

**MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 11<sup>th</sup> December 2024 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)  
Cllr Andy Briers  
Cllr Luke Dadford  
Cllr Philip Day  
Cllr Gareth DeBoos  
Cllr Rae Frederick  
Cllr Janet Georgiou  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Glenys Turner

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

ABSENT: Cllr James Swyer  
Cllr Michael Thierry  
Cllr Becci Windsor

**F/6366  
PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6367  
APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Swyer, Thierry and Windsor.

**F/6368  
DECLARATIONS OF INTEREST**

Although it was not a pecuniary interest, Cllr Day made Members aware of a personal interest in respect of payments to Lacey's Solicitors as he is employed by them as a consultant.

**F/6369  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 20<sup>th</sup> November 2024 having been circulated, be approved and signed by the Chairman as a correct record.

**F/6370  
FINANCIAL REPORTS**

Members considered the financial report presented as *Annex A*. The Finance Manager detailed transactions on the Imprest account over £1,000. It was noted that the costs for the service and maintenance of vehicles had run well over budget and this had been picked up in the revised budget 2023/24 and that the salaries payment for November was larger than normal due to the backdated pay award to April 2024.

There was no request this month to draw down funds from the investment account as at month end, actual balances were close to those predicted. No significantly large payments were expected before the next meeting, so the only transfer approval requested was between the business account and the Imprest account.

In relation to the budget monitoring report, when drafted the budget shortfall prediction was £37,000, primarily due to the reduction in cemetery receipts and loss of rental income on 92 Southampton Road.

He had reported a small reduction in expected interest on investments (£22,900 against £25,000), however this was now expected to improve and be in the region of £27,500. In addition, there had been a slight uptick on cemetery income and the level was on track, at 76% of the revised budget. It was predicted that the transfer required from the General Reserve at year end, to balance the budget, would be £35,000. Any budget underspends would reduce this amount, but the Finance Manager did not expect any significant change to this.

The monthly report on CIL reserves was not ready to be presented, but it was discussed and agreed that additional detail relating to the associated planning applications should also be included. This is in order to monitor developments pre and post the 'making' of Ringwood Neighbourhood Plan and to identify where 25% CIL contributions would be payable to the Council. There can be no firm prediction of what the Council will receive in any given year as the payment of CIL is triggered by the start of development. The estimate of CIL payments of £14,000 given by NFDC, was thought to be the amount for the year and two payments had been received totalling £15,878.

In answer to a question about profit achieved from the fireworks and Christmas events, it was reported that not all transactions had been accounted for yet, but taken together the net surplus would be approximately £11,000.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for November be received and authorised;
  - 2) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
  - 3) That the Finance Manager's budgetary control report be received;
  - 4) That the budget monitoring position and balance of reserves be noted; and
  - 5) That the report on CIL reserves include information on associated planning applications.

<b>ACTION R Fitzgerald</b>
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**F/6371  
REVISED BUDGET 2024/25 and DRAFT BUDGET 2025/26**

Members considered the Finance Manager's report (*Annex B*). The updated sandbox had been circulated on 10<sup>th</sup> December and included the Council Tax base rate, which had seen a modest increase. Variables had been set out in the budget paper and Members had had the opportunity to change amounts in the sandbox to see the impact on the funding gap and the increase in Council Tax required to achieve a balanced budget. If no action is taken, there would be a shortfall of £59,341 and given that 1% increase to Council Tax is equivalent to £6,442, this would mean a 9.2% increase (£10.77 increase on a Band D property – 21p per week).

Referring to paragraph 3.8 of his report, the Finance Manager invited Members to consider possible options to reduce the gap, whilst noting the consequences of any action taken. A discussion followed.

- 1) Reducing the amount of annual contributions of earmarked reserves, currently £45,100 by £5,000 - There were risks associated with this option and Members felt it was contrary to previous decisions on levels of reserves and it would potentially store up problems for the future, so did not favour this option.
- 2) Reducing or stopping discretionary grants saving £5,200 - Members did not feel it appropriate to award grants in 2025/26 when there was a funding shortfall and an increase to Council Tax was being considered.
- 3) Mayor's allowance £1,000 – It was proposed this allowance be removed.
- 4) Reducing the annual contribution to events saving £5,000. The Finance Manager explained the current arrangement is that Ringwood Events are subsidised with an annual contribution of £10,000 from the revenue account. However, the surplus generated last year and in the current year exceeds this amount and he suggested the contribution be reduced. This arrangement needed to be understood better and the option considered further. It was noted that the Committee are in the position of considering a reduction to the contribution to this budget due to the fantastic job the Events Manager and sub-committee members do and all of their efforts in making the events so successful.
- 5) Reduction in overtime saving £1,000. The current overtime budget is £7,550, but this could be adjusted or restored in future to the extent that additional overtime generates additional revenue. It was delegated to officers to determine whether this would be prudent.
- 6) Bridging the gap by using the General Reserve. A lower increase to Council Tax could be considered with the remaining funds coming from GR. Officers advised it would be dangerous to subsidise the revenue account using reserves, as this was not sustainable. The expected level of the General Reserve at the end of the year 2024/25 was £217,000 and considerably below a healthy level.

In relation to assumptions built into the base budget, paragraph 3.4, it was thought that 2% pay inflation was too low. There were no other observations on the assumptions made, but it was noted that some income and expenditure budgets would require individual inflation adjustments, due to contractual terms and conditions. Although there will be staff turnover, no reduction in the pay budget has been built-in, as there is expected to be a period of handover, which would cancel out any savings. The modelling includes the increase in employers NI contributions. In addition, interest rates are expected to be lower, so the return suggested on lower balances held of £15,000 may be optimistic.

In terms of income, there will be a report brought forward on cemetery management and associated fees and this could be an area where receipts may increase, although accepted that demand is unpredictable. Also, once the refurbishment of 92 Southampton Road is complete, the property can be let out at market rate.

Traditionally the Council has compared the forthcoming budget with its budget from previous years and the Town Clerk suggested that it may be helpful to conduct a benchmarking exercise which compares the level of precept and services provided with other similar sized councils. Whilst it may not be a precise measure, it would be a starting point to see if the precept was broadly in line. Members agreed this would be helpful.

**RESOLVED:** 1) That the revised budget for 2024/25 be approved; and  
 2) That the inflation assumptions be adjusted and mitigation measures treated as detailed above and applied to the draft budget for 2025/26.

<b>ACTION</b> R Fitzgerald
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**F/6372**

**PROJECTS** (current and proposed)

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RLOS21 Poulner Lakes track maintenance and PF5 Poulner Lakes Lease

The Town Clerk reported that he had had a meeting with Ringwood and District Anglers' Association to discuss in fine detail the boundary realignment at Poulner Lakes, so that the new path will be over land which is in the Council's ownership. All parties were in agreement with the land to be swapped and the next step is to instruct solicitors, with each party bearing its own costs.

He noted that the lease was still outstanding, as the road maintenance aspect was uncertain when last discussed in 2019 but, with the project plan, it was clearer. He asked if Members wished to deal with the land and the lease in tandem, however they agreed to proceed with the boundary issues initially and the matter of the lease was to follow in due course.

**RESOLVED:** 1) That the update in respect of projects (*Annex C*) be noted; and  
2) That the Town Clerk instruct solicitors to proceed with the land swap with Ringwood and District Anglers' Association at Poulner Lakes.

*There being no further business, the Chairman closed the meeting at 8.27pm.*

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

RECEIVED  
18<sup>th</sup> December 2024

APPROVED  
22<sup>nd</sup> January 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**11th December 2024**

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD 1	01/11/24	5167		£250.00	£0.00	£250.00	P&F	New Forest District Council	Rates November 2024 Southampton Road 2100/3
DD 2	01/11/24	5168		£247.00	£0.00	£247.00	RLOS	New Forest District Council	Rates November 2024 Cemetery 3200/1/5
DD 3	01/11/24	5169		£195.00	£0.00	£195.00	RLOS	New Forest District Council	Rates November 2024 Carvers Clubhouse 3802/1/6
		5170/1		£3,272.49	£0.00	£3,272.49	P&F	Public Works Loan Board	Principal 2500/1/2
		5170/2		£2,102.47	£0.00	£2,102.47	P&F	Public Works Loan Board	Interest 2500/1/1
DD 4	01/11/24	5170		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419 2500/1/2
		5133/1		£137.28	£22.88	£114.40	RLOS	St John Ambulance	cover at family fun day 3100/5
2269	05/11/24	5133	RTC806112	£137.28	£22.88	£114.40		St John Ambulance	Cover for family fun day 3100/5
		5134/1		£1,000.00	£0.00	£1,000.00	RLOS	Swing Unlimited Big Band	to perform at fireworks 3100/1
2270	06/11/24	5134	RTC805946	£1,000.00	£0.00	£1,000.00		Swing Unlimited Big Band	to perform at Fireworks 3100/1
2271	06/11/24	5135	RTC806060	£47.00	£0.00	£47.00	RLOS	Kooringa Computing	Remembrance Day Orders of Service Printing 3100/4
2272	06/11/24	5136	RTC806061	£24.00	£4.00	£20.00	RLOS	Letters & Logos Ltd	5 x Remembrance Day Sign date patches for road closure signs 3100/4
		5137/1		£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	patches 8 to say 3 and 8 to say 4 3100/1
		5137/2		£18.00	£3.00	£15.00	RLOS	Letters & Logos Ltd	patches 6 to say 3rd 3100/1
2273	06/11/24	5137	RTC806091	£36.00	£6.00	£30.00		Letters & Logos Ltd	REF37491/1 patches 2 jobs 3100/1
		5138/1		£24.00	£4.00	£20.00	RLOS	Letters & Logos Ltd	sign patch for wanderland 3100/2
2274	06/11/24	5138	RTC806092	£24.00	£4.00	£20.00		Letters & Logos Ltd	Sign patch for wanderland REF37454/1 3100/2
		5139/1		£28.80	£4.80	£24.00	RLOS	Letters & Logos Ltd	stickers for fireworks 3100/1
2275	06/11/24	5139	RTC806093	£28.80	£4.80	£24.00		Letters & Logos Ltd	patches for the A0 Fireworks signs, finished size of 280x90mm. (8x QR code, 8x Fretens). REF37450/1 3100/1
		5140/1		£71.40	£11.90	£59.50	RLOS	Letters & Logos Ltd	2 yellow road signs 3100/2
		5140/2		£16.80	£2.80	£14.00	RLOS	Letters & Logos Ltd	patches for road signs 3100/2
2276	06/11/24	5140	RTC806094	£88.20	£14.70	£73.50		Letters & Logos Ltd	REF37449/1 3100/2
		5141/1		£413.99	£69.00	£344.99	P&F	Gee-Tee Bulb Company	Bulbs for Gateway gardens planting, and some Carnival tubs. 2000/3/4
2277	06/11/24	5141	RTC806074	£413.99	£69.00	£344.99		Gee-Tee Bulb Company	Bulbs for planting in Gateway Gardens and some Carnival tubs. 2000/3/4
		5142/1		£25.87	£4.31	£21.56	P&F	Hampshire County Council	819152 Copier paper for RTC 2000/1/8

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			5142/2	£25.87	£4.31	£21.56	P&F	Hampshire County Council	819152 Copier paper for drop-in	2000/3/4
2278	06/11/24	5142	RTC806076	£51.74	£8.62	£43.12		Hampshire County Council	Copier paper	2000/1/8
			5143/1	£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof	2000/3/4
2279	06/11/24	5143	RTC806081	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - October '24 visit - bi-annual	2000/3/4
			5144/1	£276.00	£46.00	£230.00	RLOS	Ringwood & Fordingbridge Skip Hire	skip hire for fireworks	3100/1
2280	06/11/24	5144	RTC806103	£276.00	£46.00	£230.00		Ringwood & Fordingbridge Skip Hire	skip for fireworks	3100/1
			5145/1	£194.82	£32.47	£162.35	RLOS	Solent Fire Safety Services	Fire Extinguisher service for Cemetery and Carvers Sheds Pavilion.	3000/2/1
2281	06/11/24	5145	RTC806107	£194.82	£32.47	£162.35		Solent Fire Safety Services	Fire Extinguisher Service Carvers Sheds and Pavilion, Cemetery.	3000/2/1
			5146/1	£1,594.52	£255.98	£1,338.54	RLOS	Ringwood Motor Company Ltd	Service & MOT on Transit Tipper.	3000/3/5
2282	06/11/24	5146	RTC806110	£1,594.52	£255.98	£1,338.54		Ringwood Motor Company Ltd	Service, repairs & MOT On Transit Van.	3000/3/5
			5147/1	£300.00	£50.00	£250.00	RLOS	S J Hire Ltd	wifi booster	3100/1
2283	06/11/24	5147	RTC806111	£300.00	£50.00	£250.00		S J Hire Ltd	wifi booster for fireworks	3100/1
2284	06/11/24	5148		£14.22	£2.37	£11.85	RLOS	Itec	Carvers October 2024	3802/2/2
2285	06/11/24	5149		£7.53	£1.25	£6.28	P&F	Itec	Gateway October 2024	2000/1/9
2286	06/11/24	5150		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly Charge	2000/1/10
2287	06/11/24	5151	RTC806084	£294.03	£0.00	£294.03	RLOS	New Forest District Council	Procurement Services for proposed Columbarium	3350/7
2288	06/11/24	5152		£269.54	£0.00	£269.54	RLOS	Source 4 Business	Cemetery 05/04/24 - 04/10/24	3200/1/2
2289	06/11/24	5153		£111.02	£0.00	£111.02	RLOS	Source 4 Business	Carvers 12/04/24 - 16/10/24	3802/1/4
2290	06/11/24	5154		£225.24	£0.00	£225.24	RLOS	Source 4 Business	MP (Bowls) 12/04/24 - 15/10/24	3000/1/8
2291	06/11/24	5155		£87.72	£0.00	£87.72	RLOS	Source 4 Business	MP 12/04/24 - 15/10/24	3000/1/8
DD	06/11/24	5171		£32.34	£5.39	£26.95	RLOS	Sky Business	05/11/24 - 04/12/24	3802/2/5
DD	08/11/24	5172		£412.85	£68.81	£344.04	RLOS	Yu Energy	October 2024	3802/1/3
NFDC Tfr8	14/11/24	5222		£2.99	£0.00	£2.99	RLOS	New Forest District Council	NFDC Tfr8 14/10/24 Purchases for resale	3802/3/1
DD	18/11/24	5173		£9,455.06	£0.00	£9,455.06	P&F	Hampshire County Council	Pension October 2024	2600/1/3

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Start of year 01/04/24

paid between 01/11/24 and 30/11/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	18/11/24	5174		£43.20	£7.20	£36.00	RLOS	3G	October 2024 3000/1/6
PAY	18/11/24	5175		£1,700.00	£0.00	£1,700.00	P&F	Prudential	AVC November 2024 2600/1/3
BP	18/11/24	5176		£7,862.26	£0.00	£7,862.26	P&F	Inland Revenue	October 2024 2600/1/2
		5177/1		£47.23	£7.87	£39.36	RLOS	Peter Noble Ltd	parts for front deck mower repairs. 3000/3/2
2292	19/11/24	5177	RTC806053	£47.23	£7.87	£39.36		Peter Noble Ltd	Parts for front deck mower repairs. 3000/3/2
		5178/1		£199.10	£33.18	£165.92	RLOS	Peter Noble Ltd	Repairs to front deck mower 3000/3/2
2293	19/11/24	5178	RTC806070	£199.10	£33.18	£165.92		Peter Noble Ltd	Repairs to front deck mower. 3000/3/2
		5179/1		£528.00	£88.00	£440.00	RLOS	Avoncrop	11 X 10 Litres of Nutri Pro Plus Liquid Fertiliser 3000/2/9
		5179/2		£30.00	£5.00	£25.00	RLOS	Avoncrop	£25.00 P/P 3000/2/9
2294	19/11/24	5179	RTC806078	£558.00	£93.00	£465.00		Avoncrop	12 X 10 Litres of Nutri Pro Plus Liquid Fertilizer £25.00 P/P we have only recived 11 invoice has made the correct allowance for this. 3000/2/9
		5180/1		£357.00	£0.00	£357.00	P&F	SLCC Enterprises Ltd	Town Clerk's membership for 12 monthths from 1/12/2024 2000/1/16
2295	19/11/24	5180	RTC806055	£357.00	£0.00	£357.00		SLCC Enterprises Ltd	Membership subscription 2000/1/16
		5181/1		£1,929.30	£321.55	£1,607.75	RLOS	Insight Security & Facilities Ltd	security and first aid 3100/1
2296	19/11/24	5181	RTC806080	£1,929.30	£321.55	£1,607.75		Insight Security & Facilities Ltd	security and first aid 3100/1
		5182/1		£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 TORK toilet rolls 2000/3/4
		5182/2		£26.35	£4.39	£21.96	P&F	Hampshire County Council	816551 TORK paper towels 2000/3/4
		5182/3		£4.67	£0.78	£3.89	P&F	Hampshire County Council	611500 AA batteries 2000/1/8
2297	19/11/24	5182	RTC806109	£46.19	£7.70	£38.49		Hampshire County Council	Caretaker supplies 2000/3/4
2298	19/11/24	5183	RTC806115	£180.00	£30.00	£150.00	RLOS	Pains Fireworks	Maroon for Remembrance Day 3100/4
		5184/1		£18.99	£3.17	£15.82	RLOS	screwfix	anti slip tape for carvers playpark equipment 3350/8
2299	19/11/24	5184	RTC806117	£18.99	£3.17	£15.82		screwfix	anti slip tape for carvers playpark equipment 3350/8
		5185/1		£300.00	£50.00	£250.00	RLOS	Burrett Builders	To take off and reposition the top of gate pillar war memorial gardens 3000/2/8



# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

**A**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2300	19/11/24	5185	RTC806134	£300.00	£50.00	£250.00		Burrett Builders	To take off and reposition the top of gate pillar War Memorial Gardens	3000/2/8
		5186/1		£39.16	£6.53	£32.63	RLOS	Eco Sustainable Solutions (new bank a/c 23/08/24)	Top soil for repairs to Carvers grounds after bonfire	3000/2/3
		5186/2		£38.68	£6.45	£32.23	RLOS	Eco Sustainable Solutions (new bank a/c 23/08/24)	top soil for pitch repairs at 10 Acre	3000/5/5
2301	19/11/24	5186	RTC806118	£77.84	£12.98	£64.86		Eco Sustainable Solutions (new bank a/c 23/08/24)	Top soil for Carvers repairs after Bonfire. Top Soil for pitch repairs at 10 Acre.	3000/2/3
2302	19/11/24	5187		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/11/24 - 15/12/24	3802/3/1
2303	19/11/24	5188		£304.00	£0.00	£304.00	RLOS	Source 4 Business	3443419602 S/Road Allots 17/04/24 - 21/10/24	3300/1/1
		5189/1		£60.00	£0.00	£60.00	RLOS	Mike Coakley	to repair freezer	3802/1/1
2304	19/11/24	5189	RTC806119	£60.00	£0.00	£60.00		Mike Coakley	to repair freezer	3802/1/1
2305	19/11/24	5190		£184.11	£0.00	£184.11	RLOS	Water2Business	29946570 Carvers 12/04/24 - 16/10/24	3802/1/4
2306	19/11/24	5191		£274.37	£0.00	£274.37	RLOS	Water2Business	0900134401 MP1 12/04/24 - 15/10/24	3000/1/8
2307	19/11/24	5192		£254.06	£0.00	£254.06	RLOS	Water2Business	0900134402 MP2 12/04/24 - 15/10/24	3000/1/8
DD	20/11/24	5195		£321.80	£53.63	£268.17	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2024 calls	2000/1/11
		5193/1		£0.00	£0.00	£0.00	P&F	J & R Jewellery	Estimate to soldar stag in correct position.	2200/1/1
									Order posted as zero as it has been cancelled	
	25/11/24	5193	RTC806140	£0.00	£0.00	£0.00		J & R Jewellery	Repair to the Mayoral Chain of Office	2200/1/1
BP	25/11/24	5194		£35,772.09	£0.00	£35,772.09	P&F	Salaries	November 2024	2600/1/1
2308	25/11/24	5196	RTC806135	£427.50	£0.00	£427.50	RLOS	Eden Funeral Parlour	Refund for payment made in Error on Invoice E100173	3200/1/7
		5197/1		£428.00	£0.00	£428.00	RLOS	Corfe Mullen Town Council	1 place for senior grounds person	3002/1
2309	25/11/24	5197	RTC806018	£428.00	£0.00	£428.00		Corfe Mullen Town Council	RPII 2 day Operational Playground Inspectors Training Course - 18 & 19 November 2024	3002/1
		5198/1		£2,940.00	£490.00	£2,450.00	RLOS	South Coast Hire Group	stage, av and light hire	3100/1
2310	25/11/24	5198	RTC806085	£2,940.00	£490.00	£2,450.00		South Coast Hire Group	Stage, AV and light hire for fireworks	3100/1

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

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2311	25/11/24	5199	RTC806113	£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 PB	2000/1/10
		5200/1		£142.20	£23.70	£118.50	RLOS	MarkcommsLtd	radios	3100/1
		5200/2		£18.00	£3.00	£15.00	RLOS	MarkcommsLtd	radio base	3100/1
2312	25/11/24	5200	RTC806095	£160.20	£26.70	£133.50		MarkcommsLtd	radio hire for fireworks	3100/1
		5201/1		£60.00	£0.00	£60.00	P&F	Helen Short	Contribution towards spectacles for which part of the prescription is for DSE use	2310/3
2313	25/11/24	5201	RTC806139	£60.00	£0.00	£60.00		Helen Short	Eye Sight Examination - 12 November 2024	2310/3
2314	25/11/24	5202		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/09/24 - 15/10/24	3802/3/1
2315	25/11/24	5203		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/10/24 - 14/11/24	3802/3/1
		5204/1		£4,200.00	£0.00	£4,200.00	RLOS	Laceys Solicitors	Further interim charge for work on new lease between 8/11/23 and 28/10/24	3350/10
		5204/2		£1,000.00	£0.00	£1,000.00	RLOS	Laceys Solicitors	Second payment on account of other party's legal fees (NB This will not be invoiced to RTC)	3350/10
2316	25/11/24	5204	RTC806108	£5,200.00	£0.00	£5,200.00		Laceys Solicitors	Supply of legal services	3350/10
2317	25/11/24	5205		£33.82	£0.00	£33.82	RLOS	Source 4 Business	Crow Lane 5016181201 24/04/24 - 17/10/24	3000/1/8
2318	25/11/24	5206		£168.46	£0.00	£168.46	RLOS	Source 4 Business	Crow Lane Allots 5072563401 13/02/24 - 08/10/24	3300/1/1
		5207/1		£0.00	£0.00	£0.00	P&F	Hampshire County Council	732601 White A4 card x 100	2000/1/8
		5207/2		£1.68	£0.28	£1.40	P&F	Hampshire County Council	858224 24mm Cellotape	2000/1/8
		5207/3		£3.82	£0.64	£3.18	P&F	Hampshire County Council	731703 2025 Wall planner	2000/1/8
		5207/4		£8.60	£1.43	£7.17	P&F	Hampshire County Council	747208 A4 week to view diary	2000/1/8
		5207/5		£7.70	£1.28	£6.42	P&F	Hampshire County Council	747703 A5 week to view diary	2000/1/8
2319	25/11/24	5207	RTC806059	£21.80	£3.63	£18.17		Hampshire County Council	Stationary (card not received)	2000/1/8
		5208/1		£425.00	£0.00	£425.00	RLOS	S Chainey	balance of fees	3100/1
2320	25/11/24	5208	RTC806150	£425.00	£0.00	£425.00		S Chainey	balance of fees for Ringwood Fireworks, replace 805507	3100/1
		5209/1		£549.68	£0.00	£549.68	P&F	DES Renewables Ltd	Deposit due under installation contract	2501/4
2321	25/11/24	5209	RTC806149	£549.68	£0.00	£549.68		DES Renewables Ltd	Solar panels installation	2501/4

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

**A**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2322	25/11/24	5210		£15.00	£0.00	£15.00	P&F	Ringwood Carnival	Carnival programmes (see NFDC income Sept 2024)	9999
		5211/1		£15.84	£2.64	£13.20	RLOS	screwfix	1 pack of cable ties	3000/2/9
		5211/2		£7.99	£1.33	£6.66	RLOS	screwfix	1 pack cable ties	3000/2/9
2323	26/11/24	5211	RTC806138	£23.83	£3.97	£19.86		screwfix	Cable Ties	3000/2/9
		5212/1		£160.00	£0.00	£160.00	RLOS	Mike Coakley	Carves Tennis Courts Floodlights, to look at and then replace lamp.	3000/5/3
2324	26/11/24	5212	RTC806132	£160.00	£0.00	£160.00		Mike Coakley	For 3 visits to look at and then order and replace lamp on flood lights at Carvers Tennis courts.	3000/5/3
		5213/1		£43.68	£7.28	£36.40	RLOS	Tudor Environmental	Working Gloves For Grounds Team	3000/1/5
		5213/2		£75.74	£12.62	£63.12	RLOS	Tudor Environmental	WORKING GLOVES FOR GROUNDS TEAM	3000/1/5
		5213/3		£4.42	£0.74	£3.68	RLOS	Tudor Environmental	Thermal insoles for gloves	3000/1/5
2325	26/11/24	5213	RTC806142	£123.84	£20.64	£103.20		Tudor Environmental	Working Gloves For Grounds Team.	3000/1/5
2326	26/11/24	5214	RTC806146	£150.60	£25.10	£125.50	RLOS	Ringwood Motor Company Ltd	Vehicle maintenance work on transit van	3000/3/5
2327	26/11/24	5215		£52.94	£8.82	£44.12	P&F	Itec	Gateway November 2024	2000/1/9
DD	27/11/24	5218		£269.47	£12.83	£256.64	P&F	British Gas	Greenway 08/10/24 - 07/11/24	2100/1
PAY	28/11/24	5216		£21.15	£0.00	£21.15	P&F	Lloyds Bank	Charges - November 2024	2000/1/18
		5228/1		£7.18	£1.20	£5.98	P&F	Amazon	A4 card x 100 sheets	2000/1/8
		5228/2		£29.86	£5.25	£24.61	P&F	Amazon	Disability badge holder	2400/5/1
Lloyds CC Nov 24 1	28/11/24	5228	RTC806069	£37.04	£6.45	£30.59		Amazon	Card and Badge holders (for re-sale) - to be paid for on NV credit card	2000/1/8
		5229/1		£361.28	£55.25	£306.03	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Nov 24 2	28/11/24	5229	RTC806075	£361.28	£55.25	£306.03		Booker	food for resale paid on credit card	3802/3/1
		5230/1		£13.96	£2.33	£11.63	RLOS	Credit Card Supplier	2 Metal Drill Bits	3000/2/8
Lloyds CC Nov 24 3	28/11/24	5230	RTC806077	£13.96	£2.33	£11.63		Credit Card Supplier	2 metal drill bits.	3000/2/8
		5231/1		£81.30	£0.00	£81.30	RLOS	Iceland	(Tool Station is the Supplier) food for resale	3802/3/1

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/11/24 and 30/11/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Nov 24 4	28/11/24	5231	RTC806088	£81.30	£0.00	£81.30		Iceland	food for resale paid on credit card	3802/3/1
		5232/1		£6.16	£1.03	£5.13	RLOS	Amazon	stirrers	3802/3/1
Lloyds CC Nov 24 5	28/11/24	5232	RTC806137	£6.16	£1.03	£5.13		Amazon	stirrers for hot drinks	3802/3/1
		5233/1		£257.29	£14.86	£242.43	RLOS	Booker	food for resale	3802/3/1
Llotyds CC Nov 24 6	28/11/24	5233	RTC806087	£257.29	£14.86	£242.43		Booker	food for resale paid on credit card, order 87043594	3802/3/1
		5234/1		£119.52	£19.92	£99.60	RLOS	screwfix	Lights for events	3100/5
Lloyds CC Nov 24 7	28/11/24	5234	RTC806097	£119.52	£19.92	£99.60		screwfix	Lights for events to replace broken ones	3100/5
		5235/1		£250.14	£41.69	£208.45	RLOS	Whittingtons	grotto gifts - for resale	3100/2
Lloyds CC Nov 24 9	28/11/24	5235	RTC806071	£250.14	£41.69	£208.45		Whittingtons	Grotto gifts	3100/2
		5236/1		£25.99	£4.33	£21.66	RLOS	Amazon	measuring wheel	3100/5
Lloyds CC Nov 24 9	28/11/24	5236	RTC806098	£25.99	£4.33	£21.66		Amazon	measuring wheel for events	3100/5
		5237/1		£816.00	£136.00	£680.00	RLOS	Zimma Limited (Ticket Tailor)	ticket credits for fireworks	3100/1
Lloyds CC Nov 24 10	28/11/24	5237	RTC806102	£816.00	£136.00	£680.00		Zimma Limited (Ticket Tailor)	credits for fireworks tickets paid on CW credit card	3100/1
		5238/1		£7.99	£1.33	£6.66	RLOS	screwfix	cable ties	3100/1
Lloyds CC Nov 24 11	28/11/24	5238	RTC806106	£7.99	£1.33	£6.66		screwfix	cable ties	3100/1
		5239/1		£245.65	£34.45	£211.20	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Nov 24 12	28/11/24	5239	RTC806104	£245.65	£34.45	£211.20		Booker	food for resale 87118076 paid on credit card	3802/3/1
Lloyds CC Nov 24 13	28/11/24	5240		-£20.00	£0.00	-£20.00	RLOS	Amazon	Re 806050 Refund portable water pump	3000/3/1
Lloyds CC Nov 24 14	28/11/24	5241		£7.99	£0.00	£7.99	RLOS	Audible UK	To be refunded	3802/2/1
Lloyds CC Nov 24 16	28/11/24	5242		£177.12	£29.52	£147.60	P&F	Microsoft	18/10/24 - 17/11/24	2000/1/15
Lloyds CC Nov 24 17	28/11/24	5243		£237.60	£39.60	£198.00	P&F	Microsoft	18/10/24 - 17/11/24	2000/1/15
		5220/1		£159.73	£7.61	£152.12	RLOS	Utility Warehouse	Energy	3200/1/1

# Paid Expenditure Transactions

Start of year 01/04/24

A

paid between 01/11/24 and 30/11/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
			5220/2	£36.01	£6.00	£30.01	RLOS	Utility Warehouse	Phone & Broadband	3000/1/1
			5220/3	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	29/11/24	5220		£198.14	£14.01	£184.13		Utility Warehouse	UW Cemetery October 2024	3200/1/1
			5221/1	£180.73	£8.61	£172.12	RLOS	Utility Warehouse	Energy	3000/1/1
			5221/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	29/11/24	5221		£183.13	£9.01	£174.12		Utility Warehouse	UW Sports Pavilion November 2024	3000/1/1
NFDC Tfr8	29/11/24	5223		£11.00	£0.00	£11.00	RLOS	New Forest District Council	NFDC Tfr8 14/10/24 Purchases	3802/2/4
NFDC Tfr8	29/11/24	5224		£6.40	£0.00	£6.40	RLOS	New Forest District Council	NFDC Tfr8 21/10/24 Purchases for resale	3802/3/1
NFDC Tfr8	29/11/24	5225		£26.23	£0.00	£26.23	RLOS	New Forest District Council	NFDC Tfr8 28/10/24 Purchases for resale	3802/3/1
NFDC Tfr8	29/11/24	5226		£3.80	£0.00	£3.80	RLOS	New Forest District Council	NFDC Tfr8 04/11/24	3802/3/1
NFDC Tfr8	29/11/24	5227		£3.18	£0.00	£3.18	RLOS	New Forest District Council	NFDC Tfr8 11/11/24 Purchases for resale	3802/3/1
NFDC Tfr8	30/11/24	5217		£28.51	£0.00	£28.51	P&F	New Forest District Council	NFDC Tfr8 Credit card charges November 2024	2000/1/18
			5244/1	£23.30	£0.00	£23.30	Counc	Ringwood Town Council	Milk coffee etc	10000
			5244/2	£6.00	£1.00	£5.00	Counc	Ringwood Town Council	Stationery - Box file & drawing pins	10000
			5244/3	£12.75	£0.00	£12.75	Counc	Ringwood Town Council	Cleaning costs	10000
			5244/4	£20.00	£0.00	£20.00	Counc	Ringwood Town Council	J&R Jewellery - Repairs to Mayors Chain	10000
			5244/5	£10.00	£0.00	£10.00	Counc	Ringwood Town Council	UK4A Key refund	10000
			5244/6	£-2.50	£0.00	£-2.50	Counc	Ringwood Town Council	Refund of postage	10000
			5244/7	£11.40	£0.00	£11.40	Counc	Ringwood Town Council	Chocolates for Christmas grotto	10000
Petty Cash Nov 24	30/11/24	5244		£80.95	£1.00	£79.95		Ringwood Town Council	Petty Cash November 2024	10000
FPI	30/11/24	5245		£59.38	£0.00	£59.38	RLOS	Sum Up	August 2024 Fees	3802/2/1
FPI	30/11/24	5246		£30.25	£0.00	£30.25	RLOS	Sum Up	September 2024 Fees	3802/2/1
FPI	30/11/24	5247		£40.93	£0.00	£40.93	RLOS	Sum Up	October 2024 Fees	3802/2/1
FPI	30/11/24	5248		£44.41	£0.00	£44.41	RLOS	Sum Up	November 24 Fees	3802/2/1
<b>Total</b>				£87,309.50	£2,377.61	£84,931.89				

**POLICY AND FINANCE COMMITTEE 11th DECEMBER 2024****BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>30-Nov-24</b>			<b>30-Nov-24</b>	<b>Movement</b>	<b>Cash Out</b>
	£	£	£	£	£	£
Imprest (Current) Account	61,615	35,464	-50,000		50,000	35,464
Business Account	50,610	75,700		-50,000		25,700
Investment Accounts	555,000	555,000				555,000
Petty Cash - Imprest	130	100				100
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>667,530</b>	<b>666,439</b>	<b>-50,000</b>	<b>-50,000</b>	<b>50,000</b>	<b>616,439</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

11/12/24

11/12/24

Investment Accounts	<b>CCLA</b>	Instant access
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## Notes:

- 1 **Imprest Account**

Anticipated net expenditure to end December	£ 50,000
Net anticipated movement on imprest account	<b>50,000</b>
- 2 **Investment Maturity**  
No investments due to mature
- 3 The bank accounts were reconciled at 30th November
- 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 – 12<sup>th</sup> DECEMBER 2024**  
**BUDGETARY CONTROL period 8 – April to November 2024**

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first eight months of the financial year 2024-25.
- 1.2 In January of this year, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. The expenditure budget includes £235,000 in respect of capital schemes and £6,040 in respect of equipment replacement. Of this, £87,407 will be funded from earmarked reserves and the balance from grants anticipated during the year. These projects will be monitored separately as the year progresses. The net budget of £643,525 is to be funded from Council Tax. Note however that there will be some additional expenditure resulting from slippage from 2023/24, that is not included in the approved budget, but this will be entirely funded from specific earmarked reserves held for this purpose.
- 1.3 The approved and revised budget for 2024/25 may be summarised as follows:

	Original	Revised
	£	£
Revenue Expenditure	924,243	1,016,147
Capital Expenditure	235,000	341,865
Plus transfers to earmarked reserves	45,100	47,099
Less Revenue Income	-312,500	-282,062
Less Capital Income (grants)	-153,633	-276,041
Less transfers from earmarked reserves	- 94,685	-166,160
<b>Net budget requirement</b>	<b>643,525</b>	<b>680,298</b>
Funded by:		
<b>Council Tax</b>	<b>643,525</b>	<b>643,525</b>
<b>Transfer from general Reserve</b>		<b>36,773</b>

- 1.4 A revised budget, based on performance to date and known changes, has been prepared. It is now likely that without remedial action, there will be a budget deficit of around £37,000.
- 1.5 Reserves stood at £639,190 at the 1<sup>st</sup> of April including rent & key deposits. The revised plans will see a reduction of £155,834 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £80,000 have been received or pledged to date including £15,878 in respect of CIL. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes from earlier years which may incur expenditure in the current year, but any such expenditure will be met from reserves.
- 1.6 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 original approved income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £49,585 is the figure before transfers to and from reserves are taken into account.

## 2. INCOME & EXPENDITURE TO THE END OF NOVEMBER 2024

- 2.1 Total income recorded to the end of September amounts to £1,004,512 but this includes £643,525 precept together with £55,879 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £66,960 in respect of the football project which has been used to defray expenditure. Income recorded to date against the revenue budget therefore amounts to £238,148, or 76.2%% of the original budget for the year, or 84.4% of the revised budget. This represents an over-recovery of £50,107 assuming a linear pattern. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.
- 2.2 This over-recovery is largely due to higher than predicted events receipts which are some £11,150 above the anticipated figure for the year, better than expected interest receipts which, at £20,484 represents 82% of the planned figure for the year and timing differences where income is received early in respect of the whole year. Nevertheless, despite the apparent over-recovery, total income for the year is expected to be in line with the revised budget, i.e. £282,000. Events income is partially offset against additional events costs and any surplus is taken to the events reserve.
- 2.3 Expenditure to the end of November totalled £959,297. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £23,002 making expenditure to the end of November £982,299. Excluding capital expenditure in respect of the football project and equipment purchases funded from reserves reduces this to £648,355 which is 70.1%% of the original annual revenue budget, or 63.8% of the revised budget. This represents an underspend of £29,076 assuming linear spend patterns, and is entirely explained by timing differences with some large expenses, such as the costs of the Gateway building, due at or indeed after year end.
- 2.4 The combination of reduced revenue receipts combined with unavoidable cost pressures noted previously will result in a budget shortfall of around £37,000. Measures are being taken to reduce expenditure elsewhere to meet these pressures, but it remains likely that it will be necessary to call on the general reserve to meet the budget shortfall.

## 3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a few capital projects which were approved in earlier years which will incur expenditure in 2024/25. There are also some new schemes including the "Thriving Market Place" which is funded by grant money which has been received, a multi use games area (MUGA) at Carvers which may commence this year and a Skatepark at North Poulner which will commence once all of the funding has been received. All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Revised Budget	Spend to Nov.
• Football Development Project	£300,000	£ 326,027
• Carvers Workshop Feasibility	£ 4,835	£ 2,089
• Machinery/equipment purchase	£ 36,000	£ 9,424
• Columbarium	£ 13,200	£ 2,944
• MUGA at Carvers	£ 6,800	£ -
• Skatepark Nth Poulner	£ 16,290	£ -
• Thriving Market Place	<u>£ 10,000</u>	<u>£ 10,000</u>
Total	£387,125	£ 350,484



- 3.2 Members should note that the approved budget for the football project for 2024/25 was approved in January before the outturn for 2023/24 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2024/25, all of which will be funded from grants or reserves held for this purpose. The projected spend in the current year will be revised in due course. It should also be noted that as we approach the end of the contract, some of the funding is being withheld and the Town Council is carrying a short term deficit which is currently around £291,000 (plus VAT). Whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

#### 4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190. Predicted expenditure will reduce reserves by £155,834 (This includes the application of funds put aside to meet carried over expenditure from 2023/24).
- 4.2 Additional receipts totalling £79,044 are anticipated, of which £66,151 has been received to date. This includes CIL receipts totalling £15,878.
- 4.3 The latest budget outturn forecast suggests a budget shortfall of £36,733 which will have to be covered by the general Reserve and this is now expected to reduce to £217,684 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £562,301 assumes that the football project is substantially completed, that all of the funds held on behalf of the project are exhausted and that all of the outstanding funding that has been pledged has been received.

#### 5. REVISED BUDGET 2024/25 & BUDGET 2025/26

- 5.1 An updated revised budget has been tabled separately along with a revised draft of next years budget. A copy of the budget model has been made available to members of this Committee so that various budget assumptions can be modelled along with the impact on the precept and council tax.

#### 6. RECOMMENDATIONS

It is **recommended** that: -

- 6.1 The budget monitoring position is noted.
- 6.2 Members note the balances of Reserves.
- 6.3 Members give further consideration to the development of the 2025/26 budget.

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# Financial Budget Comparison

Comparison between 01/04/24 and 30/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance
<b>INCOME</b>				
<b>Policy &amp; Finance</b>				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£114.00	£114.00
<b>Total Policy &amp; Finance</b>		£0.00	£114.00	£114.00
<b>Recreation, Leisure &amp; Open Spaces</b>				
300	Revenue Income (RLOS)	£27,068.00	£23,494.85	-£8,301.15
310	Events	£28,000.00	£39,156.18	£11,156.18
320	Cemetery Income	£37,922.00	£13,371.44	-£24,550.56
330	Allotment Income	£6,400.00	£7,421.38	£1,021.38
350	Capital Income	£153,633.00	£66,960.00	-£86,673.00
380	Carvers Clubhouse	£26,500.00	£24,194.16	-£2,305.84
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£279,523.00	£174,598.01	-£109,652.99
<b>Planning, Town &amp; Environment</b>				
400	Income	£1,100.00	£11,100.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£11,100.00	£0.00
<b>Council</b>				
100	Precept	£643,525.00	£643,525.00	£0.00
102	Interest Business A/c	£0.00	£252.71	£252.71
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£185,511.00	£174,922.37	-£51,739.83
<b>Total Council</b>		£829,036.00	£818,700.08	-£51,487.12
<b>Total Income</b>		£1,109,658.00	£1,004,512.09	-£161,026.11

# Financial Budget Comparison

Comparison between 01/04/24 and 30/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£126,482.00	£0.00	£91,129.46	£35,352.54
2100	Maintenance	£43,833.00	£0.00	£48,942.45	£-5,109.45
2200	Democratic Process (members Costs)	£14,722.00	£0.00	£8,322.65	£6,399.35
2210	Grants	£5,200.00	£0.00	£2,500.00	£2,700.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£78,234.13	£44,176.87
2310	Employee overhead Costs	£4,345.00	£0.00	£3,687.03	£657.97
2400	Other	£39,905.00	£0.00	£7,024.08	£32,880.92
2500	Capital Financing	£61,478.00	£0.00	£36,114.12	£25,363.88
2501	Capital	£0.00	£0.00	£649.68	£-649.68
2600	Wages Control Account	£0.00	£0.00	£-23,001.86	£23,001.86
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	£15.00	£-15.00
<b>Total Policy &amp; Finance</b>		<b>£418,376.00</b>	<b>£0.00</b>	<b>£253,616.74</b>	<b>£164,759.26</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£63,504.00	£0.00	£46,217.41	£17,286.59
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£119,916.06	£61,926.94
3002	Employee Costs	£2,080.00	£0.00	£828.00	£1,252.00
3100	Events	£23,312.00	£2,747.50	£24,481.74	£1,577.76

# Financial Budget Comparison

Comparison between 01/04/24 and 30/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/25	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£16,736.00	£0.00	£11,120.29	£5,615.71
3200	Cemetery	£9,097.00	£0.00	£7,352.57	£1,744.43
3201	Cemetery -Employee Costs	£59,706.00	£0.00	£39,115.23	£20,590.77
3300	Allotments	£2,549.00	£0.00	£1,131.25	£1,417.75
3301	Allotments -Employee Costs	£20,294.00	£0.00	£13,223.13	£7,070.87
3350	Capital Expenditure	£235,000.00	£0.00	£331,076.65	-£96,076.65
3801	Youth Services Employee costs	£58,069.00	£0.00	£44,250.97	£13,818.03
3802	Carvers Clubhouse	£38,388.00	£2,747.50	£36,683.66	£4,451.84
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£710,578.00</b>	<b>£5,495.00</b>	<b>£675,396.96</b>	<b>£40,676.04</b>
<b>Planning, Town &amp; Environment</b>					
4000	Planning, Town & Environment	£3,034.00	£0.00	£2,599.57	£434.43
4001	Employee Costs	£27,256.00	£0.00	£17,684.05	£9,571.95
4050	Capital Expenditure	£0.00	£10,000.00	£10,000.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		<b>£30,290.00</b>	<b>£10,000.00</b>	<b>£30,283.62</b>	<b>£10,006.38</b>
<b>Council</b>					
10000	Petty Cash - Office	£0.00	£0.00	£0.02	-£0.02
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
<b>Total Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.02</b>	<b>-£0.02</b>
<b>Total Expenditure</b>		<b>£1,159,243</b>	<b>£15,495.00</b>	<b>£959,297.34</b>	<b>£233,684.16</b>

## Financial Budget Comparison

Comparison between 01/04/24 and 30/11/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	<b>2024/25</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,109,658 #####	£55,879.20	£1,004,512.09	-£161,026.11
Total Expenditure	£1,159,243 #####	£15,495.00	£959,297.34	£215,441.66
<b>Total Net Balance</b>	<b>-£49,585.00</b>		<b>£45,214.75</b>	

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## RESERVES AND PROVISIONS - MOVEMENT &amp; BALANCES

1st April 2024 to 31st March 2025

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2024/25:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/25 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<b><u>EARMARKED PROVISIONS</u></b>								
I.T. & Equipment	25,600	2,700					28,300	
Gateway	25,000	0					25,000	
Cemetery	26,033	1,000					27,033	
Buildings Reserve	64,502	5,500		-1,908	1,158		69,252	
Election	0	5,000					5,000	
Vehicle & Machinery	33,883	20,000		-36,000			17,883	
Play Equipment	15,616	6,900					22,516	
Memorials	0	0					0	
Christmas Lights	0	0					0	
Carvers Clubhouse equipment reserve	6,682	1,000	-500	-2,748			4,435	
Ringwood Events	13,172	1,999	-3,000	-2,748			9,424	
Memorial Lantern	0	0					0	
Carvers Grounds	2,480	0		-90			2,390	
Carvers Sheds Feasibility	3,075			-3,075			0	
Infrastructure & Open Spaces	17,370	3,000		-750			19,620	
Open Spaces Security Measures	1,406						1,406	
Neighbourhood Plan	3,383	0					3,383	
Football development Project	23,959	0		-23,959			0	
Budget Underspends retained for use in 2022/23*	35,225	0		-35,225			0	
<b>Total Provisions</b>	<b>297,387</b>	<b>47,099</b>	<b>-3,500</b>	<b>-106,502</b>	<b>1,158</b>	<b>0</b>	<b>235,642</b>	
<b><u>RESERVES</u></b>								
Earmarked Reserves:								
Dev Contribs	14,765		-1,000	-10,000	10,000		13,765	
Cem Maint	500		-230				270	
Dev Cons(CIL)	29,030			-22,717	15,878		22,191	
Capital Receipts	18,942						18,942	
Grants Unapplied	4,540			-21,185	47,280		30,635	
Loans Unapplied	0						0	
Budget Underspends retained for use in 2022/23*				-1,576	4,728		3,152	
<b>Total Earmarked Reserves and Provisions</b>	<b>365,165</b>	<b>47,099</b>	<b>-4,730</b>	<b>-161,980</b>	<b>79,044</b>	<b>0</b>	<b>324,598</b>	
<b>General Reserve</b>	<b>254,457</b>			<b>-36,773</b>		<b>0</b>	<b>217,684</b>	
<b>Key &amp; Rent Deposits</b>	<b>19,569</b>			<b>-150</b>	<b>600</b>		<b>20,019</b>	
<b>Total Reserves &amp; Customer Deposits</b>	<b>639,190</b>	<b>47,099</b>	<b>-4,730</b>	<b>-198,903</b>	<b>79,644</b>	<b>0</b>	<b>562,301</b>	

**POLICY & FINANCE COMMITTEE – 11<sup>th</sup> DECEMBER 2024**  
**REVISED BUDGET 2024/2025 & DRAFT BUDGET 2025/26**

**1. INTRODUCTION**

- 1.1 The Town Council is required to approve an annual income and expenditure budget for the Town Council. The budget will be further developed over the next month and a recommendation to Council on its overall budget and precept for 2025/26 will be made at the meeting of this committee in January 2025.
- 1.2 This preliminary draft budget has been initially derived from the current revenue budget with adjustments for known pressures and changes. An earlier version was presented to the October meeting of this committee and since then there have been some significant developments. The assumptions previously made on likely inflation remain unchanged, however we now have notification on the change to the Council tax base. These assumptions are set out below.
- 1.3 A revised draft revised budget for the current year is also included. This has been slightly modified from the October meeting following feedback from budget managers on likely activity to year end together with analysis of spend to date as previously reported to this Committee. The draft budget 2025/26 & original and revised budgets 2024/25 are summarised at Appendix 1.
- 1.4 Individual Committee budgets have been drawn from this draft budget and have been submitted to each Committee during the last round of meetings. Feedback from those meetings will be considered for incorporation in further iterations of the budget and before the budget is finalised.

**2. REVISED TOWN COUNCIL BUDGET 2024-25**

- 2.1 At the meeting in October, it was reported that there would likely be a shortfall on the revenue budget in the current year of £37,626. This was caused primarily because of a reduction in cemetery receipts, the loss of rent from Southampton road and a reduction in interest receipts due to falling interest rates and reduced balances invested.
- 2.2 Since October it has become apparent that interest receipts are holding up better than anticipated and the original budget figure now seems likely to be achieved. It has also become apparent, however, that some of the other budget savings that were identified will not be achieved. The net result is a small improvement in the likely deficit which is predicted to reduce by £857 to £36,773. This will be met from the general reserve.
- 2.3 Any further improvement in performance against the budget will reduce the predicted draw on reserves.

**3. DRAFT BUDGET 2025-26**

- 3.1 The draft budget presented in October would have required a precept of £706,626 in order to achieve a balanced budget. This would have required an increase of 9.26% in the Council tax, based on the assumptions used for inflation and changes to the Council Tax base.

- 3.2** The inflation assumptions used to prepare the budget remain unchanged, however it should be noted that the latest inflation indices, published in November, record a modest increase in inflation, reversing the recent trend of falling inflation. RPI to October now stands at 3.4% (up from 2.7% for the year to September) whilst CPI and CPIH have increased to 2.3% and 3.2% respectively.
- 3.3** The increase in the Council Tax Base for the year was announced in October. The increase is 0.1% rather than the 0.5% that we used for modelling and this will further increase the annual council tax.
- 3.4** This estimates for inflation used in construction of the budget are set out below. Note that the largest element of expenditure is employee costs. These are recalculated each year (i.e. zero based) but for next year an estimate needs to be made for the annual pay award. The pay award in the current year was equivalent to around 3.9%, almost exactly as modelled. A 1% increase in pay costs amounts to just over £6,000, or just under 1% on the Council Tax.

**ASSUMPTIONS:**

Inflation	%
- Pay	2.0%
- Utilities	1.5%
- Other Expenditure	1.5%
- Non contractual expenditure	0.0%
- Income	2.5%
- Fixed expenditure (i.e. no inflation)	0.0%
<b>Council Tax Base increase</b>	<b>0.10%</b>

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

- 3.5** There have been some other significant developments since the draft budget was presented in October. The most significant of these has been the announcement, in the recent Budget, of an increase in employer's national insurance contributions from April next year. This increase consists of two elements, a reduction from £9,100 to £5,000 in the threshold at which the contribution becomes payable and an increase in the rate from 13.8% to 15.0%. The former has the largest impact on the Town Council because of the relatively high number of low paid and part time staff. Reducing the threshold will increase annual costs by £9,000 whilst increasing the rate increases costs by a further £4,200.
- 3.6** A small number of further savings have been identified in areas such as photocopying, postage, CCTV and bank charges which together reduce the annual budget requirement by £1,064 which means that the budget requirement would increase to £711,108 which would require an increase in Council Tax of 10.4%.
- 3.7** However, a number of options have been proposed to reduce this increase. Firstly, part of the underlying reason for the large increase has been the loss of rental income for Southampton Road. As it now appears likely that this will be re-let during the year, an assumption that 50% of the annual rental of £15,150 will



now be received. Further, given that the loss of rental is temporary it is perfectly in order to fund the shortfall from reserves, reducing the 2025/26 budget requirement by a further £7,575. However this still leaves a budget increase of £59,341 or 9.2% on the Council Tax.

**3.8** Other possible options include:

- Reducing Contributions to reserves, projected saving £5,000. Planned contributions to reserves currently total £45,100 but whilst desirable, this may simply be unaffordable in the short term.
- Eliminating Discretionary grants saving £5,200
- Reducing the annual contribution to events saving £5,000. The current arrangement is that Ringwood Events are subsidised with an annual contribution of £10,000 from the revenue account. However, the surplus generated last year and in the current year exceeds this amount.
- Reduction in Overtime saving £1,000. The current overtime budget is £7,550 but this could be adjusted or restored in future to the extent that additional overtime generates additional revenue.

All of these options will have consequences both political and operational. However, if all are accepted, they would result in a reduction to the budget requirement of £16,200, i.e. a reduced increase of £43,141 or 6.7% on the Council Tax which would result in a band D Council Tax of £124.80, up from £116.97 in the current year.

- 3.9** Work will continue to identify savings to reduce this increase. Members should note that following the announcement of the revised Council Tax base, 1% on the Council tax is equivalent to £6,442 and each additional £1,000 on the precept will add 18.2p to the Band D equivalent Council tax. The revised budget model will be circulated to members .

## **4. RECOMMENDATIONS**

In order to progress development of the budget for 2025/26 members are asked to:

- 4.1** approve the revised budget for 2024/25.
- 4.2** consider the inflation assumptions and confirm that they be applied to the draft budget for 2025/26.
- 4.3** Consider the proposals set out in section 3 to mitigate the increase in the budget requirement.
- 4.4** Consider what level of Council Tax increase might be acceptable.

For further information please contact:

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RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2024/25 AND  
DRAFT BUDGET 2025/26

Appendix 1

1	2	4	5	6	7	8	9	10	11
	Committee	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	Budget 24/25 £	Revised 24/25 £	Inflation £	Known Changes* £	Budget 25/26 £
	<b>Policy &amp; Finance</b>								
	Expenditure	333,478	346,301	411,888	418,378	464,684	6,027	322	434,501
	Income	-120,533	-118,043	-133,528	-185,511	-171,923	-1,324	18,050	-168,785
	<b>Net Expenditure</b>	<b>212,945</b>	<b>228,258</b>	<b>278,360</b>	<b>232,867</b>	<b>292,761</b>	<b>4,703</b>	<b>18,372</b>	<b>265,716</b>
	Transfers to Reserves	14,000	16,900	14,000	16,200	16,200	0	0	14,700
	Transfers from Reserves	-6,146	-1,732	-37,841	-3,000	-41,105	0	0	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)								1,164
	<b>Committee net expenditure</b>	<b>220,799</b>	<b>243,426</b>	<b>254,519</b>	<b>246,067</b>	<b>267,856</b>	<b>4,703</b>	<b>18,372</b>	<b>278,580</b>
	<b>Recreation &amp; Leisure</b>								
	Expenditure	219,923	244,177	1,069,677	482,427	617,408	4,112	13,468	490,788
	Income	-33,984	-38,289	-517,390	-180,700	-302,548	-251	0	-177,318
	<b>Net Expenditure</b>	<b>185,939</b>	<b>205,888</b>	<b>552,287</b>	<b>301,727</b>	<b>314,860</b>	<b>3,861</b>	<b>13,468</b>	<b>313,470</b>
	Transfers to Reserves	17,900	27,452	17,900	26,900	26,900	0	0	26,900
	Transfers from Reserves	-14,654	-33,684	-365,598	-87,407	-100,997	0	0	-89,416
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>189,185</b>	<b>199,656</b>	<b>204,589</b>	<b>241,220</b>	<b>240,763</b>	<b>3,861</b>	<b>13,468</b>	<b>250,954</b>
	<b>Events</b>								
	Expenditure	6,679	17,892	51,702	40,048	40,748	335	0	40,781
	Income	-3,085	-32,425	-35,311	-28,000	-30,000	0	0	-28,000
	<b>Net Expenditure</b>	<b>3,594</b>	<b>-14,533</b>	<b>16,391</b>	<b>12,048</b>	<b>10,748</b>	<b>335</b>	<b>0</b>	<b>12,781</b>
	Transfers to Reserves	0	7,940	0	0	1,999			0
	Transfers from Reserves	-4,529	0	-10,823	-2,048	-2,748			-2,781
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>-935</b>	<b>-6,593</b>	<b>5,568</b>	<b>10,000</b>	<b>10,000</b>	<b>335</b>	<b>0</b>	<b>10,000</b>
	<b>Cemeteries</b>								
	Expenditure	42,913	51,123	63,343	68,802	69,066	1,295	753	71,486
	Income	-36,240	-51,314	-41,041	-37,922	-19,332	-896	11,238	-27,609
	<b>Net Expenditure</b>	<b>6,673</b>	<b>-191</b>	<b>22,302</b>	<b>30,880</b>	<b>49,734</b>	<b>398</b>	<b>11,991</b>	<b>43,877</b>
	Transfers to Reserves	4,000	4,000	2,500	1,000	1,000	0	0	1,000
	Transfers from Reserves	-230	-5,141	-230	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>10,443</b>	<b>-1,332</b>	<b>24,572</b>	<b>31,650</b>	<b>50,504</b>	<b>398</b>	<b>11,991</b>	<b>44,647</b>
	<b>Allotments</b>								
	Expenditure	11,725	13,246	19,577	22,844	22,494	432	0	21,161
	Income	-5,374	-5,585	-5,954	-6,400	-6,400	-160	0	-6,560
	<b>Net Expenditure</b>	<b>6,351</b>	<b>7,661</b>	<b>13,623</b>	<b>16,444</b>	<b>16,094</b>	<b>272</b>	<b>0</b>	<b>14,601</b>
	Transfers to Reserves	0	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>6,351</b>	<b>7,661</b>	<b>13,623</b>	<b>16,444</b>	<b>16,094</b>	<b>272</b>	<b>0</b>	<b>14,601</b>
	<b>Carvers Clubhouse</b>								
	Expenditure	57,346	83,005	100,991	96,456	102,806	0	0	97,861
	Income	-3,494	-23,123	-26,274	-26,500	-26,800	0	0	-26,500
	<b>Net Expenditure</b>	<b>53,852</b>	<b>59,882</b>	<b>74,717</b>	<b>69,956</b>	<b>76,006</b>	<b>0</b>	<b>0</b>	<b>71,361</b>
	Transfers to Reserves	2,500	2,500	2,500	1,000	1,000	0	0	2,500
	Transfers from Reserves	-2,026	0	-2,841	-1,000	-10,631	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>54,326</b>	<b>62,382</b>	<b>74,376</b>	<b>69,956</b>	<b>66,376</b>	<b>0</b>	<b>0</b>	<b>72,861</b>
	<b>Planning, Town &amp; Environment</b>								
	Expenditure	25,600	32,964	37,993	30,289	40,806	570	530	41,565
	Income	-9,225	-16,299	-5,850	-1,100	-1,100	0	0	-1,100
	<b>Net Expenditure</b>	<b>16,375</b>	<b>16,665</b>	<b>32,143</b>	<b>29,189</b>	<b>39,706</b>	<b>570</b>	<b>530</b>	<b>40,465</b>
	Transfers to Reserves	0	3,473	0	0	0	0	0	0
	Transfers from Reserves	-1,120	-450	-6,016	-1,000	-11,000	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	<b>Committee net expenditure</b>	<b>15,255</b>	<b>19,688</b>	<b>26,127</b>	<b>28,189</b>	<b>28,706</b>	<b>570</b>	<b>530</b>	<b>39,465</b>

**RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2024/25 AND  
DRAFT BUDGET 2025/26**

Total Base Expenditure	697,664	788,708	1,755,171	1,159,243	1,358,012	1,198,143
Total Income	-211,934	-285,078	-765,348	-466,133	-558,103	-435,872
Total transfer to reserves	38,400	62,265	36,900	45,100	47,099	45,100
Total Transfer from reserves	-28,705	-41,007	-423,349	-94,685	-166,710	-97,427
Total New Bids						1,164
Less funded from earmarked reserves						0
<b>Total Budget Requirement</b>	<b>495,424</b>	<b>524,888</b>	<b>603,374</b>	<b>643,525</b>	<b>680,298</b>	<b>711,108</b>
Precept	497,549	519,907	553,949	643,525	643,525	703,533
Covid Relief grant		4,071	4,071	0	0	
Transfer to/-from General Reserve	2,125	-910	-45,354	0	-36,773	-7,575

## Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFNPA and is now part of the Development Plans for both authorities and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	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). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 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. Action Plan prepared - see separate item on agenda.	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. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	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.
<b>Policy &amp; Finance Committee</b>						
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)	Vacant possession has been recovered. The property will now be re-furbished so it can be re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.

PF12	Base budget review	Commenced Feb. 2024	Expcted to conclude shortly with a report to committee about the cemetery budget and management issues.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
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### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have consulted neighbours on the latest design. Biodiversity net gain options are being investigated ahead of a planning application.	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.)	Cancellation of this project is likely to be recommended following the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms are expected to be ready for approval at the RLOS committee meeting on 4th December.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers have consulted the Anglers' Association about the proposal and are working to resolve the boundary discrepancies.	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 costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	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
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these at a meeting on 13th November.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers are arranging the order and installation process.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.

### Staffing Committee

None

## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	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
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	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	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				
<b>Policy &amp; Finance Committee</b>				
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	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
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
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
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.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

#### 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