internal Audit report and Assurance Opinion

- 3.1 The internal auditor has concluded that:
"A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited."
- 3.2 There were no issues which the auditor highlighted for management action
- 3.3 The auditor also noted that there were **"no issues identified where the framework of governance, risk management and control could be improved"**.
- 3.4 The full internal auditor report is included at Appendix 2.

4. AGAR 2023/24 Section 1, Annual Governance Statement

- 4.1 The annual governance statement is the Council's declaration that it maintains a sound system of internal control. The internal auditor has confirmed that there is a sound system of governance, risk management and control in place.
- 4.2 We are able to confirm agreement with all aspects of governance and internal control.
- 4.3 This section must be approved by full Council before section 2 is approved.

5. AGAR 2023/24 Section 2, Accounting Statements 2023/24

- 5.1 The accounting statements have been prepared on an accruals basis rather than a cash basis which means that year end debtors and creditors are brought into the accounts. All figures agree to the underlying financial records and cash balances are supported by bank statements.
- 5.2 Line 7, the statement of balances carried forward includes a sum of £18,163.99 in respect of rent and key deposits. The figure of £631,190 corresponds with the total value of reserves and provisions at the 31st March, reported elsewhere on the agenda.
- 5.3 The accounting statements concur with the year end financial reports previously submitted to this committee.

6. AGAR 2023/24 Section 3

- 6.1 Section 3 is to be completed by the external auditor, BDO LLP, following submission of the AGAR and supporting documentation. Their response and certificate must be published by the Council by the 30th September 2024.

7. Notice of Exercise of Public Rights

- 7.1 The Council is required to publish a notice to confirm of the exercise of public rights to examine the financial records of the Council. As part of this process we are required to inform the external auditor of the proposed dates for the exercise of public rights.
- 7.2 The requirements are that a period of 30 working days be made available. This period must start no later than the 1st of July and must include the first 10 working days of July.
- 7.3 The AGAR is scheduled to go before a meeting of the Council on the 26th of June, subject to this Committee's endorsement. This Committee previously endorsed the proposal that the dates for the exercise of public rights be from Thursday 27th June to Wednesday 7th August. A draft notice is appended, Appendix 3, which will be published on the 20th June.

8. RECOMMENDATIONS

It is recommended that:-

- 8.1 Members note the internal auditor's annual report together with the management responses.

- 8.2 The 2023/2024 Annual Governance and Accountability Return be endorsed and submitted to Council for approval.
- 8.3 Members note the dates selected for the exercise of public rights.

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

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2024.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2024. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority must publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2024.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Ringwood Town Council

www.ringwood.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not Covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/24 - 05/06/24

Name of person who carried out the internal audit

KAREN ROSS

Signature of person who carried out the internal audit



Date

05/06/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Ringwood Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		"Yes" means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets including financial reporting and, if required, independent examination or audit	Yes	No	N/A
	✓		

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.ringwood.gov.uk

Section 2 – Accounting Statements 2023/24 for

Ringwood Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	618,049	634,461	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	553,949	610,429	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,217,530	2,328,089	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	425,748	467,469	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	31,546	46,436	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,297,773	2,419,884	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	634,461	639,190	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	537,023	699,968	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,721,632	6,629,881	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	308,383	785,654	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of Ringwood Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**Southern Internal
Audit Partnership**

Assurance through excellence
and innovation

Ringwood Town Council

Internal Audit Report

Supplementary Paper to Annual Governance and Accountability Return 2023/24 Part 3

05 June 2024

Prepared by: Karen Ross

FINAL REPORT

1. Introduction

1.1 The scope of this review was to ensure that adequate control exists over the internal control objectives specified under points A-M of the Annual Governance and Accountability Return 2023/24 Part 3.

1.2 We are grateful to Chris Wilkins, Jo Hurd and Rory Fitzgerald and the office team for their assistance during the course of the audit.

2. Objectives

2.1. This review has sought to assess the effectiveness of controls in place focusing on those designed to mitigate risk in achieving the following key objectives:

- A. Appropriate accounting records have been properly kept throughout the financial year;
- B. The Town Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for;
- C. The Town Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these;
- D. The precept or rates requirement resulted from an adequate budgetary process; process against the budget was regularly monitored; and reserves were appropriate;
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for;
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for;
- G. Salaries to employees and allowances to Members were paid in accordance with the Authority's approvals, and PAYE and NI requirements were properly applied;
- H. Asset and investments registers were complete and accurate and properly maintained;
- I. Periodic and year-end bank account reconciliations were properly carried out;

- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded;
- K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt (This section has been confirmed as not applicable);
- L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation;
- M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations;
- N. The authority complied with the publication requirements for the prior year AGAR; and
- O. The Town Council has met its responsibilities as a trustee.

3. Circulation List

- 3.1. This document has been circulated to the following:
- Chris Wilkins, Town Clerk
 - Rory Fitzgerald, Responsible Finance Officer (RFO)



The Southern Internal Audit Partnership conforms to the IIA's professional standards and its work is performed in accordance with the International Professional Practices Framework (*endorsed by the IIA*).

4. Summary Findings

Assurance Opinion	
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Management Actions	
High	0
Medium	0
Low	0
Total	0

Key Observations
<p>Areas assessed to be working well/controls are effective</p> <ul style="list-style-type: none"> Detailed financial results comparing year-to-date actuals against budget are compiled and reported to the Policy & Finance Committee monthly in a format which provides an audit trail to original transactions within the Council's Financial Information System (Edge). The current Financial Regulations were adopted in July 2023. Testing of a sample of twenty points within the Financial Regulations found them all to be fully compliant. Payments to suppliers were supported by invoices and authorised via Edge workflows with VAT appropriately accounted for. Testing of procurements via petty cash found that floats had been balanced and transactions were coded and posted to Edge in a timely manner. VAT returns can be substantiated to transactional level within Edge and the RFO is responsible for ensuring returns are submitted within HMRC's deadlines.

- Sales invoices were raised in compliance with the Council's current charging policies and correctly coded with VAT appropriately accounted for.
- Allotments were found to have an appropriately signed tenancy agreement, there is a register of tenants and staff are able to identify any debtors, who are monitored. For burials there is formal burial register, it was found to be up-to-date with interments and memorials appropriately evidenced. Testing confirmed that fees have been charged at the correct approved rate and have been recovered within a reasonable time. RTC also retain copies of Burial /Cremation certificates. Hall hire has an effective diary system for bookings identifying the hirer and hire times and we were able to cross-reference to sampled invoices raised.
- Ringwood Town Council has insurance against public liability risks as part of its general insurance policy with Zurich Municipal. The policy covers: land, buildings, public, employers' and hirers', liability, fidelity / employees (including Councillors) liability, business interruption and cyber security.
- A full financial risk review was presented to the Policy and Finance Committee in September 2023. The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and subsequently reviewed in July 2023.
- Annual playground inspections are carried out by The Play Inspection Company as well as weekly inspections by the Grounds Team. Risk assessments have also been undertaken for Grounds and Catering Teams.
- A draft budget setting out the 2023/24 precept was presented to the Policy & Finance Committee and then Full Council by January 2023. The precept for 2024/25 was presented in January 2024. Year-to-date actuals against budget were reported to the Policy and Finance Committee at each meeting, along with executive summaries, summaries of cash-book movements and transfers to and from reserves. General reserves have been maintained in line with guidelines, with additional commentary provided as necessary.
- Testing of payroll transactions found that the specialist company contracted (TC Group) paid salaries to employees and allowances to Members which were in accordance with the Authority's approvals, and PAYE and NI requirements and were properly applied. Salaries were also found to be paid to the employee/allowances to Member's in a timely manner. Internal controls around these processes and the subsequent posting of anonymised payroll costs to Edge are robust.
- The RFO maintains a comprehensive fixed asset register with additions and disposals updated as required. A record is made of the last time each asset was checked.
- RTC has loan liabilities and have three PWLB annuity loans. The total outstanding debt has been verified to the DMO (UK Debt Management Office) website.
- Bank statements are reconciled by the RFO monthly and testing of all reconciliations agreed to the cash book summary presented to

the Policy and Finance Committee. Cross-referencing of the year-end reconciliations confirmed they agreed to bank statements and the year-end cashbook. For additional scrutiny there is an arrangement in place for a Councillor to review reconciliations and statements following each Policy and Finance Committee meeting and sample checks confirmed Councillor signed off.

- Budgets and budget monitoring reports have been prepared on the correct income and expenditure accounting basis, as will the final accounting statements, and figures such as debtors and creditors on the final balance sheet can be substantiated to transactional level by Edge reports.
- RTC publishes information on a free to access website which was found to be up to date at the time of the internal audit in accordance with the relevant legislation.
- The Council complied with point M of Part 3 of the AGAR which relates to providing for the exercise of public rights as required by the Accounts and Audit Regulations.
- There was evidence that the Council complied with point N of Part 3 of the AGAR which relates to the publication requirements of the 2022/23 AGAR as per related guidance notes by the dates specified, with all relevant documentation published on the Council's website.
- The Council acts as trustee for two charities and filed the relevant Charity Commission returns in a timely manner.

Areas where the framework of governance, risk management and control could be improved

- No issues have been identified.

Appendix 1 – Definitions of Assurance Levels

We use the following levels of assurance and prioritisations in our audit reports:

Assurance Opinion	Framework of governance, risk management and management control
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
Reasonable	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
Limited	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

Name of Smaller authority: Ringwood Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement Thursday 20th June 2024 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p style="padding-left: 40px;">(b) Christopher Wilkins, Town Clerk, Ringwood Town Council Ringwood Gateway, The Furlong, Ringwood BH24 1AT (01425) 484720 chris.wilkins@ringwood.gov.uk</p> <p>commencing on (c) Thursday 27th June 2024</p> <p style="padding-left: 40px;">and ending on (d) Wednesday 7th August 2024</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Rory Fitzgerald, Finance Manager</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023-24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

EXTRACT FROM CARVERS WORKING PARTY MEETING**1st May 2024****6. MASTERPLAN IMPLEMENTATION**

Cllr. M. DeBoos reported that although there may be opportunities to bid for funding from Sport England and the National Lottery, owing to the constraints applying to these, the best immediate option is probably the Veolia scheme. This could be combined with an offer received from David Lloyd Club to RACE to provide volunteer help. The bid would need to demonstrate biodiversity and ecological benefits. For this reason, she suggested that the subject of the bid should be the MUGA and the planting adjacent to it and it should include provision or habitat surveys before and after to test those benefits.

The officers reported receipt of a request to use the sports pavilion for boxing training sessions (in conjunction with its continuing use for cricket).

RESOLVED:

That Cllrs. M. DeBoos and Frederick and the Clubhouse Manager have authority to prepare a bid to Veolia along the lines suggested for submission as soon as it is ready and authority has been obtained from the Policy & Finance Committee for the funding required to release the bid funds (if it is successful);

That the Town Clerk put the boxing training provider in touch with Ringwood Cricket Club to discuss practicalities

RECOMMENDED TO THE POLICY & FINANCE COMMITTEE

That if the bid for funding from the Veolia scheme is successful, the 10% contribution required to release it (up to a maximum of £8,250) be met from the CIL reserve.

7. NEXT MEETING

Wednesday 5th June 2024 at 6pm.

POLICY & FINANCE COMMITTEE

19th June 2024

Management of Gateway Square

1. Introduction and reason for report

- 1.1 Officers have learned recently that this Council's discretionary powers to manage the use of Gateway Square (the outdoor seating area in front of the Gateway building) are significantly wider than had previously been thought and now seek guidance from councillors to prepare a draft policy on the subject.

2. Background information and options

- 2.1 Gateway Square is owned by New Forest District Council. When it was laid out in its current form (in about 2012), it was apprehended that some features (especially the wooden seating and sculptures) would need regular maintenance and repair and eventual replacement. By a Service Level Agreement (reproduced as Appendix 1) this Council was granted permission to licence uses of the Square. The agreement also contains terms defining the two councils' respective maintenance responsibilities and agreeing how certain costs will be shared.
- 2.2 In accordance with the SLA, the parties entered into a Licence in the form set out in Schedule 2. This authorised this Council to enter upon and utilise the Square "for purpose of a regular market and other public events". In practice, this Council has exercised this right to licence regular Antiques & Decorative Arts Fairs, Farmers' Markets, Artisan Fairs and charity bookstalls plus occasional not-for-profit public information events. Use for religious purposes was prevented. This relatively restrictive approach may have arisen from officers interpreting the words "and other public events" to mean "similar to a regular market". (See also clause 11.1 in Schedule 1 which only mentions specifically a limited range of event types.) Alternatively, it may have been officers' understanding of informal policy. Either way, it has now been made clear that NFDC is content to apply a much wider sense to the words "and other public events" and allow this Council to utilize the space for other uses. It has been asserted that a principal purpose of the SLA is to enable this Council to generate revenue from the space to assist in defraying the anticipated maintenance costs (though this is nowhere stated in it).
- 2.3 When licensing markets and fairs officers have prioritised encouraging use over generating revenue; agreeing licence fees based on a fee per stall at such level as the event organisers advise the traders will bear.
- 2.4 Officers are now uncertain whether current practice meets members' priorities and objectives and recommend that a policy be agreed which specifies more clearly (i) the kinds of use that should be allowed and (b) the basis on which bookings should be charged.
- 2.5 The Council's options are somewhat constrained by existing licences (which could only be brought into line with any new directions by being terminated on notice and re-negotiated). The Council also needs to ensure that uses of the Square do not prejudice or conflict with ceremonies being conducted in The Gateway by the Registrars' Service. The Council must also comply with the public sector equality duty.
- 2.6 Dealing first with the question of use types, these might include:
 - Regular or irregular/occasional markets and fairs (where goods are sold or services are provided for profit from several stalls);

- Regular or irregular/occasional single stalls from which goods are sold or services provided (either commercially or on a charitable/not-for-profit basis);
- Non-commercial information events (involving one or more stalls and having themes that could be religious, party-political, political but non-party, charitable or official/quasi-official);
- Entertainment (possibly involving collecting donations, selling recordings, etc.)
- Commercial promotions/advertising
- Others we haven't thought of.

Which of these types of use should be allowed?

- 2.7 Should booking fees be charged for all types of event or only some? Should the generation of revenue become a higher priority? On what basis should these fees be calculated and should this be the same for all types of event? (Note: The more complex the fee structure, the harder it is likely to be for hirers and officers to understand which fee applies.)

3. Issues for decision and any recommendations

Members are respectfully requested to agree guidance for officers on the following issues:

3.1 The kinds of event/activity which may be licensed.

3.2 The principles to apply on compiling a draft table of booking charges.

For further information, contact:

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

Dated 28th JUNE 2018

(1) NEW FOREST DISTRICT COUNCIL

-and-

(2) RINGWOOD TOWN COUNCIL

AGREEMENT
relating to the supply of

Services at the Recreation Land adjacent to Ringwood Gateway Building

This Agreement is made the^{28th}..... day of~~JUNE~~.....2018

BETWEEN

New Forest District Council of Appletree Court, Beaulieu Road, Lyndhurst, Hampshire, SO43 7PA ("the District Council")

and

Ringwood Town Council of Ringwood Gateway, The Furlong, Ringwood, BH24 1AT ("the Town Council")

RECITALS

- (1) The District Council is the registered proprietor of the freehold property known as land at Meeting House Lane, Ringwood registered at HM Land Registry under title number HP715439 ("the Land").
- (2) The part of the Land shown hatched blue on the attached plan reference **RL1** is Recreation Land.
- (3) By this Agreement the Parties set out how the Recreation Land is to be managed.

NOW IT IS AGREED AS FOLLOWS

1 INTERPRETATION

1.1 In this Agreement:

- "Agreement" means this deed between the District Council and the Town Council;
- "Commencement Date" means the date of this Agreement
- "Confidential Information" means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
- "Responsibilities" means the Responsibilities of the District Council under the Agreement;
- "DPA" means the Data Protection Act 1998;
- "FOIA" means the Freedom of Information Act 2000;
- "GDPR" means General Data Protection Regulation (2016/679)
- "Information" has the meaning given under section 84 of the FOIA;
- "Land" means the freehold property known as land at Meeting House Lane, Ringwood registered at HM Land Registry under title number HP715439
- "Licence" means the Licence made between the District Council and the Town Council of even date related to the Land and attached at Schedule 2;
- "Management Agreement" means the deed made between the District Council, the Town Council and Hampshire County Council dated 3 April 2012 relating to the part of the land shown edged red on plan number E1469-A-803 attached to that deed;
- "Party" means the Town Council or the District Council (as appropriate) and "Parties"

	shall mean both of them;
“Personal Data”	means personal data (as defined in the DPA and, as applicable, the GDPR) which is processed by any Staff on behalf of the Town Council or any Staff on behalf of the District Council pursuant to or in connection with this Agreement;
“Recreation Land”	means the part of the Land shown hatched blue on the attached plan reference RL1 ;
“Request for Information”	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply);
“Specification”	means the specification for the Services (including as to quantity, description and quality) and Responsibilities as set out in Schedule 1;
“Staff”	means all officers, employees, agents, consultants and contractors of the Town Council and/or of any sub-contractor of the Town Council engaged in the performance of the Town Council’s obligations under the Agreement;
“Services”	means the services to be supplied by the Town Council to the District Council under the Agreement;
“Street Furniture”	means any bench, seating, sculpture, feature board, information board or plaque located on the Recreation Land.
“Term”	means the period from the date of the Agreement until it is terminated in accordance with the terms and conditions of the Agreement;
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

1.2 In these terms and conditions, unless the context otherwise requires:

- 1.2.1 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 1.2.2 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 1.2.3 the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
- 1.2.4 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- 1.2.5 the word ‘including’ shall be understood as meaning ‘including without limitation’.

2 BASIS OF THE AGREEMENT

- 2.1 The Town Council agrees to provide the Services subject to and in accordance with the terms and conditions of the Agreement.

3 SUPPLY OF SERVICES

- 3.1 The Town Council shall supply the Services to the District Council for the Term subject to and in accordance with the terms and conditions of the Agreement.
- 3.2 In order to facilitate the supply of the Services the District Council grants the Licence to the Town Council.
- 3.3 In supplying the Services, the Town Council shall:
- 3.3.1 co-operate with the District Council in all matters relating to the Services and comply with all the District Council’s instructions;

- 3.3.2 perform the Services with all reasonable care, skill and diligence in accordance with good industry practice;
 - 3.3.3 use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Town Council's obligations are fulfilled in accordance with the Agreement;
 - 3.3.4 ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
 - 3.3.5 comply with all applicable laws; and
 - 3.3.6 provide all equipment, tools and vehicles and other items as are required to provide the Services.
- 3.4 The District Council may by written notice to the Town Council at any time request a variation to the scope of the Services.
- 3.5 The Town Council may retain any monies it collects from third parties as a result of undertaking the Services.
- 3.6 The District Council shall undertake its Responsibilities for the Term.
- 3.7 In undertaking its Responsibilities, the District Council shall:
- 3.7.1 perform the responsibilities with all reasonable care, skill and diligence in accordance with good industry practice;
 - 3.7.2 use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the District Council's obligations are fulfilled in accordance with the Agreement;
 - 3.7.3 ensure that the Services shall conform with all descriptions and specifications set out in the Specification;
 - 3.7.4 comply with all applicable laws; and
 - 3.7.5 ensure that any tree works are undertaken in accordance with the District Council's Tree Policy, as may be amended.
- 3.8 Neither Party shall cut or alter any tree on the Recreation Land or hang anything from any such tree without permission from the District Council's Tree Officer.

4 REPLACEMENT STREET FURNITURE

- 4.1 In the event of damage to Street Furniture becoming known to the Town Council they shall immediately inform the District Council and assist the District Council in the collection of evidence to identify how the damage was caused.
- 4.2 Both Parties shall agree to any items of Street Furniture being removed or added to the Recreation Land. If the Parties cannot reach an agreement, the District Council shall make the final decision.
- 4.3 The cost of removal of existing Street Furniture and purchase and installation of new Street Furniture on the Recreation Land shall be shared between the Parties equally.

5 TERM

- 5.1 The Agreement shall take effect on the Commencement Date and shall terminate in accordance with the terms and conditions of the Agreement.

6 PREMISES AND EQUIPMENT

- 6.1 The District Council shall provide the Town Council with reasonable access at reasonable times to the Recreation Land for the purpose of supplying the Services. All equipment and tools brought onto the Recreation Land by the Town Council or the Staff shall be at the Town Council's risk.
- 6.2 On the termination of the Agreement the Town Council shall vacate the Recreation Land, remove the Town Council's plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Recreation Land in a clean, safe and tidy condition. The Town Council shall be solely responsible for making good any damage to the Recreation Land which is caused by the Town Council or any Staff, other than fair wear and tear and shall be solely responsible for carrying out any remedial works required to reinstate the Recreation Land to its original condition following removal of equipment or any objects placed on the Recreation Land by the Town Council.
- 6.3 Without prejudice to clause 3.3.6, any equipment provided by the District Council for the purposes of the Agreement shall remain the property of the District Council and shall be used by the Town Council and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the District Council on termination of the Agreement.
- 6.4 The Town Council shall reimburse the District Council for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Town Council or any Staff. Equipment supplied by the District Council shall be deemed to be in a good condition when received by the Town Council or relevant Staff unless the District Council is notified otherwise in writing within 5 Working Days.
- 6.5 Neither Party shall permit vehicles to access the Recreation Land.

7 ASSIGNMENT AND CONTRACTING

- 7.1 The Town Council shall not without the written consent of the District Council assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The District Council may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Town Council shall be responsible for the acts and omissions of its sub-contractors as though those acts and omissions were its own.
- 7.2 In clause 7.1, "Sub-Contract" means a contract between two or more suppliers, at any stage of remoteness from the District Council in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.
- 7.3 Where the District Council has consented to the placing of sub-contracts, the Town Council shall, at the request of the District Council, send copies of each sub-contract, to the District Council as soon as is reasonably practicable.
- 7.4 The District Council may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Town Council provided that such assignment, novation or disposal shall not increase the burden of the Town Council's obligations under the Agreement.

8 GOVERNANCE AND RECORDS

8.1 The Town Council shall:

8.1.1 attend progress meetings with the District Council every 12 months and shall ensure that its representatives are suitably qualified to attend such meetings; and

8.1.2 submit progress reports to the District Council as and when requested.

8.2 The Town Council shall keep and maintain until 6 years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it. The Town Council shall on request afford the District Council or the District Council's representatives such access to those records as may be reasonably requested by the District Council in connection with the Agreement.

9 CONFIDENTIALITY, TRANSPARENCY AND PUBLICITY

9.1 Subject to clause 9.2, each Party shall:

9.1.1 treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and

9.1.2 not use or exploit the disclosing Party's Confidential Information in any way except for the purposes anticipated under the Agreement.

9.2 Notwithstanding clause 9.1, a Party may disclose Confidential Information which it receives from the other Party:

9.2.1 where disclosure is required by applicable law or by a court of competent jurisdiction;

9.2.2 to its auditors or for the purposes of regulatory requirements;

9.2.3 on a confidential basis, to its professional advisers;

9.2.4 to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;

9.2.5 where the receiving Party is the Town Council, to the Staff on a need to know basis to enable performance of the Town Council's obligations under the Agreement provided that the Town Council shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause 9.2.5 shall observe the Town Council's confidentiality obligations under the Agreement; and

9.2.6 where the receiving Party is the District Council:

(a) on a confidential basis to the employees, agents, consultants and contractors of the District Council;

(b) on a confidential basis to any other central government body, any successor body to a Central Government Body or any company to which the District Council transfers or proposes to transfer all or any part of its business;

(c) to the extent that the District Council (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or

(d) in accordance with clause 10.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the District Council under this clause 9.

- 9.3 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information.

10 FREEDOM OF INFORMATION

- 10.1 The Parties acknowledge that each Party is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:
- 10.1.1 provide all necessary assistance and cooperation as reasonably requested to enable the Party that receives the Request for Information to comply with its obligations under the FOIA and the Environmental Information Regulations 2004;
 - 10.1.2 provide the Party that receives the Request for Information with a copy of all Information belonging to that Party which is in its possession or control in the form that the other Party requires within 5 Working Days (or such other period as the District Council may reasonably specify) of the request for such Information;
- 10.2 Both Parties acknowledge that the Party that receives the Request for Information may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the other Party or the Services (including commercially sensitive information) without consulting or obtaining consent from the other Party. In these circumstances each Party shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the other Party advance notice, or failing that, to draw the disclosure to the other Party's attention after any such disclosure.
- 10.3 Notwithstanding any other provision in the Agreement, the Party that receives the Request for Information shall be responsible for determining in its absolute discretion whether any Information relating to the other Party or the Services is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.

11 PROTECTION OF PERSONAL DATA AND SECURITY OF DATA

- 11.1 Both Parties, as public authorities, shall comply with the DPA and the GDPR and any like legislation.

12 LIABILITY AND INSURANCE

- 12.1 The Town Council shall not be responsible for any injury, loss, damage, cost or expense suffered by the District Council if and to the extent that it is caused by the negligence or wilful misconduct of the District Council or by breach by the District Council of its obligations under the Agreement.
- 12.2 Subject always to clauses 12.3 and 12.4, except in the case of claims arising under clause 16.3, in no event shall the Town Council be liable to the District Council for any:
- (a) loss of or damage to goodwill;
 - (b) loss of savings (whether anticipated or otherwise); and/or
 - (c) any indirect, special or consequential loss or damage.

- 12.3 Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:
- 12.3.1 death or personal injury caused by its negligence or that of its Staff;
 - 12.3.2 fraud or fraudulent misrepresentation by it or that of its Staff; or
 - 12.3.3 any other matter which, by law, may not be excluded or limited.
- 12.4 The Town Council's liability under the indemnity in clause 16.3 shall be unlimited.
- 12.5 The Town Council shall effect, with a reputable company, public and employers liability and other insurances necessary to cover the risks contemplated by this Agreement or arising out of the Town Councils performance of this Agreement, including death or personal injury, loss of or damage to property, financial loss from any advice given or omitted to be given by the Town Council or any other loss. The Town Council shall, at the request of the District Council, produce the relevant policy or policies together with receipts or other evidence of the latest premium due and paid thereunder. Public liability and employers liability cover of at least £5 million each in relation to any one claim or series of claims shall be obtained, unless otherwise agreed with the District Council. The terms of any insurance or the amount of cover shall not relieve the Town Council of any liabilities under the Agreement. The Town Council shall hold and maintain such insurance for a minimum of six years following the expiration or earlier termination of the Agreement.

13 FORCE MAJEURE

- 13.1 Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Town Council. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than two months, either Party may terminate the Agreement by written notice to the other Party.

14 TERMINATION

- 14.1 Either Party may terminate the Agreement at any time by notice in writing to the other Party to take effect on any date falling at least 12 months later than the date of service of the relevant notice.
- 14.2 Without prejudice to any other right or remedy it might have, the District Council may terminate the Agreement by written notice to the Town Council with immediate effect if the Town Council:
- 14.2.1 (without prejudice to clause 14.2.4), is in material breach of any obligation under the Agreement which is not capable of remedy;
 - 14.2.2 repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
 - 14.2.3 is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Town Council receiving notice specifying the breach and requiring it to be remedied;
 - 14.2.4 breaches any of the provisions of clauses 9, 10, 11 and 15 ; or
- 14.3 Termination of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.2, 6.1, 6.2, 6.3, 6.4, 7, 8.2, 9, 10, 11, 12, 14.4, 15.4, 16.3, 17 and 18.7 or any

other provision of the Agreement that either expressly or by implication has effect after termination.

14.4 Upon termination of the Agreement, the Town Council shall:

- 14.4.1 give all reasonable assistance to the District Council and any incoming supplier of the Services; and
- 14.4.2 return all requested documents, information and data to the District Council as soon as reasonably practicable.

15 COMPLIANCE

15.1 The Town Council shall promptly notify the District Council of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The District Council shall promptly notify the Town Council of any health and safety hazards which may exist or arise on the Recreation Land and which may affect the Town Council in the performance of its obligations under the Agreement.

15.2 The Town Council shall:

- 15.2.1 comply with the District Council's Corporate Health and Safety Policy, Open Spaces Safety Plan and Open Space Risk Assessment as provided to the Town Council from time to time while on the Recreation Land; and
- 15.2.2 notify the District Council immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Recreation Land where that incident causes any personal injury or damage to property which could give rise to personal injury.

15.3 The Town Council shall:

- 15.3.1 perform its obligations under the Agreement in accordance with all applicable equality Laws and the District Council's equality and diversity policy as provided to the Town Council from time to time; and
- 15.3.2 take all reasonable steps to secure the observance of clause 15.3.1 by all Staff.

15.4 The Town Council shall supply the Services in accordance with the District Council's environmental policy as provided to the Town Council from time to time.

15.5 The Town Council shall comply with, and shall ensure that its Staff shall comply with, the provisions of section 182 of the Finance Act 1989.

16 PREVENTION OF FRAUD AND CORRUPTION

16.1 The Town Council shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement, or commit any offence under the Bribery Act 2010, or defraud, attempt to defraud or conspire to defraud the District Council.

16.2 The Town Council shall take all reasonable steps, in accordance with good industry practice, to prevent fraud or other breach of clause 16.1 by the Staff and the Town Council (including its members) in connection with the Agreement and shall notify the District Council immediately if it has reason to suspect that any such fraud or breach has occurred or is occurring or is likely to occur.

16.3 If the Town Council or the Staff engages in conduct prohibited by clause 16.1 or commits fraud

in relation to the Agreement or any other contract with the District Council, the District Council may:

- 16.3.1 terminate the Agreement and recover from the Town Council the amount of any loss suffered by the District Council resulting from the termination, including the cost reasonably incurred by the District Council of making other arrangements for the supply of the Services and any additional expenditure incurred by the District Council throughout the remainder of the Agreement; or
- 16.3.2 recover in full from the Town Council any other loss sustained by the District Council in consequence of any breach of this clause.
- 16.3.3 by notice require the Town Council to remove from performance of this Agreement any Staff whose acts or omissions have caused the breach.

17 DISPUTE RESOLUTION

- 17.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
- 17.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 17.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the "**Mediator**") chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 17.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

18 GENERAL

- 18.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 18.2 A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 18.3 The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 18.4 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties acknowledge the Management Agreement and in the event of any conflict between the Agreement and Management Agreement, the Management Agreement shall prevail. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.
- 18.5 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.

- 18.6 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 18.7 Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 18.8 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

19 NOTICES

- 19.1 Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class post or recorded delivery to the address of the relevant party set out above or such other address as that Party may from time to time notify to the other Party in accordance with this clause:
- 19.2 Notices served by personal delivery shall be deemed served on the Working Day of delivery provided delivery is before 4:45pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. Notice served by first class post or recorded delivery shall be deemed to have been given 2 Working Days after the date on which the notice was posted unless the notice has been returned as undelivered.

20 GOVERNING LAW AND JURISDICTION

- 20.1 The validity, construction and performance of the Agreement, and all contractual and non contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.

21 THIRD PARTY RIGHTS

- 21.1 Unless it expressly states otherwise, the Agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Agreement.
- 21.2 The rights of the parties to terminate or vary the agreement are not subject to the consent of any other person

IN WITNESS whereof the parties have executed this Agreement as Deed the day and year first before written

EXECUTED as a DEED by affixing)
THE COMMON SEAL of NEW FOREST)
DISTRICT COUNCIL in the present of:)

[Redacted signature]



26593

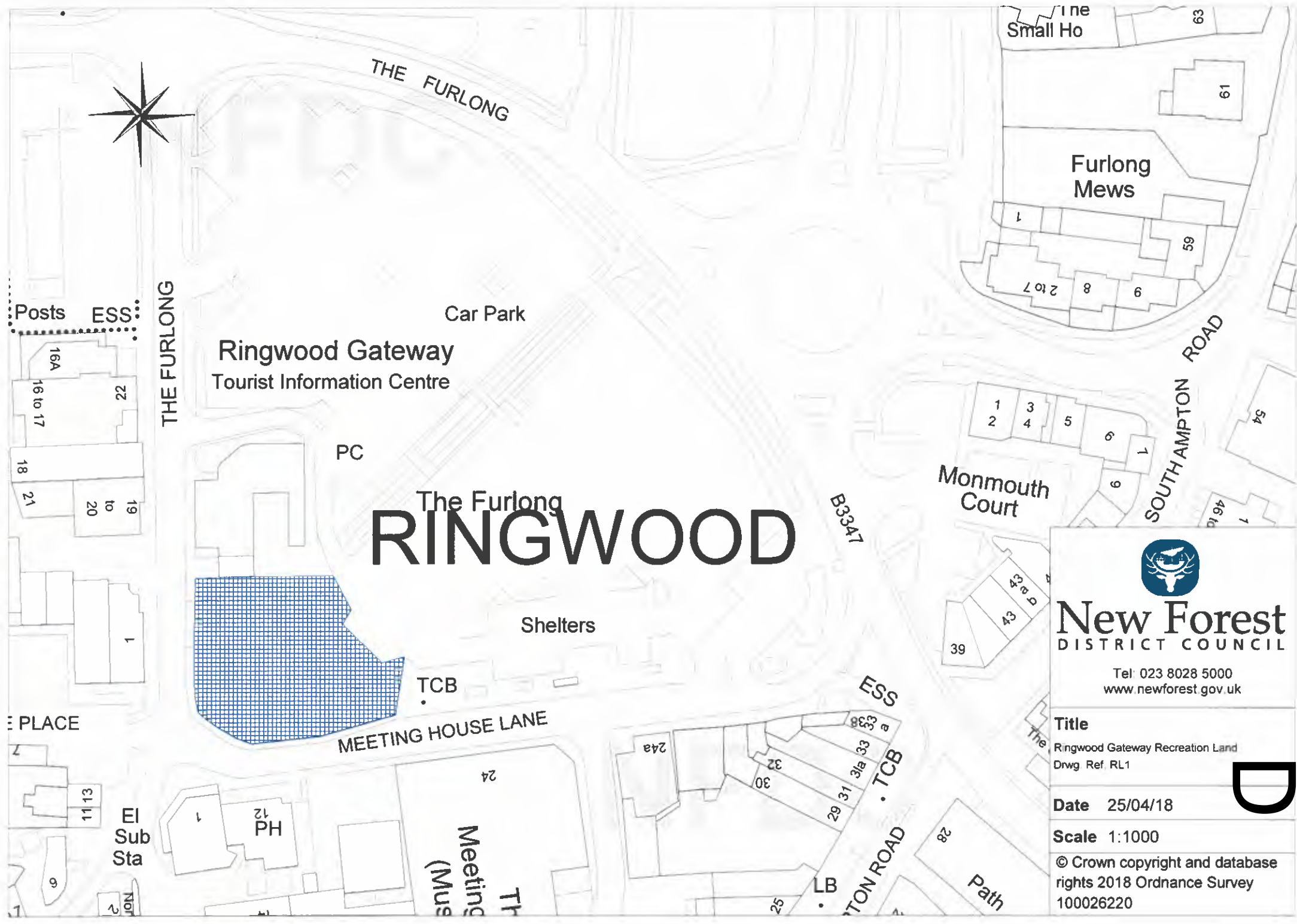
Authorised Signatory

EXECUTED as a DEED by affixing
THE COMMON SEAL of RINGWOOD)
TOWN COUNCIL in the present of:)

[Redacted signature]



Authorised Signatory



The Furlong RINGWOOD



New Forest
DISTRICT COUNCIL

Tel: 023 8028 5000
www.newforest.gov.uk

Title
Ringwood Gateway Recreation Land
Drwg Ref. RL1

Date 25/04/18

Scale 1:1000

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100026220



SCHEDULE 1**Specification****1 The Town Council will provide the following Services:**

- 1.1 Undertake weekly inspections of the Recreation Land.
- 1.2 Make written records of inspections, including:
 - 1.2.1 The date, time and name and job title of the person undertaking the inspection;
 - 1.2.2 Signs of vandalism, graffiti and theft;
 - 1.2.3 Damage or changes to the surfacing which create a safety hazard;
 - 1.2.4 Damage to benches/ seating, sculptures and feature boards;
 - 1.2.5 Damage to shrubs;
 - 1.2.6 Damage to trees and fallen limbs.
 - 1.2.7 Any suspected non-native invasive plant species.
- 1.3 Undertake all maintenance, including cleaning, re-oiling, treatment and repairs to the benches/seating, sculptures and feature bollards.
- 1.4 Undertake all maintenance on the water supply and standpipe located within the Recreation Land.
- 1.5 Undertake all shrub maintenance, including weeding, pruning, planting, watering and replacement to maintain the Recreation Land.
- 1.6 Remove at the earliest opportunity invasive and poisonous species within the planting areas.
- 1.7 Inform the District Council within 14 days in writing by email to open.spaces@nfdc.gov.uk of any suspected sightings or spread of non-native invasive plant species.
- 1.8 Inform the District Council immediately in writing by email to nfdc.trees@nfdc.gov.uk of any damage to trees and fallen limbs.
- 1.9 Inform the District Council immediately in writing by email to open.spaces@nfdc.gov.uk of any safety hazards which become known to the Town Council either on inspection of the Recreation Land or through communications from third parties.
- 1.10 Make written records of maintenance work, including:
 - 1.10.1 The date, time and name of the person undertaking the work.
 - 1.10.2 A description of the work that was undertaken.
- 1.11 Manage events and access by third parties, including markets, stalls, fairs and fetes and sponsorship of horticultural activities ensuring compliance with relevant sections of the Agreement, provision of appropriate public liability insurance and compliance with all relevant legislation (including licensing) and local bylaws.
- 1.12 Ensure the safe and correct use of electric and water utilities when provided for events and identify any damage arising. The facilities are to be inspected promptly after such events and the Town Council are responsible for arranging and recovering the full cost of damage reinstatement from the organisers responsible for the event.

- 1.13 Inform the District Council as soon as they become known, by email to open.spaces@nfdc.gov.uk, of funding opportunities that have been brought to the attention of the Town Council and to only apply for such after consulting the District Council. The Town Council shall provide copies of funding bids and details of other monies received by the Town Council related to the Recreation Land.

2 The District Council's Responsibilities are as follows:

- 2.1 To undertake monthly inspections of the Recreation Land.
- 2.2 Make written records of inspections, including:
 - 2.2.1 The date, time and name and job title of the person undertaking the inspection;
 - 2.2.2 Any Services which have not been complied with.
 - 2.2.3 An assessment of tree health and damage to trees and fallen limbs in accordance with the District Council's Tree Policy, as may be amended.
- 2.3 To contact the Town Council to advise of any non compliances.
- 2.4 To inspect and fix traffic (highway designed) bollards, fences and gates on the site.
- 2.5 To inspect and undertake repairs to the pavior surfacing (Tegula 240x160x60 mm), using similar materials where practicable and available.
- 2.6 To inspect, fix and where necessary replace interpretation panels and signage.
- 2.7 To undertake works to trees to ensure public safety and a healthy tree stock in accordance with the District Council's Tree Policy, as may be amended.
- 2.8 To undertake litter picking, litter bin emptying and removal of fly-tipping.
- 2.9 To undertake street sweeping at suitable intervals, including fallen leaf removal from the hard surfaced areas.
- 2.10 To undertake and apply herbicide chemicals to the pavior areas to reduce the growth of weed species, using appropriate equipment and trained operatives.
- 2.11 To undertake removal or treatment of such non-native or invasive plant species, where practicable and following guidance from the Non-Native Species Secretariat.
- 2.12 To undertake ice treatment (such as gritting) in accordance with the District Council's Winter Maintenance Plan, as may be amended and clear snow from major pathway routes within a timely period.
- 2.13 To undertake cleaning, inspection and replacement of surface water drainage, including any soakaways pertaining the Recreation Land.
- 2.14 To maintain a safe level of lighting on the Recreation Land and maintain the existing electric sockets.
- 2.15 To undertake pest control operations within the area as necessary to reduce rodent populations in the interests of public health and safety.

SCHEDULE 2

THIS LICENCE is made the 28th day of JUNE 2018

PARTICULARS

- Licensor: **THE DISTRICT COUNCIL OF NEW FOREST**
of Appletree Court Beaulieu Road Lyndhurst
Hampshire SO43 7PA
- Licensee: **RINGWOOD TOWN COUNCIL** of Ringwood
Gateway The Furlong Ringwood BH24 1AT
- Land: The land adjacent to Ringwood Gateway
shown hatched blue on the attached plan
reference **RL1**
- Licence Period: As per the Services Agreement made between
the New Forest District Council (1) and
Ringwood Town Council (2) and as may be
terminated therein
- Licence Fee: A peppercorn (if demanded)
- Rights: The right to enter upon and utilise the Land for
the purpose of a regular market and other
public events and for the provision of the
Services as defined by the Services
Agreement

BETWEEN:

- (1) **The Licensor** named in the Particulars ('Licensor')
- (2) **The Licensee** named in the Particulars ('Licensee')

IT IS AGREED as follows

1. DEFINITIONS

- 1.1 "Legislation" means all European or UK Statutes or Statutory Instruments and any Orders, Regulations, Directories and Codes of Practice for the time being in force issued by any competent Authority in respect of the Land and the use of it
- 1.2 "Licence Fee" means the licence fee set out in the Particulars payable as set out in the Particulars
- 1.3 "Licence Period" means the Licence Period set out in the Particulars
- 1.4 "Particulars" means the Particulars page set out at the beginning of this Agreement
- 1.5 "Services Agreement" means the agreement dated made between the New Forest District Council (1) and Ringwood Town Council (2)

2. INTERPRETATION

In this Licence unless the context otherwise requires:

- 2.1 where any obligation is undertaken by two or more persons jointly they are to be jointly and severally liable in respect of that obligation
- 2.2 any sum payable by one party to the other will be exclusive of Value Added Tax which will where it is chargeable be paid in addition to the sum in question at the time when the sum in question is due to be paid
- 2.3 any reference to a Statute includes the reference to the Statute as amended or replaced from time to time and to any subordinate legislation or byelaw made under that Statute
- 2.4 The clause headings do not form part of this Licence and shall not be taken into account in its construction or interpretation

3. THE RIGHTS

The Licensor grants the Licensee the Rights for the Licence Period in accordance with the terms of this Licence

4. LICENCE

- 4.1 The Licensor permits the Licensee to enter onto the Land to the extent necessary to exercise the Rights and for no other purposes during the Licence Period on the terms set out in this Licence
- 4.2 For the avoidance of doubt possession of the Land remains with the Licensor subject only to the Rights granted by this Licence to the Licensee
- 4.3 The Licensor shall not be under any duty or obligation to renew this Licence or to grant a new licence or to provide alternative rights to the Licensee
- 4.4 The Licensor can give no warranty as to the suitability of the Land for any events including use as a market and any other public events and if any damage is caused to the Land as a result of the Licensees use of the Land in the course of events or under the Services Agreement the Licensor may undertake works to reinstate the Land and the costs of such works will be recoverable as a debt
- 4.5 The Licensor shall not be liable for the loss of income incurred by the Licensee or by the Licensees servants or agents

5. LICENSEE'S OBLIGATIONS

The Licensee agrees with the Licensor:

- 5.1 To pay to the Licensor the Licence Fee (if demanded)
- 5.2 To exercise the Rights in such manner as not to do or cause or permit to be done any act or thing on or near the Land which may be or become a nuisance or inconvenience or cause damage or annoyance to the Licensor or to any third party sharing occupation of the Land with the Licensee or which may infringe any Legislation
- 5.3 To use the Land for the exercise of the Rights and for no other purpose whatsoever and to manage the Rights in accordance with the Services Agreement
- 5.4 To keep all existing fences and gates on or surrounding the Land in no worse condition than the condition at the date of this Licence and to make good any damage occasioned by the use and occupation of the Land during the said period of this Licence and in the event of the Licensee failing to make good any damage caused as a result of the Licensee use of the Land in the course of events or under the Services Agreement the Licensor shall be entitled to enter upon the Land and to carry out any works necessary to restore the Land to its original condition and to recover the cost thereof from the Licensee
- 5.5 To take full responsibility and ensure the safety and wellbeing of all event attendees including members of the public including notifying all public bodies and emergency services
- 5.6 If necessary to permit the duly authorised officers of the Licensor to have access to the Land at all reasonable times for the purpose of inspection
- 5.7 To indemnify and keep the Licensor indemnified from and against all actions, proceedings, costs, claims and demands by third parties in respect of any damage or liability caused by or

arising from the exercise by the Licensee of the Rights and to provide to the Licensor (at the Licensee's own expense) information on the insurance cover

- 5.8 To comply fully with Legislation so far as the same relates to the exercise of the Rights and the Licensee's use of the Land and to keep the Licensor effectively indemnified against all actions, proceedings, costs, expenses, claims and demands in respect of any matter contravening the provision of such Legislation
- 5.9 To ensure there is adequate risk assessment and management processes in place and to carry employee and public liability insurance cover
- 5.10 To comply with any other restrictions which the Licensor may reasonably make during the Licence Period
- 5.11 To comply with the provisions affecting the Rights as set out in Schedule
- 5.12 On termination of this Licence immediately to vacate the Land

6. TERMINATION

The Rights in this Licence will terminate immediately on the happening at any time of any of the following events:

- 6.1 The Licensee commits any breach or persistent breaches of this Licence and the Licensor having given written notice to the Licensee of such breach or breaches the Licensee fails within such period as the Licensor may specify to rectify such breach or breaches (if capable of rectification)
(and in these circumstances the Licensee shall not be entitled to any compensation being payable whatsoever)
- 6.2 The Licensee commits a breach of the Services Agreement which is not capable of remedy
(and in these circumstances the Licensee shall not be entitled to any compensation being payable whatsoever)
- 6.3 The Services Agreement is terminated

7. RECOVERY OF COSTS

If the Licensee fails to rectify any breach of this Licence within such period as the Licensor specified to rectify such breach, the Licensor may enter the Land and carry out the works needed and the costs incurred by the Licensor in carrying out any such works shall be a debt due from the Licensee to the Licensor and payable on demand and any action taken by the Licensor pursuant to this clause shall be without prejudice to the Licensor's other rights

8. MANAGEMENT AND CONTROL

The Licensor (in its absolute discretion) reserves the right to manage and control the future use of the Land and to vary the Rights in accordance with good management of the Land

9. NOTICE

Either party may at any time discontinue the Licence granted by giving the other party twelve months notice in writing.

10. PERSONAL LICENCE

The benefit of this Licence is personal to the Licensee and is not assignable and the rights granted may only be exercised by the Licensee and possession of the Land remains vested in the Licensor subject to the rights granted by this Licence and this Licence shall not be construed as granting to the licensee any greater interest or right to exclusive occupation of the Land other than for the purpose now agreed

11. RIGHTS OF THIRD PARTIES

For the purpose of the Contracts (Rights of Third Parties) Act 1999 and notwithstanding any other provisions of this Licence this Licence is not intended to and does not, give any person who is not a party to it any right to enforce any of its provisions.

12. FITNESS OF THE LAND

By entering into this Licence the Licensor does not warrant that the Land are or will become or remain fit for the purposes set out in the Particulars

13. EXECUTION AND DELIVERY

This Licence may be executed and delivered in any number of counterparts, each of which is an original and which, together, have the same effect as if each party had signed the same document

AS WITNESS the hands of the parties the day and year first before written:

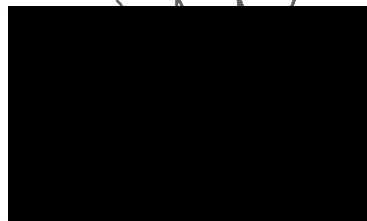
SIGNED by RINGWOOD TOWN)
COUNCIL in the presence of:

Witness
Name
Address



.....
Authorised Signatory

SIGNED on behalf of THE)
DISTRICT COUNCIL OF)
NEW FOREST in the)
presence of:)



Authorised Signatory



*Appleton Court
Beaulieu Road
Lyndhurst
Downham Recreation Office*



AUTHORISED SIGNATURES

SCHEDULE
Provisions affecting the Rights

The Licensee agrees:

1. Not to bring, cause or permit to be done or brought any object, matter or thing upon the Land by which any policy of insurance of the Licensor would or might be prejudicially affected
2. Not to carry out any alterations to the Land without first having obtained the written consent of the Licensor's Valuer and thereafter any alterations are to be carried out to his satisfaction
3. Not to hold a market or other public event without first having obtained the written consent of the Licensor

Current Projects Update

E

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 2024)	The artificial turf pitch has been completed and is now in use. Building of the new pavilion has paused pending utility works by statutory undertakers. The new building is expected to be ready for occupation in Summer 2024.	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	Referendum will take place on 04/07/2024, on the same day as the General Election. If the majority of residents vote "yes", the Plan must be adopted (made) by NFDC and NFNPA by 29/08/2024.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. 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.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contributon from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks to be carried out in May, annual flail in August and stream clearance by volunteers in September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Next meeting of Working Group scheduled for 09/07/2024.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC).
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Numerous activities taking place.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Results and availability of funding will be discussed with HCC.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	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. HCC working on design.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
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.
PF11	92 Southampton Road	In progress (commenced March 2023)	Urgent repairs have been completed. Vacant possession has been recovered. The agents have been asked to advise on re-letting options.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
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Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft and is expected to be submitted soon.	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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps and a plan to manage cremated remains in the interim.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this summer. Future needs will then be re-assessed.	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 have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support. Their report on the recent water sampling and advice on the surrender requirements and process are expected soon.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	Completed May 2024	The Masterplan prepared by landscape designer New Enclosure, after being consulted upon and revised, was formally adopted on 1st May 2024. It will now serve as a vision to guide future planning and developments but since it will remain a living document subject to potential updating, this item will remain open until further notice.	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)	NFDC is developing a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Discussions about the design and proposed works are expected to continue through the Summer.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS24	Poulner Lakes Circular Path	Completed May 2024.	The performance of the reduced and landscaped drainage retention pond has been monitored through the winter. It appears both necessary and effective. This project is therefore now complete.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only

Staffing Committee

None

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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

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	
PTe4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTe5				
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
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
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	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
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
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
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	