

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 24th January 2024 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)
Cllr Peter Kelleher (Vice Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day (*until 7.40pm*)
Cllr Gareth DeBoos (ex-officio)
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou (*from 7.04pm*)
Cllr James Swyer
Cllr Glenys Turner

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

ABSENT: Cllr John Haywood

**F/6258
PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6259
APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Haywood.

**F/6260
DECLARATIONS OF INTEREST**

There were none at this stage.

**F/6261
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 13th December 2023, having been circulated, be approved and signed by the Chairman as a correct record.

**F/6262
FINANCIAL REPORTS**

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

The Finance Manager reported that £175,000 had been transferred from the investment account to meet a large bill for the football project. A VAT return had been submitted claiming a repayment of £103,000 and grant money from the football foundation had been received. A further bill was due for the football project, but there were sufficient funds to meet this and there was no request to draw down funds this month from the investment account. In any

event, the transfers between the Imprest and Business accounts, as detailed in his report, were approved.

In respect of the budget control report, the position remains steady. The main variances had been reported throughout the year. Returns on investments have exceeded expectations due to the high interest rate and outweigh the disappointing receipts into the cemetery budget. A brief summary on events income and expenditure had been provided, which was provisional at this stage, but the overall boost to the Events Reserve was likely to be around £18,000. It was noted that the figure for total revised expenditure (on page 2 of the financial budget comparison) should read £3,040,921.

Overall, he reported a slight decrease in the budget deficit predicted for year end, which was now expected to be around £4,000. It is possible that this would be reduced further, bringing it closer to a balanced budget, meaning there would be little or no requirement to draw from reserves.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for December be received and authorised;
 - 2) That Cllr M DeBoos' verification and signing of bank reconciliations and statements for December be noted;
 - 3) That the total amount of Petty Cash payments for December of £83.32 be noted;
 - 4) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised; and
 - 5) That the Finance Manager's budgetary control report be received and the budget position, balance of reserves be noted and the amended budget 2023/24 be approved.

ACTION R Fitzgerald

**F/6263
COUNCIL BUDGET 2024-25**

The Finance Manager presented his report on the revised budget for 2023-24 and the committee and overall council budget for 2024-25 (*Annex B*).

Since the November meeting when Members first considered the draft budget for 2024 – 25 and indicated that there should be no more than a 6% increase to Council Tax, the Finance Manager had been working on reducing the percentage increase required to achieve a balanced budget.

The impact of revising some assumptions, including a reduced figure for pay inflation to 3.9% and income expectations from the cemetery, along with confirmation of the increase in the Council Tax base of 0.488%, has resulted in the proposed balanced budget, which requires an increase in Council Tax of 4.91%. This is an increase in the precept of 5.42% and results in a Band D equivalent Council Tax of £116.97, an increase of £5.47 on last year.

- RECOMMENDED:**
- 1) That the draft budget 2024-25 be approved; and
 - 2) That the precept requirement for 2024-25 of £643,525 be approved.

ACTION R Fitzgerald

**F/6264
FUTURE BUDGETING PLANNING – BASE BUDGET REVIEW**

The Finance Manager wished to facilitate more engagement with Members in the budget setting process, if they wished. They could choose to have more in depth reviews of what is being spent, in which area and why. For example, income and pricing for the cemetery could be assessed in detail.

The Town Clerk added that the base revenue budget supports day – to – day activities. Currently, it is prepared with realistic assumptions about inflation, but apart from the grants budget Members have very little discretion. If any major change to operations is proposed, this would need to be planned ahead of the budget setting process, but careful advanced consideration it would make it more meaningful and give Members more control over the outcome.

He asked them to consider and indicate if they would like to change the process, which areas they would like to look at and how much they would wish to be involved. An initial view was there should be a review of building assets and the opportunity should be opened up to all Councillors.

RESOLVED: That Members inform the Town Clerk if they are interested in being involved in the proposed budget review and any specific areas to be considered in detail.

ACTION C Wilkins

**F/6265
MEMBERS' ALLOWANCES 2023 - 24**

Members considered the Finance Manager's report and the recommendations therein (*Annex C*).

The Town Clerk explained that an independent panel makes a recommendation on what the allowance should be. The Council has previously not followed this advice and over time it has fallen behind. He impressed on Members the importance of considering the broader view and not simply a personal perspective. Officers recommended the Committee set a level of allowance which promotes inclusiveness. It was a matter for individual Members to then choose whether to accept the allowance (in full or in part) or not at all. It was proposed and agreed to increase the allowance to £900.

RESOLVED: That the Members' allowance for 2023 – 24 be increased to £900 and backdated to 1st April 2023.

ACTION R Fitzgerald / J Hurd

**F/6266
NEW FOREST DISTRICT COUNCIL CORPORATE PLAN 2024-28 CONSULTATION**

Members considered the Town Clerk's report (*Annex D*) and NFDC Corporate Plan 2024-28. Any comments would be submitted along with the other Committees' observations.

Under the 'people' theme and 'helping those in our community with the greatest need' priority, the section which indicates that NFDC will 'support community engagement, working with partners and our town and parish councils to help resolve local issues, including those associated with the cost of living' (page 6) was welcomed.

In addition, the Council look forward to working with NFDC on its 'supporting our high quality business base and economic centres to thrive and grow' priority and with a particular focus on the high street.

RESOLVED: That the comments above be included in the Council's response to the consultation and submitted to NFDC by the deadline of 26th January 2024.

ACTION C Wilkins

F/6267

PROJECTS (current and proposed)

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

F/6268

EXCLUSION OF THE PRESS AND PUBLIC

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

F/6269

LEGAL MATTER

Cllr Day indicated he may have a disclosable pecuniary interest as permission was being sought to instruct Lacey's Solicitors in the legal matter and he is a partner in the firm. He indicated that it would be inappropriate for him to be involved in any discussion on the matter and left the room.

Cllr Day left the meeting at 7:40pm

The Committee receive a verbal report from the Town Clerk on a legal matter and were asked to consider approving the instruction of solicitors and the making of budget provision for their fees.

RESOLVED: 1) That the Town Clerk instruct solicitors to act for the Council in this matter; and
2) That a budget of £3,500 be created to cover the costs of legal proceedings.

ACTION C Wilkins / R Fitzgerald

There being no further business, the Chairman closed the meeting at 8:01pm

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

RECEIVED
31st January 2024

APPROVED
21st February 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

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Chairman's initials

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

24th January 2024

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/12/23 and 31/12/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD 1	01/12/23	4245		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse December 2023 3802/1/6
DD 2	01/12/23	4246		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery December 2023 3200/1/5
		4247/1		£1,167.90	£194.65	£973.25	RLOS	Insight Security & Facilities Ltd	security at Ringwood Grand Fireworks per hour 3100/1
		4247/2		£157.50	£26.25	£131.25	RLOS	Insight Security & Facilities Ltd	medical provision 4x4 ambulance 3100/1
		4247/3		£495.90	£82.65	£413.25	RLOS	Insight Security & Facilities Ltd	medical provision medic ph 3100/1
		4247/4		£201.60	£33.60	£168.00	RLOS	Insight Security & Facilities Ltd	medical provision paramedic per hour 3100/1
1825	04/12/23	4247	RTC805430	£2,022.90	£337.15	£1,685.75		Insight Security & Facilities Ltd	Medical and security at Ringwood Grand Fireworks 3100/1
		4256/1		£1,224.00	£204.00	£1,020.00	RLOS	Fleet Line Markers	Paint for line marking football pitches. 500 litres 3000/2/9
1833	04/12/23	4256	RTC805571	£1,224.00	£204.00	£1,020.00		Fleet Line Markers	Paint for line marking football pitches x 500 litres 3000/2/9
		3849/1		£66.96	£11.16	£55.80	RLOS	Glenacres Nursery	Bedding Plants 3000/5/9
1839	05/12/23	3849	RTC805202	£66.96	£11.16	£55.80		Glenacres Nursery	Bedding Plants for Summer Planting 3000/5/9
		4249/1		£116.54	£19.42	£97.12	RLOS	Letters & Logos Ltd	Supply of aluminium sign 3000/2/16
1826	05/12/23	4249	RTC805489	£116.54	£19.42	£97.12		Letters & Logos Ltd	Aluminium sign - Carvers Skatepark Conditions of Use 3000/2/16
		4250/1		£28.68	£4.78	£23.90	RLOS	Letters & Logos Ltd	poster for fireworks- ticket holders 3100/1
		4250/2		£33.60	£5.60	£28.00	RLOS	Letters & Logos Ltd	poster for fireworks pre paid 3100/1
1827	05/12/23	4250	RTC805511	£62.28	£10.38	£51.90		Letters & Logos Ltd	posters for fireworks 3100/1
		4251/1		£336.96	£56.16	£280.80	RLOS	Letters & Logos Ltd	Singage for new allotments 3300/2/1
1828	05/12/23	4251	RTC805548	£336.96	£56.16	£280.80		Letters & Logos Ltd	Signage for Crow Arch Lane allotment plots:- Single (1 - 23), Mini (M1 - M25) 3300/2/1
		4252/1		£398.67	£66.45	£332.22	RLOS	Peter Noble Ltd	New rear window for J/D Tractor 3000/3/2
1829	05/12/23	4252	RTC805522	£398.67	£66.45	£332.22		Peter Noble Ltd	New rear window for J/D Tractor, and window handle. 3000/3/2

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			4253/1	£33.12	£5.52	£27.60	RLOS	Peter Noble Ltd	Additive for diesel	3000/1/10
1830	05/12/23	4253	RTC805570	£33.12	£5.52	£27.60		Peter Noble Ltd	Additive for diesel - 2 bottles	3000/1/10
			4254/1	£625.00	£0.00	£625.00	RLOS	Ryan Smith	Fencing Carvers / Bowling Green	3000/2/10
1831	05/12/23	4254	RTC805552	£625.00	£0.00	£625.00		Ryan Smith	Carvers / Bowling Green fence repair / replacement work To fit 7m of 6ft 6in high close board fencing on concrete universal posts	3000/2/10
			4255/1	£1,845.50	£307.58	£1,537.92	RLOS	WP Group (Upton Oil)	1200 litres white diesel for vehicles	3000/1/10
1832	05/12/23	4255	RTC805566	£1,845.50	£307.58	£1,537.92		WP Group (Upton Oil)	1200 litres white diesel for vehicles	3000/1/10
			4257/1	£46.00	£0.00	£46.00	RLOS	H & W Creative Limited	Design work for clubhouse	3802/2/1
			4257/2	£207.00	£0.00	£207.00	RLOS	H & W Creative Limited	design work for fireworks	3100/1
			4257/3	£258.00	£0.00	£258.00	RLOS	H & W Creative Limited	design work for Winter Wanderland	3100/2
1834	05/12/23	4257	RTC805575	£511.00	£0.00	£511.00		H & W Creative Limited	Design work for events and carvers from Sept to Dec	3802/2/1
			4258/1	£51.00	£0.00	£51.00	RLOS	Windowsmith Window Cleaner	april to june clean	3802/1/1
1835	05/12/23	4258	RTC805308	£51.00	£0.00	£51.00		Windowsmith Window Cleaner	clubhouse window cleaning	3802/1/1
			4259/1	£59.10	£9.85	£49.25	RLOS	Ringwood Motor Company Ltd	Repair of reversing lights - VW van	3000/3/2
1836	05/12/23	4259	RTC805576	£59.10	£9.85	£49.25		Ringwood Motor Company Ltd	Repair of reversing lights - VW van	3000/3/2
			4260/1	£12.60	£2.10	£10.50	P&F	Hampshire County Council	951024 Nitrile gloves x 200 large	2000/3/4
1837	05/12/23	4260	RTC805578	£12.60	£2.10	£10.50		Hampshire County Council	Gloves for caretaker	2000/3/4
			4261/1	£164.72	£27.45	£137.27	RLOS	Alecta Technical Solutions	replacement parts and fitting	3802/1/1
1838	05/12/23	4261	RTC805483	£164.72	£27.45	£137.27		Alecta Technical Solutions	replacement parts for water boiler inc gasket	3802/1/1
NFDC Tfr8	06/12/23	4262		£75.79	£0.00	£75.79	P&F	New Forest District Council	NFDC Tfr8 Credit card charges	2000/1/18
			4263/1	£82.64	£13.77	£68.87	RLOS	UK Fuels Ltd	Petrol for hand held machines	3000/1/10
DD 1	06/12/23	4263	RTC805540	£82.64	£13.77	£68.87		UK Fuels Ltd	Petrol for hand held machines	3000/1/10
DD 2	06/12/23	4264		£32.34	£5.39	£26.95	RLOS	Sky Business	05/12/23 - 04/01/24	3802/2/5
NFDC Tfr8	06/12/23	4266		£16.02	£0.00	£16.02	RLOS	New Forest District Council	NFDC Tfr8 06/11/23 Purchases for café sales	3802/3/1

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NFDC Tfr8	06/12/23	4267		£29.91	£1.13	£28.78	RLOS	New Forest District Council	NFDC Tfr8 30/10/23 Purchases for café sales	3802/3/1
NFDC Tfr8	06/12/23	4268		£18.10	£0.00	£18.10	RLOS	New Forest District Council	NFDC Tfr8 23/10/23 Purchases for café sales	3802/3/1
DD	07/12/23	4265		£590.15	£98.36	£491.79	RLOS	Yu Energy	01/22/23 - 30/11/23	3802/1/3
FPI	11/12/23	4279		£148.50	£24.75	£123.75	P&F	Brightwater	Fees - December 2023	2400/19
		4269/1		£518.40	£86.40	£432.00	RLOS	Insight Security & Facilities Ltd	security with 1st aid	3100/2
		4269/2		£1,122.00	£187.00	£935.00	RLOS	Insight Security & Facilities Ltd	security per hour	3100/2
		4269/3		£307.20	£51.20	£256.00	RLOS	Insight Security & Facilities Ltd	medical provision paramedic per hour	3100/2
		4269/4		£547.20	£91.20	£456.00	RLOS	Insight Security & Facilities Ltd	medical provision medics per hour	3100/2
		4269/5		£240.00	£40.00	£200.00	RLOS	Insight Security & Facilities Ltd	medical provision ambulance per hour	3100/2
1841	12/12/23	4269	RTC805431	£2,734.80	£455.80	£2,279.00		Insight Security & Facilities Ltd	medical and security provision for Ringwood Winter Wonderland	3100/2
		4270/1		£60.00	£10.00	£50.00	RLOS	Insight Security & Facilities Ltd	event radio hire	3100/2
1842	12/12/23	4270	RTC805565	£60.00	£10.00	£50.00		Insight Security & Facilities Ltd	Event radio hire	3100/2
		4271/1		£45.50	£0.00	£45.50	RLOS	Kooringa Computing	Leaflets for remembrance events 2023	3100/4
1843	12/12/23	4271	RTC805494	£45.50	£0.00	£45.50		Kooringa Computing	Printing services	3100/4
1844	12/12/23	4272	RTC805574	£154.55	£25.76	£128.79	RLOS	The Sign Maker	Ref quote - 2311.ANG.017 Cast Aluminium memorial plaque - radius corners Size 150 x 100 Black background/polished silver letters. Net price inc. P&P	3200/2/9
		4273/1		£10.78	£1.80	£8.98	RLOS	Itec	Carvers Clubhouse Page 1	3802/2/2
		4273/2		£36.54	£6.09	£30.45	P&F	Itec	Gateway pages 2-5	2000/1/9
1845	12/12/23	4273		£47.32	£7.89	£39.43		Itec	November 2023	3802/2/2
		4274/1		£504.00	£84.00	£420.00	RLOS	Vita Play Limited	Roundabout service (004823-IG)	3000/2/16
		4274/2		£0.00	£0.00	£0.00	RLOS	Vita Play Limited	see credit note Elephant Springer repair loose fixings (004811-IG)	3000/2/16

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Start of year 01/04/23

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1846	12/12/23	4274	RTC805185	£504.00	£84.00	£420.00		Vita Play Limited	Carvers Play Area - play equipment servicing and repairs (email JH 12/12/23)	3000/2/16
BP	14/12/23	4278		£14,052.61	£0.00	£14,052.61	P&F	Hampshire County Council	Pension November 2023	2600/1/3
		4280/1		£180,537.92	£30,089.65	£150,448.27	RLOS	Knights Brown Construction Limited	Football pavilion stage payment nr. 6	3350/10
1840	14/12/23	4280	RTC805551	£180,537.92	£30,089.65	£150,448.27		Knights Brown Construction Limited	Construction services	3350/10
		4281/1		£129.00	£21.50	£107.50	RLOS	Robert Thorne & Sons	11 X 1.8 HALF MOON POSTS.	3300/2/1
		4281/2		£58.08	£9.68	£48.40	RLOS	Robert Thorne & Sons	11 X 1.8 HALF MOON POSTS	3300/2/1
1847	18/12/23	4281	RTC805538	£187.08	£31.18	£155.90		Robert Thorne & Sons	Materials for Crow Allotment set up. 25 wooden stakes 60mm X 2.4 11 1.8m half moon posts.	3300/2/1
		4282/1		£489.60	£81.60	£408.00	RLOS	Epta UK	maintenance contract for 23 24	3802/1/1
1848	18/12/23	4282	RTC805454	£489.60	£81.60	£408.00		Epta UK	Maintenance contract renewal for air conditioning and heating units at Carvers Clubhouse	3802/1/1
		4283/1		£36.00	£6.00	£30.00	P&F	SLCC Enterprises Ltd	Virtual Training Event	2310/2
1849	18/12/23	4283	RTC805563	£36.00	£6.00	£30.00		SLCC Enterprises Ltd	What to do if you consider a bad/unlawful planning decision has been made - 13 December 2023	2310/2
		4284/1		£6.49	£1.08	£5.41	RLOS	screwfix	Fixing Bolts for Remembrance Seat in War Memorial Gardens.	3000/2/8
1850	18/12/23	4284	RTC805535	£6.49	£1.08	£5.41		screwfix	Fixing bolts for remembrance seat in War Memorial Gardens.	3000/2/8
		4285/1		£284.20	£40.23	£243.97	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Dec 23 1	18/12/23	4285	RTC805560	£284.20	£40.23	£243.97		Booker	food for resale order number 83039669 paid on credit card	3802/3/1
		4286/1		£9.00	£1.34	£7.66	RLOS	Waitrose	thank you gifts	3100/2
Lloyds CC Dec 23 2	18/12/23	4286	RTC805579	£9.00	£1.34	£7.66		Waitrose	Thank you gifts for bus co and mens shed paid on credit card	3100/2
		4287/1		£45.50	£0.00	£45.50	RLOS	Iceland	food for resale	3802/3/1
Lloyds CC Dec 23 3	18/12/23	4287	RTC805559	£45.50	£0.00	£45.50		Iceland	food for resale	3802/3/1
		4288/1		£44.12	£7.35	£36.77	RLOS	Brandon Tool Hire	Event fencing	3100/2
		4288/2		£36.00	£6.00	£30.00	RLOS	Brandon Tool Hire	delivery	3100/2

Paid Expenditure Transactions

Start of year 01/04/23

A

paid between 01/12/23 and 31/12/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Dec 23 4	18/12/23	4288	RTC805567	£80.12	£13.35	£66.77		Brandon Tool Hire	event fencing paid on credit card 3100/2
		4289/1		£31.08	£0.00	£31.08	RLOS	Sainsburys	refreshments for sponsors at Wanderland 3100/2
Lloyds CC Dec 23 5	18/12/23	4289	RTC805580	£31.08	£0.00	£31.08		Sainsburys	refreshments for sponsors at RWW paid on credit card 3100/2
		4290/1		£51.00	£0.00	£51.00	RLOS	New Forest District Council	recycling bags for clubhouse 3802/1/1
Lloyds CC Dec 23 6	18/12/23	4290	RTC805581	£51.00	£0.00	£51.00		New Forest District Council	recycling bags for clubhouse paid on credit card 3802/1/1
		4291/1		£86.98	£14.50	£72.48	RLOS	Amazon	rubber backed mats for use during grotto 3100/2
Lloyds CC Dec 23 7	18/12/23	4291	RTC805556	£86.98	£14.50	£72.48		Amazon	Two rubber backed mats to protect carpet paid on credit card 3100/2
		4292/1		£40.00	£0.00	£40.00	RLOS	Facebook Ads	advertising 3100/2
Lloyds CC Dec 23 8	18/12/23	4292	RTC805583	£40.00	£0.00	£40.00		Facebook Ads	advert for event and grotto paid on credit card 3100/2
		4293/1		£28.12	£0.00	£28.12	RLOS	QR.IO	QR Code for voting 3100/2
Lloyds CC Dec 23 9	18/12/23	4293	RTC805582	£28.12	£0.00	£28.12		QR.IO	QR code for window voting Ringwood Winter Wanderland paid on credit card 3100/2
		4294/1		£21.46	£3.58	£17.88	RLOS	Amazon	High vis vests for event stewards 3100/5
Lloyds CC Dec 23 10	18/12/23	4294	RTC805558	£21.46	£3.58	£17.88		Amazon	Steward vests 3100/5
		4295/1		£160.00	£0.00	£160.00	RLOS	New Forest District Council	road closure 3100/2
Lloyds CC Dec 23 11	18/12/23	4295	RTC805414	£160.00	£0.00	£160.00		New Forest District Council	road closure application for Ringwood Winter Wanderland 3100/2
Lloyds CC Dec 23 12	18/12/23	4296		£0.82	£0.00	£0.82	RLOS	Lloyds Bank	Non sterling transaction fee for order 805582 3100/2
Lloyds CC Dec 23 13	18/12/23	4297		£237.60	£39.60	£198.00	P&F	Microsoft	18/10/23 - 17/11/23 2000/1/15
Lloyds CC Dec 23 14	18/12/23	4298		£177.12	£29.52	£147.60	P&F	Microsoft	18/10/23 - 17/11/23 2000/1/15
DD	20/12/23	4305		£318.65	£53.11	£265.54	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	December 2023 calls 2000/1/11
		4299/1		£894.00	£0.00	£894.00	RLOS	Steamship Circus Ltd	balance of fees for ringwood winter wanderland 3100/2
1851	22/12/23	4299	RTC805544	£894.00	£0.00	£894.00		Steamship Circus Ltd	Balance of fees for Ringwood Winter Wanderland 3100/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/12/23 and 31/12/23

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4300/1	£596.00	£0.00	£596.00	RLOS	Steamship Circus Ltd	Deposit for performers for Ringwood Winter Wanderland
1851	22/12/23	4300	RTC805543	£596.00	£0.00	£596.00		Steamship Circus Ltd	deposit for performances and childrens entertainment at Ringwood Winter Wanderland
DD 1	22/12/23	4303		£28,899.27	£0.00	£28,899.27	P&F	Salaries	December 2023
DD 2	22/12/23	4304		£14,459.36	£0.00	£14,459.36	P&F	Inland Revenue	November 2023
PAY	28/12/23	4301		£158.80	£0.00	£158.80	P&F	Lloyds Bank	Bank Charges December 2023
			4275/1	£269.55	£12.84	£256.71	RLOS	Utility Warehouse	Energy
			4275/2	£31.28	£5.21	£26.07	RLOS	Utility Warehouse	Mobile
			4275/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband
			4275/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 1	29/12/23	4275		£334.43	£23.65	£310.78		Utility Warehouse	UW Cemetery November 2023
			4276/1	£115.99	£5.52	£110.47	RLOS	Utility Warehouse	Energy
			4276/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 2	29/12/23	4276		£118.39	£5.92	£112.47		Utility Warehouse	UW Sports Pavilion November 2023
			4277/1	£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile
			4277/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 3	29/12/23	4277		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsmens Mobiles November 2023
DD 4	29/12/23	4302		£280.08	£46.68	£233.40	P&F	British Gas	Greenways 08/11/23 - 07/12/23
NFDC Tfr9	31/12/23	4306		£6.12	£0.00	£6.12	P&F	New Forest District Council	NFDC Tfr9 Credit card charges
NFDC Tfr9	31/12/23	4307		£7.15	£0.00	£7.15	RLOS	New Forest District Council	NFDC Tfr9 13/11/23 Purchases for café resale
NFDC Tfr9	31/12/23	4308		£9.17	£0.00	£9.17	RLOS	New Forest District Council	NFDC Tfr9 20/11/23 Purchases for café resale
NFDC Tfr9	31/12/23	4309		£19.51	£1.46	£18.05	RLOS	New Forest District Council	NFDC Tfr9 4/12/23 Purchases for café resale
			4316/1	£5.15	£0.00	£5.15	Counc	Ringwood Town Council	Milk etc
			4316/2	£51.18	£8.53	£42.65	Counc	Ringwood Town Council	Padlocks for Carvers gates
			4316/3	£26.99	£0.00	£26.99	Counc	Ringwood Town Council	Foot pump, puncture repair kit & bungees to be used by groundsmen staff

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/12/23 and 31/12/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Petty Cash Dec 23	31/12/23	4316		£83.32	£8.53	£74.79		Ringwood Town Council	Petty Cash December 2023 10000
NFDC Tfr9	31/12/23	4318		£7.35	£1.00	£6.35	RLOS	New Forest District Council	NFDC Tfr9 27/11/23 Purchases for resale 3802/3/1
FPI	31/12/23	4320		£516.72	£0.00	£516.72	RLOS	Sum Up	Charges April - Dec 23 3802/2/1
Total				£255,805.39	£32,279.78	£223,525.61			

POLICY AND FINANCE COMMITTEE 24th JANUARY 2024**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-23			31-Dec-23	Movement	Cash Out
	£	£	£	£	£	£
Imprest (Current) Account	60,486	222,395	-209,000	-100,000	175,000	88,395
Business Account	50,209	209			100,000	100,209
Investment Accounts	885,000	885,000	-175,000			710,000
Petty Cash - Imprest	150	66				66
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	996,020	1,107,845	-384,000	-100,000	275,000	898,845

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

24/01/24

24/01/24

Investment Accounts	CCLA	Instant access
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Notes:

- | | | |
|----------|---|----------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end January | 10,000 |
| | Football development project due January & early February | 602,000 |
| | less football project receipts | -300,000 |
| | Less VAT refund Q3 | -103,000 |
| | Net anticipated movement on imprest account | 209,000 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 31st December | |
| 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 – 24th JANUARY 2024

BUDGETARY CONTROL Quarter 3 – April to December 2023

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report to the end of the third quarter of the financial year 2023-24. Income and expenditure has been monitored against the revised budget which was discussed at the November and December meeting. The revised budget is illustrated below alongside the original approved budget :

	Original Budget £	Revised Budget £
Revenue Expenditure	868,217	928,962
Capital Expenditure	781,000	2,111,959
Plus transfers to earmarked reserves	33,600	47,933
Less Revenue Income	-288,311	-340,618
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	614,513
Funded by:		
Council Tax	610,429	610,429
Covid Relief Grant	95	95
Plus transfer from the General Reserve	<u>0</u>	<u>3,989</u>
	610,524	614,513

- 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 was increased to £47,933 in the revised budget. It is likely that there will be a further increase of around £3,800 when all of the events income and expenditure has been finalised. Earmarked reserves are still expected to reduce by some £573,723 by the end of the year, although this is dependent on progress with the football project together with the timing of remaining grant income which is yet to be received. 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 revised income and expenditure budgets for the year as described above. The net budget deficit reported, of £529,874, is the original budget figure before transfers to and from reserves. This deficit is reduced to £4,084 with the transfers to and from earmarked reserves.

2. INCOME & EXPENDITURE TO THE END OF DECEMBER 2023

- 2.1 Total income to the end of December amounted to £2,081,416, including income that has been invoiced but not yet received. However, this includes £610,429 precept, £1,174,342 in respect of the football development project (grants plus borrowing) and £22,721 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. Income received to date against the revised revenue budget therefore amounts to £268,878, which is 78.9% of the revised 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. There remains, however, two significant variances which will continue be monitored closely as the year progresses. These include:

- Interest receipts - £32,156 has been received to the end of December against the revised budget for the year of £37,000. This is now expected to reach around £41,000 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 £31,000 on the original budget prediction.
- Cemeteries income has improved slightly and now stands at £20,188 which is 65% of the revised budget. It now appears probable that, despite the increase in December, there will be a further budget shortfall by year end of around £3,000, 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 generally improved slightly over the last month and are expected to continue doing so.

2.3 Ringwood events have performed exceptionally well in the current year and whilst figures have yet to be finalised income and expenditure by event may be summarised as follows:

Event:	Income	Expenditure	Surplus/(-Deficit)
	£	£	£
Fireworks	37,253.46	10,706.69	26,546.77
Remembrance	-	226.00	-226.00
Christmas	8,028.11	7,766.71	261.40
Other events expenditure	937.00	717.14	219.86
King's Coronation	3,386.75	5,644.72	-2,257.97
Staff Costs	-	<u>12,887.41</u>	<u>-12,887.41</u>
Total	49,605.32	37,948.67	11,656.65

Further expenditure of around £1,500 is anticipated which will reduce the surplus on events to £10,100 for the year. When added to the annual Town Council contribution to events of £10,000, less the contribution towards the cost of the Town Christmas tree of £3,000, it is anticipated that the balance to be transferred to the events reserve will be £17,157 resulting in a balance on the events reserve at the end of March of almost £18,000.

- 2.4 Planned income, therefore, continues to remain 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. The revised budget brings in the receipt of legal fees and together with the additional interest and events income suggests an increase in revenue income of around £52,000 although this may reduce if cemetery income continues to fall below expectations.
- 2.5 Expenditure to the end of December totalled £1,673,043. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £17,122 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, giving expenditure to the end of December of £1,697,633. Excluding capital expenditure of £1,029,215 and carried over expenditure funded from reserves of £10,689 reduces this to £657,729. This is 71% of the revised budget, an underspend of £39,000 assuming linear spend.
- 2.6 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences. In particular, the annual costs of the Gateway building will not be invoiced until year end. This alone accounts for £38,000 of the apparent underspend.
- 2.7 The revised budget indicates a small budget deficit of £3,989. This is now predicted to decrease because of the higher than expected interest receipts although the drop in cemetery income will limit this benefit.

3. GROWTH & CAPITAL PROJECTS

3.1 The Council did not approve any new growth or capital items for 2023/24 but there are a few 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 Dec 2023
• Football Development Project	£2,060,000	£1,019,918
• Columbarium	£31,000	£4,750
• Battery powered tools purchase (approved 22/23)	£16,689	£10,689
• Carvers Workshops/Sheds feasibility (approved 21/22)	£1,000	£925
• Carvers Recreation Ground Imps (approved 21/22)	£1,050	£1,882
• Open Space security measures (approved 23/24)	£100	£94
• Memorial Tree & Bench (approved 23/24)	£1,540	<u>£1,646</u>
Total	£2,111,379	£1,039,904

3.2 The football development project is now making good progress and whilst at the end of december just 50% of the anticipated expenditure had been incurred, there have been two subsequent valuations one of which was paid in early January and the second is due for payment in early February. Together, these valuations will increase expenditure in the current year by more than £500,000.

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 revised budget will reduce reserves by £525,885 before any additional receipts are taken into account. Further receipts of £515,032 have been received as at the end of December 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 £619,469, 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 The amended revised budget 2023/24 is approved.
- 5.3 The balances of Reserves is noted.

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For further information please contact:

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Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.01	£0.01
Total Policy & Finance		£0.00	£0.01	£0.01
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£26,510.00	£0.00	£21,926.03
310	Events	£41,386.00	£0.00	£47,634.62
320	Cemetery Income	£31,182.00	£300.00	£20,187.54
330	Allotment Income	£6,875.00	£0.00	£7,200.63
350	Capital Income	£1,560,000.00	£0.00	£1,174,342.00
380	Carvers Clubhouse	£27,500.00	£0.00	£24,175.05
Total Recreation, Leisure & Open Spaces		£1,693,453.00	£300.00	£1,295,465.87
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	£209.14
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£206,065.00	£22,351.27	£174,211.50
Total Council		£816,494.00	£22,351.27	£784,849.64
Total Income		<u>£2,511,047.00</u>	<u>£22,651.27</u>	<u>£2,081,415.52</u>
				<u>-£452,282.75</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£120,276.00	£0.00	£93,945.13	£26,330.87
2100	Maintenance	£54,600.00	£0.00	£6,196.78	£48,403.22
2200	Democratic Process (members Costs)	£29,851.00	£0.00	£24,168.24	£5,682.76
2210	Grants	£5,000.00	£0.00	£2,500.00	£2,500.00
2300	Employee Costs- Allocated Office Staff	£117,000.00	£0.00	£86,480.02	£30,519.98
2310	Employee overhead Costs	£3,760.00	£0.00	£1,800.00	£1,960.00
2400	Other	£61,326.00	£0.00	£29,374.75	£31,951.25
2500	Capital Financing	£46,436.00	£0.00	£31,545.90	£14,890.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£17,122.30	£17,122.30
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£438,249.00	£0.00	£258,888.52	£179,360.48
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£76,805.00	£0.00	£55,139.08	£21,665.92
3001	RL&OS -Employee Costs	£171,000.00	£0.00	£128,114.47	£42,885.53
3002	Employee Costs	£2,000.00	£0.00	£1,445.00	£555.00
3100	Events	£23,945.00	£0.00	£24,199.79	-£254.79

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
3101 Events - Employee Costs	£13,108.00	£0.00	£12,887.41	£220.59
3200 Cemetery	£9,657.00	£0.00	£7,360.37	£2,296.63
3201 Cemetery -Employee Costs	£55,500.00	£0.00	£41,982.93	£13,517.07
3300 Allotments	£3,300.00	£0.00	£3,002.71	£297.29
3301 Allotments -Employee Costs	£19,550.00	£0.00	£14,322.73	£5,227.27
3350 Capital Expenditure	£2,094,690.00	£0.00	£1,029,215.32	£1,065,474.68
3801 Youth Services Employee costs	£59,971.00	£0.00	£46,180.93	£13,790.07
3802 Carvers Clubhouse	£38,766.00	£0.00	£27,052.76	£11,713.24
Total Recreation, Leisure & Open Spaces	£2,568,292.00	£0.00	£1,390,903.50	£1,177,388.50
Planning, Town & Environment				
4000 Planning, Town & Environment	£7,300.00	£0.00	£3,166.37	£4,133.63
4001 Employee Costs	£26,500.00	£0.00	£19,652.62	£6,847.38
4050 Capital Expenditure	£580.00	£0.00	£495.00	£85.00
Total Planning, Town & Environment	£34,380.00	£0.00	£23,313.99	£11,066.01
Council				
10000 Petty Cash - Office	£0.00	£0.00	£-63.47	£63.47
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111 Bank Charges	£0.00	£0.00	£0.00	£0.00
Total Council	£0.00	£0.00	£-63.47	£63.47
Total Expenditure	£3,649,217.00	£0.00	£1,673,042.54	£1,367,878.46

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
Total Income	£2,511,047.00	£22,651.27	£2,081,415.52	-£452,282.75
Total Expenditure	£3,040,921.00	£0.00	£1,673,042.54	£1,367,878.46
Total Net Balance	-£529,874.00		£408,372.98	

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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	14,333				15,144	
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	47,933	-1,750	-55,792	375	5,150	298,293
<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	47,933	-503,446	-70,372	514,432	5,696	351,501
General Reserve	259,040			-3,989		-5,696	249,355
Key & Rent Deposits	18,163		-150		600		18,613
Total Reserves & Customer Deposits	634,461	47,933	-503,596	-74,361	515,032	0	619,469

POLICY & FINANCE COMMITTEE – 24th JANUARY 2024
BUDGET 2024/2025

1. INTRODUCTION

1.1 Members considered a revised draft budget for 2024/25 at the meeting of this Committee in December at which an indicative 6% increase in Council Tax was agreed, but with the aim of further refining the budget and reducing the increase. A number of adjustments have been made, the most significant of which is a reduction in the estimated annual pay award from 4.5% to 3.9%.

1.2 This report also includes an update to the revised budget outturn projection for 2023/24.

1.3 Attached for the Committee's consideration are the following documents:-

Appendix A – Draft summary Council budget, including actual spend 2020/21, to 2022/23, original and revised budgets 2023/24 and revised draft proposals for 2024/25.

Appendix B – Provisions at 1st April 2023, and estimated balances at 31st March 2024 and 2025, based on the revised budget 2023/24 and the updated proposals for 2024/25.

Appendix C – Summary of budget preparation assumptions.

2. REVISED BUDGET 2023/24

2.1 In December, it was reported that there is likely to be a budget deficit of £8,000 by year end mainly as a result of the lower than anticipated cemetery income.

2.2 There have been some further developments in the current year. Now that the events activity has finished for the year, an analysis of income and expenditure has revealed somewhat better outturn although any surplus is retained in the events reserve and does not directly benefit the general fund.

2.3 There are some changes in predicted capital expenditure but as this is all funded through reserves, grants and other sources of income, these will have no net impact on the general fund.

2.4 The budget deficit in 2023/24 is now predicted to be less than £4,000 halving the figure predicted in December. Earmarked reserves are predicted to decrease mainly because of the football development project which is expected to be substantially complete by year end.

2.5 Reserves at the start of the year, including key and rent deposits, amounted to £634,461. (£259,040 General reserve, £357,258 earmarked reserves and £18,163 key and rent deposits). The general reserve was reduced by £5,696 during the year following the creation of an open spaces security measures reserve and the application of some reserved funds which were being held in the general reserve. The predicted budget deficit for the year will deplete the general reserve by a further £3,989, leaving a balance at March 2024 of £249,335. Earmarked reserves, despite contributions and receipts of £568,061, are nevertheless predicted to reduce by £5,757 but note that the actual balance will depend on the performance of those projects which are being funded from reserves.

2.6 Planned and predicted movements on reserves are detailed in Appendix B.

3. DRAFT BUDGET 2024/25

- 3.1** The draft budget has been prepared, initially, on an incremental basis. The original budget for 2023/24 has been adjusted for known and unavoidable changes, any one off items approved for the current year have been removed and a modest range of estimates for inflation have been applied. Inflation rose very slightly in December but is still expected to fall during 2024. Note that some cost increases in 2023/24 were greater than predicted in the 2023/24 budget and some catch up has been necessary.
- 3.2** Following the December meeting, the pay inflation assumption was reduced from 4.5% for the year to 3.9%. This reduces the budget requirement by £3,300. Further, following a very successful year for Ringwood Events, the events reserve is in a position to reinstate the annual contribution towards the Town Christmas tree, further reducing the budget requirement by £3,000.
- 3.3** Cemetery income has declined over the last two years and the original budget plans included a reduction of £4,500 for 2024/25. However, continuing reductions in income suggest that the planned receipts for 2024/25 remain too optimistic. For this reason, the planned income has been reduced by a further £2,000 (making the total year on year reduction £6,500).
- 3.4** These adjustments together with a small number of other minor adjustments have reduced the budget requirement by £4,000 which in turn will reduce the Council Tax by 0.6%.
- 3.5** The council Tax base was anticipated to increase by 0.14% which was the assumption adopted by NFDC in their budget calculations. However, the increase for Ringwood has been confirmed at 0.488% and whilst this increase doesn't affect the budget requirement, it does reduce the Council Tax by almost 0.4%.
- 3.6** The combined impact of these changes is that a Council Tax increase of 4.91% will be required in order to achieve a balanced budget without drawing on reserves. The wider budget assumptions are included in Appendix C.
- 3.7** The proposed base expenditure budget, after allowing for adjustments and unavoidable inflation, is £1,159,243. Income is predicted to be £466,132 resulting in a base net budget of £693,111. Net transfers from reserves reduce the budget requirement to £643,525 before any new bids are considered.
- 3.8** There are no new bids for consideration in the draft budget, but there remains some residual spend on the Football project. The budget plans summarised above include expenditure of £235,000 and income of £153,633 in respect of the project, along with a transfer of the balance held in earmarked reserves of £81,367. These figures are entirely dependent on progress during the last quarter of the current year but any slippage will not impact the revenue account.
- 3.9** Reserves movements are summarised in Appendix B. The opening balance on earmarked reserves is expected to be £351,501 whilst budgeted transfers to reserves will increase this by £45,100. Transfers to the revenue budget from reserves amount to £7,278 whilst a further £87,407 will be used to support capital projects during the year (including some replacement plant and equipment). This means that the predicted balance of earmarked reserves at 31st March 2025 will be £301,915. The budget proposals set out here would therefore result in a net reduction in total reserves of £49,586 in 2024/25, before any unplanned expenditure that may necessitate an additional transfer from reserves. At this stage it is impossible to predict the level of CIL receipts that might be expected, but these too will be added to earmarked reserves. The General reserve is expected to be maintained at £250,000.

- 3.9 The base budget and precept will therefore be £643,525. The proposed budget will result in an increase in the precept of £33,096 or 5.42%. However, the increase in the Council Tax base will limit the increase in Council tax to 4.91% resulting in a band D equivalent council Tax of £116.97. This represents an increase of £5.47 per annum.

4. FINANCIAL IMPLICATIONS

- 4.1 The proposed budget, including the new bids, requires an increase in the Council tax of 4.91% in order to achieve a balanced budget.
- 4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases. The general Reserve balance is expected to be around £250,000 or 39% of the precept.
- 4.3 Similarly, the transfer of some "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, legal fees, vandalism and so on. Further consideration will need to be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet future needs.

5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members approve the draft budget and any further additions or adjustments.
- 5.3 Members submit the proposed budget, with any approved adjustments, to Full Council for approval and adoption.
- 5.4 Members consider whether the balances held in the General and Earmarked reserves are sufficient to meet future demands.

For any further information, please contact:

Rory Fitzgerald
Finance Officer
Tele: 01425 484723

or Chris Wilkins
Town Clerk
Tele: 01425 484720

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

Appendix A

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	438,249	14,019	11,595	418,378
Income	-120,533	-118,043	-133,528		-134,996	-206,065	-4,102	-46,413	-185,511
Net Expenditure	212,945	228,258	278,360		256,219	232,184	9,917	-34,818	232,867
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	-3,000
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	220,799	243,426	254,519		266,169	228,592	9,917	-30,818	244,567
Recreation & Leisure									
Expenditure	219,923	244,177	1,069,677		1,007,770	2,344,495	9,210	-545,540	482,427
Income	-33,984	-38,289	-517,390		-689,588	-1,586,510	-543	509,432	-180,700
Net Expenditure	185,939	205,888	552,287		318,182	757,985	8,667	-36,108	301,727
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	224,510	8,667	-27,108	241,220
Events									
Expenditure	6,679	17,892	51,702		37,908	37,053	783	0	40,048
Income	-3,085	-32,425	-35,311		-28,000	-41,386	0	0	-28,000
Net Expenditure	3,594	-14,533	16,391		9,908	-4,333	783	0	12,048
Transfers to Reserves	0	7,940	0		0	14,333	0	0	0
Transfers from Reserves	-4,529	0	-10,823		0	0	0	0	-2,048
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	-935	-6,593	5,568		9,908	10,000	783	0	10,000
Cemeteries									
Expenditure	42,913	51,123	63,343		66,254	65,157	2,696	-1,920	68,802
Income	-36,240	-51,314	-41,041		-44,512	-31,182	-2,040	8,768	-37,922
Net Expenditure	6,673	-191	22,302		21,742	33,975	655	6,848	30,880
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		24,012	36,245	655	6,848	31,650
Allotments									
Expenditure	11,725	13,246	19,577		21,408	22,850	876	0	22,843
Income	-5,374	-5,585	-5,954		-6,012	-6,875	-301	-87	-6,400
Net Expenditure	6,351	7,661	13,623		15,396	15,975	575	-87	16,444
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	15,975	575	-87	16,444
Carvers Clubhouse									
Expenditure	57,346	83,005	100,991		95,801	98,737	0	0	96,456
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	69,956
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	71,456
Planning, Town & Environment									
Expenditure	25,600	32,964	37,993		28,862	34,380	1,176	0	30,289
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	1,176	0	29,189
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	1,176	0	28,189

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	1,649,217	3,040,921	1,159,243
Total Income	-211,934	-285,078	-765,348	-929,481	-1,900,618	-466,132
Total transfer to reserves	38,400	62,265	36,900	33,600	47,933	45,100
Total Transfer from reserves	-28,705	-41,007	-423,349	-142,810	-573,723	-94,685
Total New Bids						0
Less funded from earmarked reserves						0
Total Budget Requirement	495,424	524,888	603,374	610,526	614,513	643,525
Precept	497,549	519,907	553,949	610,429	610,429	643,525
Covid Relief grant		4,071	4,071	95	95	0
Transfer to/-from General Reserve	2,125	-910	-45,354	-2	-3,989	0

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	14,333				15,144	0	-5,048				10,096
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 Underspend retained for use in 2022/23*	1,290	0				1,290	0	0				1,290
Total Provisions	302,377	47,933	-57,542	375	5,150	298,293	45,100	-6,048	-87,407	0	0	249,937
<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	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	0		4,240
Loans Unapplied	0		-499,825	499,825		0			0	0		0
Total Earmarked Reserves and Provisions	357,258	47,933	-573,818	514,432	5,696	351,501	45,100	-7,278	-87,407	0	0	301,915
General Reserve	259,040		-3,989		-5,696	249,355	0	0			0	249,355
Key & Rent Deposits	18,163		-150	600		18,613						18,613
Total Reserves & Customer Deposits	634,461	47,933	-577,957	515,032	0	619,469	45,100	-7,278	-87,407	0	0	569,883

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	3.9%	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

	0.49%
Note, the Council Tax base for 2023/24 is	5,474.9

An increase of 0.49% (assumption 2) will increase the Council Tax base to:

5,501.6

3 Use of General Reserve

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

The General Reserve is expected to be £249,355 at April 1st 2024. This transfer will reduce it to £249,355 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	693,110
Net transfers to/from earmarked reserves	-49,585
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	643,525
Less funded from general reserve/Covid relief Grant	0
Sum to be funded from Council Tax Payers (Precept)	643,525

Summary movement on reserves:

	£
Opening reserves 1/4/2024:	
General Reserve	249,355
Earmarked Reserves & Provisions	351,501
Total Reserves 1/4/2024	600,856
Planned transfers in	45,100
Planned transfers out	-94,685
Plus Capital Receipts 24/25	0
Less Funding for growth	0
Less use of general reserve	0

Predicted reserves 31/3/2025 :

General Reserve	249,355
Earmarked Reserves	301,915
Predicted Reserves 31/3/2024	551,270
(nb excludes rent & key deposits)	

Band D equivalent Council Tax 2024/25

116.97

The budget requirement and resulting precept, as modelled, represents an increase of 4.91 % 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 : 4.9%

would increase the Council Tax to: 116.96

And require an additional transfer from reserves of: £37

which would reduce the general reserve to £ 249,318 by March 2023 (given the assumptions in 1 - 3 on the left) or 38.7% of the annual precept

An increase of one percent on the Council Tax will generate an increased precept of : £6,134
For each increase of £1,000 in the precept requirement, a further £0.182 will be added to the Band D Council Tax

REPORT TO POLICY & FINANCE COMMITTEE – 24th JANUARY 2024

MEMBERS ALLOWANCES 2023/24

1. BACKGROUND

- 1.1 New Forest District Council have increased their basic member's allowances by 3.88 % from the 1st of April 2023 following the National Local Government pay award. The pay award for 2023/24 was a fixed rate of £1,925 per employee up to scp 43 with 3.88% applied to pay higher pay scales. For Ringwood Town Council, this averages out as 6.6%.
- 1.2 the Independent Remuneration Panel has recommended that the allowance for this Council be set at 12.5% of that for the District Council although the Town council is not obliged to follow the recommendation.
- 1.3 In previous years the Town Council has approved % increases to the member's allowances in line with the annual pay award to Council Officers.

2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS

- 2.1 For 2022/23 and for the year to date, Ringwood Town Council has been paying a basic members allowance of £839.45 per annum. Currently thirteen members are in receipt of the allowance.
- 2.2 Originally the 2023/24 budget allowed for an increase of 7% which would have raised the allowance to £898.21, an increase of £58.76 per annum.
- 2.3 An increase of 3.88% in line with the District Council would increase the annual allowance by £32.57 to £872.02.
- 2.4 The average pay award for the officers of the town council works out at 6.6% which, because the settlement was based on a fixed sum, is heavily skewed towards the lower pay scales. Applying this increase to the allowance would increase it by £55.40 to £894.85.
- 2.5 The District Council increase of 3.88% will bring their allowance to £7,426 per annum. The Independent Remuneration Panel recommendation of an allowance based on 12.5% of that for the District Council would imply an allowance of £928.25, which would be an increase of 10.6% and a total cost to the Council of £1,154. The Town Council does not have to follow the District Council increase nor is it required to follow the recommendations of the Independent Remuneration Panel but it 'must have regard to' the recommendations when setting any allowance that it chooses to pay.
- 2.6 It was assumed in preparing the budget for 2023/24 that the increase in officer pay and member allowances would both be 7.0%. An increase in the allowance of 7% will cost £764 per annum assuming that all Councillors are in receipt of the allowance. A settlement at this level would also help to close the gap between the locally approved allowances and that previously recommended by the remuneration panel.
- 2.7 A lower increase of 3.88%, in line with that approved by the District Council, would increase costs by £423 per annum.

3. Recommendations

- 3.1 It is recommended that the members allowance be increased by at least 7.0%, to £898.21 per annum, in line with the original budget assumptions.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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POLICY & FINANCE COMMITTEE

24th January 2024

New Forest District Council Corporate Plan 2024-28 Consultation

1. Introduction and reason for report

- 1.1 New Forest District Council has invited the Council to participate in the consultation on its draft Corporate Plan 2024-28.
- 1.2 Officers recommend that each committee consider those aspects of the Plan which bear upon its terms of reference and agree comments (which officers will then collate into a suitable overall response.)
- 1.3 The consultation closing date is 26th January 2024.

2. Background information and options

- 2.1 The draft Corporate Plan is attached as Annex 1. It identifies several priorities and describes for each the actions it proposes to take, how outcomes will be measured and the support mechanisms. The priorities most relevant to the work of this committee are:

- Helping those in our community with the greatest need;
- Supporting our high-quality business base and economic centres to thrive and grow;
- Championing skills and access to job opportunities .

(These priorities may also overlap with the work of other town council committees. Discussion at this committee should focus on issues relevant to its terms of reference only.)

- 2.2 Members are invited to consider in particular whether to comment on the actions proposed insofar as they affect the work of this council and whether to propose for consideration any further actions that would involve this council (especially opportunities for co-operation or collaboration that would help both councils achieve their stated goals).

3. Issues for decision and any recommendations

Issue for decision:

- 3.1 **Whether to make any comment on the draft Corporate Plan and, if so, what?**

For further information, contact:

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Jo Hurd, Deputy Town Clerk
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Introduction to the corporate plan

This corporate plan is the overarching document that sets our vision, values, priorities, and our commitments. It describes how our services will work together towards our collective ambitions over the next four years.

New Forest District Council works together as one team with one purpose, serving our residents in the best way that we can, delivering value and improving outcomes for our communities and our unique place.

The Council is accountable to our residents and to ensure we get this plan right we have drawn on the results of a resident insight survey and taken on board contributions from members, staff and partners.

Introduction from Cllr
Jill Cleary, Leader,
New Forest District
Council



As Leader I am ambitious for our district and am delighted to present to you the New Forest District Council corporate plan for 2024 to 2028. Thank you to everyone who has supported the development of this important document through taking the time to respond to our consultation. This insight has informed our vision and priorities and we are already working hard to take these forward with a plan which is a reflection of our collective aspirations.

The New Forest is a beautiful place that has a unique offer for residents, businesses and our many visitors. As a well-established community leader, the council has long recognised the strong heritage and a world-class environment we operate within, and work to protect and enhance. Tackling climate and environmental challenges is key to ensure that the special nature of the New Forest can be enjoyed by future generations.

We also want to support the prosperity of our residents. We know there are investment opportunities to come, and it is important to me that our residents now and in the future can benefit from these opportunities. The cost of living crisis has exacerbated some of the inequalities within our communities. We have a plan that focuses on our people as well as our place and we will support our communities to feel safe and supported while being able to take every opportunity that comes the district's way.

Together we will navigate the challenges and seize the opportunities that lie ahead, ensuring our district remains a wonderful place to live, work and thrive.

Introduction from
Kate Ryan, Chief
Executive, New Forest
District Council



As chief executive my role is to ensure the successful implementation of this plan, working closely with our dedicated staff and council members to drive the strategic priorities forward.

The next four years is a critical time for us to advance the most important issues concerning our residents. Our focus is on creating thriving and safe communities and a strong economy, providing homes, and supporting the most vulnerable, responding to the climate and nature emergency, and delivering excellent services that are future proof.

Our corporate plan priorities are designed to tackle these challenges head-on. I am confident that together with our residents, business partners, and other stakeholders, we can achieve our goals by prioritising people, place, and prosperity.

At the heart of delivering our priorities is our staff. We aim to be an employer of choice and I firmly believe that having the best staff, who are well-supported, is key to delivering the best outcomes for our residents. Building on this, and to support the delivery of the commitments within this plan, our transformation programme will invest in our staff, develop the skills and infrastructure we need and modernise our services at pace to be both financially and environmentally sustainable for the future.

Our vision:



To secure a better future by supporting opportunities for the **people** and communities we serve, protecting our unique and special **place**, and securing a vibrant and **prosperous** New Forest

Our values:

Our values underpin the council's vision and priorities by shaping our behaviours and the way we work.

Learning	We learn from what we and others do well and where we need to improve, we support staff development and organisational growth
Empathy	We show kindness, actively looking to understand people's different needs, and ensure our services are responsive
Ambition	We are ambitious for our people and our place, embracing innovation and best practice
Fairness	We act fairly, honestly, and openly in all we do

Our priority themes:



PEOPLE

Helping people in the greatest need and creating balanced, resilient, and healthy communities who feel safe and supported with easy access to services.

- Helping those in our community with the greatest need
- Empowering our residents to live healthy, connected and fulfilling lives
- Meeting housing needs



PLACE

Delivering growth, opportunity and services that shape our place now and for future generations, within a unique environmental context, to ensure we remain a special place to live, work and visit.

- Shaping our place now and for future generations
- Protecting our climate, coast, and natural world
- Caring for our facilities, neighbourhoods and open spaces in a modern and responsive way



PROSPERITY

Promoting a strong local economy that delivers its aspirations through effective partnerships, attracting investment, and increasing skills and employment opportunities

- Maximising the benefits of economic growth and investment
- Supporting our high-quality business base and economic centres to thrive and grow
- Championing skills and access to job opportunities

UNDERPINNED BY:

Investing in our people and services to meet customer needs, protecting the council's financial position, and embedding sustainability through our Future New Forest transformation programme.

- Putting our customers at the heart of what we do
- Being an employer of choice
- Being financially responsible
- Designing modern and innovative services



PEOPLE

Helping people in the greatest need and creating balanced, resilient, and healthy communities who feel safe and supported with easy access to services.

Our Priorities:

- Helping those in our community with the greatest need
- Empowering our residents to live healthy, connected and fulfilling lives
- Meeting housing needs

Introduction:

Our vision for our people in the district is one where they feel safe, supported, and can live healthy independent lives. We will continue to support our most vulnerable residents knowing that this will be most effective when we work with our partners, including the voluntary sector.

Many of our residents are feeling the effects of financial hardship and we recognise that households are finding it increasingly difficult with the cost of living, which can disproportionately affect those with the greatest needs. We will continue to work with our partners to develop community hubs, tackle food poverty, provide warm spaces and provide advice and information to support residents within our communities.

Living in fair and affordable communities is crucial for our people, and we are dedicated to enhancing the quality of housing and to ensure it remains accessible for those with lower incomes. Good quality housing fosters strong family and community ties and helps eliminate the inequality associated with poor housing and associated poor health outcomes.

Our focus and efforts will persist in providing affordable housing to our residents, while simultaneously meeting compliance with housing standards. In its capacity as a responsible landlord the council will address any necessary repairs and maintenance requirements as soon as possible. We will also maintain open communication with our tenants to better understand their concerns and act upon them.

The council is the largest provider of social rented properties in the district, and so we have a wider responsibility to ensure housing is delivered that meets the needs of our community. This will involve working with landowners and developers and wider partners to bring forward sites suitable for housing and to address associated infrastructure needs.

There are already established community groups in place, and we will nurture them to ensure that people can receive support from those within their communities, who understand local issues and can help resolve them. It is important to us that our residents feel safe, and we will continue to identify and respond to concerns to build confidence that the New Forest is a safe place to live.

Our vision for the district will preserve our community's strong sense of place through a vibrant arts and culture offer which will see a new cultural strategy being developed bringing opportunities for learning, entertainment, leisure, personal growth, and improved communication with our residents.

Priority	Helping those in our community with the greatest need	
<p>We will:</p> <ul style="list-style-type: none"> • Provide more quality, temporary accommodation for single people and families and work with our partners to tackle homelessness. • Ensure our housing strategy and policies supports necessary adaptations and other support that enables people to stay in their homes and to live independently. • Support community engagement, working with partners and our town and parish councils to help resolve local issues, including those associated with the cost of living 		<p>Measured by:</p> <ul style="list-style-type: none"> • Percentage of homelessness duty cases successfully prevented. • Number of households in external emergency accommodation. • Number of families with children under 16 in external emergency shared accommodation over 6 weeks • Maximising allocated budgets for Disabled Facility Grants (DFGs). • Number of Appletree careline customers. • Number of cost of living and community support initiatives and projects.
<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ Homelessness strategy ➤ Housing strategy ➤ Community Strategy 		
Priority	Empowering our residents to live healthy, connected and fulfilling lives	
<p>We will:</p> <ul style="list-style-type: none"> • Improve the health and wellbeing of our communities, working with partners to deliver increased physical activity and good mental health. • We will collaborate with partners to deliver a vibrant arts and culture offer to provide opportunities for learning, entertainment, leisure, personal growth and improved communication. • Work closely with our other public bodies to promote safety, tackle the perception of crime within our towns and parishes, and expand our CCTV coverage to include rural areas. • Conduct emergency preparedness exercises and ensure robust business continuity arrangements are in place to support community resilience in responding to incidents. • Work with our communities to understand their needs and empower them to influence the services and outcomes of their area. 		<p>Measured by:</p> <ul style="list-style-type: none"> • Percentage of physically inactive adults. • Investment in leisure centres (£). • Percentage of resident satisfaction on crime and safety perception measures. • Investment in and rollout of CCTV coverage. • Number of Community Safety Projects. • Number of incidents where Anti-social behaviour powers have been exercised. • Community grants value allocated and the number of people grants are designed to reach.

<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ Health and wellbeing strategy ➤ Community safety strategy ➤ Community engagement strategy (tbc) ➤ Anti-Social behaviour strategy ➤ Emerging cultural strategy ➤ Tenant engagement strategy 	
Priority	Meeting housing needs
<p>We will:</p> <ul style="list-style-type: none"> • Provide increased numbers of affordable homes by 2026 and explore innovative models with landowners, partners and developers to enable sustainable and affordable homes for the future. • Ensure all residents in the district can benefit from energy efficiency measures and support landlords to meet efficiency standards in the private rented sector. • Improve the energy efficiency of over 3,200 council houses by 2030. • Work with our housing tenants to understand their needs and provide high quality service standards in line with the government’s new Social Housing Charter. • Work with developers and landowners to bring forward opportunities for wider housing provision to meet the needs of our communities, including first homes, shared ownership and other tenures. 	<p>Measured by:</p> <ul style="list-style-type: none"> • Number of affordable social housing homes delivered by NFDC and its partners. • Number of affordable council homes delivered against the 2026 target. • Percentage score for tenant satisfaction as determined in the Tenant Satisfaction Measures (TSMs). • Number of council homes achieving Energy Performance Certification band C.
<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ Housing strategy ➤ Greener housing strategy ➤ Tenant engagement strategy ➤ New Forest Local Plan 	



PLACE

Delivering growth, opportunity and services that shape our place now and for future generations, within a unique environmental context, to ensure we remain a special place to live, work and visit.

Our Priorities:

- Shaping our place now and for future generations
- Protecting our climate, coast, and natural world
- Caring for our facilities, neighbourhoods and open spaces in a modern and responsive way

Introduction:

We recognise that we serve a special natural environment. Having an internationally recognised National Park that covers so much of our district, alongside many other protected designations, has many advantages in terms of preserving the character and beauty of this place.

This protected nature of so much of our district also presents challenges; not least in terms of finding the right locations for new homes and infrastructure. We recognise that successful places strike the right balance between growth and conservation.

We consider the social, environmental, and economic impact of what we do and how we do it, shaping our place to deliver the homes, jobs, infrastructure, skills and investment that are needed now and in the future. We will champion the need for carbon reduction, climate adaption, and nature recovery to build our capacity and community resilience in all we do. And there remain opportunities for us to look more widely at our district and the potential it has. Our coastline and its recreation and tourism potential present an opportunity to do more, whilst also recognising the need to work with partners to provide for the coasts long-term management and protection.

Being responsible for the care and operational upkeep of our facilities, neighbourhoods and open spaces remains one of our main responsibilities, and the focus of our frontline services that are so visible to our residents and visitors on a daily basis. We are committed to implementing our new wheeled bin waste collection service, to meet the aim of recycling more.

We will continue to deliver a green and clean environment that supports vibrant high streets and village centres, and we will challenge ourselves to do things differently by reviewing what we do and how we resource our work. We will increasingly use data and technology to ensure that our approaches, processes, and use of resources modernise the way we work and do.

We are ambitious and innovative for our residents, communities and the environments we serve to continue our work for a distinctive, prosperous and thriving place.

Priority Shaping our place now and for future generations

We will:

- Update our strategic planning framework to manage change in the future, including an updated local plan that responds to the Freeport proposition and delivers the homes and infrastructure our district needs.
- Ensure that development considers the social, environmental, and economic factors to provide sustainable outcomes that address the current and future needs of our communities.
- Review our planning processes to ensure they provide greater certainty for customers and deliver timely and effective decision making that makes the best use of resources.
- Encourage Hampshire County Council to provide necessary transport infrastructure including upgrades to the A326, in a way which delivers economic prosperity, connectivity and considers the enhancement of biodiversity and sustainable access from the National Park to the coast.
- Continue to explore the opportunities for alternative recreational offers, such as a new country park or at our coastline, to help alleviate recreational pressure on the National Park.

Measured by:

- Percentage of planning applications determined in time.
- Percentage successful planning application appeals.
- Number of homes delivered against national and local requirements.
- Levels of developer contribution and Community Infrastructure Levy secured (£) and number of projects financed.
- Number of events and cultural activities supported by New Forest District Council.

Delivery supported through:

- New Forest Local Plan
- New Forest National Park Partnership Plan
- New Forest Place Strategy

Priority Protecting our climate, coast, and natural world

We will:

- Build greater climate resilience through preparedness activity developed in our climate and nature emergency action plan and seek out opportunities to provide for carbon reduction, climate adaption, and nature recovery.
- Further develop our strategic thinking on fleet management and carbon reduction across our corporate property estate.
- Work with partners such as the Environment Agency to deliver Flood and Coastal Erosion Risk Management (FCERM) Strategies which will set action plans for protecting our coastline.

Measured by:

- Annual performance against Climate and Nature Emergency Action Plan.
- Overall emissions from council activity (Kg of CO₂).
- Emissions from the council's vehicle fleet.
- Percentage of household waste sent for recycling.
- Number & Percentage of ultra-low/electric taxi vehicles licensed.

- Work with our partners at the National Park and other key stakeholders to support the protection and enhancement of natural landscapes, habitats and biodiversity to ensure the future sustainability of the Forest.

- Number of air quality monitoring points exceeding Nitrogen Dioxide (NO₂) legal limit.

Delivery supported through:

- New Forest Local Plan
- New Forest National Park Partnership Plan
- New Forest Place Strategy / Economic Strategy
- Climate and Sustainability Supplementary Planning Document
- Flood and Coastal Erosion Risk Management (FCERM) Strategies

Priority Caring for our facilities, neighbourhoods and open spaces in a modern and responsive way

We will:

- Introduce our district wide wheeled bin collection service and further implement our waste strategy to increase recycling rates and reduce the amount of residual waste.
- Deliver a new operational depot at Hardley and consider opportunities to enhance our other depot sites to facilitate carbon reduction across our operations.
- Keep our ways of working and the services and facilities we provide under review, focussing on best practice and place-based outcomes to deliver in a modern and responsive way.
- Work with our key stakeholders and partners to develop policies, strategies and approaches that enable us to robustly tackle issues that affect the quality of place such as fly tipping and environmental crime.
- Develop a district wide parking strategy that looks to support new technologies, respond to the climate agenda, identify development opportunities and potentially generate more sustainable income levels to support the council's wider aspirations and service delivery.

Measured by:

- Amount of non-recycled waste produced by households.
- Number of households using our chargeable garden waste service.
- Number of incidents of fly tipping and environmental crime and number of successful actions taken.
- Percentage customer satisfaction with the appearance of their local area.

Delivery supported through:

- Hampshire Joint Municipal Waste Strategy
- New Forest Waste Strategy 2022-2027
- Environmental Enforcement policy
- Parking Strategy



PROSPERITY

Promoting a strong local economy that delivers its aspirations through effective partnerships, attracting investment, and increasing skills and employment opportunities

Our Priorities:

- Maximising the benefits of economic growth and investment
- Supporting our high-quality business base and economic centres to thrive and grow
- Championing skills and access to job opportunities

Introduction:

An important part of our plan over the next four years is to support our high-quality business base and economic centres to thrive and grow, to realise the growth and investment opportunity which is afforded to us by our Freeport status in an inclusive way, and to ensure that our residents have the tools and skills to access the jobs which become available.

Data tells us that demographics and trends are changing, we have an older than average population, that is aging as a cohort, and this has a notable impact upon our overall economic performance as a district. We also acknowledge the indivisible link between access to a place to live and employment as part of a joined-up approach to helping make the New Forest as prosperous a place as it can be.

For the young and those of working age we want to ensure that the New Forest is a place of employment opportunity. Our ambition, by attracting economic growth and investment, is to create a more prosperous future for our residents and businesses that will make a positive difference to people's lives, and to ensure growth can be genuinely inclusive. We cannot do this by ourselves. We need our existing resident and business communities to tell us what greater prosperity looks like to them. Then, to continue to deliver outcomes we will need to place partnership working with the public, private and third sector across the region and beyond at the heart of growing prosperity across the New Forest.

The Solent Freeport is a key part of that, bringing a once in a generation opportunity to cement the Solent's place as a trading hub of global importance, and the New Forest area has a big role to play. Development sites within the New Forest will contribute to some 40% of jobs to be created by the Freeport and more than 70% of developable land. There are expected to be job opportunities in renewables, shipping and wider marine sectors which are at the heart of the Freeport's aspirations. By positively promoting the Freeport we hope to encourage people to gain the skills they need to access these emerging job opportunities. It will also require us to prepare now, so that our future labour force is well placed to provide the skills that our businesses want.

This will mean working with regional partners to encourage our schools and further education establishments to ensure that teaching plans for future skills and employment need.

While planning for the future, we already have a very important Small and Medium Enterprise (SME) sector based around our world class tourism offer and our rural economy. Supporting those smaller businesses to flourish is an equally important part of our plan. Our natural environment also presents opportunities to develop green skills, as well as being a key proponent of our tourism offer.

Much prosperity in the New Forest is linked to our town and village centres, which have always evolved over time and will continue to do so. This may present opportunities to rethink the offer of some of these centres to be more self-sustaining, viable and vibrant, particularly in parts of the district that have not been able to keep pace with changing trends, shopping behaviours, or the economic climate. We will put plans and strategies in place that ensure that this is an area of focus for us.

Priority	Maximising the benefits of economic growth and investment	
<p>We will:</p> <ul style="list-style-type: none"> • Promote the Freeport aspiration to further develop the Solent as a globally recognised hub for trade and undertake an enabling role for investment in our Freeport tax sites. • Ensure that investment in our district enhances rather than diminishes our special natural environment and that the benefits are locally evident and felt across all parts of our district. • Work with the public, private and third sector across the region and beyond to deliver inclusive growth and investment that drives prosperity across the New Forest. 	<p>Measured by:</p> <ul style="list-style-type: none"> • Number of jobs created within the district. • Hectares of industrial/employment land developed. • Level (£) of retained business rates. 	
<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ Solent Freeport proposition ➤ New Forest District Local Plan ➤ New Forest Place Strategy / Economic Strategy 		
Priority	Supporting our high-quality business base and economic centres to thrive and grow	
<p>We will:</p> <ul style="list-style-type: none"> • Work with local people and stakeholders to develop visions and proposals for their high streets and town centres and consider where targeted regeneration approaches may be necessary. • Establish partnerships to support our local areas to bring in new investment including grant funding. • Support our SME base to thrive, working with the New Forest Enterprise Centre, focusing across the tourism sector and the rural economy. 	<p>Measured by:</p> <ul style="list-style-type: none"> • Levels of investment or funding secured to improve the performance of our economic centres (£). • The number of projects delivered in our high streets and town centres. • Increases in the levels of footfall in our town centre high streets. • Rate of business start-ups and SME survival rates. 	

<ul style="list-style-type: none"> • Explore the opportunities for our Arts and Culture offer and community events to help boost the vibrancy of our high streets and town centres. 	<ul style="list-style-type: none"> • Perceptions of our high streets and town centres.
<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ UK Shared Prosperity Fund and Rural England Prosperity Fund Programme ➤ New Forest Place Strategy ➤ Town Centre Partnerships 	
<p>Priority Championing skills and access to job opportunities</p>	
<p>We will:</p> <ul style="list-style-type: none"> • Undertake skills assessment and mapping to inform the development of an employment and skills strategy. • Work with partners to best support our residents to access employment opportunities regardless of the barriers they face. • Encourage employment and skills training to address emerging opportunities and local need aligned to the Solent Freeport proposals, the green agenda, as well as established New Forest sectors such as marine, tourism and the rural economy. 	<p>Measured by:</p> <ul style="list-style-type: none"> • Levels of employment growth (Employment / Unemployment rate) • Number of funded hours of skills programmes and support provided. • Employment rate percentage of working age adults (aged 16-64).
<p>Delivery supported through:</p> <ul style="list-style-type: none"> ➤ Employment and skills strategy 	



FUTURE NEW FOREST

Investing in our people and services to meet customers’ needs, protecting the council’s financial position, and embedding sustainability through our Future New Forest transformation programme

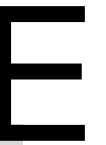
Introduction:

Underpinning the delivery of our priorities is the council’s transformation programme; Future New Forest. This ambitious programme will influence how we operate, enable us to support our strategic objectives and to make choices for the future. The programme will focus efforts on our customers and easy to use digital-first delivery of services, efficient working practices and processes, our people and capabilities, the use of our assets and accommodation and ensuring a sustainable financial position. The Council has developed equality objectives that are embedded in this plan and will maintain an overarching commitment to environmental sustainability in all that we do.

Putting our customers at the heart, we will:	Being an employer of choice, we will:	Being financially responsible, we will:	Designing modern and innovative services, we will
<ul style="list-style-type: none"> • Deliver customer and digital strategies that meet our customers’ needs. • Develop and provide services using data and insight to ensure that we understand our customers and meet the needs of our diverse communities. • Implement a customer relationship management system that keeps customers informed on progress and instils confidence in service delivery. • Increase the number of services available online, whilst focusing face to face and telephone contact for those who need it most. 	<ul style="list-style-type: none"> • Deliver a people strategy that outlines how we attract, retain, and grow talent. • Encourage diversity and champion equality within our workplace, developing and supporting an inclusive working environment where all staff are respected with zero tolerance of bullying and harassment. • Invest in skills development, training, and career progressions opportunities to ensure a skilled and resilient workforce and leadership team for the future. • Commit to paying at least the national living wage to our staff. 	<ul style="list-style-type: none"> • Maintain a balanced budget and deliver value for money to our residents through service reviews, procurement and contract management, and transformation efficiencies. • Maintain an up-to-date medium term financial plan and financial strategy to address the council’s financial challenges beyond the short-term • Be commercially focused in our approach to investment strategies and income opportunities guided by strategic priorities. • Maximise the use of our assets and accommodation to support efficient 	<ul style="list-style-type: none"> • Standardise and apply common design patterns and platforms across the council to release capacity and deliver efficiency benefits. • Proactively use data and insight to inform decision-making and report performance through a robust performance management framework and culture. • Maximise the use of new technology, automate manual processes and keep our software up to date with technology releases. • Maintain robust and resilient ICT infrastructure to protect the integrity of data and our digital systems

	<ul style="list-style-type: none"> Promote employee wellbeing and prioritise work-life balance by adopting flexible and family-friendly working practices 	and effective delivery of our future service provision.	
<p>Measured by:</p> <ul style="list-style-type: none"> Percentage resident satisfaction in perception measures. Percentage customer satisfaction in perception measures. Number and percentage of services available digitally. 	<p>Measured by:</p> <ul style="list-style-type: none"> Percentage of vacancies filled first time. Percentage staff turnover. Average number of days sickness absence per employee. Number of training days per employee. Amount of training spend per employee. Number of council apprenticeships. 	<p>Measured by:</p> <ul style="list-style-type: none"> Percentage variance to Council budget +/- (General fund budget variations). Percentage variance to Housing Revenue budget +/- (HRA budget variations). Percentage of Council Tax collected. 	<p>Measured by:</p> <ul style="list-style-type: none"> Benefit realisation through ICT investment. Percentage of ICT incidents resolved within SLA. Number of projects delivered on time and to budget. Percentage unscheduled downtime.
<p>Delivery supported through:</p> <ul style="list-style-type: none"> Customer Strategy 	<p>Delivery supported through:</p> <ul style="list-style-type: none"> People Strategy Pay Policy 	<p>Delivery supported through:</p> <ul style="list-style-type: none"> Medium Term Financial Plan Transformation Strategy Asset & Accommodation Strategy Procurement Strategy 	<p>Delivery supported through:</p> <ul style="list-style-type: none"> Digital Strategy ICT Security and Information Governance Policy

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 Construction Contract for the pavilion and other works has been entered into. Work on these started on 5th June. Weather and other dependencies permitting, completion is now expected in mid-March 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. Independent examiner appointed 20/11/2023. NP Steering Group in process of responding to Examiner's initial questions.	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.	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	Bid submitted for share of £15,000 allocated by NFDC from UKSPF to undertake options appraisal/feasibility study. HCC survey work completed November 2023. Working Party to be established to progress the project.	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. Last update from coordinator 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 has completed survey of shelters free of charge. This has yet to be reviewed. 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. Planning application submitted (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.

PF11	92 Southampton Road	In progress (commenced March 2023)	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.
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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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed to prepare the invitation to tender for the construction contract.	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 early in 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
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 - decision expected in New Year.	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

E

Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTe4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTe5				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
Staffing Committee				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	