

## MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 8<sup>th</sup> December 2021 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr Gloria O'Reilly  
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Meetings Administrator  
Cllr Hilary Edge

ABSENT: Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Glenys Turner

### **F/5982 PUBLIC PARTICIPATION**

There were three members of the public present for the Grant Aid application.

### **F/5983 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Haywood, Kelleher and Turner.

### **F/5984 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **F/5985 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 17<sup>th</sup> November 2021, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5986 GRANT AID**

Members considered a Grant Aid application by Ringwood Bowling Club for £542 (*Annex A*).

The Town Clerk introduced the application. Ringwood Bowling Club had anticipated that the Council would pay for repairs required to the drainage system in the car park under the terms of the lease agreement. Unfortunately, the provision does not give the Town Clerk the legal power or obligation to do the work. He had assisted by arranging an inspection and obtaining quotes for the work. The club had organised for the work to be done and were now requesting that the Council contribute to the cost. He had suggested this voluntary commitment might be considered suitable under the Grant Aid scheme.

A representative of the club provided further detail and argued that liability for the repairs should be the Council's responsibility, as landlord. The lease specifies the club must maintain certain items, but drainage in the car park is not specified, save that the club ensures it is running clear.

Differing views were expressed as to whether dealing with this under the scheme was appropriate and if it was in principle the Council's responsibility. There were also concerns with of setting a precedent and the assumption of liability. Others felt this would be an appropriate way of assisting a local club by providing funding for repairs to facilities, which would be for the benefit of the town.

A proposal was made for the full amount, but not seconded. Another proposal was made for £300 and this was agreed by majority.

**RESOLVED:** That, in exercise of the Power of General Competence, a grant of £300 be awarded to Ringwood Bowling Club towards the costs to repair drainage in the car park.

<b>ACTION A Greenfield</b>
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**F/5987**

## **FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex B*.

In relation to the bank balance report, the RFO explained that bank charges (£7 per month) had been introduced on the rent deposit account. The bank had been contacted and some charges had been recovered. It was suggested that there may be no requirement to keep these deposits in a separate (interest earning) account in future.

Regarding budget monitoring for this year, the RFO updated members of changes since his report had been circulated. The fireworks event receipts figure was reduced by £3,000 as the VAT had been accounted for elsewhere and, in discussion with the Head Groundsman, it was expected that the vehicle maintenance budget would require additional spending by up to £3,000. This was due to additional breakdowns this year and he reassured members that the budget set was at a satisfactory level.

In his report, the RFO anticipated an underspend of £9,000, however this figure has now been updated and reduced to £3,000 - £4,000. He expected the budget to break even by year end.

He confirmed the recommendation from Recreation, Leisure and Open Spaces to vire funds to the Carvers Strategic Plan project, if approved, would not impact these figures.

**RESOLVED:**

- 1) That the list of payments made on Imprest Account for November be presented to the January meeting;
- 2) That the Statement of Town Council Balances be received and the Inter Account Transfers be authorised;
- 3) The Finance Manager's budgetary monitoring report be received and the budget position and balances of reserves be noted.

*Note after the meeting, the amount paid from petty cash in October was £43.91.*

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**ACTION R Fitzgerald**

**F/5988  
COMMITTEE BUDGET 2022-23**

The RFO outlined the Committee bids which had been included in his report on the Council budget 2022/23 (*F/5989 refers*).

A provision of £2,000 for buildings surveys had been included, to be met from the Buildings Reserve. For insurance purposes, professional valuations were required for Council owned buildings (not the Gateway) every 5 years. The intention is to introduce a rolling programme.

A bid for £1,600 had also been included for replacement benches, to be met from the Carvers Reserve.

**RESOLVED:** That the budget bids for 2022-23 be confirmed.

**ACTION R Fitzgerald**

**F/5989  
COUNCIL BUDGET 2022-23**

Members considered the Finance Manager's report (*Annex C*). Referring to the overall summary, he explained that a 3% rise in Council Tax would require £7,000 transfer from the General Reserve in order to balance the budget, without consideration of any draw down for a Christmas Tree. The Christmas Lights contract absorbs the Christmas budget completely and it was felt, as the tree is a recurring expense, that provision should be made for it in the revenue budget.

It was suggested that a certain level be retained in the Events Reserve and the surplus could be applied to other items, for example, the Christmas Tree. The events budget for 2022/23 was discussed generally and better performance (increased receipts) could be predicted, although this would increase risk. It was agreed to reduce the budget provision for the Christmas Tree from £6,000 to £3,000. The Recreation, Leisure and Open Spaces Committee would be discussing events in more detail at its January meeting, before the budget process is finalised.

Members considered the appropriate level of increase to Council Tax, taking account of the latest inflation figures and the changes proposed. Further savings are to be considered as any identified will close the funding gap and reduce the required transfer from the General Reserve.

**RESOLVED:** 1) That the Council's revised budget for 2021/22 approved;  
2) That no adjustment be made to the inflation assumptions in the draft budget 2022/23 not be adjusted;  
3) That budget preparations continue, assuming a 3% increase on Council Tax; and  
4) That the budget 2022-23 be reconsidered at the next meeting.

**ACTION C Wilkins**

**F/5990  
PAY AWARD 2021/22**

Members considered the Deputy Town Clerk's report (*Annex D*) in relation to the pay award 2021/22 and agreed the recommendations therein.

- RESOLVED:** 1) That a 1.75% pay award be approved across all scale points from 1<sup>st</sup> April 2021 in advance of the conclusion of the National Pay Negotiations (noting that the Council has no employees on scale point 1); and  
2) That should the national settlement be more than 1.75%, any additional award be paid to bring the increase in line with the settlement.

**ACTION J Hurd**

**F/5991  
PROJECTS (current and proposed)**

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

**ACTION C Wilkins**

*There being no further business, the Chairman closed the meeting at 8:00pm.*

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

RECEIVED  
24<sup>th</sup> November 2021

APPROVED  
8<sup>th</sup> December 2021

TOWN MAYOR

COMMITTEE CHAIRMAN





## 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	RINGWOOD BOWLING CLUB
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	RINGWOOD BOWLING CLUB MOUNT PLEASANT LANE RINGWOOD BH24 1JN
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

#### Details of Grant Request

Amount requested	£ 542
What is the purpose of the grant?	URGENT REPAIRS TO DRAIN IN CAR PARK CAUSING SINKAGE AND POTENTIAL SLIP OR TRIP HAZARD. MATTER NOT DEFINED IN LEASE AND REPAIRS INSTIGATED WITHOUT PREJUDICE TO ENSURE SAFETY OF PLAYERS / MEMBERS AND PUBLIC WHO HAVE RIGHT OF ACCESS.
How would the people of Ringwood benefit from your receiving this grant?	THIS IS A SAFETY MATTER POTENTIAL FOR LITIGATION WOULD BE AVOIDED RBC ARE ADVISED THE LANDLORD HAS NO FUNDS AVAILABLE FOR REPAIRS



How many Ringwood people would benefit?	THIS IS A SAFETY ISSUE THE CLUB HAS TO BE OPEN TO THE PUBLIC
Total cost of project	£ 5k2

### Information about your Organisation

Membership: 82	What facilities do you provide? CHANGING ROOMS FOR MEN + WOMEN + TOILETS KITCHEN + BAR + INDOOR SHORT MAT RINK / MEETING ROOM FOR MEMBERS A BOWLING GREEN FOR UP TO 168 BOWLERS AT ONE TIME
Subscription: £125	
Names of competing or similar organisations	NEW MILTON BOWLING CLUB FORDINGBRIDGE BOWLING CLUB BRAESIDE BOWLING CLUB WEST MOORS BOWLING CLUB
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: £ 44986	Annual income: £ 6275
Other sponsoring bodies and amounts donated by them	LESTER BRUNT £750
	£
	£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	FUNDING FOR A NEW CLUB-HOUSE WILL COMMENCE AFTER A NEW LEASE HAS BEEN SECURED. LEASE EXPIRES 23-04-23.

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 Bowling Club  
Income & Expenditure Account Year Ended 30 September 2021

2020	INCOME	2021
£		£
11,102	Subscriptions-Playing	6,195
78	Social Members	80
100	Prize Money	0
249	Short Mat and Green Fees	17
314	Club Competitions	183
0	Open Day	929
333	Social Committee	718
535	External Competitions	35
0	Raffles-Other	0
48	Locker Rental	48
5	New Shirt Sales	75
31	Catering	177
15	Sale of badges/books etc	
10,000	Donations/Grants	9,303
42	Chalk & Polish	0
0	Sponsorship	750
0	NFBA Lunch	0
593	Aff Fee Refunds	0
0	Coaching	0
-6,020	Subscriptions and Competition Entries Deferred to 2021	6,020
<b>17,425</b>	<b>Total Income</b>	<b>24,527</b>
	<b>EXPENDITURE</b>	
£		£
613	England County and other fees	658
374	Trophies & Engraving	374
8,490	Green Maintenance	6,300
519	General Maintenance	1,159
961	Electricity	696
139	Print/Postage/Stationery	442
70	Bar Licence	70
0	Provisions/Catering	324
1,248	Rent/Rates	1,273
191	Annual Services	816
79	Website	83
591	Insurance	622
0	Shirts/Ties Purchase	0
465	External Competitions	301
17	Year books	0
329	Health and Safety	0
0	Small Purchases	301
1,014	New Clubhouse Project	0
0	Membership Refunds	331
0	Social Committee	0
0	Coaching	0
<b>15,100</b>	<b>Total Cash Expenditure</b>	<b>13,749</b>
0	Change in non-bar stock	0
15,100	Total Costs	13,749
2,325	Gain on General Account	10,778
1,530	Bar Profit (See Over)	2,835
<b>3,855</b>	<b>Net Income</b>	<b>13,613</b>



## Ringwood Bowling Club

## Bar Trading Account to 30 September 2021

2020		2021
£ 3,111	Income	£ 6,068
150	Opening Stock	215
1,646	Add Purchases	3,002
0	Stock Loss	115
-215	Less Closing Stock	-99
1,581	Cost of Sales	3,233
1,530	Bar Profit	2,835
50%	Profit Margin	47%

Ringwood Bowling Club  
Balance Sheet as at 30 September 2021

2020		2021
49	Cash in Hand	118
48	Cash in Bar	0
97	Total Cash in Hand	118
37,212	Cash at Bank	44,868
37,309	Total Cash Balance	44,986
37,309	Net Cash in hand	44,986
	Stock	
215	Bar	99
215	Total Stock	99
-6020	Subscriptions and Entries Deferred to 2021	0
31,504	Total Net Worth	45,085

Prepared by

*Geoffrey A W Bell*Geoffrey A W Bell 15 October 2021  
Bsc FCA

**POLICY AND FINANCE COMMITTEE 8th DECEMBER 2021****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-21</b>		<b>30-Nov-21</b>	<b>Movement</b>	<b>Cash Out</b>	<b>Cash In</b>	<b>31-Dec-21</b>
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	51,847		53,687	-50,000	-50,000	100,000	53,687
Business Account	11,551		11,551			50,000	61,551
Investment Accounts	750,000		750,000		-100,000		650,000
Greenways Rent Deposit	10,628		10,621				10,621
Petty Cash - Imprest	78		78				78
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>824,279</b>		<b>826,112</b>	<b>-50,000</b>	<b>-150,000</b>	<b>150,000</b>	<b>776,112</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

8th December 2021

8th December 2021

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

- Imprest Account**

Anticipated net expenditure to end December	£ 50,000
Net anticipated movement on imprest account	<b>50,000</b>
- Investment Maturity**  
No investments due to mature
- The bank accounts were reconciled as at 31st October 2021
- With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00.
- A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 8th DECEMBER 2021****BUDGETARY CONTROL Period 8 – April to November 2021****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first eight months of the year 2021-22.
- 1.2 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 budget for the year. The planned net budget deficit reported, of £25,399 is the figure before approved transfers to and from reserves. A revised budget has previously been presented which indicated a projected budget deficit for the year of around £2,500 after revised planned transfers to and from reserves. However, some significant changes have occurred which improve the budget forecast and an updated revised budget has been prepared.
- 1.3 Planned transfers to reserves amount to £38,400 whilst scheduled transfers from reserves, in support of revenue expenditure, amount to £2,230. Additional transfers of £57,500 from reserves in support of new bids and growth activity in 2021/22 were also included in the original budget, although some of this is unlikely to be required this year. A further £4,071 application of Covid Grant that was received in 2020/21 and held in reserves was also approved. The result of these transfers is a balanced budget for 2021/22.
- 1.4 It was previously reported that whilst some of the originally approved transfers from reserves will no longer be required, subsequent expenditure has been approved after the budget was agreed which will further reduce reserves by £23,601. This figure has now increased by £500. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.

**2. INCOME & EXPENDITURE TO THE END OF NOVEMBER 2021**

- 2.1 Expenditure to the end of November totalled £469,678. 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 £14,572 making expenditure to the end of November £484,250, or 60.5% of the annual budget. This represents an underspend to date, assuming linear spend, of approximately £49,777, which is a further small reduction of £3,800 in the figure reported in November.
- 2.2 At the end of November, pay costs, including member allowances, totalled £299,431 against an original budget of £463,799, or 65% of the gross annual budget. The original budget has been increased by a virement of £3,500 from supplies and services to cover the cost of employing a cleaner at Carvers Clubhouse which increases the budget to £467,299. Projections based on spend to date and the current running rate indicate an outturn of £458,166. However, the annual pay award has yet to be settled and at 2% will increase the projected outturn to £467,329 which is very close to the revised budget.
- 2.3 There has been a small increase in expenditure on new bids and growth which now stands at £22,260 against a budget for the year of £77,750 as set out in section 3, below.
- 2.4 A further £38,521 has been approved for addition to the budget since the budget was approved in January. These additional schemes include projects that have slipped from the previous year and, with the exception of the additional funding for tree safety work, will have no impact on the revenue budget as they are all funded from reserves, grants or other

sources. These additional schemes have incurred expenditure to date of £24,901 as set out in the following table:

Description	Budget £	Spend £	Funding Source
Replacement tractor mounted sprayer	4,793	4,793	Reserves
Tarmac cemetery gates	4,923	4,810	Reserves
Repairs to cemetery gates	4,670	4,670	Insurance
Poulner Play area access gates	1,100	927	Reserves
Additional Tree Safety work	4,500	0	Revenue
Play Area resurfacing	4,540	4,536	Reserves
Open Spaces Security (inc slippage from 20/21)	2,078	2,078	Reserves
Human Sundial (slippage from 2020/21)	5,417	507	Grant/CIL
Christmas Tree	6,000	2,580	General reserve
Additional play park resurfacing/safety measures	500	0	Reserves
<b>Total additional expenditure 2021/22</b>	<b>38,521</b>	<b>24,901</b>	

As none of this expenditure features in the original budget for the year, all of the expenditure to date appears as an overspend and reduces the underspend accordingly.

2.5 Income that has been received and processed into the ledger stands at £712,020 including the precept. After allowing for unplanned income (CIL receipts, insurance settlements and a contribution from Southern Water) income against budget stands at £160,940 which at 66% is perfectly in line with the budget at this point in the year. However, a significant deposit was transferred by NFDC into the bank account on the 30<sup>th</sup> of November. This amounted to £20,157, of which £18,596 was in respect of the fireworks event. This transaction has yet to be processed in the ledger and is not included in Appendix 1 or the figures above and it will significantly improve the budget outturn projections. The Income in respect of the fireworks event now stands at £20,320 against a planned budget of £5,000.

2.6 Whilst income is likely to exceed the original planned budget, expenditure is tracking reasonably close to budget with four months of the year left, when timing differences and other factors are taken into account. Projections to year end now suggest that a modest net underspend of around £9,000 is likely although members should note that this underspend is predicated on a planned transfer from the General Reserve of £6,500, which means that the net transfer to the general reserve at year end is likely to be around £2,500.

### 3. NEW BIDS & CAPITAL 2021/22

3.1 The approved budget for the year included new bids for growth and capital expenditure of £77,750. This will be funded from earmarked reserves of £57,500, grants of £14,550 with the remainder of £5,700 being funded from the revenue budget. The individual projects include:

	Budget £	Spend to October £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	14,465
• Cemeteries Digital Records Management	5,000	5,467
• Columbarium	25,000	0

- Neighbourhood Plan 21,500 1,878
- Support for REAL working party 1,000 0

3.2 Spend to date totals £22,260 or 28.6% of the budget. Two thirds of this expenditure occurred in October and despite low spend in November, spend is nevertheless expected to accelerate during the remainder of the year. Further updates on the progress projects will be brought to future meetings.

#### 4. BUDGET 2022/23 & REVISED BUDGET 2021/22

4.1 Work is progressing on both the revised budget for the current year and the original budget for 2022/23 and these are covered in separate papers to this meeting.

4.2 latest indications on the revised budget suggest a modest, and growing, budget underspend of around £9,000 is now likely, the improvement largely driven by much better than expected events income.

#### 5. CONCLUSION & RECOMMENDATIONS

5.1 Budget monitoring to the end of November indicates that the underlying income and expenditure is still tracking reasonably close to budget with any significant variances largely explained by approved changes to the budget, better than expected events receipts and timing differences. It is now likely that there will be a modest net underspend by the year end.

5.2 It is **recommended** that: -

5.2.1 The budget monitoring position is noted.

5.2.2 Members note the balances of Reserves.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

# Financial Budget Comparison

Comparison between 01/04/21 and 30/11/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
200	Revenue Income	£132,970.00	£0.00	£97,269.29	-£35,700.71
280	Carvers Club House Income	£12,170.00	£0.00	£17,849.14	£5,679.14
999	Suspense	£0.00	£7,172.11	-£58.00	-£7,230.11
<b>Total Policy &amp; Finance</b>		£145,140.00	£7,172.11	£115,060.43	-£37,251.68
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£31,658.00	£0.00	£16,295.03	-£15,362.97
320	Cemetery Income	£46,031.00	£0.00	£31,893.78	-£14,137.22
330	Allotment Income	£5,306.00	£0.00	£5,562.44	£256.44
350	Capital Income	£0.00	£0.00	£0.00	£0.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£82,995.00	£0.00	£53,751.25	-£29,243.75
<b>Planning, Town &amp; Environment</b>					
400	Income	£15,650.00	£0.00	£11,349.15	-£4,300.85
<b>Total Planning, Town &amp; Environment</b>		£15,650.00	£0.00	£11,349.15	-£4,300.85
<b>Council</b>					
100	Precept	£531,856.00	£0.00	£531,856.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£3.21	£3.21
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		£531,856.00	£0.00	£531,859.21	£3.21
<b>Total Income</b>		£775,641.00	£7,172.11	£712,020.04	-£70,793.07



# Financial Budget Comparison

Comparison between 01/04/21 and 30/11/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£105,150.00	£0.00	£78,899.64	£26,250.36
2100	Maintenance	£34,655.00	£0.00	£1,563.67	£33,091.33
2200	Democratic Process (members Costs)	£10,992.00	£0.00	£7,879.26	£3,112.74
2210	Grants	£7,000.00	£0.00	£3,800.00	£3,200.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£0.00	£75,848.59	£46,694.41
2310	Employee overhead Costs	£5,091.00	£0.00	£1,385.78	£3,705.22
2400	Other	£50,140.00	£0.00	£19,761.51	£30,378.49
2500	Capital Financing	£31,546.00	£0.00	£21,147.91	£10,398.09
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£14,571.66	£14,571.66
2801	Carvers Employee Costs	£50,044.00	£0.00	£34,546.51	£15,497.49
2802	Carvers Club House- Expenditure	£25,234.00	£0.00	£21,802.95	£3,431.05
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£442,395.00</b>	<b>£0.00</b>	<b>£252,064.16</b>	<b>£190,330.84</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£55,762.00	£0.00	£42,800.71	£12,961.29
3001	RL&OS -Employee Costs	£145,740.00	£0.00	£94,739.53	£51,000.47
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,451.00	£0.00	£11,094.15	-£1,643.15
3201	Cemetery -Employee Costs	£37,282.00	£0.00	£24,314.27	£12,967.73
3300	Allotments	£2,503.00	£0.00	£2,758.42	-£255.42
3301	Allotments -Employee Costs	£10,164.00	£0.00	£6,384.32	£3,779.68
3350	Capital Expenditure	£54,500.00	£0.00	£22,010.28	£32,489.72

# Financial Budget Comparison

Comparison between 01/04/21 and 30/11/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
<b>Total Recreation, Leisure &amp; Open Spaces</b>	£317,402.00	£0.00	£204,101.68	£113,300.32
<b>Planning, Town &amp; Environment</b>				
4000 Planning, Town & Environment	£24,366.00	£0.00	£2,483.20	£21,882.80
4001 Employee Costs	£16,877.00	£0.00	£10,662.02	£6,214.98
4050 Capital Expenditure	£0.00	£0.00	£507.20	£-507.20
<b>Total Planning, Town &amp; Environment</b>	£41,243.00	£0.00	£13,652.42	£27,590.58
<b>Council</b>				
10000 Petty Cash - Office	£0.00	£0.00	£-358.15	£358.15
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	£162.00	£-162.00
10111 Bank Charges	£0.00	£0.00	£56.00	£-56.00
<b>Total Council</b>	£0.00	£0.00	£-140.15	£140.15
<b>Total Expenditure</b>	£801,040.00	£0.00	£469,678.11	£331,361.89
Total Income	£775,641.00	£7,172.11	£712,020.04	£-70,793.07
Total Expenditure	£801,040.00	£0.00	£469,678.11	£331,361.89
<b>Total Net Balance</b>	<b>£-25,399.00</b>		<b>£242,341.93</b>	



**POLICY & FINANCE COMMITTEE – 8<sup>th</sup> DECEMBER 2021**  
**REVISED BUDGET 2021/2022 & DRAFT BUDGET 2022/23**

**1. INTRODUCTION**

- 1.1 The Town Council is required to approve an annual income and expenditure budget for the Town Council. The budget will be further developed over the next two months and a recommendation to Council on its overall budget and precept for 2022/23 will be made at the meeting of this committee in January 2022.
- 1.2 This preliminary draft budget was discussed at the last meeting of this Committee and it was agreed to model the budget with a cap on any increase to the Council Tax of 3% and to further model the inflation assumptions. These revised inflation assumptions are set out below and in Appendix 2.
- 1.3 An updated revised draft revised budget for 2021/22 is also included. This has been developed following discussions with budget managers on likely activity to year end together with analysis of spend to date as previously reported to this Committee. The draft budget 2022/23 & revised budget 2021/22 is summarised at Appendix 1.
- 1.4 Individual Committee budgets have been derived from this draft budget and submitted to each Committee during the current round of meetings. Feedback from those meetings has been incorporated in both the revised budget and the draft 2022/23 budget.

**2. REVISED BUDGET 2021-22**

- 2.1 The revised budget that was presented to the last meeting of this Committee has been further updated to include revised projections to year end and as discussed in the budget monitoring report elsewhere on the agenda, it is now likely that there will be a modest budget underspend in 2021/22.
- 2.2 The original budget was “balanced”, that is, with no requirement to draw any funds from or make any contribution to, the general reserve. However, whilst the latest projections to year end suggest that there will be an underspend of around £9,000 for the year, this is on the basis that £6,500 of planned expenditure will be funded from the General Reserve, which means that there will be a much smaller net contribution to the General Reserve at year end. This figure remains well below any sensible degree of accuracy and the predicted surplus may grow or may disappear as we approach year end.
- 2.3 With member approval, the revised budget will be uploaded and future budget monitoring and comparison reports will be based on the revised budget.

**3. DRAFT BUDGET 2022-23**

- 3.1 As in previous years, the draft budget has been created broadly on an incremental basis using the previous year as a starting point. However, the salary budgets have been created from scratch following staff turnover and restructuring in 2021/22. This zero-based approach has also afforded the opportunity to review the allocations of pay costs across the committees which has resulted in a decrease in the allocated costs to Policy and Finance with increases particularly in Cemeteries, Allotments and Planning & Environment.

- 3.2** The draft budget has been further adjusted to take into account a number of known changes and bids for growth. Proposed bids now amount to £17,700 of which £14,600 is to be funded from earmarked reserves. Additional changes from those presented in November include provisions for an unavoidable above inflation increase in software costs and a growth bid to cover the cost of buildings surveys to ensure that adequate insurance cover is in place, the latter to be funded from the buildings reserve.
- 3.3** This iteration of the proposed budget includes some revisions to the preliminary estimates of inflation. RPI has increased to 6.0% for the year to October, from 4.9% for the year to September whilst both CPI and CPIH have increased from 3.1% and 2.9% to 4.2% and 3.8% respectively. There remains plenty of speculation in the press that fuel and utilities costs are likely to see increases well above inflation and it is also likely that there will be pressure to approve a national pay settlement somewhat closer to inflation. A 1% increase in the pay costs will add around £4,150 to the annual budget requirement. Members have requested that fees and charges be adjusted in line with the proposed council Tax increase. Inflation has therefore been modelled as follows:

Inflation	%
- Pay	3.5%
- Utilities	5.0%
- Other Expenditure	4.0%
- Non contractual expenditure	0.0%
- Income	3.0%
- Fixed expenditure (i.e. no inflation)	0.0%

In addition, we have now been notified of the proposed increase in the Council Tax Base for 2022/23. This will now increase by 1.124% to 5,465.0 which will generate an additional £2,049.

- 3.4** Proposed increases to prices for a range of Council services were rejected by Recreation and Leisure Committee and further work is required to produce a revised price list. Members have suggested that price increases be held in line with Council Tax increases and so for budget purposes a figure of 3% has now been modelled. A 1% increase will generate additional revenue of around £950 if demand remained constant.
- 3.5** The result of these assumptions, applied to the base budget as set out in Appendix 1 is that a transfer from the General Reserve of £7,012 will be required to deliver a Council Tax increase of 3%.
- 3.6** Work will continue to identify savings to close this gap. Members should note that 1% on the Council tax is equivalent to £5,378 and each additional £1,000 on the precept will add 18.3p to the Band D equivalent Council tax.
- 3.7** The draft budget includes planned contributions to and from earmarked reserves in accordance with the reserves policy. A summary of the reserves and reserve movements from April 2021 to March 2023 is included at Appendix 3.

## 4. RECOMMENDATIONS

- 4.1** In order to progress development of the budget for 2022/23 members are asked to:

- consider and approve the revised budget for 2021/22.
- consider inflation and whether the inflation assumptions should be adjusted further in the draft budget for 2022/23.
- consider opportunities for budget savings.
- provide guidance on the use of general reserves to support the budget requirement and target Council Tax.

For further information please contact:

Rory Fitzgerald, Finance Manager      or  
Tel: 01425 484723  
[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

Chris Wilkins, Town Clerk  
Tel: 01425 484720  
[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)



**RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2021/22 AND  
DRAFT BUDGET 2022/23**

**Appendix 1**

1	2	4	5	6	7	8	9	10
Committee	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £	
<b>Policy &amp; Finance</b>								
Expenditure	442,866	397,503	442,395	444,695	12,949	638	456,072	
Income	-156,471	-127,112	-145,140	-162,430	-4,976	-4,830	-154,945	
<b>Net Expenditure</b>	<b>286,395</b>	<b>270,391</b>	<b>297,255</b>	<b>282,265</b>	<b>7,974</b>	<b>-4,192</b>	<b>301,127</b>	
Transfers to Reserves	29,792	16,500	16,500	16,500	0	0	16,500	
Transfers from Reserves	-26,168	-8,172	-1,000	-7,200	0	-10,000	-11,000	
Growth bids and adjustments (net of transfers from reserves and income)							0	
<b>Committee net expenditure</b>	<b>290,019</b>	<b>278,719</b>	<b>312,755</b>	<b>291,565</b>	<b>7,974</b>	<b>-14,192</b>	<b>306,627</b>	
<b>Recreation &amp; Leisure</b>								
Expenditure	223,763	219,923	258,003	277,114	6,220	-56,808	206,665	
Income	-34,273	-33,984	-31,657	-30,636	-950	100	-32,507	
<b>Net Expenditure</b>	<b>189,490</b>	<b>185,939</b>	<b>226,346</b>	<b>246,478</b>	<b>5,270</b>	<b>-56,708</b>	<b>174,158</b>	
Transfers to Reserves	19,900	17,900	17,900	17,900	0	0	17,900	
Transfers from Reserves	-35,500	-14,654	-54,500	-65,393	0	54,500	0	
Growth bids and adjustments (net of transfers from reserves and income)							2,100	
<b>Committee net expenditure</b>	<b>173,890</b>	<b>189,185</b>	<b>189,746</b>	<b>198,985</b>	<b>5,270</b>	<b>-2,208</b>	<b>194,158</b>	
<b>Cemeteries</b>								
Expenditure	43,687	42,913	46,733	52,993	1,660	10,612	59,005	
Income	-34,073	-36,240	-46,031	-40,945	-1,341	6,836	-40,550	
<b>Net Expenditure</b>	<b>9,614</b>	<b>6,673</b>	<b>702</b>	<b>12,048</b>	<b>319</b>	<b>17,448</b>	<b>18,454</b>	
Transfers to Reserves	4,000	4,000	4,000	4,000	0	0	4,000	
Transfers from Reserves	-230	-230	-230	-5,156	0	0	-230	
Growth bids and adjustments (net of transfers from reserves and income)							0	
<b>Committee net expenditure</b>	<b>13,384</b>	<b>10,443</b>	<b>4,472</b>	<b>10,892</b>	<b>319</b>	<b>17,448</b>	<b>22,224</b>	
<b>Allotments</b>								
Expenditure	11,782	11,725	12,667	12,838	426	5,365	18,458	
Income	-5,209	-5,374	-5,306	-5,500	-159	0	-5,465	
<b>Net Expenditure</b>	<b>6,573</b>	<b>6,351</b>	<b>7,361</b>	<b>7,338</b>	<b>267</b>	<b>5,365</b>	<b>12,993</b>	
Transfers to Reserves	0	0	0	0	0	0	0	
Transfers from Reserves	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>6,573</b>	<b>6,351</b>	<b>7,361</b>	<b>7,338</b>	<b>267</b>	<b>5,365</b>	<b>12,993</b>	
<b>Planning, Town &amp; Environment</b>								
Expenditure	20,985	25,600	41,243	39,763	619	-3,802	37,060	
Income	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100	
<b>Net Expenditure</b>	<b>19,885</b>	<b>16,375</b>	<b>25,593</b>	<b>20,413</b>	<b>619</b>	<b>1,748</b>	<b>26,960</b>	
Transfers to Reserves	0	0	0	0	0	0	0	
Transfers from Reserves	-5,170	-1,120	-4,000	-2,167	0	1,000	-3,000	
Growth bids and adjustments (net of transfers from reserves and income)							1,000	
<b>Committee net expenditure</b>	<b>14,715</b>	<b>15,255</b>	<b>21,593</b>	<b>18,246</b>	<b>619</b>	<b>2,748</b>	<b>24,960</b>	
Total Base Expenditure	743,083	697,664	801,040	827,403			777,260	
Total Income	-231,126	-211,935	-243,784	-258,861			-243,568	
Total transfer to reserves	53,692	38,400	38,400	38,400			38,400	
Total Transfer from reserves	-67,068	-24,176	-59,730	-79,916			-14,230	
Total New Bids							17,700	
Less funded from earmarked reserves							-14,600	
<b>Total Budget Requirement</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>			<b>560,962</b>	
Precept	497,549	519,907	531,856	531,856			553,950	
Covid Relief grant			4,071	4,071			0	
Transfer to/-from General Reserve	-1,032	19,954	0	8,901			-7,012	

**RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2021/22 AND  
DRAFT BUDGET 2022/23**

**Appendix 1**

1	2	4	5	6	7	8	9	10
	Description	Actual 19/20 £	Actual 20/21 £	Budget 21/22 £	Revised Budget 21/22 £	Inflation £	Known Changes* £	Draft 22/23 £
<b>Expenditure:</b>								
	Policy & Finance	442,866	397,503	442,395	444,695	12,949	638	456,072
	Recreation & Leisure	223,763	219,923	258,003	277,114	6,220	-56,808	206,665
	Cemeteries	43,687	42,913	46,733	52,993	1,660	10,612	59,005
	Allotments	11,782	11,725	12,667	12,838	426	5,365	18,458
	Planning, Town & Environment	20,985	25,600	41,243	39,763	619	-3,802	37,060
	<b>Council Total Expenditure</b>	<b>743,083</b>	<b>697,664</b>	<b>801,040</b>	<b>827,403</b>	<b>21,874</b>	<b>-43,994</b>	<b>777,260</b>
<b>Income:</b>								
	Policy & Finance	-156,471	-127,112	-145,140	-162,430	-4,976	-4,830	-154,945
	Recreation & Leisure	-34,273	-33,984	-31,657	-30,636	-950	100	-32,507
	Cemeteries	-34,073	-36,240	-46,031	-40,945	-1,341	6,836	-40,550
	Allotments	-5,209	-5,374	-5,306	-5,500	-159	0	-5,465
	Planning, Town & Environment	-1,100	-9,225	-15,650	-19,350	0	5,550	-10,100
	<b>Council Total Income</b>	<b>-231,126</b>	<b>-211,935</b>	<b>-243,784</b>	<b>-258,861</b>	<b>-7,426</b>	<b>7,656</b>	<b>-243,568</b>
	<b>Council Net Expenditure before transfers</b>	<b>511,957</b>	<b>485,729</b>	<b>557,257</b>	<b>568,542</b>	<b>14,449</b>	<b>-36,338</b>	<b>533,692</b>
<b>Add Transfers to Provisions</b>								
	Policy & Finance	29,792	16,500	16,500	16,500			16,500
	Recreation & Leisure	19,900	17,900	17,900	17,900			17,900
	Cemeteries	4,000	4,000	4,000	4,000			4,000
	Allotments	0	0	0	0			0
	Planning, Town & Environment	0	0	0	0			0
	<b>Total transfers to provisions</b>	<b>53,692</b>	<b>38,400</b>	<b>38,400</b>	<b>38,400</b>			<b>38,400</b>
<b>Less Transfers from Provisions</b>								
	Policy & Finance	-26,168	-8,172	-1,000	-7,200			-11,000
	Recreation & Leisure	-35,500	-14,654	-54,500	-65,393			0
	Cemeteries	-230	-230	-230	-5,156			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-5,170	-1,120	-4,000	-2,167			-3,000
	<b>Total transfers from Provisions</b>	<b>-67,068</b>	<b>-24,176</b>	<b>-59,730</b>	<b>-79,916</b>			<b>-14,230</b>
	<b>Total Budget Requirement before new bids</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>	<b>14,449</b>	<b>-36,338</b>	<b>557,862</b>
<b>New Bids 2021/22 (net of income)</b>								
	Policy & Finance							3,600
	Recreation & Leisure							13,100
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							1,000
	<b>Less Funded from Provisions</b>							<b>-14,600</b>
	<b>Council's Net Budget</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>527,026</b>			<b>560,962</b>
	<b>Transfers from( - ) or to General Reserve</b>	<b>-1,032</b>	<b>19,954</b>	<b>0</b>	<b>8,901</b>			<b>-7,012</b>
	<b>Covid Relief Grant</b>			<b>-4071</b>	<b>-4071</b>			<b>0</b>
	<b>Council Precept (to be met by Council Tax Payers)</b>	<b>497,549</b>	<b>519,907</b>	<b>531,856</b>	<b>531,856</b>			<b>553,950</b>
	<b>Council Tax Base</b>	<b>5285.2</b>	<b>5362</b>	<b>5404.3</b>	<b>5404.3</b>			<b>5,465.0</b>
	<b>Council Tax</b>	<b>94.14</b>	<b>96.96</b>	<b>98.41</b>	<b>98.41</b>			<b>101.36</b>

## BUDGET ASSUMPTIONS 2022/23

Inflation (RPI) is currently running at 6.0% (for the year to October 2021). CPIH is 3.8% for the same period whilst the CPI is 4.2%.  
 Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

### ASSUMPTIONS:

	%	Type
<b>1 Inflation</b>		
- Pay	3.5%	1
- Utilities	5.0%	2
- Other Expenditure	4.0%	3
- Non contractual expenditure	0.0%	4
- Income	3.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

<b>2 Council Tax Base increase</b>	1.12%
Note, the Council Tax base for 2021/22 is	5,404.3

<b>3 Use of General Reserve</b>	£ 7,012
Use of Covid relief grant	0

The Band D equivalent Council Tax for 2021/22 is: 98.41

A target Council Tax increase of : 3.0%  
 would increase the Council Tax to: 101.36

And require an additional transfer from reserves of: £0  
 which would reduce total reserves to £ 540,066 by March 2023  
 (given the assumptions in 1 - 3 on the left)

An increase of 1.12% (assumption 2) will increase the Council Tax base to: 5,465.0

The General Reserve is expected to be £294,946 at April 1st 2022. This transfer, along with the £6,000 for the Xmas tree, will reduce it to £281,934 by March 2023  
 The balance of this grant at 1st April 2022 is expected to be £2,917

### Net Budget Requirement and consequent Band D equivalent Council Tax

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

	£
Base Budget 2022/2023	533,692
Net transfers to/from earmarked reserves	24,170
Growth Bids & Adjustments	17,700
- Less funded from earmarked reserves (inc. borrowing)	-14,600
- Less additional income generated	0
Net Budget requirement	560,962
Less funded from general reserve/Covid relief Grant	-7,012
Sum to be funded from Council Tax Payers (Precept)	553,950

**Band D equivalent Council Tax 2022/23** 101.36

The Council Tax for 2021/22 is £98.41 per Band D Equivalent

**The budget requirement and resulting precept, as modelled, represents an increase of 3.00 % in the Council Tax**

### Summary movement on reserves:

	£
Opening reserves 1/4/2022:	
General Reserve	294,946
Earmarked Reserves & Provisions	242,562
<b>Total Reserves 1/4/2022</b>	<b>537,508</b>
Planned transfers in	38,400
Planned transfers out	-8,230
Plus Capital Receipts 22/23	0
Less Funding for growth	-14,600
Less use of general reserve	-13,012

Predicted reserves 31/3/2023

General Reserve	281,934
Earmarked Reserves	258,132
Predicted Reserves 31/3/2023	<b>540,066</b>

An increase of one percent on the Council Tax will generate an increased precept of : £5,378  
 For each increase of £1,000 in the precept requirement, a further £0.183 will be added to the Band D Council Tax

## RESERVES AND PROVISIONS - MOVEMENT &amp; ESTIMATED BALANCES

1st April 2021 to 31st March 2023

	Actual Balance 01/04/21 £	Planned Transfers 2021/22 (revised):				Estimated Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>												
I.T. & Equipment	13,900	4,500				18,400	4,500		0			22,900
Gateway	25,000	0				25,000	0		0			25,000
Cemetery	18,000	4,000	-22,000		3,000	3,000	4,000		0			7,000
Buildings Reserve	28,567	5,000				33,567	5,000		-2,000			36,567
Election	11,274	1,500				12,774	1,500		0			14,274
Vehicle & Machinery	16,365	11,000	-4,793			22,572	11,000		0			33,572
Play Equipment	15,258	6,900	-19,500		500	3,158	6,900		-1,000			9,058
Memorials	3,000				-3,000	0			0			0
Christmas Lights	0					0			0			0
Carvers Clubhouse	27,025	2,500	-1,200			28,325	2,500		-1,600			29,225
Ringwood Events	8,828					8,828		-5,000	0			3,828
Memorial Lantern	1,354					1,354			0			1,354
Carvers Grounds	11,300		-10,000			1,300			0			1,300
Infrastructure & Open Spaces	19,343	3,000	-6,026			16,317	3,000		-10,000			9,317
Neighbourhood Plan	3,000		-1,000			2,000		-2,000	0			0
<b>Total Provisions</b>	<b>202,215</b>	<b>38,400</b>	<b>-64,519</b>		<b>500</b>	<b>176,596</b>	<b>38,400</b>	<b>-7,000</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>193,396</b>
<b><u>RESERVES</u></b>												
Earmarked Reserves:												
Dev Contribs	3,663		-1,000			2,663		-1,000	0			1,663
Cem Maint	1,210		-230			980		-230	0			750
Dev Cons(CIL)	45,635		-8,167	5,814		43,282			0	0		43,282
Capital Receipts	13,125			3,000		16,125			0	0		16,125
Grants Unapplied	6,988		-4,071			2,917		0	0	0		2,917
Loans Unapplied	0					0			0	0		0
<b>Total Earmarked Reserves and Provisions</b>	<b>272,835</b>	<b>38,400</b>	<b>-77,987</b>	<b>8,814</b>	<b>500</b>	<b>242,562</b>	<b>38,400</b>	<b>-8,230</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>258,132</b>
<b>General Reserve</b>	<b>292,545</b>	<b>8,901</b>	<b>-6,000</b>		<b>-500</b>	<b>294,946</b>	<b>0</b>	<b>-13,012</b>			<b>0</b>	<b>281,934</b>
<b>Total Reserves</b>	<b>565,380</b>	<b>47,301</b>	<b>-83,987</b>	<b>8,814</b>	<b>0</b>	<b>537,508</b>	<b>38,400</b>	<b>-21,242</b>	<b>-14,600</b>	<b>0</b>	<b>0</b>	<b>540,066</b>

**POLICY & FINANCE COMMITTEE – 8<sup>TH</sup> DECEMBER 2021****PAY AWARD 2021/22**

1. The purpose of this report is to consider a proposal in relation to the National Joint Council for Local Government Services (NJC) Pay Agreement for 2021/22.
2. The National Employers have made a full and final pay offer to the unions as follows:
  - An increase of 2.75% on NJC scale point 1
  - An increase of 1.75% on NJC scale point 2 and above
  - Both of the above to apply from 1<sup>st</sup> April 2021
3. Members of the three major unions representing council workers – Unite, GMB and Unison – have all recently voted to reject the offer and the timetable for balloting members is due to run into February 2022. It is therefore unlikely that an agreement will be reached before February/March next year.
4. The Town Council has previously agreed to award pay increases ahead of the National Agreement, and in this respect has adopted the same principles as New Forest District Council.
5. Once again, in advance of agreement on a national level, New Forest District Council has agreed to implement the National Employers offer (as set out in para. 2 above).
6. Provision for a 2% increase has been included in the Town Council's revised budget for 2021/22.
7. It is therefore RECOMMENDED
  - i) That the Council approves a 1.75% pay award across all scale points from 1<sup>st</sup> April 2021 in advance of the conclusion of the National Pay Negotiations (noting that we have no employees on scale point 1); and
  - ii) That should the national settlement be more than 1.75%, any additional award be paid to bring the increase in line with the settlement.

For further information, contact:

Jo Hurd  
Deputy Town Clerk  
Tel: 01425 484721  
[jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

## 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	Application for planning permission submitted. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified.	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	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. 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 - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated. A bid for a further £1,000 has been put forward for consideration for inclusion in the 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Preparatory works on A31 commenced. Closure of westbound on-slip at Ringwood delayed until 04/01/2022, contraflow to be in place by end January 2022. Scheme due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work ongoing in Mansfield Road, due for completion by 06/12/2021. Some work still required on Bickerley - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	





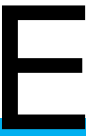
### Policy & Finance Committee

PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Transition to the new site and hosting arrangements is imminent.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Detached Outreach work	In progress	Work has been suspended for operational reasons. A review of the project is scheduled for December.	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Technical advice on track maintenance options in line with members' recommendations is being obtained.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	

### Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	Completed	Fresh gravel has been laid. No structural change is feasible at present.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	Completed	The agreed works have all now been completed. A proposal by community groups to plant the new earth bunds is expected to be actioned this month.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are being considered.	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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000

RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party will meet on 30 November to consider service proposals from landscape designers	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
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**Staffing Committee**

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.		Town Clerk
S2	Finance Staffing review	Completed		Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

## 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 Highways England 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>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Preliminary discussions with local community groups	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							