

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 20th March 2024 at 7.00pm

PRESENT: Cllr Peter Kelleher (Vice Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou
Cllr John Haywood
Cllr James Swyer
Cllr Glenys Turner

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

ABSENT: Cllr Mary DeBoos (Chairman)
Cllr Gareth DeBoos (ex-officio)

**F/6280
PUBLIC PARTICIPATION**

There were six members of the public present for the grant aid applications.

**F/6281
APOLOGIES FOR ABSENCE**

Apoloiges for absence had been received from Cllrs G DeBoos and M Deboos.

**F/6282
DECLARATIONS OF INTEREST**

There were no declarations of interest.

**F/6283
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 21st February 2024, having been circulated, be approved and signed by the Chairman as a correct record.

**F/6284
GRANT AID**

At the start of the agenda item, it was noted that the grant fund was £2,500. There was a proposal to divide the fund into a few awards. This would provide the greatest benefit given the limited amount available, rather than awarding small amounts, which would have less impact.

It was noted that the application from Ringwood Repair Café had been withdrawn, both FLOW and STARF had indicated that no one would be in attendance at the meeting and the representative from Greyfriars, who was due to attend, had sent apologies as she had been called away at short notice.

Members considered the Grant Aid applications (*Annex A*) and heard from representatives of the five organisations present. Each were given the opportunity to provide additional details about their projects and financial position and answered questions posed by the Committee. A discussion followed, nominations for awards were put forward and agreed, as detailed below. All applications were considered worthy causes and those present were thanked for their attendance.

The Town Clerk commented that those who were not successful on this occasion could apply again in September and they could also consider contacting the Town Mayor, who may wish to help from his discretionary personal fund. It was also noted that the District and County Councillors have personal funds and this may be another funding opportunity.

- RESOLVED:**
- 1) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Bickerley Green Nursing & Residential Home towards the costs of its 'bus' and 'memorabilia' projects;
 - 2) That, in exercise of the Power of General Competence, a grant of £750 be awarded to Ringwood Girl Guiding towards the costs of providing disabled facilities at the guide hall;
 - 3) That, in exercise of the Power of General Competence, a grant of £750 be awarded to Greyfriars Community Centre towards the costs of a replacement floor to Greyfriars Hall;
 - 4) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Friends of Ringwood Infants School (FORIS) towards the cost of providing a covered outdoor learning area; and
 - 5) That no award be made to Citizens Advice New Forest (CANF), For The Love of Water (FLOW), 2515 Ringwood/Fordingbridge Squadron RAFAC and Stronger Together Across Ringwood & Fordingbridge (STARF).

ACTION A Greenfield

At 8.05pm, Councillors Briers and Day left the room briefly.

**F/6285
FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex B*. Details of payments from the Imprest account which exceeded £1,000 were provided.

The Finance Manager provided an update to the balance and transfers report. The opening balance of accounts was expected to be £670,000 but due to the receipt of grant money from the football foundation, the actual figure was £995,000. The payment out to Knights Brown followed on 6th March. The next invoice for £667,000 has been received for payment by 3rd April and includes £111,000 VAT. An application for grant funding of £286,000 has been submitted against this bill, so a further £380,000 is required. He indicated that the transfer approval request would need to be amended to £400,000. Once the invoice is paid, the VAT can be included on the next return.

Referring to the budget monitoring report, he indicated that as year-end nears, budget underspends are being identified. The previously reported need to withdraw funds from the General Reserve to achieve a balanced budget this year has been eliminated and there is now expected to be a modest contribution to it. Underspends may be reduced if planned expenditure has been delayed, for some reason or budget managers put forward a case for funds to be rolled forward into the next financial year. A report will be brought to the Committee should there be any requests of this nature.

- RESOLVED:** 1) That the list of payments made from the Imprest Account for February be received and authorised;
- 2) That the total amount of Petty Cash payments for February of £96.80 be noted;
- 3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
- 4) That the Finance Manager's budgetary control report be received; and
- 5) That the budget position and balance of reserves be noted and the amended revised budget 2023/24 be approved.

ACTION R Fitzgerald

F/6286

COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS

The Finance Manager introduced the item and referred to his report (*Annex C*). This information forms part of the annual submission to NFDC on how any CIL receipts have been applied by the Council.

In relation to paragraph 2.4, he added that a further £6,500 had been allocated to the columbarium project in November and confirmed that, of the unspent balance £24,280, the amount committed is therefore £14,950 and the uncommitted balance stands at £9,330.

The Town Clerk added that as a condition of the application to NFDC's 'invitation for bids', the Council had to agree to commit every penny of its own CIL funding to that project if the bid is successful. The outcome of that application is awaited and expected next month. This will change the position in relation to uncommitted CIL funds, as this is conditional on that application.

- RESOLVED:** 1) That the Finance Manager's report be noted; and
- 2) That the current balance of CIL funding, committed and uncommitted, be noted, subject to the outcome of the application for funds submitted to NFDC.

F/6287

COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

The Committee considered the Town Clerk's report (*Annex D*). No changes were proposed to the terms of reference or delegated powers.

- RESOLVED:** 1) That the Town Clerk's report be noted; and
- 2) That the Terms of Reference and delegated powers be approved.

F/6288

CO-OPTION PROCEDURE

The Committee considered the Town Clerk's report (*Annex E*) and the draft procedure document. The Town Clerk proposed an amendment at para 4.2 where 'commonwealth' is to be changed to 'eligible citizens' and the committee requested that para 6.4 be made more inclusive.

- RESOLVED:** That, subject to the amendments outlined above, the co-option procedure be adopted.

ACTION C Wilkins

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F/6289

PROJECTS (current and proposed)

Base budget review – The Finance Manager indicated the meeting for those Councillors who had expressed an interest in being involved in the review would be on 17th April at 2pm.

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

There being no further business, the Chairman closed the meeting at 8:32 pm.

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

RECEIVED
27th March 2024

APPROVED
17th April 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

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POLICY & FINANCE COMMITTEE 20th MARCH 2024

GRANTS 2023/2024

GRANTS REQUESTED

	PREVIOUS GRANTS PAID			Requested
	2020/21	2021/22	2022/23	
	£	£	£	
Bickerley Green Nursing & Residential Home			300	1,000
CAB New Forest	1,000		1,000	1,500
Ringwood Girl Guiding				
For The Love Of Water (FLOW)				1,950
2515 Ringwood/Fordingbridge Squadron RAFAC			1,095	1,840
Greyfriars Community Centre (Rwd & District Community Assoc)				2,000
Stonger Together Across Ringwood & Fordingbridge				2,160
Greening Ringwood - Ringwood Repair Café				1,986
FORIS (Friends of Ringwood Infant School)	2,000			2,000
				14,436

Grateful for any amount

2023/24 FUNDS AVAILABLE

	£
2023/24 Budget	5,000
Total Funds available	5,000
Less Paid	2,500
Total Unspent @ 20/03/24	2,500

2023/24 GRANTS PAID TO DATE

	Min Ref	£
Avon Valley Concerts	F/6221	250
Rwd Rotary Club for Christmas Eve Festivities	F/6221	250
Ringwood Junior School PTA	F/6221	2,000
	TOTAL	2,500

2023/24 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2023/24 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
New Forest Disability Information Service	20/09/23	F/6221	Sufficient funds



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	The Amenities Fund c/o Bickerley Green
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	Bickerley Green Residential and Nursing Home, Kingsbury's Lane, Ringwood
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 500 (However, any amount would be deeply appreciated.)
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<p>What is the purpose of the grant?</p>	<p>To establish a creation of a period 1950s/60s Hants & Dorset bus interior (part of) To create two bus stops (Ringwood Market Place) and Bournemouth Gardens (In the grounds of Bickerley Green). To facilitate for both our dementia suffering and frail residents purposeful and people centred recollection experiences through historical 'virtual bus' travel to Bournemouth, Lyndhurst etc..</p> <p>To create a Ringwood centred café/social centre with Ringwood photographs/memorabilia the use of period Wood's Ware Jasmine utility china etc., for the benefit of all our residents and non-residents. This creation of a 'vintage' period style resource will also be made available to appropriate external groups, assisted living communities and like-minded 'senior' communities within the town. We intend to hold regular coffee mornings/teas in the café with 'invited' members of the Ringwood community. Research has shown that people suffering with dementia have a better quality and purpose of life when they connect with people and items/objects from our shared past.</p> <p>We are keen to involve the youth of the town in the life of our residents. A common topic of conversation, from our residents, is 'I like seeing young people, they make me young again'. We offer work experience to pupils attending Ringwood School, Duke of Edinburgh volunteering opportunities and we would like to encourage greater youth participation into Bickerley Green's daily life. We also intend to open up our new facilities to other similar age group residents of the town.)</p>
<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>We are keen to involve the youth of the town in the life of our residents. A common topic of conversation, from our residents, is 'I like seeing young people, they make me young again'. We offer work experience to pupils attending Ringwood School, Duke of Edinburgh volunteering opportunities and we would like to encourage greater youth participation into Bickerley Green's daily life. We also intend to open up our new facilities to other similar age group residents of the town.)</p>
<p>How many Ringwood people would benefit?</p>	<p>Many: Other senior members of the community, at clubs, outings and we want to involve the youth of the town/district.</p>
<p>Total cost of project</p>	<p>£ £500 donation towards the cost of both</p>

Information about your Organisation

<p>Membership:</p>	<p>60 Long term Residential and Nursing care, with an increasing member of residents suffering from dementia and other complex health needs.</p>
<p>Subscription: £</p>	

Names of competing or similar organisations	None – Bickerley Green is run and managements by Hampshire County Council it is unique in the local area as a ‘council run’ home.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £	Annual income: This can vary. we are keeping £2,000 in reserve for our on-going monthly entertainment and enrichment activities – The use of Greyfriars mini-buses for outings and other day to day costs. Our income stream is unpredictable and often staff have to purchase things from their own wages, as not to cause ‘a run’ on the amenities fund.	
Other sponsoring bodies and amounts donated by them	Ad-Hoc nominal donations given in memory of former residents	£500
	Local businesses, individuals donate gifts or prizes to raise funds for the Great Bickerley Christmas Draw	£ 200
	These amounts vary, however, in recent years, there has been a decline.	£700
Have you applied, or do you intend to apply to any other sponsoring bodies for funding? If so, please give details.	Ringwood Carnival Committee have been approached for funding too.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Citizens Advice New Forest (CANF)
Charity Registration Number (if appropriate)	1132425
Postal Address for the organisation (if there is one)	Lymington Town Hall, Avenue Road Lymington SO41 9ZG
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 1500
What is the purpose of the grant?	Citizens Advice New Forest is able to give free independent advice and support. As a charity we have seen a huge increase in demand for the advice service we offer, as those people on the lowest incomes struggle with the cost of living, As a service we are able to offer practical support to ensure that people can get the help they need, our team of volunteers are able to help to ensure that they are accessing the benefits that they are entitled to, refer them to foodbanks if they can't afford to feed themselves and their families and for those with mounting debt we can work with them to help them manage their money better than if they manage their debts. As a charity we cover the whole of the New Forest and have a dedicated office in Lymington. Any financial contribution that Ringwood Town Council can offer will help us to continue to ensure that local people in the Ringwood wards can get the help that they need.

How would the people of Ringwood benefit from your receiving this grant?	CANF already attends the food larders held at Ringwood and Fordingbridge and offering advice, knowledge and support over a wide number of areas. There is also specialised help available via the debt team, housing and employment. A digital champion is available once a month to help with IT issues and complete important form online. A Financial Inclusion Officer helps those with financial issues, how to manage their money.	
How many Ringwood people would benefit?	All residents who need the CANF service in the Ringwood Town Council Wards.	
Total cost of project	£ Ongoing	

Information about your Organisation

Membership:	What facilities do you provide? N/A	
Subscription: £	N/A	
Names of competing or similar organisations		
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>	

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ Please see the link to the CANF accounts 2022, which set out the funds received. https://drive.google.com/file/d/1MdP_FR-JRn-9h74WDDdoprSHfQ2bau3H/view?usp=drive_link The accounts for 2023 need to be approved by the CANF Board of Trustees and signed off at the CANF AGM meetings on 16th November 2023.	
Other sponsoring bodies and amounts donated by them	NFDC	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	The CANF will apply to all Parish and Town Councils across the New Forest as the service covers all areas.	

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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	RINGWOOD GIRLGUIDING
Charity Registration Number (if appropriate)	295422
Postal Address for the organisation (if there is one)	The Guide Hall 31 Cloughs Rd RINGWOOD BH24 1UU.
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ Anything helps
What is the purpose of the grant?	We want to re do out toilets providing a disabled toilet as one of our leaders is in a wheelchair and a few of our users and this would make a massive difference to them, also to future users.
How would the people of Ringwood benefit from your receiving this grant?	We hire out our hall to many groups from Ringwood, also we have lots of Rainbows, Brownies Guides and Rangers using our hall. We think disabled toilets are necessary.

How many Ringwood people would benefit?	300 + .
Total cost of project	£25,000

Information about your Organisation

Membership:	What facilities do you provide? A safe, well maintained hall for groups of young people.
Subscription: £	
Names of competing or similar organisations	
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £	Annual income: £	
Other sponsoring bodies and amounts donated by them	RINGWOOD CARNIVAL	£ 500
	WATROSE	£ 330
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	we have fundraising activities and apply for grants but mostly loose out to larger organisations	

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Ringwood Town Council Grant Aid

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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	For the Love of Water (FLOW) CIC
Charity Registration Number (if appropriate)	n/a, Company Number 14424598, registered not-for-profit community interest company
Postal Address for the organisation (if there is one)	101 Moot Lane, Downton, Wilts, SP5 3LE
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/>

Details of Grant Request

Amount requested	£ 1950
What is the purpose of the grant?	<p>To pay for water quality testing equipment (5 or 6 sets depending on cost at time of purchase) to allow community groups in Ringwood to test the water in the River Avon and feed into a wider Citizen Science scheme. Kits come with enough chemicals for approx. 18 months of sampling, and equipment can be re-used beyond this.</p> <p>We currently have 13 people sampling weekly between Salisbury and Christchurch, 6 of these are funded through the lower Avon farming cluster, 2 funded by Wessex Rivers Trust and the rest funded by FLOW CIC directly. Overheads of running the project are currently covered by FLOW CIC, we are only seeking funds to purchase equipment.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Greater engagement in river health, especially with all the pressures our rivers are facing. We would reach out to groups and individuals within Ringwood to carry out weekly sampling. These data will be used to help inform river management and highlight pollution. More details here https://loveofwater.org/.</p>

How many Ringwood people would benefit?	Everyone that enjoys the river
Total cost of project	£ 16,000 annual predicted.

Information about your Organisation

Membership:	What facilities do you provide? n/a
Subscription: £	
Names of competing or similar organisations	Wessex Rivers Trust, Hampshire and Isle of Wight Wildlife Trust
Please tick to confirm that payment details have been provided on page 1	Y <input type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £20k	Annual income: £80k (turnover), this is currently almost all from delivering commercial projects. This pays for our salaries which enables the delivery of our 'not-for-profit' activities. After salaries all profits are used for the purposes of improving the River Avon.	
Other sponsoring bodies and amounts donated by them	Wessex Rivers Trust	£2,000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We would like to, but are very new to this. The plan is to try and get funding to cover a post for 12 months (1 or 2 days a week) to help drive forward citizen science on the River Avon.	

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Ringwood Town Council Grant Aid

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Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	2515 (Ringwood & Fordingbridge) Sqn RAFAC
Charity Registration Number (if appropriate)	Charity Exception Number 947/81
Postal Address for the organisation (if there is one)	The Drill Hall, Bartons Road, Fordingbridge, Hants, SP6 1JD
Please tick to confirm that contact details have been provided on page 1	✓

Details of Grant Request

Amount requested	£ 1,840
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What is the purpose of the grant?

The Royal Air Force Air Cadets (RAFAC) offer a host of nationally recognised qualifications above the standard flying, gliding, fieldcraft and adventure training activities. These nationally recognised qualifications include multiple and distinct BTECs in subjects such as Aerospace, Teamwork and Leadership, Music, and Space to name a few. We also offer Institute in Leadership courses and Science Technology Engineering Maths (STEM) qualifications such as CREST Awards, iDEA, Open University courses.

All these qualifications set the cadets up for a brighter future in all walks of life, building up their CV for apprenticeships, entering the work forces as well as counting towards their UCAS points for further education etc, on top of the personal life skills they learn whilst undertaking these qualifications.

These qualifications are accessible to all of our cadets, but especially for our Special Educational Need (SEN) and our Neurodiversity cadets really thrive on these qualifications due to the practical nature of the courses.

As we modernise our delivery of these qualifications, many can now be delivered in the virtual world.

Within this virtual environment cadets can undertake 'practical' training in a host of subject matters including Space, STEM, Aviation and Flying without the need to travel. Fulfilling these elements of these qualification's in a safe environment.

We are currently in the process of upgrading our computer and virtual systems to enhance our delivery and aid our cadets. Over the last year we have upgraded the computer systems with Squadron fundraising as well as support from Ringwood Council in 2023 (this enabled us to upgrade multiple computers, purchase a VR headset and get one simulator up and running for the Squadron, Thank you). This year we wish to seek further support in the next phase with the purchase of rudder pedals and aviation joy sticks and throttles to set up a further two simulator systems fully.

Details of request:

We wish to purchase the following items to enable us to deliver more opportunities to the cadets:

VR Quest £495 x 2

Thrust master – joy stick and throttle £400 x 2

Thurst master TPR Rudder Pedals - £450 x 2

Total £1,840

How would the people of Ringwood benefit from your receiving this grant?	A large majority of our cadets come from the Ringwood area and would benefit from enhancing their education, qualifications and setting them up for a brighter future. This will not just be for our current cadets but will be in place for many years to come so future cadets will benefit too. On average we have approx. 20-30 new recruits join us each year and currently have 70 cadets on Squadron. We are also offering support to the ACF for flight simulation training and therefore have a wider demographic to support more young people.	
How many Ringwood people would benefit?	60	
Total cost of project	£ 1,840	

Information about your Organisation

Membership:	What facilities do you provide?
Subscription: £15	<p>We provide the following on Squadron: Fieldcraft, Adventure Training, Duke for Edinburgh Award, iDEA award, CREST, ILM, Sports Leaders Award, Team building, leadership skills, BTECs, Marksmanship, sport leaders, sporting professional qualifications such as Referee, and coaching. On top of this, we are giving a safe haven and support network to young people in the area aged 12-20 years.</p> <p>We have on site a large drill hall, 4 classrooms, a STEM Laboratory, a flight simulator room, and a shooting range.</p> <p>Off-Squadron we offer Flying & Gliding Experience Flights, scholarships for pilot licences. Expeditions for DofE Award, Adventure Training such as kayaking, Stand-Up Paddleboarding (SUP), Rock climbing, sailing, RYA.</p> <p>Educational visits, military work experience opportunities, fieldcraft deployments, camps (both within the UK and worldwide), skiing, to name just only a few things.</p>
Names of competing or similar organisations	Army Cadet Force (ACF)

Please tick to confirm that payment details have been provided on page 1

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Funds available to your organisation
(apart from this grant application)

<p>Cash in hand: £1,200 – General Account £20,233 – Saving account – currently being spent on purchasing new Minibus and new gaming laptops</p>	<p>Annual income: £ 10,500 – from Subscriptions (Not all cadets pay subscription due to personal circumstances, we support cadets who can not afford our fees as we do not want money to be an obstacle to opportunities).</p>	
<p>Other sponsoring bodies and amounts donated by them this FY</p>	<p>New Forest Marathon Community Grant donated money towards sports kit</p>	<p>£400</p>
	<p>Fundraising fund from sales, community activities etc</p>	<p>£1250</p>
<p>Have you applied, or do you intend to apply, to any other Sponsoring bodies for funding? If so, please give details.</p>	<p>Not for this equipment. We do have a funding request in for Duke of Edinburgh Award tents to Fordingbridge Council.</p>	

<p>Next Policy & Finance meeting where grant applications will be considered</p>	<p align="right">Office use only</p>
<p>Date by which all documentation should be received to be included on the Agenda for the above meeting</p>	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ereyfras Community Centre (Ringwood & District Com. Ass.)
Charity Registration Number (if appropriate)	301929
Postal Address for the organisation (if there is one)	44 Chrstchurch Road, Ringwood, Hampshire BH24 1HT
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 2,000
What is the purpose of the grant?	We are desperately in need of a replacement floor to Ereyfras Hall. It is an old parquet floor that is now lifting in places & the integrity of the floor has broken down so repair is only temporary. We have seen an increase in areas lifting and breaking away & there are areas now taped down. We have applied for grants from NFDC, (waiting outcome) T.H Russell Trust, and the Bonhome (£1000 granted) but the quote is £22,000.
How would the people of Ringwood benefit from your receiving this grant?	Many groups use our main hall daily & into the evening from babies and toddlers to the elderly, playing games, exercising, interest and hobby groups, lunches and dinners, talks and meetings for a huge variety of groups, and organisations. Hundreds of people use this hall daily on some days.

How many Ringwood people would benefit?	All Ringwood people that come to Greyfriars,
Total cost of project	£ 22,000

Information about your Organisation

Membership:	What facilities do you provide? Membership helps support the centre but also enables attendance to over 30 clubs - it is not necessary to be a member to enjoy the 100's of activities though. (10 rooms, 6 halls, 18th century listed building, Book Shop, 2 minibuses.)
Subscription: £ 18 P-P	
Names of competing or similar organisations	
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £	Annual income: £ 190,000	
Other sponsoring bodies and amounts donated by them	Bohemic Trust	£ 1000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have applied for 50% of the cost from NFDC in their community grant & will be applying to the TIT Russell Trust for a sum, possibly £8,000, although not guaranteed.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
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Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Stronger Together Across Ringwood & Fordingbridge
Charity Registration Number (if appropriate)	Charity Application Number 5234694
Postal Address for the organisation (if there is one)	c/o Poulner Chapel, Linford Road, Hangersley, Ringwood BH24 3HZ
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 2,160
What is the purpose of the grant?	<p>To provide a counsellor in two Ringwood schools for a pilot project to support the mental health of children and young people, helping to heal young minds and reverse damaging behaviour patterns.</p> <p>Ringwood schools identified an urgent need for in-school counselling services through the STAR Schools Meeting held every six weeks. STAR engaged a qualified Child & Adolescent Psychotherapist to conduct a needs analysis across all the Ringwood and Poulner schools, which has confirmed that there are critical unmet needs for mental health support in Ringwood schools.</p> <p>Initially, we are seeking funds to carry out a pilot to support three children in two Ringwood schools. Our Child & Adolescent Psychotherapist has identified a qualified counsellor and developed an Operational Framework along with methods of measurement for the effectiveness of the pilot. Safeguarding, data collection, school and parent involvement policies are in place.</p> <p>On completion of a successful pilot, the aim is to engage additional counsellors and roll out the project across all Ringwood and Fordingbridge schools.</p>

<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>Across Hampshire, children and young people currently wait 54 weeks for treatment with the Children and Adolescent Mental Health team (CAMHS) Source: https://hampshirecamhs.nhs.uk/referral/</p> <p>There are higher rates of hospital admissions for self-harm (10–24 year olds) in Hampshire than nationally (590.9 per 100,000 compared to England's rate of 430.5 per 100,000 2015–16) Source: Hampshire County Council.</p> <p>This pilot will provide a foundation on which to build and roll-out the STAR Mental Health project across Ringwood schools, providing a dedicated counselling team delivering individual and group help quickly and effectively and avoiding the damaging impact of having to wait for therapy.</p> <p>Through STAR Mental Health counselling, children and young people would receive an initial two-hour assessment followed by ten one-hour counselling sessions per child.</p> <p>Research shows poverty and mental health go hand in hand and STAR Mental Health support will be delivered alongside STAR's sister projects which empower families through healthy lifestyles, budgeting and parenting skills and debt management. See https://starf.uk/ for further information.</p>	
<p>How many Ringwood people would benefit?</p>	<p>Three children (Pilot)</p>	
<p>Total cost of project</p>	<p>£ 7,480 (Total for pilot across Ringwood & Fordingbridge)</p>	

Information about your Organisation

<p>Membership:</p>	<p>What facilities do you provide?</p> <p>STAR does not provide physical facilities; our counselling services will be delivered on site in the local schools. The pilot schools are Ringwood School and Ringwood Infant School</p>
<p>Subscription: £</p>	
<p>Names of competing or similar organisations</p>	<p>There are no competing or similar organisations in Ringwood, hence the urgent need for STAR Mental Health services.</p>
<p>Please tick to confirm that payment details have been provided on page 1</p>	<p><input checked="" type="checkbox"/></p>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £46,146.81	Annual income: £53,000	
Other sponsoring bodies and amounts donated by them	Empower Energy	£50,755.40
	Public and business donations	£ 2,325.00
		£53,080.40
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Not for this pilot in Ringwood schools	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



**Ringwood
Town Council
Grant Aid**

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Greening Ringwood – Ringwood Repair Cafe
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	Greyfriars Community Centre, Ringwood
Please tick to confirm that contact details have been provided on page 1	Yes

Details of Grant Request

Amount requested	£1986.00
What is the purpose of the grant?	To fund the set up and running costs of a Ringwood Repair café for one year – joining the Repair café organisation, insurance, Hall hire, refreshments, Greyfriars community centre affiliation fee, Repair café starter tool kit, Publicity feather banner, stationary – paper, ink, laminator paper for posters/ flyers etc SumUp contactless card reader, Really useful storage boxes, double sided A-Frame notice board for publicity.

How would the people of Ringwood benefit from your receiving this grant?	Residents of Ringwood will be able to bring their broken items along to be repaired – small electrical, textiles, clothing, small pieces of furniture, small bike punctures, hearing aids, small woodwork projects, soldering, glueing and sticking of broken goods.	
How many Ringwood people would benefit?	All residents of Ringwood who have 'stuff to repair'	
Total cost of project	£ 1,986	

Information about your Organisation

Membership: is free	What facilities do you provide? We will be providing a once a month Repair café for all the residents of Ringwood	
Subscription: £0	Once set up, residents who use the Repair café will make a donation for the services of the volunteers doing the repairing, as well as a donation for refreshments, which will pay the running costs as we move into the future	
Names of competing or similar organisations	None	
Please tick to confirm that payment details have been provided on page 1	We are in the process of setting up a bank account and will advise once this is set up	

Funds available to your organisation (apart from this grant application)

Cash in hand: £0	Annual income: £0 – We have not totally set up the Ringwood Repair café yet, apart from agreeing our constitution – we have a Chair, Secretary and Treasurer and 3 committee members	
Other sponsoring bodies and amounts donated by them	Private funding	£116.00
		£
		£

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<p>Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.</p>	<p>We have applied for a Hampshire Waste Prevention Grant for the same amount, but do not yet know if we have been successful – we will not hear until the end of March – if we are successful, and also successful with RTC, then these funds would go towards tool sets and consumables such as glues, nails, screws, solder etc</p>
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<p>Next Policy & Finance meeting where grant applications will be considered</p>	<p>Office use only</p>
<p>Date by which all documentation should be received to be included on the Agenda for the above meeting</p>	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details


Name of Organisation requesting grant	FRIENDS OF RINGWOOD INFANT SCHOOL
Charity Registration Number (if appropriate)	1049664
Postal Address for the organisation (if there is one)	Ringwood Church of England Infant School School Lane, Ringwood, BH24 1LG
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 2,000
What is the purpose of the grant?	Ringwood Infant School desperately require a covered outdoor learning area for the rear entrance to Badgers, Foxes and Sika Deer classrooms of Y1 children. Hampshire County Council has been engaged with proposals due to be submitted imminently with a view to delivery of the build in the 23-24 school year end summer holidays. Ringwood Infant School has allocated £10k budget for the delivery of this much needed space but is desperately short. FORIS is committing to match funding of £10k for the project (c70% of its available capital) but in order to deliver we still need further funds. Remaining FORIS capital already budgeted for other much needed school resources.
How would the people of Ringwood benefit from your receiving this grant?	Please see supporting evidence as per attached but in short outdoor learning would deliver enriched learning to the children of Ringwood improving their wellbeing and educational needs. Children with special educational needs would benefit enormously from this provision. It would also help provide sheltered space for parents at drop off and pick up as well as be a useful space during events such as May Fayre.

How many Ringwood people would benefit?	Primarily the 255 children of Ringwood Infant School but more widely the parents & teachers of Ringwood
Total cost of project	£ 22,000

Information about your Organisation

Membership:	What facilities do you provide? Fundraising via PTA to raise additional funds for Ringwood Infant School that can be used for new equipment, books and enhancements to facilities. Fundraising activities include Christmas auction, quiz, easter & summer fayres and additional ad-hoc events throughout the year.
Subscription: £	
Names of competing or similar organisations	N/a
Please tick to confirm that payment details have been provided on page 1	

Funds available to your organisation

(apart from this grant application)

Cash in hand: £14,648	Annual income: c£10K	
Other sponsoring bodies and amounts donated by them	n/a	£-
	n/a	£ -
	n/a	£-
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Due to a lack of a treasurer, FORIS have historically failed to submit annual returns to the Charity Commission. Although up to date now with 23/24 being the first to be submitted on time, late submissions within the last 3 years will prevent FORIS from receiving grant funding from a number of sponsoring bodies further placing a greater reliance on local council institutions supporting its endeavour to further the educational needs of the children of Ringwood.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



APPLICATION FOR GRANT AID SUPPORTING INFO

Name of Organisation	FRIENDS OF RINGWOOD INFANT SCHOOL
Amount requested	£ 2,000
How would the people of Ringwood benefit from your receiving this grant?	<p>There are many benefits to children and youth playing outside. They can release energy, use loud voices, play vigorously, and engage in messy projects outdoors. In addition, children can explore the plants and animals in their local ecosystem. Research has helped us identify many other benefits to playing outdoors such as:</p> <ul style="list-style-type: none">• Better physical health• Numerous opportunities to strengthen motor skills• Stress relief• Greater visual-motor integration (or the ability to control hand or body movement guided by vision)• Greater creativity• Stronger verbal and social skills• Production of vitamin D (an essential vitamin for bone health) through exposure to sunlight• Increased attention and cognitive abilities• Boosting children's self-esteem & self-confidence• In addition, playing outdoors and having opportunities to connect with nature is particularly beneficial for some children with special needs. A study of 7- to 12-year-olds with attention deficit hyperactivity disorder (ADHD), showed that children displayed less severe ADHD symptoms after they spent time in "green" settings, and the greener the outdoor environment, with more grass and trees, the better the effect (Taylor, Kuo & Sullivan, 2001). <p>When making improvements in school grounds to outdoor learning areas over half of schools reported less bullying, less time spent sorting playtime issues and better attitudes towards learning. 73% of schools reported improved behaviour during formal learning time as well as break time. Over 83% of schools reporting that better grounds led to more active play, better quality of play, more social interaction and more enjoyment of break time. Over half of the schools saw a rise in academic performance, with over 90% of pupils showing better behaviour, learning, health and wellbeing when in an outdoor lesson. Nearly 90% of schools reported an increase in perceived quality of the environment, by staff, pupils, parents, and community.</p> <p>The research is clear; being outside improves a child's mental health and wellbeing. Education becomes more inclusive, especially for children with special educational needs for whom help is now needed more than ever. Learning outside isn't an unnecessary add-on: it's a way to deepen our children's learning experience by getting them to experience lessons in a new and exciting way. Please help Ringwood Infant School make this vision a reality; we welcome Ringwood Town Council to be part of this exciting project to deliver what FORIS and the School see as facilitating a crucial and transformative part of childhood – learning outside!</p>

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20TH MARCH 2024

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/02/24	4381		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse February 2024	3802/1/6
1895	05/02/24	4384	RTC805573	£76.94	£12.82	£64.12	RLOS	Glenacres Nursery	Purchase of memorial tree for Ringwood Cemetery Sorbus Hupehensis Pink Pogoda/ Pink Rowen	3200/2/9
		4385/1		£21.98	£3.66	£18.32	RLOS	Glenacres Nursery	4 Bags Compost for Cemetery Gardens	3200/2/5
1896	05/02/24	4385	RTC805547	£21.98	£3.66	£18.32		Glenacres Nursery	4 bags compost for Cemetery Gardens	3200/2/5
		4386/1		£390.00	£65.00	£325.00	PT&E	O'NeillHomer	Estimated 0.5 day to review, but allow up to maximum of 1 day - day rate is £650	4000/1/6
1897	05/02/24	4386	RTC805599	£390.00	£65.00	£325.00		O'NeillHomer	Ringwood Neighbourhood Plan - review of draft responses to Examiner's questions	4000/1/6
		4387/1		£50.36	£8.39	£41.97	P&F	Custom Rubber Stamp Ltd	Colop 2460 Dater	2000/1/5
		4387/2		£4.20	£0.70	£3.50	P&F	Custom Rubber Stamp Ltd	Postage and packaging	2000/1/5
1898	05/02/24	4387	RTC805610	£54.56	£9.09	£45.47		Custom Rubber Stamp Ltd	RTC date stamp	2000/1/5
		4388/1		£25.43	£4.24	£21.19	RLOS	Peter Noble Ltd	Puncture repair	3000/3/2
1899	05/02/24	4388	RTC805612	£25.43	£4.24	£21.19		Peter Noble Ltd	Puncture repair for Kuboto front deck	3000/3/2
		4389/1		£115.00	£0.00	£115.00	RLOS	Mike Coakley	mens toilet sensor	3802/1/1
1900	05/02/24	4389	RTC805623	£115.00	£0.00	£115.00		Mike Coakley	To replace and fit light sensor in men's toilets in Carvers Clubhouse	3802/1/1
		4390/1		£254.68	£42.45	£212.23	RLOS	New Forest Ice Cream	Ice cream for resale	3802/3/1
1901	05/02/24	4390	RTC805629	£254.68	£42.45	£212.23		New Forest Ice Cream	For resale	3802/3/1
		4391/1		£113.94	£18.99	£94.95	P&F	Pitney Bowes	Ink cartridge DM60	2000/1/10
1902	05/02/24	4391	RTC805631	£113.94	£18.99	£94.95		Pitney Bowes	Franking machine ink cartridge - to be charged to RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes	2000/1/10
		4392/1		£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 New future laser A4 copier paper	2000/1/8
		4392/2		£6.60	£1.10	£5.50	P&F	Hampshire County Council	952400 Blue nitrile gloves - large x 100	2000/3/4
		4392/3		£1.66	£0.28	£1.38	P&F	Hampshire County Council	639900 Dustpan and brush set	2000/3/4
		4392/4		£4.20	£0.70	£3.50	P&F	Hampshire County Council	784520 Sticky notes	2000/1/8
1903	05/02/24	4392	RTC805633	£37.49	£6.25	£31.24		Hampshire County Council	Stationary and caretaker supplies for Ringwood Gateway	2000/1/8

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4393/1	£52.40	£8.73	£43.67	RLOS	Comax UK Ltd	picnic boxes 3802/3/1
1904	05/02/24	4393	RTC805639	£52.40	£8.73	£43.67		Comax UK Ltd	Picnic boxes 3802/3/1
			4394/1	£70.80	£11.80	£59.00	RLOS	Alecta Technical Solutions	Water Boiler PPM and Descale 3802/1/1
			4394/2	£62.40	£10.40	£52.00	RLOS	Alecta Technical Solutions	Lincat F Range Filter 3802/3/1
1905	05/02/24	4394	RTC805640	£133.20	£22.20	£111.00		Alecta Technical Solutions	water boiler service and new filter 3802/1/1
			4395/1	£45.84	£7.64	£38.20	RLOS	Barriers Direct	New Keyed Alike Padlock For UK Allotments 3300/2/1
1906	05/02/24	4395	RTC805632	£45.84	£7.64	£38.20		Barriers Direct	New Keyed Alike Padlock for UK Allotments 3300/2/1
			4396/1	£90.00	£0.00	£90.00	RLOS	Williams Monumental	Credit note for duplicate payment of headstone approval on NH053 (Philpott) 3200/1/7
1907	05/02/24	4396	RTC805634	£90.00	£0.00	£90.00		Williams Monumental	Credit note for duplicate payment 3200/1/7
1908	05/02/24	4397		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterley rental charge 2000/1/10
			4398/1	£168.00	£28.00	£140.00	RLOS	Central Southern Security	Callout and investigate a fault, replace a faulty motion detector. 3200/2/1
1909	05/02/24	4398	RTC805642	£168.00	£28.00	£140.00		Central Southern Security	Callout and investigate a fault, replace a faulty motion detector. 3200/2/1
NFDC Tfr10 Jan 24	05/02/24	4399		£2.04	£0.00	£2.04	P&F	New Forest District Council	NFDC Tfr10 Credit card charges January 2024 2000/1/18
NFDC Tfr10 Jan 24	05/02/24	4400		£29.83	£0.00	£29.83	RLOS	New Forest District Council	NFDC Tfr10 11/12/23 Purchases for café sales 3802/3/1
NFDC Tfr10 Jan 24	05/02/24	4401		£5.40	£0.00	£5.40	RLOS	New Forest District Council	NFDC Tfr10 01/01/24 Purchases for café sales 3802/3/1
NFDC Tfr10 Jan 24	05/02/24	4402		£11.14	£0.00	£11.14	RLOS	New Forest District Council	NFDC Tfr10 08/01/24 Purchases for café sales 3802/3/1
DD	06/02/24	4358		£32.34	£5.39	£26.95	RLOS	Sky Business	05/02/24 - 04/03/24 3802/2/5
DD	09/02/24	4404		£1,252.19	£208.70	£1,043.49	RLOS	Yu Energy	01/01/24 - 31/01/24 3802/1/3
FPI	09/02/24	4405		£148.50	£24.75	£123.75	P&F	Brightwater	Fees - February 2024 2400/19
FPI	09/02/24	4406		£120.00	£0.00	£120.00	P&F	Brightwater	Roy Hacker GSI & service 2100/3
1910	12/02/24	4403	RTC805611	£100.00	£0.00	£100.00	P&F	Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes 2000/1/10
			4407/1	£192.00	£32.00	£160.00	RLOS	Taste Vending Ltd	new filter and fitting 3802/1/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1911	12/02/24	4407	RTC805601	£192.00	£32.00	£160.00		Taste Vending Ltd	Supply and fitting of new filter and maintainance	3802/1/1
		4408/1		£40.91	£6.82	£34.09	RLOS	Glenacres Nursery	Memorial Tree, Stake, Tie, And Compost.	3200/2/9
1911	12/02/24	4408	RTC805645	£40.91	£6.82	£34.09		Glenacres Nursery	Memorial Tree, Stake, Tie, And Compost.	3200/2/9
1913	12/02/24	4409		£90.00	£15.00	£75.00	RLOS	Insight Security & Facilities Ltd	January 2024	3000/2/1
		4410/1		£154.55	£25.76	£128.79	RLOS	The Sign Maker	Order ref: 2401.ANG.024 150 x 100 cast aluminium plaque. Inc P&P	3200/2/9
1914	13/02/24	4410	RTC805644	£154.55	£25.76	£128.79		The Sign Maker	Memorial Plaque for Tree in Ringwood Cemetery	3200/2/9
DD	14/02/24	4411		£9,184.05	£0.00	£9,184.05	P&F	Hampshire County Council	Pension January 2024	2600/1/3
		4412/1		£254,280.98	£42,380.16	£211,900.82	RLOS	Knights Brown Construction Limited	Pavilion interim invoice nr. 8	3350/10
1915	14/02/24	4412	RTC805620	£254,280.98	£42,380.16	£211,900.82		Knights Brown Construction Limited	Construction services	3350/10
DD	19/02/24	4413		£317.63	£52.94	£264.69	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	February 2024 calls	2000/1/11
		4417/1		£89.85	£0.00	£89.85	RLOS	Decathlon	footballs for Clubhouse	3802/2/2
		4417/2		£3.49	£0.00	£3.49	RLOS	Decathlon	delivery	3802/2/2
Lloyds CC Feb 24 1	19/02/24	4417	RTC805607	£93.34	£0.00	£93.34		Decathlon	footballs for Clubhouse	3802/2/2
Lloyds CC Feb 24 1	19/02/24	4418		-£93.34	£0.00	-£93.34	RLOS	Decathlon	Refund re Order 805607	3802/2/2
		4419/1		£46.76	£7.79	£38.97	RLOS	Nisbets Limited Catering Equipment Supplies	hand dispenser for toilets	3802/1/1
Lloyds CC Feb 24 2	19/02/24	4419	RTC805603	£46.76	£7.79	£38.97		Nisbets Limited Catering Equipment Supplies	Automatic and refillable soap dispensers paid on credit card	3802/1/1
		4420/1		£42.00	£7.00	£35.00	RLOS	SLCC Enterprises Ltd	training course	3802/2/6
Lloyds CC feb 24 3	19/02/24	4420	RTC805609	£42.00	£7.00	£35.00		SLCC Enterprises Ltd	Training course- how to attract visitors for your town	3802/2/6
		4421/1		£285.03	£25.62	£259.41	RLOS	Booker	for resale	3802/3/1
Lloyds CC Feb 24 4	19/02/24	4421	RTC805618	£285.03	£25.62	£259.41		Booker	food for resale order : 83530399	3802/3/1
		4422/1		£5.99	£0.00	£5.99	RLOS	Amazon	wall paper calendar	3802/2/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Feb 24 5	19/02/24	4422	RTC805615	£5.99	£0.00	£5.99		Amazon	Wall paper calendar paid on credit card 3802/2/1
		4423/1		£122.97	£10.58	£112.39	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Feb 24 6	19/02/24	4423	RTC805617	£122.97	£10.58	£112.39		Booker	food for resale order number 83592337 3802/3/1
		4424/1		£55.75	£0.00	£55.75	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC Feb 24 7	19/02/24	4424	RTC805637	£55.75	£0.00	£55.75		Iceland	food for resale 3802/3/1
		4425/1		£140.00	£23.33	£116.67	RLOS	screwfix	3 shelving units 3802/2/3
Lloyds CC Feb 24 8	19/02/24	4425	RTC805638	£140.00	£23.33	£116.67		screwfix	3 galvanised steel shelving units for storgae room at Carvers 3802/2/3
		4426/1		£35.95	£5.99	£29.96	P&F	Amazon	Canon PG540 and 541 ink cartridge for cemetery printer 2000/1/8
Lloyds CC Feb 24 9	19/02/24	4426	RTC805636	£35.95	£5.99	£29.96		Amazon	Printer ink for cemetery printer - to be paid for on NV credit card 2000/1/8
Lloyds CC Feb 24 10	19/02/24	4427		£177.12	£29.52	£147.60	P&F	Microsoft	18/12/23 - 17/01/24 2000/1/15
Lloyds CC Feb 24 11	19/02/24	4428		£237.60	£39.60	£198.00	P&F	Microsoft	18/12/23 - 17/01/24 2000/1/15
		4429/1		£420.00	£70.00	£350.00	RLOS	Pete Best	to cut back branches 3000/2/11
1916	20/02/24	4429	RTC805387	£420.00	£70.00	£350.00		Pete Best	To cut overhanging branches away from house and remove from site. 3000/2/11
		4430/1		£684.00	£114.00	£570.00	RLOS	Alecta Technical Solutions	PPM contract 3802/1/1
1917	20/02/24	4430	RTC805630	£684.00	£114.00	£570.00		Alecta Technical Solutions	Planned preventative maintenance contract renewal 3802/1/1
		4431/1		£39.55	£6.59	£32.96	RLOS	Ringwood Motor Company Ltd	Set of windscreen wipers for transit van. 3000/3/5
1918	20/02/24	4431	RTC805655	£39.55	£6.59	£32.96		Ringwood Motor Company Ltd	Set of New Windscreen Wipers for Transit Van. 3000/3/5
		4432/1		£189.75	£0.00	£189.75	P&F	Rory Fitzgerald	CIPFA Full Membership 1 January 2024 to 31 December 2024 2000/1/16
1919	20/02/24	4432	RTC805651	£189.75	£0.00	£189.75		Rory Fitzgerald	CIPFA Annual Subscription 2024 2000/1/16
		4433/1		£180.00	£30.00	£150.00	RLOS	Intratest	check on damage 3100/1
1920	20/02/24	4433	RTC805635	£180.00	£30.00	£150.00		Intratest	To check on any possible damage of lampost on Carvers Rec Ground 3100/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4434/1	£1,708.32	£284.72	£1,423.60	RLOS	Roadware Ltd	8 replacement litter/dog bins as per replacement programme	3000/2/17
			4434/2	£604.62	£100.77	£503.85	RLOS	Roadware Ltd	3 replacement litter/dog bins without locks, Bin replacement programme	3000/2/17
1921	20/02/24	4434	RTC805626	£2,312.94	£385.49	£1,927.45		Roadware Ltd	8 replacement Litter/ dog Bins with locks, Bin replacement programme. 3 replacement litter/dog bins without locks, Bin replacement programme.	3000/2/17
			4435/1	£864.00	£0.00	£864.00	RLOS	Richard Connell T/A New Enclosure	Post-consultation Masterplan changes	3350/1
1922	20/02/24	4435	RTC805477	£864.00	£0.00	£864.00		Richard Connell T/A New Enclosure	Landscape design services	3350/1
1923	20/02/24	4436		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/02/24 - 16/03/24	3802/3/1
			4437/1	£156.00	£26.00	£130.00	RLOS	Central Southern Security	Tractor Shed Annual maintenance fee	3000/2/1
			4437/2	£144.00	£24.00	£120.00	RLOS	Central Southern Security	Tractor Shed Digiair Annual monitoring charge	3000/2/1
			4437/3	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Tractor Shed Annual remote reset fee	3000/2/1
			4437/4	£156.00	£26.00	£130.00	RLOS	Central Southern Security	Carvers Annual maintenance fee	3802/1/2
			4437/5	£210.00	£35.00	£175.00	RLOS	Central Southern Security	Carvers Dualcom annual monitoring	3802/1/2
			4437/6	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Carvers Annual remote reset fee	3802/1/2
			4437/7	£156.00	£26.00	£130.00	RLOS	Central Southern Security	Cemetery Annual maintenance fee	3200/2/1
			4437/8	£210.00	£35.00	£175.00	RLOS	Central Southern Security	Cemetery Redcare Advanced Annual monitoring fee	3200/2/1
			4437/9	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Cemetery Annual remote reset fee	3200/2/1
1924	20/02/24	4437		£1,104.00	£184.00	£920.00		Central Southern Security	Annual Maintenance 01/02/24 - 28/02/25	3000/2/1
			4438/1	£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	cappuccino topping	3802/3/1
1925	20/02/24	4438	RTC805647	£50.00	£0.00	£50.00		Taste Vending Ltd	Coffee topping for resale	3802/3/1
DD	22/02/24	4440		£7,906.87	£0.00	£7,906.87	P&F	Inland Revenue	January 2024	2600/1/2
DD	23/02/24	4439		£29,297.74	£0.00	£29,297.74	P&F	Salaries	February 2024	2600/1/1
DD 1	27/02/24	4442		£423.32	£70.55	£352.77	P&F	British Gas	Greenways 03/01/24 - 07/02/24	2100/1
			4443/1	£61.87	£10.31	£51.56	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
			4443/2	£134.64	£6.41	£128.23	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn	4000/1/2
DD 2	27/02/24	4443		£196.51	£16.72	£179.79		SSE Southern Electric	December 2023	4000/1/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4444/1	£150.00	£25.00	£125.00	RLOS	S M Brown Fabrications Ltd	Repair to double slide in Carvers playpark	3000/2/16
1927	27/02/24	4444	RTC805170	£150.00	£25.00	£125.00		S M Brown Fabrications Ltd	Repair to Double slide in Carvers Playpark.	3000/2/16
			4445/1	£252.00	£42.00	£210.00	RLOS	Avon Materials Supplies Ltd	bins and delivery	3100/1
			4445/2	£163.80	£27.30	£136.50	RLOS	Avon Materials Supplies Ltd	disposal of waste per half a tonne	3100/1
1929	27/02/24	4445	RTC805529	£415.80	£69.30	£346.50		Avon Materials Supplies Ltd	bins for fireworks	3100/1
			4446/1	£96.00	£16.00	£80.00	RLOS	Concentrate Limited	website hosting	3802/2/1
			4446/2	£96.00	£16.00	£80.00	RLOS	Concentrate Limited	internet services	3802/2/1
1928	27/02/24	4446	RTC805668	£192.00	£32.00	£160.00		Concentrate Limited	website hosting	3802/2/1
			4447/1	£6.72	£1.12	£5.60	RLOS	Hampshire County Council	805037 Labels	3802/2/1
			4447/2	£3.36	£0.56	£2.80	P&F	Hampshire County Council	866939 Erasers	2000/1/8
			4447/3	£5.06	£0.84	£4.22	P&F	Hampshire County Council	737515 Key fobs	2000/1/8
			4447/4	£2.62	£0.44	£2.18	P&F	Hampshire County Council	759905 Tippex	2000/1/8
			4447/5	£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 A4 copier paper	2000/1/8
1930	27/02/24	4447	RTC805659	£42.79	£7.13	£35.66		Hampshire County Council	Stationary	3802/2/1
			4448/1	£11.53	£1.92	£9.61	RLOS	Itec	Carvers Clubhouse Page 1	3802/2/2
			4448/2	£12.70	£2.12	£10.58	P&F	Itec	Gateway Pages 2-5	2000/1/9
1931	27/02/24	4448		£24.23	£4.04	£20.19		Itec	February 2024	3802/2/2
			4449/1	£525.00	£0.00	£525.00	RLOS	Trevor Spencer	replace loft stpes	3802/2/2
1932	27/02/24	4449	RTC805663	£525.00	£0.00	£525.00		Trevor Spencer	to repair broken loft hatch and replace steps	3802/2/2
PAY	28/02/24	4450		£17.18	£0.00	£17.18	P&F	Lloyds Bank	Bank charges February 2024	2000/1/18
			4414/1	£601.20	£28.63	£572.57	RLOS	Utility Warehouse	Energy	3200/1/1
			4414/2	£35.76	£5.96	£29.80	RLOS	Utility Warehouse	Mobile	3000/1/6
			4414/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			4414/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	29/02/24	4414		£670.56	£40.19	£630.37		Utility Warehouse	UW Cemetery January 2024	3200/1/1
			4415/1	£123.40	£5.88	£117.52	RLOS	Utility Warehouse	Energy	3000/1/1
			4415/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	29/02/24	4415		£125.80	£6.28	£119.52		Utility Warehouse	UW Sports Pavilion January 2024	3000/1/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4416/1	£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile	3000/1/6
			4416/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/6
DD 3	29/02/24	4416		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsmens Mobile	3000/1/6
DD 4	29/02/24	4451		£199.57	£9.50	£190.07	P&F	SSE Southern Electric	Market Place 29/09/23 - 14/01/24	2000/1/1
			4454/1	£12.50	£0.00	£12.50	Counc	Ringwood Town Council	Sainsburys Batteries for door guards	10000
			4454/2	£7.35	£0.00	£7.35	Counc	Ringwood Town Council	Milk etc	10000
			4454/3	£13.60	£2.27	£11.33	Counc	Ringwood Town Council	Car Key Remotes Batteries for Carvers electricity box	10000
			4454/4	£13.60	£2.27	£11.33	Counc	Ringwood Town Council	Car Key Remotes Batteries for Market place electricity box	10000
			4454/5	£8.95	£1.49	£7.46	Counc	Ringwood Town Council	Waitrose dishwasher tablets & washing up liquid	10000
			4454/6	£40.80	£6.80	£34.00	Counc	Ringwood Town Council	Car Key Remotes Allotment keys for UK & CR	10000
Petty Cash Feb 24	29/02/24	4454		£96.80	£12.83	£83.97		Ringwood Town Council	Petty Cash 2024	10000
NFDC Tfr11	29/02/24	4455		£4.55	£0.00	£4.55	P&F	New Forest District Council	NFDC Tfr11 Feb 24 Credit card charges	2000/1/18
NFDC Tfr11	29/02/24	4457		£9.10	£0.00	£9.10	RLOS	New Forest District Council	NFDC Tfr11 15/01/24 Purchases for café resale	3802/3/1
NFDC Tfr11	29/02/24	4458		£9.68	£0.00	£9.68	RLOS	New Forest District Council	NFDC Tfr11 22/01/24 Café sales	3802/3/1
NFDC Tfr11	29/02/24	4459		£15.63	£0.00	£15.63	RLOS	New Forest District Council	NFDC Tfr11 29/01/24 Purchases for café sales	3802/3/1
NFDC Tfr11	29/02/24	4460		£18.29	£0.00	£18.29	RLOS	New Forest District Council	NFDC Tfr11 05/02/24 Purchases for café resale	3802/3/1
NFDC Tfr11	29/02/24	4461		£8.68	£0.00	£8.68	RLOS	New Forest District Council	NFDC Tfr11 12/02/24 Purchases for café resale	3802/3/1
NFDC Tfr11	29/02/24	4462		£5.43	£0.00	£5.43	RLOS	New Forest District Council	NFDC Tfr11 19/02/24 Purchases for café resale	3802/3/1
Total				£315,261.24	£44,243.02	£271,018.22				

POLICY AND FINANCE COMMITTEE 20th MARCH 2024**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	29-Feb-24			29-Feb-24	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	94,752	269,853	-255,262		100,000	114,591
Business Account	15,245	15,401				15,401
Investment Accounts	560,000	710,000	-100,000	-100,000		510,000
Petty Cash - Imprest	143	47				47
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	670,315	995,476	-355,262	-100,000	100,000	640,214

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20/03/24

20/03/24

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account**

	£
Anticipated net expenditure to end March	50,000
Football development project paid 6th March	305,262
transfer from CCLA actioned 6th March	-100,000
(note the next stage payment for the football project is anticipated but not yet received)	
 Net anticipated movement on imprest account	 255,262
- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled at 29th February
- 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 – 20th MARCH 2024
BUDGETARY CONTROL period 11 – April 2023 to February 2024

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report to the end of the penultimate month 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 although this figure has been reduced to £45,953 because of a reduced funds available from the events budget. Earmarked reserves are still expected to reduce by some £573,723 by the end of the year, although this is dependent on progress on capital projects and in particular the football project together with the timing of remaining grant income which is yet to be received. An up to date 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 FEBRUARY 2024

- 2.1 Total income to the end of February amounted to £2,496,796, including income that has been invoiced but not yet received. However, this includes £610,429 precept, £1,543,623 in respect of the football development project (grants plus borrowing) and £23,174 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 £324,616, which is 95.3% of the revised budgeted figure for the year.
- 2.2 The large positive variance that was reported last month has therefore reduced from about £18,000 to around £12,400, assuming a linear budget profile. This positive variance is due to a number of factors including timing, i.e. some anticipated income has been received in full two months before

the end of the year. However, significant income variances which are very likely to result in budget variances at year end include:

- Interest receipts - £39,754 has been received to the end of February against the revised budget for the year of £37,000. This is now expected to reach around £42,500 for the year given current interest rates remain where they are although much will depend on the rate of expenditure on the football project at Long Lane. This amounts to an increase of almost £33,000 on the original budget prediction.
- Cemeteries income continues to improve and now stands at £32,699 which exceeds the revised budget. However, a refund of £2,710 was processed in March which reduces the overall income to £29,989, or 96% of the revised budget. Nevertheless, it is now entirely possible that the revised budget figure will be met.
- Carvers Clubhouse income now exceeds the target for the year but as previously noted, this includes an unbudgeted community grant of £1,250 which will be used to offset additional expenditure in the current year with any unspent balance carried to reserves.
- 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 are expected to match and in some cases, exceed planned income.

2.3 The latest projections suggest that revenue income is likely to exceed the revised budget by around £14,000 by year end.

2.4 Expenditure to the end of February totalled £2,293,098. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £17,350 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, giving expenditure to the end of February of £2,317,916. Excluding capital expenditure of £1,495,996 and carried over expenditure funded from reserves of £10,689 reduces this to £811,231. This is 87.3% of the revised revenue expenditure budget, an underspend of £40,300 assuming linear spend. (note this underspend has increased from the £23,000 reported at the end of January)

2.5 An analysis of expenditure indicates that expenditure continues to remain broadly in line with expectations. Most of the variance is explained by timing differences with some large bills not expected until after year end, most notably the recharged costs of the Gateway building, estimated to be just over £50,000 won't be charged until April. The previously noted budget pressures of around £10,000 remain, but these will be offset by emerging underspends elsewhere. Overall, expenditure is expected to remain within but very close to the revised budget.

2.6 The revised revenue budget predicted a small budget deficit of £3,989. The increased revenue income will now eliminate this deficit and result in a modest increase of around £8,600 in the general Reserve.

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 Feb 2024
• Football Development Project	£2,060,000	£1,486,204
• 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	£1,506,190

3.2 This means that around 71% of the planned capital expenditure for the year has been incurred as at the end of February. Whilst further expenditure is anticipated, it is clear that there will be a considerable underspend on capital and this will result in a reduced contribution from earmarked reserves. The underspend will have no direct impact on the revenue budget although the reduced spend from reserves will increase investment receipts.

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 February the majority of which is expected to be applied to the football development project during the year. Note, this excludes grant funding of £1,043,000 received in connection with the football project which has been applied directly against expenditure.

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 £630,958, including rent and key deposits, assumes that the capital projects, including the football project, are mostly completed and that all but residual funds held on behalf of the projects are exhausted.

5. RECOMMENDATION

It is **recommended** that: -

5.1 The budget monitoring position is noted.

5.2 The balances of Reserves is noted.

For further information please contact:

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For further information please contact:

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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	£32,176.31
310	Events	£41,386.00	£0.00	£48,244.62
320	Cemetery Income	£31,182.00	£300.00	£32,698.64
330	Allotment Income	£6,875.00	£0.00	£7,741.18
350	Capital Income	£1,560,000.00	£0.00	£1,543,623.00
380	Carvers Clubhouse	£27,500.00	£0.00	£27,941.66
Total Recreation, Leisure & Open Spaces		£1,693,453.00	£300.00	£1,692,425.41
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	£401.42
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£206,065.00	£22,351.27	£192,440.62
Total Council		£816,494.00	£22,351.27	£803,271.04
Total Income		<u>£2,511,047.00</u>	<u>£22,651.27</u>	<u>£2,496,796.46</u>
				<u>-£35,574.23</u>
				<u>-£36,901.81</u>

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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	£110,191.55	£10,084.45
2100	Maintenance	£54,600.00	£0.00	£6,718.39	£47,881.61
2200	Democratic Process (members Costs)	£29,851.00	£0.00	£26,693.82	£3,157.18
2210	Grants	£5,000.00	£0.00	£2,500.00	£2,500.00
2300	Employee Costs- Allocated Office Staff	£117,000.00	£0.00	£105,974.64	£11,025.36
2310	Employee overhead Costs	£3,760.00	£0.00	£2,460.00	£1,300.00
2400	Other	£61,326.00	£0.00	£51,924.19	£9,401.81
2500	Capital Financing	£46,436.00	£0.00	£46,435.89	£0.11
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£17,350.05	£17,350.05
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	£335,548.43	£102,700.57
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£76,805.00	£0.00	£60,067.54	£16,737.46
3001	RL&OS -Employee Costs	£171,000.00	£0.00	£156,719.05	£14,280.95
3002	Employee Costs	£2,000.00	£0.00	£1,445.00	£555.00
3100	Events	£23,945.00	£0.00	£24,516.79	-£571.79

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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	£15,442.81	-£2,334.81
3200 Cemetery	£9,657.00	£0.00	£9,510.30	£146.70
3201 Cemetery -Employee Costs	£55,500.00	£0.00	£51,324.15	£4,175.85
3300 Allotments	£3,300.00	£0.00	£3,674.93	-£374.93
3301 Allotments -Employee Costs	£19,550.00	£0.00	£17,494.14	£2,055.86
3350 Capital Expenditure	£2,094,690.00	£0.00	£1,495,501.11	£599,188.89
3801 Youth Services Employee costs	£59,971.00	£0.00	£55,972.18	£3,998.82
3802 Carvers Clubhouse	£38,766.00	£0.00	£37,659.44	£1,106.56
Total Recreation, Leisure & Open Spaces	£2,568,292.00	£0.00	£1,929,327.44	£638,964.56
Planning, Town & Environment				
4000 Planning, Town & Environment	£7,300.00	£0.00	£3,845.13	£3,454.87
4001 Employee Costs	£26,500.00	£0.00	£23,945.74	£2,554.26
4050 Capital Expenditure	£580.00	£0.00	£495.00	£85.00
Total Planning, Town & Environment	£34,380.00	£0.00	£28,285.87	£6,094.13
Council				
10000 Petty Cash - Office	£0.00	£0.00	-£63.52	£63.52
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	-£63.52	£63.52
Total Expenditure	£3,649,217.00	£0.00	£2,293,098.22	£747,822.78

Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 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	£2,496,796.46	-£36,901.81
Total Expenditure	£3,040,921.00	£0.00	£2,293,098.22	£747,822.78
Total Net Balance	-£529,874.00		£203,698.24	

B

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	12,353				13,164	
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	45,953	-1,750	-55,792	375	5,150	296,313
<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	
Loans Unapplied	0		-499,825	0	499,825	0	
Total Earmarked Reserves and Provisions	357,258	45,953	-503,446	-70,372	514,432	5,696	349,521
General Reserve	259,040	8,638				-5,696	261,982
Key & Rent Deposits	18,163		-150		1,442		19,455
Total Reserves & Customer Deposits	634,461	54,591	-503,596	-70,372	515,874	0	630,958

REPORT TO POLICY & FINANCE COMMITTEE – 20th March 2024

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2023, the Town Council held a balance of £25,293.20. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2023/24

- 2.1 Additional CIL receipts of £4,232.27 have been received in the current year to the end of February. No further receipts are expected in the current year. The balance of CIL receipts therefore currently stands at £29,525.47.
- 2.2 CIL receipts have been applied in the current year towards the residual costs of the Human Sundial, £495, and the Columbarium project which has incurred costs of £4,750 for the year to date.
- 2.3 CIL funds of £14,000 have been committed in favour of the Columbarium project. £800.00 was applied in 2022/23 which means that a further £8,450 remains committed towards the costs of the project.
- 2.4 The remaining unspent balance of CIL funds is currently therefore £24,280.47, of which £8,450 is committed towards the Columbarium project.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £24,280.47 of which £8,450 has been earmarked for the Columbarium project. There remains an uncommitted balance of £15,830.47.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.wilkins@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

20th March 2024

Committee Terms of Reference

1. Introduction and reason for report

- 1.1 This Council has established several committees, sub-committees and working parties. Good governance requires that these be provided with terms of reference and, where appropriate, delegated powers, which should be regularly reviewed. The Council has delegated to the Committee the task of reviewing the relevant documents annually.
- 1.2 The documents were reviewed by this committee last March and a further review is therefore due.

2. Background information and options

- 2.1 A bundle of the current terms of reference and delegated powers accompanies this report. Those relating to the Communications Plan Task & Finish Group are relatively new. Those relating to the REAL Working Party are omitted following the recent dissolution of that body. The rest were updated two years ago. Officers have no changes to recommend.

3. Issues for decision and any recommendations

Members are invited to:

- 3.1 Note this report; and**
- 3.2 Approve the terms of reference and delegated powers subject to any changes members may approve.**

For further information, contact:

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

RINGWOOD TOWN COUNCIL**PLANNING, TOWN AND ENVIRONMENT COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - b) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
 - c) Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
 - d) Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the District Council.
 - e) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - f) To be responsible for all matters relating to the provision and control of street lighting
 - g) Oversight of the preparation of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
 - h) Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan

- i) Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park
- 3) The Committee shall also have the following subsidiary functions:
- a) To advise the Council on its response to climate change and other threats to the environment, the well-being of people in Ringwood or the town's economy.
 - b) To advise the Council on its responses to planning policy documents affecting the civil parish of Ringwood or any part of it and proposed by any competent authority.
 - c) To consider and make recommendations to the Policy & Finance Committee on the use of Community Infrastructure Levy (CIL) or other developer contributions received by the Council.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - B. The CIL reserve shall not be considered as being within the Committee's remit in this context; and
 - C. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

TERMS OF REFERENCE

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Advising the Council on the budget proposals of all committees and the level of the precept required for each year
 - b) Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
 - i) revisions to budget figures;
 - ii) virements between budget headings;
 - iii) transfers to or from reserves.
 - c) Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, its system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
 - d) Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
 - e) Advising the Council on the level of allowances to be payable to Councillors
 - f) Overseeing all Council business of a legal nature including:
 - i) the acquisition or disposal of any freehold or leasehold interests in land;
 - ii) the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
 - iii) the conduct of any dispute, claim or proceedings of any kind.
 - g) Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
 - h) Managing the Council's Grant Aid scheme

- i) Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- j) Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- k) Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal
- l) Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- m) Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- n) The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the interests of the town and necessary without delay, notwithstanding the fact that ordinarily the matter would have been referred to another committee or the Council for determination.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
- iii. To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
- iv. To revise the Council's budget or approve a virement between budget headings;
- v. To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
- vi. To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and

- vii. To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL**RECREATION, LEISURE AND OPEN SPACES COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
 - b) Management and control of the Council's statutory and non-statutory allotments.
 - c) Management and control of the Cemetery and closed churchyard.
 - d) Maintenance of public seats and bus shelters in the ownership of the Council.
 - e) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
 - f) Management of trees and tree safety on all sites owned or managed by the Council.
 - g) Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
 - h) Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
 - i) Management of such youth services as are provided by the Council from time to time
 - j) The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
 - k) Management of any fishing rights owned by the Council.
 - l) Recommending fees and charges relating to facilities or services within its remit to the Policy and Finance Committee.
 - m) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
 - n) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.

- o) Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 3) The Committee shall also have the following subsidiary functions:
 - a) To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
 - b) To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.
 - c) To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - B. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL

STAFFING COMMITTEE

The Staffing Committee shall comprise four councillors appointed by the Council and shall report its proceedings, decisions and recommendations directly to meetings of the Council. Meetings of the Staffing Committee shall be clerked by the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk.

TERMS OF REFERENCE

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
 - i) The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).
 - ii) The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - iii) The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - iv) Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - v) The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - vi) The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.

2. The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

DELEGATED POWERS

The following powers are delegated to the committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

- A. To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment

processes and the settling of job descriptions, person specifications and contractual terms).

- B. To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - C. To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - D. To dismiss any employee of the Council.
 - E. To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - F. To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - G. To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
 - H. To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.
-

Adopted: 25th September 2019

RINGWOOD TOWN COUNCIL**RECREATION, LEISURE AND OPEN SPACES COMMITTEE****EVENTS MANAGEMENT SUB-COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Sub-Committee is to over-see the planning and organisation of public events on behalf of the Council by officers, councillors and other volunteers and to report all relevant matters and issues requiring a member decision to the Recreation, Leisure & Open Spaces Committee.
- 2) The matters within the Sub-Committee's remit are the following: -
 - a) Preparing an annual programme of public and civic events (including such related matters as the town centre Christmas illuminations, display tree, etc.) and considering proposals for the addition of any event to that programme, or the removal of an event from it or the postponement or cancellation of any event previously included.
 - b) Overseeing the work of the Events Manager, including reviewing the Job Description and Person Specification relating to the role, reviewing the Terms and Conditions of Employment relating to the role (and making recommendations for any changes), receiving reports, advice and guidance from the Events Manager or other relevant officers and holding the officers to account for the performance of their duties relating to public and civic events.
 - c) Monitoring agreed budgets relating to public and civic events, overseeing the procurement of contracts for the supply of goods or services for such events, approving items of expenditure (within the delegated powers specified below only) and approving sponsorship arrangements.
 - d) Overseeing the preparation of and approving event management plans and risk assessments, with particular reference to the satisfactory discharge of the Council's health and safety obligations and the prudent management of financial risk.
 - e) Managing any other aspects of the planning and organisation of the Council's public and civic events that are not delegated to the Events Manager or other officers.
- 3) The Sub-Committee's remit shall not, however, extend to considering or giving directions on the detailed arrangements for individual events or other matters delegated to the Events Manager or other officers to decide in consultation with individual sub-committee members or other councillors, volunteer helpers or other organisations.
- 4) In discharging its functions, the Sub-Committee shall
 - a) Comprise four councillors appointed by the Recreation, Leisure and Open Spaces Committee (who alone shall have power to vote on any matter requiring a decision) and the Events Manager;
 - b) Have power to co-opt additional non-voting members as it shall deem fit;
 - c) Meet as it shall decide whether in person or using videoconferencing technology, provided that:

- i) meetings in person shall not take place in licensed premises;
 - ii) the quorum for any meeting shall be three voting members; and
 - iii) notes of its proceedings shall be prepared and approved;
- d) Elect a Chairman who shall:
- i) in the event of a tie on any matter put to a vote before the Sub-Committee cast an additional vote to resolve the matter; and
 - ii) present a report on its proceedings to each meeting of the Recreation, Leisure and Open Spaces Committee (such report to be written or verbal as the Chairman shall decide)

DELEGATED POWERS

The following powers are delegated to the Sub-Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to the planning or organisation of public or civic events to the Events Manager or other officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in the Events Reserve PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - B. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

RINGWOOD TOWN COUNCIL

TERMS OF REFERENCE

CARVERS WORKING PARTY

1. To oversee the Council's youth provision and co-ordination arrangements and to advise the Town Council and its relevant committees on:-
 - i) Initiatives taken, through research and consultation, to determine the suitability of the existing provision;
 - ii) Proposals for altering, enhancing or replacing the existing facilities so that future provision more closely matches young people's aspirations;
 - iii) Young people's preferences for the location, the form of construction and the facilities to be provided;
 - iv) The management of Carvers Clubhouse and any other relevant facilities, including relevant staff;
 - v) Possible partnership arrangements with other organisations that would assist the Council in meeting its overall objectives for the provision of youth facilities; and
 - vi) Action to be taken to identify sources of funding for capital and revenue costs and arrangements to be made to submit applications for that funding.
2. To oversee the development and implementation of plans for the addition and improvement of recreational facilities of all kinds at Carvers Recreation Ground.
3. The quorum for meetings of this Working Party shall be three members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved: 3rd May 2023

RINGWOOD TOWN COUNCIL**TERMS OF REFERENCE****THRIVING MARKET PLACE WORKING PARTY**

1. To oversee the development and implementation of plans for public realm improvements and the creation of a more pedestrian friendly public space in Ringwood Market Place, as outlined in Policy R3 of the emerging Ringwood Neighbourhood Plan and the accompanying Strategic Masterplan.
2. To liaise with officers and members of New Forest District Council and Hampshire County Council as necessary.
3. To liaise with the market rights owner, local businesses and any other relevant stakeholders, and carry out public consultation on proposals.
4. To report progress to each meeting of the Planning, Town & Environment Committee and make recommendations on proposals and/or action required.
5. The quorum for meetings of this Working Party shall be three members.
6. The voting members of this Working Party shall be the Deputy Town Clerk (or Town Clerk in her absence) and such councillors as shall be appointed to voting membership of it by the Council.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved: 1st December 2023



Ringwood Town Council

Ringwood Neighbourhood Plan Steering Group – Terms of Reference

Reports to: Ringwood Town Council (via Planning, Town & Environment Committee)

Administration by: Town Clerk and Deputy Town Clerk

General purpose

To plan and organise the production of a Neighbourhood Development Plan (NP) for Ringwood.

Constitution and rules

1. The Ringwood Neighbourhood Plan Steering Group (the Group) is constituted as a working party by the Planning, Town & Environment Committee (the Committee) of Ringwood Town Council (the Council). The Committee may appoint up to four (4) current members of the Council and up to eight (8) other persons to membership of the Group. In addition, the Town Clerk and Deputy Town Clerk for the time being shall be members of the Group *ex officio*. The Council's Code of Conduct shall apply to all persons appointed to membership of the Group (*see further detail on Conduct and Interests below*).
2. Primary responsibility for managing all aspects of the neighbourhood planning process in Ringwood will rest with the Group. No formal powers are delegated to the Group by the Council so any matters requiring a formal decision of the Council shall take the form of recommendations, agreed upon at a meeting of the Group, which will then be considered in accordance with the Council's Scheme of Delegation and processes (i.e. they may be implemented by Council officers under delegated powers or be referred to a Council committee for consideration and ratification).
3. The Group shall elect one of its members as Chair. The Group will decide when and where it meets. The quorum for any meeting of the Group at which a recommendation is agreed shall be five (5) members. Any recommendations agreed shall be recorded in writing.
4. The Chair of the Group will, if so required from time to time, attend meetings of the Committee, to provide reports on the progress of the plan and the proceedings of the Group and to answer questions from committee members.
5. The Council will act as the funds-holding body for the plan project. Grants and other monies received for use in the project will be remitted to the Council and all expenditure incurred in connection with the project shall be paid by the Council. The

Council's Financial Regulations and other proper practices shall apply to all monies so received or spent.

6. The Group shall be dissolved automatically if and when a Neighbourhood Plan for Ringwood is formally "made" and may be suspended or dissolved at any time by resolution of the Committee.

Specific functions and objectives

- To work with consultants O'Neill Homer on the agreed Project Plan and Action Plan, and to adhere to the timetable so far as is practicably possible.
- To agree a project communication, consultation and engagement strategy.
- To oversee the setting up of working groups to lead on different themes.
- To manage the gathering of evidence necessary to inform each of the issues within the scope of the Plan.
- To identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- To actively support and promote the preparation of the Ringwood Neighbourhood Plan throughout the duration of the project.

Conduct and interests

The Steering Group will follow the Council's Code of Conduct. Whilst Members as individuals will be accountable to their parent organisations (if relevant), the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine expertise;
- Be clear when individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to parent organisations (if relevant);
- Assist parent organisations to bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict, this must be declared before the business is discussed and the Steering Group member should leave the room for that item.

Although the Town Clerk and Deputy Town Clerk are both appointed to membership of the Group, there is no expectation that they will both attend all its meetings or be equally involved in all its proceedings. Rather, Council officers will provide such support as the Group needs (and which cannot be provided more cheaply or conveniently in other ways) from time to time.

RINGWOOD TOWN COUNCIL**COMMUNICATIONS PLAN TASK AND FINISH GROUP****TERMS OF REFERENCE**

1. The primary functions of the Communications Plan Task and Finish Group shall be:
 - a. To advise the Town Council and its relevant committees on:-
 - i) The preparation and approval of a Communications Plan intended to improve how the Town Council engages with local residents and businesses (including but not necessarily limited to press releases, consultations, newsletters, email distribution lists and use of the Council's website and social media accounts); and
 - ii) The future of the Council's Student Advisor Scheme and alternative options for engaging with teenage residents
2. The voting members of this Group shall be the Town Clerk, the Deputy Town Clerk and such councillors as shall be appointed to voting membership of it by the Council. The quorum for meetings of the Group shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.

Approved: 27th September 2023

RINGWOOD TOWN COUNCIL**CHRISTMAS LIGHTS PROCUREMENT WORKING PARTY****TERMS OF REFERENCE**

1. The primary functions of the Christmas Lights Procurement Working Party shall be:
 - a. To advise the Town Council and its relevant committees on:-
 - i) All aspects of the town centre Christmas illuminations (including but not limited to their type, design, extent and duration); and
 - ii) All aspects of the process for procuring the Christmas illuminations (to include but not limited to the contract type, term, price and other provisions and the type of tender or other suitably fair and competitive procurement process);
 - and
 - b. To oversee the implementation of whatever procurement process is adopted and the performance of the contract in its initial year of operation.
2. The voting members of this Working Party shall be the Town Clerk, the Events Manager and such councillors as shall be appointed to voting membership of it by the Recreation, Leisure & Open Spaces Committee. The quorum for meetings of the working party shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.
2. To agree the award of contracts on behalf of the Council which relate to Christmas illuminations (provided the full cost of these does not exceed agreed budgets).

Approved: 7th June 2023



**Ringwood
Town Council**

Co-option Procedure

Adopted: [tba]

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1 INTRODUCTION

- 1.1 This policy sets out the procedure agreed to ensure there is legal compliance as well as consistency and fairness when members are co-opted to the Council.
- 1.2 Whenever the need for co-option arises Ringwood Town Council will seek and encourage applications from anyone who is eligible to stand as a Town Councillor. Anyone is welcome to approach individuals to suggest that they might wish to consider putting their names forward for co-option.
- 1.3 The Council will advertise vacancies via the Council's noticeboards, website and social media and via a press release if time allows.
- 1.4 The advertisement to co-opt will include:
- The method by which applications can be made;
 - The closing date for all applications;
 - A contact point to obtain more information;
 - A statement that further information is available electronically via the website.
- 1.5 The co-option policy will be reviewed every 4 years.

2 CO-OPTION (Casual vacancy arising)

- 2.1 The co-option of a Town Councillor can occur when a casual vacancy has arisen on the Council and no poll (by-election) has been claimed. A casual vacancy occurs when:
- A councillor fails to make their declaration of acceptance of office at the proper time;
 - A councillor resigns;
 - A councillor dies;
 - A councillor becomes disqualified; or
 - A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body (unless such absence has been authorized).
- 2.2 The Council must notify New Forest District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to claim a poll. If ten (10) electors write to New Forest District Council claiming a poll within fourteen (14) days (not including weekends, bank holidays and other notable days), New Forest District Council will make the necessary arrangements for this. However, a poll cannot be claimed within six months of the day when the term of office of the councillor whose office is declared vacant would ordinarily have expired. If a poll is claimed in time, co-option cannot be used to fill the relevant vacancy or vacancies.
- 2.3 If a by-election is claimed, the people of the relevant ward(s) within Ringwood will be asked to go to the polls to vote for those candidates who have put themselves forward by way of a nomination paper. The Town Council will pay the costs of the by-election.
- 2.4 If more than one (1) candidate is then nominated, a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.
- 2.5 If a poll is not claimed in time, the Town Council is able to co-opt to fill the relevant vacancy or vacancies.
- 2.6 On receipt of written confirmation, from New Forest District Council Electoral Services, that the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advertise the vacancy for (4) four weeks on the Council's noticeboards, website and social media
- Advise the Council that the co-option policy has been instigated.

3 CO-OPTION (After an ordinary election)

3.1 An insufficiency of candidates at an ordinary election also enables the Council to co-opt any person or persons to fill any vacancies within 35 days following the date of that ordinary election.

4 ELIGIBILITY OF CANDIDATES

4.1 The Town Council can consider any person to fill a vacancy who is a Commonwealth citizen over 18 years of age, is not disqualified AND:

- is an elector for the parish; OR
- has (during the whole of the twelve (12) months before the day of their nomination or the election) resided, or occupied as owner or tenant any land or premises, or had their principal or only place of work, in the parish or within three miles of it.

4.2 A person may be disqualified from being elected or being a member. The main reasons for this are (Local Government Act 1972):

- holding a paid office under the Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

4.3 Eligibility of the candidate(s) will be confirmed by the Clerk.

4.4 All eligible candidates shall be invited to attend the Town Council meeting at which the applications shall be considered (usually the first meeting following the application deadline).

5 APPLICATIONS

5.1 To assist candidates **Appendix A** provides a guide to the criteria that the Council will look for when co-opting to membership. This is not an exhaustive list but provides candidates with guidance on areas they may wish to include in their application forms.

5.2 Candidates will be asked to:

- Confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached at **Appendix B**).
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached at **Appendix C**).

5.2 Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Town councillor and to Co-opt a candidate to fill the existing vacancy'.

- 5.3 Copies of the candidates' applications will be circulated to all Councillors by the Clerk at least three (3) clear days prior to the meeting of the full Council, when the co-option will be considered. All such documents will be treated by the Clerk and all Councillors as ***Strictly Private and Confidential***.

6 AT THE CO-OPTION MEETING

- 6.1 At the co-option meeting, candidates will have five minutes each to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Town Council;
- 6.2 After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting **and** the application form)
- 6.3 The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.
- 6.4 If a candidate is the spouse of a Councillor, that Councillor should not participate in the co-option decision and withdraw from the meeting.
- 6.5 At the conclusion of the debate, the Council will proceed to a vote by ballot (as specified in the Standing Orders). The ballot paper shall include the choice of not co-opting any of the candidates. The ballot paper shall record the name of the Councillor casting that ballot. A recorded vote may be requested to show the vote of each Councillor present and voting.
- 6.6 In order for a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes cast).
- 6.7 If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 6.8 If there is more than one vacancy to be filled, each vacancy will be the subject of it's own separate round of voting (unless and until councillors vote not to appoint any candidate to a vacancy, at which point the process will terminate). Every candidate who has not been elected to an earlier vacancy will be included on the ballot paper.
- 6.9 Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote each per round of voting for each vacancy to be filled, save that the Chair has a casting vote which must be exercised in the event of a tie. Note: a tie may arise and be resolved by casting vote either to elect one of two candidates or to determine which of two or more candidates is to be eliminated).
- 6.10 The Clerk will notify Electoral Services of each new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' within 28 days of the co-option meeting.
- 6.11 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

- 6.12 The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election (where applicable) to fill vacancies.
- 6.13 Any candidate(s) found to be offering inducements of any kind will be disqualified.

7 ELECTED COUNCILLORS (CO-OPTION)

- 7.1 Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different from any other member (save that they are not eligible to receive the parish basic allowance).
- 7.2 Co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Council's Code of Conduct. They may then take their seat at Council and are then able to be appointed to a committee and/or as a representative to local organisations.
- 7.3 Any application can be considered in a candidate(s) absence, but if successful, members would need to agree for them to sign the Declaration of Office either before or at the next Council meeting.

8 APPLYING FOR A CASUAL VACANCY

- 8.1 Candidates who are interested in applying for a casual vacancy need not wait until the notice appears or its time limit expires. Candidates can write to the Town Council directly expressing their interest in the casual vacancy and request it considers their application when it has authority to co-opt for the vacancy.

CO-OPTION CRITERIA

Name of Local Council: RINGWOOD TOWN COUNCIL

Description of Office: Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
<i>Relevant knowledge, Education, Professional Qualifications & Training</i>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Familiarity with the Seven Principles of Public Life (also known as the Nolan Principles) 	
<i>Experience, Skills, Knowledge and Ability</i>	<ul style="list-style-type: none"> • Close interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). • Ability and willingness to undertake relevant training. • Ability to cope with pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Experience of working in another public body or not for profit organisation. • Experience of working with voluntary and or local community/ interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting • Experience of staff
<i>Other requirements</i>	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) during the day and in the evening and events in the evening and at weekends. • Flexible • Enthusiastic 	

CO-OPTION ELIGIBILITY FORM

- Are you a British subject, citizen of the Commonwealth or citizen of the European Union? **YES/NO**
- On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over? **YES/NO**

PLEASE TICK THOSE BELOW WHICH APPLY TO YOU	
a) I am registered as a local government elector for the town of Ringwood; or	<input type="checkbox"/>
b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the town of Ringwood; or	<input type="checkbox"/>
c) My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Ringwood; or	<input type="checkbox"/>
d) I have during the whole of twelve months preceding my co-option lived in the town of Ringwood or within 3 miles of it.	<input type="checkbox"/>

Under Section 80 of the Local Government Act 1972 a person is **disqualified** from being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:

- a) Are you an employee of Ringwood Town Council? **YES/NO**
- b) Are you the subject of a bankruptcy restrictions order or interim order? **YES/NO**
- c) Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? **YES/NO**
- d) Are you disqualified by order of a court from being a member of a local authority? **YES/NO**

DECLARATION

I confirm that I am eligible for the vacancy of Ringwood Town Councillor, and the information given on this form is a true and accurate record.

Signed:

Print:

Date:

**RINGWOOD TOWN COUNCIL
CO-OPTION APPLICATION FORM**

NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
<p>Please tell us something about what experience you can bring to Ringwood Town Council, for example; previous local government experience, work in the voluntary or charitable sector, business or trade union experience (<i>please continue on an additional page if required</i>).</p>	

Please tell us something about skills you can bring to the Council, for example; professional qualifications, financial or project management expertise (*please continue on an additional page if required*).

Please explain why you are interested in becoming a Town Councillor

Please include any other information you would like to add in support of your application? *(please continue on an additional page if required)*

Are there any questions you would like to ask the Town Council?

.....

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 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 2023. The new building is expected to be ready for occupation in Summer 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Examination commenced - responses to Examiner's questions agreed by Steering Group and submitted 11/01/2024. Examiner's Fact Checking Report received and commented on - final report awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. HCC survey work completed November 2023. Project Brief agreed by HCC, NFDC & RTC at meeting on 19/02/2024.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC).
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Official launch of Phase 20/04/2024 in Gateway Square. Update from coordinator to be presented to PT&E on 01/03/2024.	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. HCC working on design.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application awaiting determination (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, notice to quit has been served and possession proceedings commenced. 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.
PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting being arranged.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft and discussions with neighbours begun.	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 and prepared the tender documentation 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. An order for the final round of replacements has been placed.	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 an updated plan prepared. This was considered by the Working Party on 6th March and final changes agreed.	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 March 2024.	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

F

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	