

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 22nd November 2023 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)
Cllr Peter Kelleher (Vice Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Gareth DeBoos (ex-officio)
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou
Cllr John Haywood
Cllr James Swyer

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

ABSENCE: Cllr Philip Day
Cllr Glenys Turner

**F/6241
PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6242
APOLOGIES FOR ABSENCE**

Apoloiges for absence were received from Cllrs. Day and Turner.

**F/6243
DECLARATIONS OF INTEREST**

There were none.

**F/6244
MINUTES OF THE PREVIOUS MEETING**

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

**F/6245
FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex A*. Details of payments, in excess of £1,000, from the Imprest account for October were provided.

The Finance Manager explained that the pay deal had been finalised. This is backdated to April and would be paid to staff in the November payroll. The transfer report requested authority to transfer £100,000 from CCLA to the Imprest account, however the Finance Manager requested approval for additional funds of up to £50,000, should it become necessary.

In relation to his budget report, he had indicated that there was likely to be a slight overspend at year end of £5,000. He provided an updated calculation of this, based on the improved net surplus from the fireworks event of approximately £8,000, and altered the predicted year end figure to a surplus of around £3,000. He highlighted the main budget variances which included larger than forecasted interest receipts, higher shared costs for the Gateway building and the lower than anticipated cemetery income.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for October be received and authorised;
 - 2) That the total amount of Petty Cash payments for September of £59.35 be noted;
 - 3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised for up to £150,000 if required; and
 - 4) That the Finance Manager's budgetary control report be received and the budget position and balance of reserves be noted.

ACTION R Fitzgerald

F/6246

COUNCIL BUDGET 2024-25

The Finance Manager's report (*Annex B*) explains the position in respect of the current committee and overall council budget for 2023 / 24 and how the budget has been revised to include projections to year end. As reported earlier in the meeting, the indication given at paragraph 3.4 has since changed to a surplus at year end, of around £3,000.

The draft budget for 2024 / 25 has been created on an incremental basis, however the salary budget has been considered separately as it has a bigger impact. Opportunities have been explored to reduce some budgets where possible. Section 4 of the Finance Manager's report provides more detail about the assumptions applied to the draft budget in relation to inflation, the Council Tax base rate, transfers to earmarked reserves (in line with the policy recently approved) and the increase applied to the cost of Council's services, fees and charges. He pointed out how very sensitive the projected precept requirement is to the assumption about pay inflation when compared with the other assumptions used.

He indicated that setting a balanced budget whilst employing the tentative assumptions indicated in his report (including an increase in the Council Tax base of 0.5%) would require an increase in the precept requirement equivalent to an annual increase in this Council's share of the Council Tax on a Band D property of 6.1% (in cash terms, £118.28 next year, up from £111.50 this). (Note: An increase of 1% on Council Tax will increase the precept by £6,135. For each increase of £1,000 in the precept requirement, a further £0.182 will be added to the Band D Council Tax.)

A discussion followed and two proposals were made for the target increase in Council tax for 2024 - 25. This would assist the Finance Manager in developing the draft budget further. A proposal for an increase of 5% was not supported. A proposal for an increase of the suggested 6.1% was agreed by majority. This would be used as a cap and there would be further efforts to reduce that figure.

- RESOLVED:**
- 1) That the revised Council budget for 2023 / 24 (*Annex B, Appendix 1*) be noted;
 - 2) That there be no adjustments to the Finance Manager's assumptions made for the purpose of preparing the draft budget for 2024 / 25;
 - 3) That any increase in Council Tax be capped at 6.1% for the purposes of achieving a balanced budget;

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- 4) That budget preparations continue with the aim of reducing the increase required to achieve a balanced budget.

ACTION R Fitzgerald

F/6247

INVESTMENT STRATEGY (TREASURY MANAGEMENT)

Members considered the Finance Managers' report on the annual review of the Council's Investment Strategy and Policy (Treasury Management) (*Annex C*). He indicated the benefits of the prudent approach and endorsed investing with the CCLA, due to the security of funds and the reasonable return.

RESOLVED: That the Treasury Management Policy be endorsed.

ACTION R Fitzgerald

F/6248

CEMETERY MEMORIAL WALL

The Town Clerk explained the background to the recommendation (*OS/6302 refers*) and suggested the additional costs be funded from CIL receipts. This would leave a balance of approximately £9,000 of unallocated funds.

RESOLVED: That the architects' fees for the cemetery memorial wall project of £6,500 be funded from the CIL reserve

ACTION C Wilkins / R Fitzgerald

P/6249

PROCEDURE ON CO-OPTING TO MEMBERSHIP

Members considered the Town Clerk's report (*Annex D*). The council has a legal obligation to try and fill any casual vacancy that should arise and currently the Council has no procedure for this. He explained some of the options available and detailed the guidance from National Association of Local Councils and practitioners. He asked whether a procedure document should be prepared in readiness and as part of the Council's suite of governance documents.

RESOLVED: 1) That officers prepare a draft co-option procedure (and other changes to governance documents, if required) for consideration at a future meeting;
2) That procedure should allow for:-
i) voting by ballot;
ii) voting for no candidate to be appointed; and
iii) the ability to exclude the press and public for all or part of the process.

ACTION C Wilkins

F/6250

PROJECTS (current and proposed)

PF10 Councillor official email addresses would be moved from the current projects list.

The Town Clerk reported in respect of the bid for UK Shared Prosperity Fund and the £15,000 of funding that had been allocated to Ringwood, that he had approached NFDC with

details of both the family project at Carvers Clubhouse and the Thriving Market Place project, which had been prepared by the Clubhouse Manager and the Deputy Town Clerk respectively.

The feedback was that only part of the Carvers scheme was eligible for the funding and the fun days met the criteria. There would be two fun days next year, one during the Easter holiday and the other in the Summer holiday. The cost of this would not require the full amount and the remainder would be put towards the Thriving Market Place project.

Reports will be prepared setting out the details and be brought forward to the relevant Committees in due course.

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

There being no further business, the Chairman closed the meeting at 8.05pm

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

RECEIVED
29th November 2023

APPROVED
13th December 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

22nd November 2023

Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/10/23 and 31/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4028/1	£138.94	£23.16	£115.78	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1690	02/10/23		4028 RTC805428	£138.94	£23.16	£115.78		New Forest Ice Cream	food for resale	3802/3/1
			4029/1	£500.00	£0.00	£500.00	P&F	Hampshire County Council Legal Services	Agreed contribution to legal costs of preparing Agreement	2400/17
1691	02/10/23		4029 RTC805432	£500.00	£0.00	£500.00		Hampshire County Council Legal Services	Agreement for installation of a memorial seat in Market Place, Ringwood	2400/17
			4030/1	£63.02	£10.50	£52.52	RLOS	Hunt Forest Group	2 Chains for Chainsaws, 1 spring.	3000/3/2
1692	02/10/23		4030 RTC805438	£63.02	£10.50	£52.52		Hunt Forest Group	2 chainsaw Chains, 1 spring.	3000/3/2
1693	02/10/23		4031 RTC805450	£2,520.00	£420.00	£2,100.00	P&F	BDO LLP	Limited Assurance Review for the year ended 31 March 2023	2000/1/19
			4032/1	£100.00	£0.00	£100.00	RLOS	PN Neame	performance fee deposit	3100/2
1694	02/10/23		4032 RTC805456	£100.00	£0.00	£100.00		PN Neame	Deposit for performing at Ringwood Winter Wanderland	3100/2
			4033/1	£7.10	£1.18	£5.92	RLOS	Fleet Line Markers	2 Replacement Stems Fer Kombi Line Marker	3000/5/5
			4033/2	£8.40	£1.40	£7.00	RLOS	Fleet Line Markers	Delivery	3000/5/5
1695	02/10/23		4033 RTC805445	£15.50	£2.58	£12.92		Fleet Line Markers	2 Replacement Tapered stems for Kombi Line Marker. Delivery	3000/5/5
			4034/1	£25.00	£0.00	£25.00	P&F	Ringwood & District Community Association	Affiliation fee	2000/1/16
1696	02/10/23		4034 RTC805455	£25.00	£0.00	£25.00		Ringwood & District Community Association	Affiliation fee 23/24	2000/1/16
			4035/1	£22.79	£3.80	£18.99	RLOS	screwfix	Valve for tap on paint tank	3000/3/2
1697	02/10/23		4035 RTC805437	£22.79	£3.80	£18.99		screwfix	Valve for tap on paint tank.	3000/3/2
			4036/1	£480.00	£80.00	£400.00	RLOS	Pete Best	tree branches at Carvers to be removed	3000/2/11
1698	02/10/23		4036 RTC805444	£480.00	£80.00	£400.00		Pete Best	Dangerous Tree At Carvers, Emergency Call Out With Cherry Picker to remove Dead branches from Dying tree and clear site, removal of tree to be discussed at a later date.	3000/2/11
			4038/1	£7.42	£1.24	£6.18	P&F	Hampshire County Council	747703 A5 diary - Jan-Dec 2024 - week to view	2000/1/8
			4038/2	£5.54	£0.92	£4.62	P&F	Hampshire County Council	747208 A4 diary - Jan-Dec 2024 - week to view	2000/1/8

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			4038/3	£7.58	£1.26	£6.32	P&F	Hampshire County Council	731703 Wall planner 2024	2000/1/8
1699	02/10/23	4038	RTC805447	£20.54	£3.42	£17.12		Hampshire County Council	Wall planners and diaries for 2024	2000/1/8
			4040/1	£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans 1kg	3802/3/1
			4040/2	£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	cappucino topping	3802/3/1
1700	02/10/23	4040	RTC805434	£110.84	£0.00	£110.84		Taste Vending Ltd	coffee and cappucino topping	3802/3/1
DD 1	02/10/23	4052		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse October 2023	3802/1/6
DD 2	02/10/23	4053		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery October 2023	3200/1/5
DD	02/10/23	4054		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Quarterly hire 01/10/23 - 31/12/23	2000/1/9
			4041/1	£10.84	£1.81	£9.03	RLOS	Itec	Carvers Clubhouse Page 1	3802/2/2
			4041/2	£23.39	£3.90	£19.49	P&F	Itec	Gateway Pages 2-5	2000/1/9
1701	03/10/23	4041		£34.23	£5.71	£28.52		Itec	September 2023	3802/2/2
			4042/1	£104.40	£17.40	£87.00	P&F	Terralec Ltd.	2 way intercom - talk through glass intercom system	2000/3/4
			4042/2	£5.95	£0.00	£5.95	P&F	Terralec Ltd.	Delivery charge	2000/3/4
1702	03/10/23	4042	RTC805446	£110.35	£17.40	£92.95		Terralec Ltd.	Microphone / speaker for front desk x 2 - Ringwood Gateway - New Supplier £52.20 inc VAT each	2000/3/4
1703	03/10/23	4043	RTC805459	£250.00	£0.00	£250.00	P&F	Avon Valley Concerts	Grant to Avon Valley Concerts of £250 to assist in presenting a series of classical concerts, awarded in exercise of the Power of General Competence . Policy and Finance Cttee 20th September, reference F/6221	2210/1
1704	03/10/23	4044	RTC805460	£250.00	£0.00	£250.00	P&F	Rotary Club of Ringwood	Grant of £250 to Ringwood Rotary Club for Christmas Eve festivities in Market Place, awarded in exercise of the Power of General Competence, Policy & Finance Cttee 20th September 2023 ref F/6221	2210/1
1705	03/10/23	4045	RTC805463	£2,000.00	£0.00	£2,000.00	P&F	Ringwood Junior School PTA	Grant of £2000 to Ringwood Junior School PTA to improve the school's wildlife pond and surrounding area, awarded in exercise of the Power of General Competence, Policy & Finance Cttee 20th September 2023 ref F/6221	2210/1

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4046/1	£23.50	£0.00	£23.50	P&F	Royal British Legion	1 x Wreath with Ringwood Town Council crest	2400/10
			4046/2	£15.00	£0.00	£15.00	P&F	Royal British Legion	1 x Wreath posy (A)	2400/10
			4046/3	£47.00	£0.00	£47.00	P&F	Royal British Legion	2 x Wreath (C) with Normandy Veterans centre	2400/10
			4046/4	£40.00	£0.00	£40.00	P&F	Royal British Legion	100 x Poppy Crosses	2400/10
1706	03/10/23	4046	RTC805425	£125.50	£0.00	£125.50		Royal British Legion	Wreaths and Poppy Crosses for Remembrance Sunday	2400/10
			4057/1	£84.28	£14.05	£70.23	RLOS	UK Fuels Ltd	Fuel for hand held machines	3000/1/10
DD	04/10/23	4057	RTC805401	£84.28	£14.05	£70.23		UK Fuels Ltd	Fuel for hand held machines.	3000/1/10
1707	05/10/23	4055		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly rental charge	2000/1/10
DD	05/10/23	4058		£32.34	£5.39	£26.95	RLOS	Sky Business	05/10/23 - 04/11/23	3802/2/5
			4056/1	£1,461.58	£243.60	£1,217.98	RLOS	Northover Energy	Fuel for Vehicles	3000/1/10
1708	09/10/23	4056	RTC805402	£1,461.58	£243.60	£1,217.98		Northover Energy	Fuel for vehicles. 1 bottle Additive	3000/1/10
DD	09/10/23	4059		£252.93	£12.04	£240.89	RLOS	Yu Energy	01/09/23 - 30/09/23	3802/1/3
FPI	09/10/23	4063		£148.50	£24.75	£123.75	P&F	Brightwater	Fees - October 2023	2400/19
1717	11/10/23	3544	RTC805190	£56,520.78	£9,420.13	£47,100.65	P&F	New Forest District Council	Annual RTC Contribution to Gateway costs 2022/23 (estimated amount pending receipt of invoice)	2100/5
1709	11/10/23	4071	RTC805472	£10,791.36	£0.00	£10,791.36	P&F	Zurich Insurance Plc	Annual Town Council Insurance (Including Insurance Premium Tax of £1,156.20)	2000/1/3
			4072/1	£1,800.00	£300.00	£1,500.00	RLOS	Rubicon Industries Ltd	skate jam 2023	3802/2/7
1710	11/10/23	4072	RTC805226	£1,800.00	£300.00	£1,500.00		Rubicon Industries Ltd	Skate Jam 2023	3802/2/7
			4073/1	£342.00	£57.00	£285.00	RLOS	The Play Inspection Company	Annual Inspections of Ash Grove, Toad Corner & Carvers Play Areas and Skate Park	3000/1/9
1710	11/10/23	4073	RTC805291	£342.00	£57.00	£285.00		The Play Inspection Company	Annual Playground Inspections - to be carried out in September 2023	3000/1/9
			4074/1	£199.22	£33.20	£166.02	RLOS	Gee-Tee Bulb Company	Bulbs for Town Planting	3000/5/8
			4074/2	£112.03	£18.67	£93.36	RLOS	Gee-Tee Bulb Company	Planting Gateway Gardens, Race to pay for.	3000/5/9
			4074/3	£4.75	£0.79	£3.96	RLOS	Gee-Tee Bulb Company	Delivery	3000/5/9

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Start of year 01/04/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1711	11/10/23	4074	RTC805377	£316.00	£52.66	£263.34		Gee-Tee Bulb Company	Bulbs for Town Planting £166.01 Bulbs for Gateway planting, to be invoiced to Race £93.36.	3000/5/8
		4075/1		£373.70	£62.28	£311.42	RLOS	Peter Noble Ltd	Repairs To Kubota Ride On Front Deck Mower	3000/3/2
1712	11/10/23	4075	RTC805348	£373.70	£62.28	£311.42		Peter Noble Ltd	Repairs to Kubota front Deck Ride on Mower.	3000/3/2
		4076/1		£269.83	£44.97	£224.86	RLOS	Peter Noble Ltd	John Deere ride on mower breakdown	3000/3/2
1713	11/10/23	4076	RTC805420	£269.83	£44.97	£224.86		Peter Noble Ltd	John Deere ride on mower - call out as broken down - investigate issues and new ignition part - unplanned - cost estimated - will update cost once Stephen had heard back from John Deere - updated cost £224.86	3000/3/2
		4077/1		£20.40	£3.40	£17.00	RLOS	Peter Noble Ltd	5 LTR Chainsaw Oil	3000/3/2
1714	11/10/23	4077	RTC805441	£20.40	£3.40	£17.00		Peter Noble Ltd	Chainsaw Oil	3000/3/2
		4078/1		£310.86	£51.81	£259.05	RLOS	E G Coles	Interim service and safety check up on Kubota Tractor.	3000/3/2
1715	11/10/23	4078	RTC805411	£310.86	£51.81	£259.05		E G Coles	Interim service and safety check up on Kubota Tractor.	3000/3/2
		4079/1		£79.20	£13.20	£66.00	RLOS	Hampshire County Council	604422 Toilet rolls for clubhouse	3802/2/2
		4079/2		£16.25	£2.71	£13.54	P&F	Hampshire County Council	604604 Toilet rolls x 36	2000/3/2
1716	11/10/23	4079	RTC805464	£95.45	£15.91	£79.54		Hampshire County Council	Toilet rolls for clubhouse and Gateway	3802/2/2
		4080/1		£3,200.00	£533.33	£2,666.67	RLOS	Aurora Fireworks Ltd	balance of fireworks fee	3100/1
1718	11/10/23	4080	RTC805241	£3,200.00	£533.33	£2,666.67		Aurora Fireworks Ltd	payment for fireworks less deposit	3100/1
1719	11/10/23	4081		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	September 2023	3000/2/1
1720	11/10/23	4082		£792.00	£132.00	£660.00	P&F	TC Group	Payroll Services Qtr 2 23/24	2310/1
DD	16/10/23	4085		£163.97	£7.81	£156.16	P&F	SSE Southern Electric	Ringwood Market Place Qtr3	2000/1/1
FPI	16/10/23	4179		£-1.00	£0.00	£-1.00	P&F	Moorman HR08	Paid extra £1 allot rent - she asked for it to be taken out of petty cash and paid into charity box	9999
		4086/1		£41.25	£0.00	£41.25	RLOS	Iceland	food for resale	3802/3/1
Lloyds CC Oct 23 1	17/10/23	4086	RTC805419	£41.25	£0.00	£41.25		Iceland	food for resale paid on credit card order 257260831 (43.63 - 2.38)	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 31/10/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4087/1	£56.75	£0.00	£56.75	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC Oct 23 2	17/10/23	4087	RTC805452	£56.75	£0.00	£56.75		Iceland	food for resale paid on credit card 3802/3/1
			4088/1	£72.00	£12.00	£60.00	RLOS	SLCC Enterprises Ltd	training course 3802/2/6
Lloyds CC Oct 23 3	17/10/23	4088	RTC805413	£72.00	£12.00	£60.00		SLCC Enterprises Ltd	Training course legionella, paid on credit card 3802/2/6
			4089/1	£16.00	£0.00	£16.00	RLOS	Facebook Ads	social media advertising 3802/3/1
Lloyds CC Oct 23 4	17/10/23	4089	RTC805374	£16.00	£0.00	£16.00		Facebook Ads	for skate jam 3802/3/1
			4090/1	£2.75	£0.46	£2.29	RLOS	Amazon	sterile eye wash 3802/2/1
			4090/2	£8.99	£1.50	£7.49	RLOS	Amazon	large dressings 3802/2/1
			4090/3	£4.99	£0.83	£4.16	RLOS	Amazon	sterile wipes 3802/2/1
			4090/4	£5.95	£0.99	£4.96	RLOS	Amazon	eye pads 3802/2/1
Lloyds CC Oct 23 5	17/10/23	4090	RTC805433	£22.68	£3.78	£18.90		Amazon	Various first aid items 3802/2/1
			4091/1	£6.89	£1.15	£5.74	RLOS	Amazon	Chainsaw Sharpening Grinders 3000/3/1
Lloyds CC Oct 23 6	17/10/23	4091	RTC805442	£6.89	£1.15	£5.74		Amazon	Chainsaw Sharpening Grinders 3000/3/1
			4107/1	£57.60	£9.60	£48.00	RLOS	Brandon Tool Hire	Credit Card Payment For Pressure Washer 3802/1/2
Lloyds CC Oct 23 7	17/10/23	4107	RTC805449	£57.60	£9.60	£48.00		Brandon Tool Hire	Pay by Credit card AS no longer have an account. For the hire of a pressure washer to clean off Skatepark Graffiti. 3802/1/2
Lloyds CC Oct 23 8	17/10/23	4122		£237.60	£39.60	£198.00	P&F	Microsoft	18/08/23 - 17/09/23 2000/1/15
Lloyds CC Oct 23 9	17/10/23	4123		£177.12	£29.52	£147.60	P&F	Microsoft	18/08/23 - 17/09/23 2000/1/15
			4124/1	£294.31	£40.81	£253.50	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Oct 23 10	17/10/23	4124	RTC805451	£294.31	£40.81	£253.50		Booker	Food for resale order 82569707 paid on credit card 3802/3/1
			4125/1	£196.61	£17.49	£179.12	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Oct 23 12	17/10/23	4125	RTC805417	£196.61	£17.49	£179.12		Booker	food for resale order number 82363344 paid on credit card 3802/3/1
			4126/1	£188.34	£31.39	£156.95	RLOS	Booker	food for resale 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/23

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paid between 01/10/23 and 31/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4126/2	£52.17	£0.00	£52.17	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Oct 23 11	17/10/23	4126	RTC805429	£240.51	£31.39	£209.12		Booker	food for resale 3802/3/1
FPO	18/10/23	4083		£9,009.87	£0.00	£9,009.87	P&F	Hampshire County Council	Pension - September 2023 2600/1/3
DD	18/10/23	4084		£23.70	£1.13	£22.57	P&F	British Gas	Greenways 08/09/23 - 03/10/23 2100/1
			4092/1	£175,826.62	£29,304.44	£146,522.18	RLOS	Knights Brown Construction Limited	Pavilion payment number 4 3350/10
1721	20/10/23	4092	RTC805440	£175,826.62	£29,304.44	£146,522.18		Knights Brown Construction Limited	Construction stage payment 3350/10
DD 1	20/10/23	4104		£7,901.92	£0.00	£7,901.92	P&F	Inland Revenue	September 2023 2600/1/2
DD 2	20/10/23	4105		£317.28	£52.88	£264.40	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	October 2023 calls 2000/1/11
DD 3	20/10/23	4106		£134.41	£6.40	£128.01	PT&E	SSE Southern Electric	September 2023 4000/1/2
			4094/1	£294.00	£0.00	£294.00	RLOS	H & W Creative Limited	design work for clubhouse menu, skate jam, summer prog and pizza 3802/2/1
1723	21/10/23	4094	RTC805382	£294.00	£0.00	£294.00		H & W Creative Limited	Design work for clubhouse 3802/2/1
			4095/1	£337.00	£0.00	£337.00	P&F	SLCC Enterprises Ltd	Town Clerk 2023-24 2000/1/16
1724	21/10/23	4095	RTC805470	£337.00	£0.00	£337.00		SLCC Enterprises Ltd	Membership subscription 2000/1/16
			4096/1	£318.00	£53.00	£265.00	PT&E	Ringwood & Fordingbridge Skip Hire	Reolacement Skip At Cemetery (Crow Stream) 4000/1/7
			4096/2	£36.00	£6.00	£30.00	PT&E	Ringwood & Fordingbridge Skip Hire	Removal of 3 car tyres 4000/1/7
1725	21/10/23	4096	RTC805473	£354.00	£59.00	£295.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip at Cemetery (Crow Stream) Removal of 3 Car tyres part of Crow Stream Clearout. 4000/1/7
			4097/1	£12.99	£2.17	£10.82	RLOS	screwfix	Box of 10 metal cutting discs 3000/3/1
1726	21/10/23	4097	RTC805478	£12.99	£2.17	£10.82		screwfix	Box of Metal Cutting Discs. 3000/3/1
			4098/1	£156.00	£0.00	£156.00	RLOS	Mike Coakley	To supply and fit 1 new outside light, to remove old flood light from post. 3802/1/1
1727	21/10/23	4098	RTC805480	£156.00	£0.00	£156.00		Mike Coakley	To supply and fit new light on Clubhouse. To remove old flood light from post in Carvers. 3802/1/1
1728	21/10/23	4099		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/10/23 - 14/11/23 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/10/23 and 31/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4100/1	£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof 2000/3/4
1729	21/10/23	4100	RTC805130	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - April visit - bi-annual ***To be paid out of 2023/24 budget*** 2000/3/4
			4101/1	£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof 2000/3/4
1730	21/10/23	4101	RTC805448	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - September 2023 visit - bi-annual 2000/3/4
			4102/1	£175.46	£29.24	£146.22	RLOS	New Forest Ice Cream	ice cream for resale 3802/3/1
1731	21/10/23	4102	RTC805475	£175.46	£29.24	£146.22		New Forest Ice Cream	ice cream for resale 3802/3/1
			4103/1	£420.00	£70.00	£350.00	RLOS	Newlands Training	Manual Handling Training 3002/1
1732	21/10/23	4103	RTC805261	£420.00	£70.00	£350.00		Newlands Training	Manual Handling Training for Office and Clubhouse staff. 3002/1
DD	23/10/23	4108		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly Charge 3802/2/1
DD	25/10/23	4109		£26,804.77	£0.00	£26,804.77	P&F	Salaries	October 2023 2600/1/1
			4093/1	£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement Skip fpr Cemetery 3200/2/8
1722	27/10/23	4093	RTC805381	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	Replacement skip for Cemetery. We were owed a refund that is why the skip price is only £260.00 this time. 3200/2/8
			4110/1	£520.80	£86.80	£434.00	RLOS	Glenacres Nursery	Winter Planting 3000/5/8
			4110/2	£137.40	£22.90	£114.50	RLOS	Glenacres Nursery	Compost for the planting. 3000/5/8
1733	27/10/23	4110	RTC805409	£658.20	£109.70	£548.50		Glenacres Nursery	Winter Planting, Compost for the planting. 3000/5/8
			4111/1	£27.96	£4.66	£23.30	RLOS	Glenacres Nursery	1 Memorial Tree for Cemetery 3200/2/9
			4111/2	£5.95	£0.99	£4.96	RLOS	Glenacres Nursery	Tree Stake 3200/2/9
			4111/3	£1.50	£0.25	£1.25	RLOS	Glenacres Nursery	1 Strap For Tree 3200/2/9
			4111/4	£5.50	£0.92	£4.58	RLOS	Glenacres Nursery	1 bag of Manure 3200/2/9
1734	27/10/23	4111	RTC805412	£40.91	£6.82	£34.09		Glenacres Nursery	1 Memorial tree for Cemetery. 1 Tree Stake. 1 Strap. 1 bag of Manure. 3200/2/9
			4112/1	£900.00	£150.00	£750.00	P&F	Moses Rutland	Additional cemetery structures valuation fee 2100/6
1735	27/10/23	4112	RTC805466	£900.00	£150.00	£750.00		Moses Rutland	Buildings valuation fee 2100/6

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 31/10/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4113/1	£22.22	£3.70	£18.52	RLOS	Peter Noble Ltd	mend puncture on Transit Van	3000/3/5
1736	27/10/23		4113 RTC805487	£22.22	£3.70	£18.52		Peter Noble Ltd	Mend puncture on Transit Van.	3000/3/5
			4114/1	£172.00	£0.00	£172.00	RLOS	RMS Waste Disposal Ltd	To Clean out Cesspit at Ringwood Cemetery	3200/1/3
1737	27/10/23		4114 RTC805491	£172.00	£0.00	£172.00		RMS Waste Disposal Ltd	To Clean out Cesspit at Ringwood Cemetery.	3200/1/3
1738	27/10/23		4115 RTC805493	£14,870.60	£0.00	£14,870.60	P&F	New Forest District Council	Contested and uncontested election fees, Thursday 4th May 2023	2200/1/2
			4116/1	£2,671.20	£445.20	£2,226.00	RLOS	Laceys Solicitors	NFDC reference 41063785 Interim bill - football project legal work	3350/10
1739	27/10/23		4116 RTC805500	£2,671.20	£445.20	£2,226.00		Laceys Solicitors	Supply of legal services	3350/10
			4117/1	£1,200.00	£200.00	£1,000.00	RLOS	Laceys Solicitors	Deposit on account of other party's legal fees	3350/10
1740	27/10/23		4117 RTC805497	£1,200.00	£200.00	£1,000.00		Laceys Solicitors	Supply of legal services	3350/10
FPI	27/10/23		4118	£15.00	£0.00	£15.00	P&F	Lloyds Bank	Bank charges October 2023	2000/1/18
			4127/1	£24.00	£4.00	£20.00	RLOS	Letters & Logos Ltd	"12TH" - 200 X 70mm (to cover 13TH). On blackout vinyl	3100/4
1741	30/10/23		4127 RTC805453	£24.00	£4.00	£20.00		Letters & Logos Ltd	To supply printed cover stickers for the Road Closure.	3100/4
			4128/1	£118.34	£19.72	£98.62	RLOS	Letters & Logos Ltd	tickets x5000	3100/1
1742	30/10/23		4128 RTC805467	£118.34	£19.72	£98.62		Letters & Logos Ltd	Tickets for fireworks	3100/1
			4129/1	£12.00	£2.00	£10.00	RLOS	Letters & Logos Ltd	Patches for road signs	3100/4
1743	30/10/23		4129 RTC805495	£12.00	£2.00	£10.00		Letters & Logos Ltd	Printing services	3100/4
			4130/1	£229.06	£38.18	£190.88	RLOS	Letters & Logos Ltd	general correx boards	3100/1
			4130/2	£77.76	£12.96	£64.80	RLOS	Letters & Logos Ltd	specific correx boards	3100/1
			4130/3	£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	date stickers for boards	3100/1
1744	30/10/23		4130 RTC805471	£324.82	£54.14	£270.68		Letters & Logos Ltd	Printing for fireworks	3100/1
			4131/1	£180.00	£30.00	£150.00	RLOS	Intratest	Lighting column testing	3802/2/1
1745	30/10/23		4131 RTC805436	£180.00	£30.00	£150.00		Intratest	To test lighting column for Carvers Clubhouse banner (No 13. opp. Linden Gardens)	3802/2/1
			4132/1	£103.68	£17.28	£86.40	P&F	Insight Direct (UK) Ltd	Power PDF Maintenance and Support	2000/1/15

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 31/10/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1746	30/10/23	4132	RTC805476	£103.68	£17.28	£86.40		Insight Direct (UK) Ltd	Renewal of Maintenance and Support for Power PDF Advanced software 16 October 2023 to 15 October 2024	2000/1/15
		4133/1		£216.00	£36.00	£180.00	RLOS	Ringwood and Verwood Glass	Replacement door handle for fire door which has failed	3802/1/1
1747	30/10/23	4133	RTC805481	£216.00	£36.00	£180.00		Ringwood and Verwood Glass	replacement handle on fire door at Carvers Clubhouse	3802/1/1
		4134/1		£58.80	£9.80	£49.00	RLOS	Alecta Technical Solutions	Descale	3802/1/1
		4134/2		£62.40	£10.40	£52.00	RLOS	Alecta Technical Solutions	new filter	3802/1/1
1748	30/10/23	4134	RTC805482	£121.20	£20.20	£101.00		Alecta Technical Solutions	water boiler filter and descale	3802/1/1
		4135/1		£150.00	£0.00	£150.00	RLOS	Ringwood Actions For Climate Emergency (RACE)	Replacement whips	3000/2/7
1749	30/10/23	4135	RTC805492	£150.00	£0.00	£150.00		Ringwood Actions For Climate Emergency (RACE)	Replacement whips damaged by contractors at Poulner Lakes Funds received from NFDC	3000/2/7
		4136/1		£720.00	£120.00	£600.00	RLOS	Abbas Cabins	event toilets	3100/1
		4136/2		£168.00	£28.00	£140.00	RLOS	Abbas Cabins	urinal	3100/1
		4136/3		£120.00	£20.00	£100.00	RLOS	Abbas Cabins	delivery and collection	3100/1
1750	30/10/23	4136	RTC805240	£1,008.00	£168.00	£840.00		Abbas Cabins	Toilets for Fireworks event	3100/1
		4137/1		£10.63	£1.77	£8.86	RLOS	Itec	Carvers Clubhouse page 1	3802/2/2
		4137/2		£37.54	£6.26	£31.28	P&F	Itec	Gateway page 2	2000/1/9
1751	30/10/23	4137		£48.17	£8.03	£40.14		Itec	October 2023	3802/2/2
		4119/1		£115.01	£5.48	£109.53	RLOS	Utility Warehouse	Energy	3200/1/1
		4119/2		£31.64	£5.27	£26.37	RLOS	Utility Warehouse	Mobile	3000/1/6
		4119/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		4119/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	31/10/23	4119		£180.25	£16.35	£163.90		Utility Warehouse	UW Cemetery September 2023	3200/1/1
		4120/1		£137.70	£6.56	£131.14	RLOS	Utility Warehouse	Energy	3000/1/1
		4120/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	31/10/23	4120		£140.10	£6.96	£133.14		Utility Warehouse	UW Sports Pavilion September 2023	3000/1/1
		4121/1		£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile	3000/1/6

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 31/10/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4121/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/6
DD 3	31/10/23	4121		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsmans Mobile September 2023 3000/1/6
			4138/1	£49.40	£8.23	£41.17	RLOS	screwfix	10 cans of penetrating oil 3000/3/2
1752	31/10/23	4138	RTC805498	£49.40	£8.23	£41.17		screwfix	10 Cans of penetrating oil, 5 for Cemetery workshop and 5 for Carvers Workshop. 3000/3/2
			4139/1	£44.99	£0.00	£44.99	RLOS	screwfix	1 pair Work Boots. 3000/1/5
			4139/2	£10.37	£1.73	£8.64	RLOS	screwfix	Various Nyts And Bolts 3000/3/2
1753	31/10/23	4139	RTC805501	£55.36	£1.73	£53.63		screwfix	1 pair Work Boots. Various Nuts And Bolts. 3000/1/5
			4140/1	£37.72	£6.29	£31.43	RLOS	Comax UK Ltd	coffee cups 3802/3/1
1754	31/10/23	4140	RTC805510	£37.72	£6.29	£31.43		Comax UK Ltd	Coffee cups 3802/3/1
			4141/1	£6,325.51	£1,054.25	£5,271.26	P&F	Worknest Ltd	Combined consultancy annual fee 2023-24 2000/1/4
1755	31/10/23	4141	RTC805465	£6,325.51	£1,054.25	£5,271.26		Worknest Ltd	Health & safety and human resources consultancy services 2000/1/4
			4142/1	£671.11	£111.85	£559.26	RLOS	Letters & Logos Ltd	Teardrop flags, bases 3100/5
1758	31/10/23	4142	RTC805508	£671.11	£111.85	£559.26		Letters & Logos Ltd	Teardrop flags and bases for events 3100/5
1759	31/10/23	4143		£88.65	£0.00	£88.65	RLOS	Source 4 Business	3442571001 Carvers Clubhouse 28/4/23 - 11/10/23 3802/1/4
1760	31/10/23	4144		£182.40	£0.00	£182.40	RLOS	Source 4 Business	3443419601 Cemetery 21/04/23 - 09/10/23 3200/1/2
1761	31/10/23	4145		£71.04	£0.00	£71.04	P&F	Source 4 Business	3439570801 Greenways 05/04/23 - 02/10/23 2100/1
1762	31/10/23	4146		£130.99	£0.00	£130.99	RLOS	Source 4 Business	3439521601 Bickerley Standpipe 6/4/23 - 9/10/23 3000/1/8
1763	31/10/23	4147		£284.18	£0.00	£284.18	RLOS	Source 4 Business	3443419603 MP 19/4/23 - 11/10/23 3000/1/8
1764	31/10/23	4148		£83.75	£0.00	£83.75	RLOS	Source 4 Business	3443419604 MP 19/4/23 - 11/10/23 3000/1/8
NFDC Tfr10	31/10/23	4151		£23.13	£0.00	£23.13	P&F	New Forest District Council	NFDC Tfr10 Credit card charges October 2023 2000/1/18
NFDC Tfr10	31/10/23	4152		£19.61	£0.00	£19.61	RLOS	New Forest District Council	NFDC Tfr10 Purchases for café sales 25/09/23 3802/3/1
NFDC Tfr10	31/10/23	4153		£12.39	£0.00	£12.39	RLOS	New Forest District Council	NFDC Tfr10 Purchases for resale 02/10/23 3802/3/1
NFDC Tfr10	31/10/23	4154		£5.83	£0.00	£5.83	RLOS	New Forest District Council	NFDC Tfr10 Purchases for resale 09/10/23 3802/3/1
NFDC Tfr10	31/10/23	4155		£7.43	£0.00	£7.43	RLOS	New Forest District Council	NFDC Tfr10 Purchases for resale 16/10/23 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 31/10/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4182/1	£15.60	£0.00	£15.60	Counc	Ringwood Town Council Milk etc	10000
			4182/2	£13.90	£2.32	£11.58	Counc	Ringwood Town Council Dishwasher tablets & carpet cleaner	10000
			4182/3	£10.58	£1.76	£8.82	Counc	Ringwood Town Council Barrier Tape	10000
			4182/4	£10.47	£0.00	£10.47	Counc	Ringwood Town Council Pliers	10000
			4182/5	£6.80	£0.00	£6.80	Counc	Ringwood Town Council Allotment key for Crow	10000
			4182/6	£2.00	£0.00	£2.00	Counc	Ringwood Town Council Get well card	10000
PC October 23	31/10/23		4182	£59.35	£4.08	£55.27		Ringwood Town Council Petty Cash October 2023	10000
Total				<u>£340,974.23</u>	<u>£44,129.27</u>	<u>£296,844.96</u>			

POLICY AND FINANCE COMMITTEE 22nd NOVEMBER 2023**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Oct-23			31-Oct-23	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	79,539	172,503	-232,925		100,000	39,578
Business Account	80,144	186				186
Investment Accounts	1,135,000	1,135,000		-100,000		1,035,000
Petty Cash - Imprest	124	64				64
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,294,982	1,307,928		-232,925	-100,000	100,000

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

22/11/23

22/11/23

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

Notes:

- | | | |
|----------|---|----------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end November | 50,000 |
| | Football development project due 21/11/23 | 207,925 |
| | less fireworks receipts | -25,000 |
| | Net anticipated movement on imprest account | 232,925 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 31st October | |
| 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 – 22nd November 2023
BUDGETARY CONTROL period 7 – April to October 2023

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first seven months of the financial year 2023-24. A revised budget for the year has been prepared and will be covered later in the agenda. The proposed revised budget is illustrated below alongside the original approved budget :

	Original Budget £	Proposed Revised Budget £
Revenue Expenditure	868,217	928,862
Capital Expenditure	781,000	2,111,959
Plus transfers to earmarked reserves	33,600	40,433
Less Revenue Income	-288,311	-332,308
Less Capital Income (grants)	-641,170	-1,560,000
Less transfers from earmarked reserves	<u>-142,810</u>	<u>-573,723</u>
Net budget requirement	610,524	615,223
Funded by:		
Council Tax	610,429	610,429
Covid Relief Grant	95	95
Plus transfer from the General Reserve	<u>0</u>	<u>4,699</u>
	610,524	615,223

- 1.2 At the start of the year the Town Council held reserves of £634,461 including rent & key deposits. The original budget included provision to add funds of £33,600 in accordance with the reserves policy and this has increased by £6,833 with likely generation of a surplus on events. However, there are some remaining commitments to fund schemes approved in earlier years that have slipped into the current year which are now expected to deplete reserves by some £23,250. Progress on the football development project will also deplete reserves more rapidly than originally predicted and earmarked reserves are now expected to reduce by some £573,723 by the end of the year. An updated schedule of planned and actual movements on reserves is included at Appendix 2.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described above. The net budget deficit reported, of £109,307, is the original budget figure before transfers to and from reserves.

2. INCOME & EXPENDITURE TO THE END OF OCTOBER 2023

- 2.1 Total receipts to the end of October amount to £1,677,327 but this includes £610,429 precept, £831,837 in respect of the football development project (grants plus borrowing) and £25,918 in respect of CIL, other grant income and client deposits which have all been taken directly to reserves. Additional income, amounting to £5,046 was received in 2022/23 in respect of the current year. Also, a further unbudgeted sum of £24,000 was received during September in respect of legal costs recovered. Income received to date against the revenue budget therefore amounts to £190,189, which is 66% of the budgeted figure for the year.
- 2.2 This is slightly more than might be expected, assuming a linear budget profile, but the variance is mainly due to timing differences with half yearly invoices raised during September. However as previously noted there are two significant variances which will continue be monitored closely as the year progresses. These include:

- Interest receipts - £22,085 has been received to the end of October against an original budget for the year of £10,000. This is now expected to exceed £35,000 for the year if current interest rates remain where they are and the football development project substantially completes by year end. This amounts to an increase of £25,000 on the original budget prediction.
- Cemeteries income stands at £14,433 which is just 32% of the budget. It now appears probable that there will be a significant budget shortfall which may exceed £15,000 by year end, but it is impossible to predict future revenues with any certainty.
- All other variances are explained by timing differences with the main income streams subject to quarterly, half yearly or year end invoicing. These revenue streams have improved over the last month and are expected to continue doing so.

- 2.3 Income is therefore remains broadly on track to meet the budget with the increased interest receipts compensating for the lower than expected cemetery receipts and all other variances explained by timing differences. Preliminary work on the revised budget suggests an increase in revenue income of around £40,000 although much of this is due to unbudgeted receipts such as the legal costs recovered as noted above.
- 2.4 Expenditure to the end of October totalled £895,880. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £15,867 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, giving expenditure to the end of October of £919,215. Excluding capital expenditure of £404,612 and carried over expenditure funded from reserves of £10,500 reduces this to £504,103. This is 58% of the annual budget, which is very slightly below budget, assuming linear spend.
- 2.5 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences. The largest single component of revenue expenditure is accounted for by pay costs for which the budget for the year is £552,000. This includes the estimated cost of the annual pay award which has just been settled at a level very close to the estimated 7%.
- 2.6 Other emerging variances include:
- Gateway costs. These costs are notified to the Council after the year end, once costs from all of the partners have been confirmed. In 2022/23, we allowed for a contribution of £36,000 but the invoice, recently received, was for £47,100, due to some additional costs in respect of the heating system and increased utilities bills. The budget estimate for the current year has subsequently been increased by £15,000.
 - NFDC have also notified us of the costs of the recent local elections which will fall on the Town Council. These costs are £14,871 which exceeds the balance held in the election reserve. This means that around £1,350 will fall on the revenue account. Contributions to the elections reserve will have to be reviewed to ensure that sufficient funds are available for future elections and by elections.
 - Members recently approved additional CCTV coverage in the town for which the additional annual cost is expected to be £1,500
 - The Town Council has incurred expenditure in the current year of £20,462 in respect of the Bickerley dispute. Members should note that costs of £24,000 have been recovered.
 - Additional legal fees of £2,500 have been incurred in connection with 10 Acre Field.
- 2.7 A detailed revised budget is currently being prepared and is tabled elsewhere on the agenda.. Current indications are that revenue income is likely to increase in aggregate just under £44,000, largely as a result of increased interest receipts and the recovered legal fees, whilst revenue expenditure is likely to increase by almost £61,000. The resulting deficit of £17,000 will be mitigated by net additional transfers from reserves of £12,000, meaning that there will be a small budget deficit of around £5,000 by year end but every effort will be made to manage this down in the remaining 5 months of the year.

3. GROWTH & CAPITAL PROJECTS

3.1 The Council did not approve any new growth or capital items for 2023/24 but there are a couple of significant capital projects which were approved in 2022/23 which will incur expenditure in 2023/24. There are also a small number of other projects which were approved in earlier years and for which there remains some residual expenditure. All of the expenditure incurred on these projects will be met from earmarked reserves, grants and in the case of the football development project, a combination of reserves, grants and borrowing. Expenditure to date on these projects is summarised below:

	Budget 23/24	Spend to Oct 2023
• Football Development Project	£750,000	£400,065
• Columbarium	£31,000	£0
• Battery powered tools purchase (approved 22/23)	-	£10,689
• Carvers Workshops/Sheds feasibility (approved 21/22)	-	£925
• Carvers Recreation Ground Improvements (approved 21/22) -	-	£1,882
• Open Space security measures (approved 23/24)	-	£94
• Memorial Tree & Bench (approved 23/24)	-	<u>£110</u>
Total	£781,000	£413,765

3.2 Members should note that the approved budget for the football project was approved in January before the outturn for 2022/23 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 2023/24, all of which will be funded from grants and reserves held for this purpose. The projected spend in the current year is now likely to be around £2,000,000.

4. RESERVES & BALANCES

4.1 At the end of 2022/23 the total balance on reserves was £616,298. A further £18,163 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £634,461.

4.2 The proposed revised budget will reduce reserves by £538,385 before any additional receipts are taken into account. Further receipts of £514,432 have been received as at the end of October the majority of which is expected to be applied to the football development project during the year.

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 £611,053, including rent and key deposits, assumes that the football project is almost completed and that all but residual 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.

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Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	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)	£48,418.00	£0.00	£21,205.53
310	Events	£28,000.00	£0.00	£12,578.75
320	Cemetery Income	£44,512.00	£300.00	£14,432.74
330	Allotment Income	£6,012.00	£0.00	£6,874.07
350	Capital Income	£641,170.00	£0.00	£831,837.00
380	Carvers Clubhouse	£25,273.00	£0.00	£19,964.89
Total Recreation, Leisure & Open Spaces		£793,385.00	£300.00	£906,892.98
Planning, Town & Environment				
400	Income	£1,100.00	£0.00	£1,100.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00
Council				
100	Precept	£610,429.00	£0.00	£610,429.00
102	Interest Business A/c	£0.00	£0.00	£185.90
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£134,996.00	£8,640.40	£158,719.29
Total Council		£745,425.00	£8,640.40	£769,334.19
Total Income		<u>£1,539,910.00</u>	<u>£8,940.40</u>	<u>£1,677,327.17</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£124,141.00	£0.00	£74,210.05	£49,930.95
2100	Maintenance	£39,402.00	£0.00	£5,695.81	£33,706.19
2200	Democratic Process (members Costs)	£13,375.00	£0.00	£22,369.44	-£8,994.44
2210	Grants	£5,000.00	£0.00	£2,500.00	£2,500.00
2300	Employee Costs- Allocated Office Staff	£114,397.00	£0.00	£63,975.27	£50,421.73
2310	Employee overhead Costs	£4,160.00	£0.00	£1,815.00	£2,345.00
2400	Other	£37,193.00	£0.00	£29,127.25	£8,065.75
2500	Capital Financing	£53,546.00	£0.00	£15,772.95	£37,773.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£15,866.79	£15,866.79
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	-£1.00	£1.00
Total Policy & Finance		£391,214.00	£0.00	£199,597.98	£191,616.02
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£54,514.00	£0.00	£47,051.13	£7,462.87
3001	RL&OS -Employee Costs	£170,257.00	£0.00	£93,220.62	£77,036.38
3002	Employee Costs	£2,000.00	£0.00	£1,445.00	£555.00
3100	Events	£24,800.00	£0.00	£18,980.28	£5,819.72

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	
3101	Events - Employee Costs	£13,108.00	£0.00	£8,308.12	£4,799.88
3200	Cemetery	£10,494.00	£0.00	£5,390.09	£5,103.91
3201	Cemetery -Employee Costs	£55,759.00	£0.00	£30,614.41	£25,144.59
3300	Allotments	£2,414.00	£0.00	£865.21	£1,548.79
3301	Allotments -Employee Costs	£18,994.00	£0.00	£10,491.64	£8,502.36
3350	Capital Expenditure	£781,000.00	£0.00	£404,612.27	£376,387.73
3801	Youth Services Employee costs	£59,971.00	£0.00	£33,530.25	£26,440.75
3802	Carvers Clubhouse	£35,830.00	£0.00	£23,768.10	£12,061.90
Total Recreation, Leisure & Open Spaces	£1,229,141.00	£0.00	£678,277.12	£550,863.88	
Planning, Town & Environment					
4000	Planning, Town & Environment	£2,872.00	£0.00	£2,998.16	£-126.16
4001	Employee Costs	£25,990.00	£0.00	£14,575.37	£11,414.63
4050	Capital Expenditure	£0.00	£0.00	£495.00	£-495.00
Total Planning, Town & Environment	£28,862.00	£0.00	£18,068.53	£10,793.47	
Council					
10000	Petty Cash - Office	£0.00	£0.00	£-63.46	£63.46
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	£-63.46	£63.46	
Total Expenditure	£1,649,217.00	£0.00	£895,880.17	£753,336.83	

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total Income	£1,539,910.00	£8,940.40	£1,677,327.17	£128,476.77
Total Expenditure	£1,649,217.00	£0.00	£895,880.17	£753,336.83
Total Net Balance	-£109,307.00		£781,447.00	

RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2023 to 31st March 2024

	Actual Balance 01/04/23 £	Planned and Proposed Movements 2023/24:				Estimated Balance 31/03/24 £	
		from Revenue £	to revenue		Capital & Other Receipts £		between provisions £
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	22,900	2,700		0		25,600	
Gateway	25,000	0		0		25,000	
Cemetery	23,533	2,500		-17,000		9,033	
Buildings Reserve	36,667	4,000	-750	0		39,917	
Election	12,542	1,000		-13,542		0	
Vehicle & Machinery	33,572	11,000		-16,689		27,883	
Play Equipment	8,716	6,900		0		15,616	
Memorials	0	0		0		0	
Christmas Lights	0	0		0		0	
Carvers Clubhouse	29,682	2,500	-1,000	0		31,182	
Ringwood Events	811	6,833				7,644	
Memorial Lantern	1,161	0		-1,536	375	0	
Carvers Grounds	4,363	0		-1,050		3,313	
Carvers Sheds Feasibility	4,000			-1,000		3,000	
Infrastructure & Open Spaces	15,370	3,000		0		18,370	
Open Spaces Security Measures				-100		1,500	
Neighbourhood Plan	1,227	0		-4,700		3,650	
Football development Project	81,542	0		-175		81,367	
Budget Underspends retained for use in 2022/23*	1,290	0				1,290	
Total Provisions	302,377	40,433	-1,750	-55,792	375	5,150	290,793
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	5,560		-1,000	0	10,000		14,560
Cem Maint	750		-230	0			520
Dev Cons(CIL)	25,293			-14,580	4,232		14,945
Capital Receipts	18,942			0			18,942
Grants Unapplied	4,335		-641	0		546	4,240
Loans Unapplied	0		-499,825	0	499,825		0
Total Earmarked Reserves and Provisions	357,258	40,433	-503,446	-70,372	514,432	5,696	344,001
General Reserve	259,040			-4,699		-5,696	248,645
Key & Rent Deposits	18,163				244		18,407
Total Reserves & Customer Deposits	634,461	40,433	-503,446	-75,071	514,676	0	611,053

POLICY & FINANCE COMMITTEE – 22nd NOVEMBER 2023
REVISED BUDGET 2023/2024 & DRAFT BUDGET 2024/25

1. INTRODUCTION

- 1.1 The Town Council is required to approve an annual income and expenditure budget for the Town Council. The budget will be further developed over the next two months and a recommendation to Council on its overall budget and precept for 2023/24 will be made at the meeting of this committee in January 2023.
- 1.2 This preliminary draft budget has been initially derived from the current revenue budget with adjustments for known pressures and changes. A number of inflation assumptions have been modelled together with several options to reduce spend in order to achieve a balanced budget without drawing on reserves. These assumptions are set out below and in Appendix 2.
- 1.3 A revised draft revised budget for the current year is also included. This has been developed following discussions with budget managers on likely activity to year end together with analysis of spend to date as previously reported to this Committee. The draft budget 2024/25 & revised budget 2023/24 is summarised at Appendix 1.
- 1.4 Individual Committee budgets have been drawn from this draft budget and have been submitted to each Committee during the current round of meetings. Feedback from those meetings will be considered for incorporation in further iterations of the budget and before the budget is finalised. This committee's own budget is discussed below and the detailed revised budget 2023/24 and proposed budget 2024/24 is included at Appendix 3.

2. POLICY & FINANCE COMMITTEE BUDGET

- 2.1 The Town Council approved a net budget of £266,169 for this Committee for 2023/24. This covers a range of central establishment costs, democratic costs, grants, debt charges and other costs which do not fall under the other committees. The gross expenditure budget as originally approved, was £391,214 of which around 30% were employee costs. Income generated includes that from property rental and investment income.
- 2.2 Expenditure increases of around £54,000 have been incurred in respect of legal fees, £23,000, Election Costs, £14,900 Gateway re-charges, £12,600 and other increases of £3,500, mitigated by reduced debt charges of £7,000. The net increase in expenditure is £47,485.
- 2.3 Income for the year has also increased significantly. Interest receipts in particular are likely to increase by £27,000 and this, coupled with the recovery of legal costs has increased income by £51,179.
- 2.4 Much, but not all, of the election costs will be funded from earmarked reserves held for this purpose. This will reduce the net budget requirement for this Committee by £17,237 for the year.
- 2.5 For 2024/25 expenditure is predicted to increase by £27,096, from the original 2023/24 budget. This increase is driven by inflation, £15,430 (given the inflation assumptions described below), additional borrowing costs of £7,780, CCTV costs of £1,500 and Gateway recharges of £2,500.

- 2.6 Income is predicted to increase by around £18,000 compared with the current year original budget. This is largely due to an increase in interest generated of £14,000 together with modest inflationary increases on other income.
- 2.7 The net effect of these budget proposals is an increase in this committee's budget of £13,743 or 5.2%.

3. REVISED TOWN COUNCIL BUDGET 2023-24

- 3.1 The revised budget has been developed to include revised projections to year end and known changes. Income will increase by almost £44,000 due to higher than predicted interest receipts, the recovery of legal expenses and higher than anticipated fireworks receipts although the latter will need to be adjusted when final income figures for the event are available. These increases will be mitigated by lower than predicted cemetery receipts.
- 3.2 Expenditure will increase by £60,645, the increase driven mainly by election costs, legal fees and additional Gateway costs in respect of 2022/23. Some of the additional costs will be offset by transfers from earmarked reserves (such as election costs, e.g) and the net increase in revenue expenditure is estimated to be £4,699. Current budget monitoring shows that income and expenditure are otherwise broadly in line with the revised budget.
- 3.3 Capital Expenditure is expected to increase by £1.33 million almost entirely due to the football development project. Around £748,000 has been expended on this project to date and all of this expenditure is met from grant funding, loans and reserves with no impact on the revenue budget.
- 3.4 The original budget was balanced with no requirement to transfer funds from the general reserve to meet expenditure. However, the latest projections to year end suggest that there will now be a requirement to draw around £4,700 from the General Reserve to balance the budget.

4. DRAFT BUDGET 2024-25

- 4.1 As in previous years, the draft budget for next year has been created on an incremental basis using the current year as a starting point. However, the salary budgets have been created from scratch following staff turnover, some pay restructuring and the pay award in 2022/23 which wasn't settled until year end and after the current year budget was set.
- 4.2 The draft budget has been further adjusted to take into account a number of known changes and budgets have been reduced where spend over the last few years has revealed opportunities to do so.
- 4.3 This iteration of the proposed budget also includes some preliminary estimates of inflation. RPI has reduced to 6.1% for the year to October, from 8.9% for the year to September. CPI has similarly reduced to 4.6% from 6.7%. There is an element of catch up to be considered in that budget increases approved in previous years, particularly with respect to utilities, were below actual price increases. For the purposes of the Town Council budget, the following inflation assumptions have been adopted:

ASSUMPTIONS:

Inflation	%
- Pay	4.5%
- Utilities	7.0%
- Other Expenditure	5.0%
- Non contractual expenditure	4.0%
- Income	5.0%
- Fixed expenditure (i.e. no inflation)	0.0%
Council Tax Base increase	0.50%

Note that some income and expenditure budgets require individual inflation adjustments, due to individual contract terms and conditions.

4.4 The impact of inflation on costs and revenue is as follows. For every 1% increase in each inflation factor, the impact on the budget requirement in £ and Council Tax in % is as follows:

	Budget requirement	Council Tax
• Pay	£5,665	0.9%
• Utilities	£150	<0.1%
• Other Exp	£340	<0.1%
• Non Contract	£601	<0.1%
• Income	£600	<0.1%
• Tax Base	-----	1.0%

Note that whilst changes to the Council Tax Base will not alter the budget requirement, an increase of 1% will generate additional precept of £6,135, all other things being equal.

- 4.5 Proposed increases to prices for a range of Council services based on the assumption of a 5% increase will be submitted to RLOS for approval. For the moment a 5% increase in revenue has been assumed for those income streams for which we are able to adjust the price.
- 4.6 Any increase in the Council Tax base will reduce the Council Tax levied on individual homes. The tax base for the new year will not be notified until later in December or January but there was an increase of 0.18% last year. A modest increase of 0.5% has been assumed although there might be a reduction rather than an increase.
- 4.7 The draft budget includes planned contributions to earmarked reserves. These contributions are set out in the reserves policy which was previously submitted to this committee. Work is continuing on revising the policy, particularly with respect to vehicles, plant and equipment, but for the purposes of this budget, it has been assumed that an increase in transfers to reserves will be required. The increase, of £11,500 has been built into the budget estimates.
- 4.8 The result of these assumptions, applied to the base budget as set out in Appendix 1 is that a Council Tax increase of £6.1% would be required to avoid

any call on the General Reserve. A table of reserve movements covering both years, from April 2023 to March 2025 is included at appendix 4.

- 4.9** Work will continue to identify savings to reduce this increase. Members should note that 1% on the Council tax is equivalent to £6,135 and each additional £1,000 on the precept will add 18.2p to the Band D equivalent Council tax.

5. RECOMMENDATIONS

In order to progress development of the budget for 2024/25 members are asked to:

- 5.1** consider the revised budget 2023/24 and draft budget for 2024/25 for this Committee (Appendix 3) and whether there are any further opportunities for budget savings.
- 5.2** approve the revised budget for 2023/24.
- 5.3** consider inflation and whether the inflation assumptions should be further adjusted in the draft budget for 2024/25.
- 5.4** provide guidance on the use of general reserves to support the budget requirement and target Council Tax.

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RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2023/24 AND
DRAFT BUDGET 2024/25

Appendix 1

B

1	2	4	5	6	7	8	9	10	11
Committee	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	0	Budget 23/24 £	Revised 23/24 £	Inflation £	Known Changes* £	Budget 24/25 £
Policy & Finance									
Expenditure	333,478	346,301	411,888		391,214	438,699	15,430	11,771	418,310
Income	-120,533	-118,043	-133,528		-134,996	-186,175	-4,102	-14,000	-153,098
Net Expenditure	212,945	228,258	278,360		256,219	252,524	11,327	-2,229	265,212
Transfers to Reserves	14,000	16,900	14,000		10,700	10,700	0	4,000	14,700
Transfers from Reserves	-6,146	-1,732	-37,841		-750	-14,292	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	220,799	243,426	254,519		266,169	248,932	11,327	1,771	279,912
Recreation & Leisure									
Expenditure	219,923	244,177	1,069,677		1,007,770	2,344,495	10,300	-544,400	484,709
Income	-33,984	-38,289	-517,390		-689,588	-1,606,465	-1,423	479,652	-211,360
Net Expenditure	185,939	205,888	552,287		318,182	738,030	8,876	-64,748	273,349
Transfers to Reserves	17,900	27,452	17,900		17,900	17,900	0	9,000	26,900
Transfers from Reserves	-14,654	-33,684	-365,598		-139,830	-551,375	0	0	-87,407
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	189,185	199,656	204,589		196,252	204,555	8,876	-55,748	212,842
Events									
Expenditure	6,679	17,892	51,702		37,908	37,053	862	0	40,460
Income	-3,085	-32,425	-35,311		-28,000	-33,886	0	0	-28,000
Net Expenditure	3,594	-14,533	16,391		9,908	3,167	862	0	12,460
Transfers to Reserves	0	7,940	0		0	6,833			0
Transfers from Reserves	-4,529	0	-10,823		0	0			-1,711
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	-935	-6,593	5,568		9,908	10,000	862	0	10,749
Cemeteries									
Expenditure	42,913	51,123	63,343		66,253	64,607	3,082	-1,920	69,206
Income	-36,240	-51,314	-41,041		-44,512	-31,182	-2,040	6,713	-39,977
Net Expenditure	6,673	-191	22,302		21,741	33,425	1,042	4,793	29,228
Transfers to Reserves	4,000	4,000	2,500		2,500	2,500	0	0	1,000
Transfers from Reserves	-230	-5,141	-230		-230	-230	0	0	-230
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	10,443	-1,332	24,572		24,011	35,695	1,042	4,793	29,998
Allotments									
Expenditure	11,725	13,246	19,577		21,408	22,850	990	0	22,963
Income	-5,374	-5,585	-5,954		-6,012	-6,000	-301	0	-6,313
Net Expenditure	6,351	7,661	13,623		15,396	16,850	689	0	16,650
Transfers to Reserves	0	0	0		0	0	0	0	0
Transfers from Reserves	0	0	0		0	0	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	6,351	7,661	13,623		15,396	16,850	689	0	16,650
Carvers Clubhouse									
Expenditure	57,346	83,005	100,991		95,801	98,737	0	0	97,311
Income	-3,494	-23,123	-26,274		-25,273	-27,500	0	0	-26,500
Net Expenditure	53,852	59,882	74,717		70,528	71,237	0	0	70,811
Transfers to Reserves	2,500	2,500	2,500		2,500	2,500	0	0	2,500
Transfers from Reserves	-2,026	0	-2,841		-1,000	-1,546	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	54,326	62,382	74,376		72,028	72,191	0	0	72,311
Planning, Town & Environment									
Expenditure	25,600	32,964	37,993		28,862	34,380	1,332	0	30,444
Income	-9,225	-16,299	-5,850		-1,100	-1,100	0	0	-1,100
Net Expenditure	16,375	16,665	32,143		27,762	33,280	1,332	0	29,344
Transfers to Reserves	0	3,473	0		0	0	0	0	0
Transfers from Reserves	-1,120	-450	-6,016		-1,000	-6,280	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	15,255	19,688	26,127		26,762	27,000	1,332	0	28,344

RINGWOOD TOWN COUNCIL
 BUDGET AND REVISED BUDGET 2023/24 AND
 DRAFT BUDGET 2024/25

B

Total Base Expenditure	697,664	788,708	1,755,171	1,649,216	3,040,821	1,163,402
Total Income	-211,934	-285,078	-765,348	-929,481	-1,892,308	-466,347
Total transfer to reserves	38,400	62,265	36,900	33,600	40,433	45,100
Total Transfer from reserves	-28,705	-41,007	-423,349	-142,810	-573,723	-91,348
Total New Bids						0
Less funded from earmarked reserves						0
Total Budget Requirement	495,424	524,888	603,374	610,525	615,223	650,807
Precept	497,549	519,907	553,949	610,429	610,429	650,807
Covid Relief grant		4,071	4,071	95	95	0
Transfer to/-from General Reserve	2,125	-910	-45,354	-1	-4,699	0

BUDGET ASSUMPTIONS 2024/25

Inflation (RPI) is currently running at 6.1% (for the year to October 2023 down from 8.9% in September. CPIH is 4.7% for the same period whilst the CPI is 4.6%, (down from 6.3% and 6.7% respectively in September).

Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

ASSUMPTIONS:

1 Inflation

	%	Type
- Pay	4.5%	1
- Utilities	7.0%	2
- Other Expenditure	5.0%	3
- Non contractual expenditure	4.0%	4
- Income	5.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

2 Council Tax Base increase

0.50%	
Note, the Council Tax base for 2023/24 is	5,474.9

An increase of 0.50% (assumption 2) will increase the Council Tax base to:

5,502.3

3 Use of General Reserve

£	
0	
Use of "Covid Relief" and "Opening of High Street Safely" grant	0

The General Reserve is expected to be £248,645 at April 1st 2024. This transfer will reduce it to £248,645 by March 2025

The balance of this grant available at 31st March 2025 would then be £4,240

Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:

	£
Base Budget 2024/2025	697,055
Net transfers to/from earmarked reserves	-46,248
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	650,807
Less funded from general reserve/Covid relief Grant	0
Sum to be funded from Council Tax Payers (Precept)	650,807

Summary movement on reserves:

Opening reserves 1/4/2024:	£
General Reserve	248,645
Earmarked Reserves & Provisions	344,001
Total Reserves 1/4/2024	592,646
Planned transfers in	45,100
Planned transfers out	-91,348
Plus Capital Receipts 24/25	0
Less Funding for growth	0
Less use of general reserve	0

Predicted reserves 31/3/2025 :

General Reserve	248,645
Earmarked Reserves	297,753
Predicted Reserves 31/3/2024	546,398
(nb excludes rent & key deposits)	

Band D equivalent Council Tax 2024/25

118.28

The budget requirement and resulting precept, as modelled, represents an increase of 6.08 % in the Council Tax

The Council Tax for 2023/24 is £111.50 per Band D Equivalent

The Band D equivalent Council Tax for 2023/24 is: 111.5

A target Council Tax increase of : 0.0%

would increase the Council Tax to: 111.50

And require an additional transfer from reserves of: £37,303

which would reduce the general reserve to £ 211,342 by March 2023 (given the assumptions in 1 - 3 on the left) or 32.5% of the annual precept

An increase of one percent on the Council Tax will generate an increased precept of : £6,135
For each increase of £1,000 in the precept requirement, a further £0.182 will be added to the Band D Council Tax

B

2	3	4	5	6	7	8	9		10	11	
Description	Budget Manager	Actual	Actual	Actual	Budget	Revised	Inflation		Known Changes* £	Budget 24/25 £	
		20/21 £	21/22 £	22/23 £	23/24 £	23/24 £	Type	%			£
EXPENDITURE-Establishment											
--utilities	RF	713	794	160	0		2	7.0%	0	0	
--Insurance Premium	RF	14,850	9,529	10,485	11,122	10,900	3	5.0%	556	11,678	
--Health & Safety	CW	187	2,013	5,320	4,995	5,271	4	4.0%	200	5,195	
--Office Equipment	NV	30	48	12	100	50	4	4.0%	4	104	
--Furniture	NV	0	75	0	0	50	4	4.0%	0	0	
--Books & Publications	NV	30	123	34	100	75	4	4.0%	4	104	
--Stationery	NV	337	394	508	650	450	4	4.0%	26	676	
--Photocopy/scanner	JH	1,066	1,514	1,542	2,109	1,750	3	5.0%	105	2,215	
--Postage	NV	560	691	649	956	700	3	5.0%	48	1,003	
--Telephone & Fax	CW	3,227	3,128	3,137	3,856	3,250	3	5.0%	193	4,048	
--Computer Maintenance	CW	2,424	1,600	806	2,269	2,000	3	5.0%	113	2,383	
--G.I.S. Mapping	CW		1,083	450	655	655	3	5.0%	33	687	
--Web Site Maintenance	JH	2,806	4,357	1,286	2,246	2,000	3	5.0%	112	2,359	
--Computer equipment/s-ware	CW	5,394	5,502	5,245	4,000	4,250	4	4.0%	160	4,160	
--Subscriptions	JH	3,143	1,278	1,238	1,682	1,650	3	5.0%	84	1,766	
--Adverts	JH		230	80	200	200	4	4.0%	8	208	
--Bank Charges	RF	362	452	513	548	750	3	5.0%	27	576	
--Audit	RF	3,150	3,175	3,200	3,634	3,775	3	5.0%	182	3,816	
--Travel Expense	CW	154	0	67	200	200	4	4.0%	8	208	
--Office Exps Gtwy	NV	20	393	37	111	100	3	5.0%	6	116	
--Hospitality/Refreshments	NV	19	145	181	200	200	4	4.0%	8	208	
Caretaker Gtwy-Rechargeable	CW	13,759	14,487	16,271	17,366	17,200	1	4.5%	781	18,808	
Cleaning Gtwy-Rechargeable	CW	88	258	80	0	0	1	4.5%	0	0	
Info Officers Gtwy-Rechargeable	CW	52,007	55,306	59,606	65,585	63,500	1	4.5%	2,951	64,924	
Supplies Gtwy-Rechargeable	NV	1,370	1,518	1,355	1,557	1,750	3	5.0%	78	1,635	
Total Establishment		105,695	108,093	112,262	124,141	120,726			5,688	0	126,877
Maintenance											
--Vandalism	CW	16	220		0	0	4	4.0%	0		0
--Gateway	CW	33,158	32,219	34,279	38,502	51,100	3	5.0%	1,925	2,500	42,927
--Buildings Surveys	CW			1,900	750	1,500					750
--Greenways	CW	2,451	3,189	10,776	0		4	4.0%	0		0
--92 Southampton Road	CW	531	377	530	150	2,000	4	4.0%	6		156
Total Maintenance		36,156	36,005	47,485	39,402	54,600			1,931	2,500	43,833
Employee Costs											
--Allocated Office Staff	CW	103,206	115,790	98,761	103,238	106,000	1	4.5%	4,646		111,164
--Allocated Groundstaff	CW	4,443	4,575	10,362	11,159	11,000	1	4.5%	502		11,965
--Payroll Outsourcing	JH	1,300	983	3,060	2,796	2,640	3	5.0%	140		2,936
--Staff Training	CW	777	567	496	1,250	1,000	4	4.0%	50		1,300
--Eye Tests	CW	0	110	395	105	120	4	4.0%	4		109
--HR Consultancy	CW	2,241	0	0	9	0	3	5.0%	0	-9	0

B

--Other employee costs	CW		1,034							
Total Employee Costs		111,966	123,059	113,074	118,557	120,760		5,342	-9	127,475

2	3	4	5	6	7	7	9		10	11	
Description	Budget Manager	Actual	Actual	Actual	Budget	Revised	Inflation		Known Changes* £	Budget	
		20/21 £	21/22 £	21/22 £	23/24 £	Budget £	Type	%			£
Members Costs											
--Mayoral Regalia	CW	0		12	0		4	4.0%	0	0	
--Election Expenses	CW	0	1,732	0	0	14,871	4	4.0%	0	0	
--Members Allowances	CW	8,395	9,089	9,435	10,785	12,640	1	4.5%	485	10,533	
--Mayor's Allowance Allocated	CW	0		0	1,040	1,040	4	4.0%	42	1,082	
--Civic Expenses	CW	125	225	760	1,000	750	4	4.0%	40	1,040	
--Members' Training	CW	0	90	0	350	350	4	4.0%	14	364	
--Members Travel & Subsist	CW	0	0	0	200	200	4	4.0%	8	208	
Total Members Costs		8,521	11,136	10,207	13,375	29,851			589	0	13,226
Grants											
--Discretionary grants	CW	9,078	4,100	9,900	5,000	5,000	4	4.0%	200		5,200
Total Grants		9,078	4,100	9,900	5,000	5,000			200	0	5,200
Other											
--CCTV	CW	8,790	8,790	8,790	9,707	11,200	3	5.0%	485	1,500	11,693
--Car Park Clock Refurbishment	CW				0		4	4.0%	0		0
--Legal Fees	CW		1,512	18	0	2,500	4	4.0%	0		0
--Consultants Fees	CW	250		3,308	2,575	2,000	4	4.0%	103		2,678
--92 Southampton Road Agents fee	CW	1,451	1,698	1,599	1,761	1,514	3	5.0%	88		1,849
--Legal Fees - Dispute	CW			21,087	0	20,462					0
--Christmas Lights Instal & Stor	CW	19,900	17,575	15,995	19,740	20,500	3	5.0%	987		20,726
--Christmas tree purchase & install	CB		2,580	3,990	3,000	3,000					3,000
--Millenium Clock (car park)	CW				260	0	4	4.0%	10		270
--Visitor Info Cntr - Purchases	CW		72	137	0	0	6	0.0%	0		0
--Visitor Information Centre	CW		0	2,642	0	0	1	4.5%	0		0
--Jubilee Lamp	CW	126	135		150	150	4	4.0%	6		156
--Bad Debts Write Off	RF				0	0	4	4.0%	0		0
--Ringwood Market - Advertising	CW				0	0	4	4.0%	0		0
--Support for Town Twinning	CW				0	0	4	4.0%	0		0
Total Other		30,516	32,362	57,566	37,193	61,326			1,680	1,500	40,373
Debt Charges											
--Interest	RF	11,792	11,136	10,458	9,758	9,758	6	0.0%	0		9,758
--Loan Repaid	RF	19,754	20,410	21,088	21,788	21,788	6	0.0%	0		21,788
--New Borrowing 2022/23	RF				22,000	14,890				7,780	29,780
--New Borrowing 2023/24									0		0
Total Debt Charges		31,546	31,546	31,546	53,546	46,436			0	7,780	61,326

Total Revenue Expenditure		333,478	346,301	382,040	391,214	438,699	15,430	11,771	418,310
Capital Expenditure									
--Gateway Project	RF	0			0	0	6 0.0%	0	0
--Carvers Clubhouse	RF				0	0	6 0.0%	0	0
--Computer Hardware	RF				0	0	6 0.0%	0	0
--Land Purchases	RF			29,848	0	0	6 0.0%	0	0
Total Capital Expenditure		0	0	29,848	0	0		0	0
COMMITTEE EXPENDITURE		333,478	346,301	411,888	391,214	438,699	15,430	11,771	418,310

2	3	4	5	6	7	8	9		10	11
Description	Budget Manager	Actual 20/21 £	Actual 21/22 £	Actual 21/22 £	Budget 23/24 £	Revised Budget £	Inflation Type % £		Known Changes* £	Budget 24/25 £
REVENUE INCOME										
--Insurance Premium Income	CW	-605	-4,775	-420	0		6 0.0%	0		0
--Interest Received	RF	-882	-427	-17,280	-10,000	-37,000	6 0.0%	0	-14,000	-24,000
--Rent: Ground Floor Greenways	CW	-17,566	-18,487	-23,164	-17,765	-28,600	6 0.0%	0		-17,765
--Rent: 1st Floor Greenways	CW	-14,075	-5,151	-14	-11,689	0	6 0.0%	0		-11,689
--Southampton Road Rent	CW	-13,200	-13,350	-13,500	-13,500	-13,500	6 0.0%	0		-13,500
--VIC Sales	CW	-75	-175	-252	0	-75	6 0.0%	0		0
--Recharge to NFDC	RF	-73,400	-74,878	-77,829	-81,409	-81,500	3 5.0%	-4,070		-85,479
--Market Stall Income	CW	-280	-800	-920	-633	-1,500	5 5.0%	-32		-665
--Misc Income and Donations	RF	-450		-149		-24,000				
Total Revenue Income		-120,533	-118,043	-133,528	-134,996	-186,175		-4,102	-14,000	-153,098
TOTAL COMMITTEE INCOME		-120,533	-118,043	-133,528	-134,996	-186,175		-4,102	-14,000	-153,098
		212,945	228,258	278,360	256,219	252,524		11,327	-2,229	265,212
Transfer To Provisions										
--Transfer To Provisions	RF	14,000	16,900	14,000	10,700	10,700			4,000	14,700
Total Transfer To Provisions		14,000	16,900	14,000	10,700	10,700			4,000	14,700
Transfer From Provisions										
--Trans From Provs (Rev)	RF	-6,146	-1,732	-7,993	-750	-14,292				
--Trans From Provs (Cap)	RF	0		-29848	0				0	0
Total Transfer From Provisions		-6,146	-1,732	-37,841	-750	-14,292			0	0
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		220,799	243,426	254,519	266,169	248,932		11,327	1,771	279,912

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES
1st April 2023 to 31st March 2025

	Actual Balance 01/04/22 £	Transfers 2023/24 :				Balance 01/04/24 £	Planned and Proposed Movements 2024/25:					Estimated Balance 31/03/25 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	22,900	2,700	0			25,600	2,700		0			28,300
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	23,533	2,500	-17,000			9,033	1,000		0			10,033
Buildings Reserve	36,667	4,000	-750			39,917	5,500	0	0			45,417
Election	12,542	1,000	-13,542			0	5,000		0			5,000
Vehicle & Machinery	33,572	11,000	-16,689			27,883	20,000		-6,040			41,843
Play Equipment	8,716	6,900				15,616	6,900		0			22,516
Memorials	0	0	0			0	0		0			0
Christmas Lights	0	0	0			0	0		0			0
Carvers Clubhouse	29,682	2,500	-1,000			31,182	1,000	-1,000	0			31,182
Ringwood Events	811	6,833				7,644	0	-1,711				5,933
Memorial Lantern	1,161	0	-1,536	375		0	0		0			0
Carvers Grounds	4,363	0	-1,050			3,313	0		0			3,313
Carvers Sheds feasibility	4,000		-1,000			3,000						3,000
Infrastructure & Open Spaces	15,370	3,000				18,370	3,000		0			21,370
Open Space Security Measures	0		-100		1,500	1,400						1,400
Neighbourhood Plan	1,227	0	-4,700		3,650	177	0		0			177
Football development Project	81,542	0	-175			81,367	0		-81,367			0
Budget Underspends retained for use in 2022/23*	1,290	0				1,290	0	0				1,290
Total Provisions	302,377	40,433	-57,542	375	5,150	290,793	45,100	-2,711	-87,407	0	0	245,775
<u>RESERVES</u>												
Earmarked Reserves:												
Dev Contribs	5,560		-1,000	10,000		14,560		-1,000	0			13,560
Cem Maint	750		-230			520		-230	0			290
Dev Cons(CIL)	25,293		-14,580	4,232		14,945						14,945
Capital Receipts	18,942			0		18,942			0	0		18,942
Grants Unapplied	4,335		-641		546	4,240		0	0			4,240
Loans Unapplied	0		-499,825	499,825		0			0	0		0
Total Earmarked Reserves and Provisions	357,258	40,433	-573,818	514,432	5,696	344,001	45,100	-3,941	-87,407	0	0	297,753
General Reserve	259,040		-4,699		-5,696	248,645	0	0			0	248,645
Key & Rent Deposits	18,163			244		18,407						18,407
Total Reserves & Customer Deposits	634,461	40,433	-578,517	514,676	0	611,053	45,100	-3,941	-87,407	0	0	564,805

REPORT TO POLICY & FINANCE COMMITTEE – 22nd NOVEMBER 2023

RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT

1. BACKGROUND

- 1.1 The Town Council has a treasury management policy which was last updated in November 2022. The policy governs the way in which Council funds are managed.
- 1.2 The cash balances held by the Council at the end of March 2023 amounted to £537,023 and with the first instalment of the precept later in April, cash balances increased to around £927,000. Balances increased further with receipt of a loan in respect of the football development project and the 2nd instalment of the precept peaking at £1.464 million at the end of October. This figure is now expected to steadily reduce until year end.
- 1.3 A working balance of between £50,000 and £100,000 is maintained in the main imprest account with a further target of £50,000 held in an interest bearing instant access business account, but the bulk of funds are currently invested with the CCLA.
- 1.4 The Treasury Management policy has been in place for just over 4 years and this report summarises the performance in that time and makes recommendations for some amendments to the Treasury Management Policy.

2. INVESTMENTS WITH THE CCLA

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £13.9 billion
- 2.2 The Town Council began investing funds with the CCLA at the end of 2018/19. In that year, funds had generated interest payments of £1,508. In the first full year using the CCLA facility, interest receipts of £3,353 were generated.
- 2.3 Interest rates have started to increase from historically very low levels and the CCLA continues to provide a return on investment at levels that the banks will not match. Interest generated in 2022/23 increased to £17,280 from just £427 in the previous year. However, with recent increases in both cash balances and interest rates, the prediction for the current year is that interest receipts will reach £37,000.
- 2.4 Interest on funds held in the business instant access account with Lloyds Bank has increased but is still very small.
- 2.5 As a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.
- 2.6 It was previously noted that the CCLA have an additional facility, the Local Authority Property Fund, in which funds are invested for growth in the longer term. The LAPF may offer a higher, if riskier, return on investment. However, consideration of such a scheme is only permitted by the treasury management policy if tied to a wider investment strategy in pursuit of specific planned future capital projects.
- 2.7 The LAPF is not recommended at this time but is worthy of further consideration in the future and whilst it is outside the parameters of the current treasury

management policy, it may be a useful facility in future to help grow funds for a specific purpose.

3. Treasury Management Policy Statement

- 3.1 The current treasury management policy statement was approved in 2021 and updated in 2022 to allow the RFO delegated authority to transfer funds of up to £100,000 between accounts. This was to allow for payments on the football development project which may require settlement before approval to move necessary funds could be sought from this committee. This delegated authority is to be reviewed on completion of the project.
- 3.2 No further changes to the treasury management policy statement are being proposed at this time.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members endorse the Treasury Management Policy.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

POLICY AND FINANCE COMMITTEE

TREASURY MANAGEMENT POLICY STATEMENT

1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION

- 1.1 Responsibility for the activities of the treasury management operation has been delegated to the Finance Manager, who is the Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972.
- 1.2 The activities of the treasury management operation cover the following:
 1. analysing internal and external information, cash flow management and methods of transmitting money, i.e. by cheques, bank transfers, Bank Automated clearing system (BACS), Clearing House Automated Payments System (CHAPS) and Direct Debit.
 2. investing temporary surpluses in approved investments and financing capital expenditure by approved borrowing instruments.
 3. ensuring that the repayment dates for the Council's borrowing are reasonably spread out. i.e. the borrowing profile.
 4. dealing with other financial institutions such as banks and the Public Works Loan Board. (PWLB)
 5. ensuring that effective security and controls are in place and an effective operation is reviewed and adhered to.
 6. ensuring that adequate banking arrangements are made and monitored for the Council.

2. FORMULATION OF TREASURY MANAGEMENT STRATEGY

- 2.1 The Council will formulate a plan that covers the raising of capital finance if required to support delivery of specific approved capital projects.
- 2.2 Treasury management activities in the year including investment of surplus money and managing cash flow should be conducted in accordance with the Treasury Management Policy.

3. DEFINITION OF APPROVED SOURCES OF BORROWING

- 3.1 The following list specifies which borrowing instruments the Council may use:
 - PWLB
 - Money Market Loans - Temporary (loans up to 364 days)
 - Local temporary borrowing
 - Bank Overdraft
 - Council's own internal funds (capital receipts and revenue balances)
 - Leasing

- 3.2 No other instrument other than those listed above may be used.

4. APPROVED INSTRUMENTS FOR INVESTMENTS

- 4.1 The Council will use short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The Council may use a fund manager such as the CCLA to spread investments across multiple financial organisations so long as the maximum amount that can be invested with any one such financial organisation is £250,000 and all of the organisations satisfy the requirements set out in section 5.1.
- 4.2 The Council will consider longer term investments only as part of a wider investment strategy designed to enable specific planned future capital projects. Any such investments will require scrutiny and prior approval by the Council.

5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS

The following organisations constitute the counterparties with whom temporary investments will be made.

- 5.1 Banks or building societies which are UK clearing banks or which are incorporated in the UK and which have at least a short term credit rating of F1, according to FITCH the International Rating Agency, will be used for temporary investments
- 5.2 Other Local Authorities
The Council may invest temporarily with all other local authorities. The maximum each one may borrow is £250,000 for up to 364 days.
- 5.3 Accidental Breach of Limits
The Council will operate “daylight exposure”. This is a technique that ensures that in no circumstances can limits be exceeded. Normally, in calculating the amount of investment, the Finance Manager is entitled to assume that a sum due back from an organisation will be received on the due date before making a further investment with that organisation. If for some technical reason the repayment does not arrive in the Council’s bank account it is possible that, after a new investment is made with the same organisation, limits will be exceeded.

6. POLICY ON DELEGATION

- 6.1 The RFO is authorised by the Council to exercise the investment and borrowing powers of the Council in accordance with Council Policy, The Chartered Institute of Public Finance and Accountancy’s (CIPFA) Standard of Professional Practice on Treasury Management, and professional codes of practice.

- 6.2 The RFO may delegate the operations of Treasury Management to the Deputy Town Clerk and the Finance Officer in connection with the approved activities of Treasury Management.
- 6.3 The RFO has delegated authority to transfer funds of up to £100,000 per month between current and investment accounts in order to maximise interest earnings whilst meeting contractual arrangements to pay suppliers. Any such transfers will be reported to the subsequent meeting of the Policy & Finance Committee
- 6.4 Any changes to delegated powers will be approved by Policy and Finance Committee.

7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS

- 7.1 The Finance Manager will report to the Policy and Finance Committee on Treasury Management as follows: -
 - October - for the annual report for the previous year.
 - Monthly - Statement of balances and proposed movements

POLICY & FINANCE COMMITTEE

22nd November 2023

Procedure on co-opting to membership

1. Introduction and reason for report

- 1.1 The Council currently has no documented procedure for co-opting applicants to membership of the Council.

2. Background, Options and Implications

- 2.1 The opportunity to co-opt applicants for membership may arise after an ordinary election (if there are fewer candidates than vacancies) or if a casual vacancy arises (which may happen in several ways, all of which trigger an opportunity for a poll to be demanded by electors and if this occurs co-option is not possible). The law provides only an incomplete code for the conduct of the co-option process and it would seem desirable to provide a complete process in advance of the need arising rather than waiting until the issue becomes live (when agreement may be harder to reach and any uncertainty or irregularity may be challenged).
- 2.2 The council has not co-opted to membership since 2018 at least. On previous occasions, members were invited to vote by ballot. Since then, Standing Orders have been altered to provide for all questions to be resolved by show of hands so a ballot is no longer possible. It might, theoretically, be possible to amend Standing Orders to permit ballots on questions of this (or any other type) but NALC advises against doing so. In any event, the right to demand a recorded vote would remain. So, even if ballots were to be permitted again, they could carry no assurance of secrecy.
- 2.3 Whatever method of voting is adopted, the law requires the issue to be resolved by a majority of members present and voting. If there are more than two candidates for a single vacancy or more than one vacancy and more candidates than there are vacancies, fulfilling this requirement imposes complex procedural demands. (For example, if Candidate A received 6 votes, Candidate B 3 and Candidate C 3 there is no winner since no candidate received a majority of the total votes cast. A further vote would be needed, after eliminating either B or C, but how should members decide which of B or C to eliminate? The law is silent on this point.)
- 2.4 When an opportunity for co-option arises the council is required to fill the vacancy by that method as soon as practicable (unless the period of vacancy has less than six months to run). Although the council is therefore encouraged to fill any vacancy, it is not obliged to do so. (NALC has advised that if the number of applicants is fewer than or equal to the number of vacancies, all should be appointed but the view of most clerks is that the question is no different in principle from any other and therefore requires a positive decision by members which they cannot be compelled to make.) It is not inconceivable that members might feel that no applicant is suitable. A procedure could be devised to ensure that vacancies are always filled if enough candidates apply (and at least one councillor votes in favour). Alternatively, if so desired, our procedure could allow votes for “none of the above”, so as to prevent this.
- 2.5 Uncertainty also exists over whether the press and public could or should be excluded for all or part of the process. NALC advises against doing so, citing the need to be able to give reasons to unsuccessful candidates. (However, this is also problematic; individual councillors are not required to give their reasons for voting as they do. Is the Chair or the Clerk to speculate as to their reasons or to

give a generic and uninformative reason such as “councillors judged the successful candidate to be more suitable than you” or “councillors judged no candidate to be suitable”?) Many councils which have adopted a procedure, allow for exclusion only for the discussion of the merits of applicants and not for the voting (but some allow this to be by secret ballot).

3. Issues for decision and any recommendations

3.1 Should officers be directed to prepare a draft co-option procedure (and other changes to governance documents if required) for consideration at a future meeting?

3.2 If so, should that procedure allow for

3.2.1 voting by ballot

3.2.2 voting for no candidate to be appointed

3.2.3 exclusion of the press and public for all or part of the process?

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June. The latest target date to finish is 24th February 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	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining 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 contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years. Site meeting arranged for 02/11/2023 to discuss drainage improvements at bottom of Crow Hill.	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	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC analysing survey work carried out in May and October to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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. No other identified budget.
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Update from coordinator and request for assistance and funding to be considered by the Committee on 03/11/2023.	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 carrying out 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. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	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.	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. Proposed unveiling at Winter Wanderland event on 26 November, but HCC require 14 days notice of installation date (not yet given).	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.
PF10	Councillors' use of email	In progress (Commenced May 2022 and substantially completed in August 2023.)	Councillors now have official email accounts. Officers are helping members with a few teething problems and will now look to develop use of Sharepoint to share documents with councillors.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.
PF11	92 Southampton Road	In progress (commenced March 2023)	One of the tenants has left. A new letting agent has been instructed and has served notice to quit. Urgent repairs have been completed.	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.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. Following the discussion at the committee on 1st November a planning application is being prepared.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Approval for the funding arrangements will be sought from the Policy & Finance Committee on 22nd November.	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 replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process 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. A fuller picture of the surrender requirements and process is expected to emerge by early 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	Completed. (Commenced March 2020. Completed November 2023)	Land transfer deed has been completed. Officers are pressing ahead with arranging lettings.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. Responses to the public consultation on this have been evaluated and a brief to the designer to update the plan accordingly has been submitted.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
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	In progress	Works to reduce and landscape the drainage retention pond completed. It's performance will be monitored through the winter.	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	
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
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	