

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 20<sup>th</sup> October 2021 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Meetings Administrator  
Cllr Gareth Deboos (*present for the Grant Aid applications*)

ABSENT: Cllr Gloria O'Reilly  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Glenys Turner

### **F/5957 PUBLIC PARTICIPATION**

There were two members of the public present for the Grant Aid applications.

### **F/5958 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs O'Reilly, Rippon-Swaine and Turner.

### **F/5959 DECLARATIONS OF INTEREST**

Cllr Kelleher declared a disclosable pecuniary interest in item 13 on the agenda (Land at Forestside Gardens). The Town Clerk reported that Cllr Kelleher had applied for a dispensation to speak on the item (*P/5969 refers*). He confirmed this had been granted until the end of his current term of office and allows Cllr Kelleher to take part in the debate but not to vote on the matter.

Although it was not a declarable pecuniary interest, Cllr Heron made other members aware that he had a personal interest in relation to the Forest Forge Grant Aid application and would take no part in the discussion.

### **F/5960 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 22<sup>nd</sup> September 2021, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5961 GRANT AID**

Members considered two applications for Grant Aid (*Annex A*):-

The Rotary Club of Ringwood – A representative presented the application. Members acknowledged the work the Rotary Club do for the town and wished to support the application. An award of £250 was made.

*Cllr Ring took the Chair for the second Grant Aid application, due to the Cllr Heron's personal connection with Forest Forge.*

Forest Forge Theatre Company – A representative presented the application and described the project, which has been piloted over the last few months. The chat room has had a positive impact on the anxieties young people are facing and has been described as a lifeline by those using it. Members appreciated the difficulties young people are having with mental health issues, particularly during the pandemic, and wished to support the project. An award of £1,500 was agreed.

**RESOLVED:** 1) That, in exercise of the Power of General Competence, a grant of £250 be awarded to The Rotary Club of Ringwood to cover expenses for Christmas Eve festivities in the Market Place; and  
2) That in exercise of the Power of General Competence, a grant of £1,500 be awarded to Forest Forge Theatre Company towards a weekly online activity to which supports young people and their mental wellbeing.

<b>ACTION A Greenfield</b>
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*Cllr Deboos left the meeting at this point.*

**F/5962**

## **FINANCIAL REPORTS**

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

In relation to the balance and transfer report, the Finance Manager explained that, due to the limit on BACS transfers, there had been two separate payments to CCLA on subsequent days, which made up the total amount to be invested. Since then, funds had been moved from the business account to the Imprest account. Approval was now sought to draw down funds from the CCLA account to boost the Imprest account.

The Finance Manager reported that projected spend to year end was looking fairly close to the budget outturn and, taking into consideration income, he expected there to be a small deficit, with an estimated variation of £3,500. He also indicated capital spend had accelerated in October, but this expenditure is planned for in the overall budget.

Members thanked the Finance Manager for the work done in monitoring the budget and providing an estimate of the end of year outturn, at this stage in the year.

The Town Clerk commented on an anomaly in cemetery income in 2016, which had resulted in inflated predictions for income in the last few years. Next year's budget will have a more realistic figure built in.

**RESOLVED:** 1) That the list of payments made on Imprest Account for September be approved;  
2) That Cllr Heron's verification and signing of quarterly bank reconciliations and statements up to the end of September be noted;  
3) That the total amount of petty cash payments for September be noted;

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- 4) That the Statement of Town Council Balances be received and the Inter Account Transfers authorised; and
- 5) The Finance Manager's budgetary monitoring report be received and the budget position and balances of reserves be noted.

**ACTION R Fitzgerald**

**F/5963**

**COUNCIL BUDGET 2022/23**

Members considered the Finance Manager's report on the Council's budget 2022/23 (*Annex C*). He referred firstly to the revised budget for 2021/22 and the likely out turn position at year end.

The 'sandbox' facility had been circulated to Councillors prior to the meeting to enable the modelling of various scenarios and the impact of changing variables on the draft budget for and precept for 2022/23. The Finance Manager asked Members to consider inflation, assumptions to be applied to the draft budget, opportunities for savings, use of the general reserve and a target Council Tax.

Members indicated that inflationary pressures, rising fuel prices, salary increases etc. should all be reflected in the budget. It was questioned whether there would be any prospect of introducing additional capital projects next year, given the uncertainty of rising costs generally, but possibly CIL receipts could be applied to infrastructure schemes. CIL could not be used to balance the budget, but the reserves could be.

It was agreed that revised draft budget should be modelled with a suggested maximum increase in Council Tax of 3%. The Council Tax base rate for Ringwood was unknown presently, but will provide greater clarity on any shortfall, once this is factored in.

**RESOLVED:** That the initial draft Council budget for 2022/23 be noted, further adjustments made to reflect the pressures discussed and the revised draft budget be considered at the next meeting.

**ACTION R Fitzgerald**

**F/5964**

**INVESTMENT STRATEGY (TREASURY MANAGEMENT)**

Members considered the Finance Manager's report on Investment Strategy and Policy (Treasury Management) (*Annex D*).

**RECOMMENDED:-**

- 1) That the amended Treasury Management Policy be endorsed; and
- 2) That investment in the LAPF should not be explored further.

**ACTION C Wilkins**

**F/5965**

**BANKING ARRANGEMENTS**

Members considered the Finance Manager's report regarding banking arrangements (*Annex E*).

**RESOLVED:** 1) That the review of banking arrangements be noted;

- 2) That continued use of the standing orders and direct debits, listed in the report be authorised;
- 3) That arrangements for the use of CHAPS payments continue as present, requiring pre-authorisation by two members; and
- 4) That the use of BACS to transfer funds of more than £50,000 require pre-authorisation by resolution of this Committee.

**ACTION R Fitzgerald**

**F/5966  
RESERVE POLICY**

The Finance Manager referred to the schedule (*Annex F*), which specifies the purpose of each reserve and how it is managed. There was some concern with the management of certain reserves, considering the tight budget settlement expected for 2022/23 and for that reason, it was suggested that reserves are looked at in more detail as part of the budget setting process.

**RESOLVED:** 1) That the annual review of the Reserves Policy be noted; and  
2) That the matter be brought back for consideration at a future meeting.

**ACTION R Fitzgerald**

**F/5967  
STAFF ANNUAL LEAVE**

Members consider the Town Clerk's report (*Annex G*). Members were in support of the proposal. On behalf of the staff, the Town Clerk thanked the Committee for their decision to award an additional two days' leave.

**RESOLVED:** That an exceptional award of two days' additional leave be made to Council staff this year, as detailed in Section 2.2 of the report.

**ACTION C Wilkins / J Hurd**

**F/5968  
PROJECTS (current and proposed)**

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

**ACTION C Wilkins**

**F/5969  
LAND AT FORESTSIDE GARDENS**

Members considered the implications of the forthcoming sale of the open space at Forestside Gardens and possible actions that the Council might take. Cllr Kelleher exercised his dispensation and provided information from a resident's perspective.

Residents' worries of development of the land were understood and Members were informed that the residents were not in a position to purchase the land themselves.

It was acknowledged that in previous times, ownership of public open spaces within developments, such as this would have automatically been passed to the Town Council to maintain.

Some saw this land as a capital investment and an asset for the Council. Acquiring it would preserve the amenity area for the local community and protect a well-used public open space from possible development.

Others saw this land as a liability, which would incur a significant initial outlay and require regular maintenance of the lawn and trees, which were subject to Tree Preservation Orders.

The Town Clerk suggested that Members first decide if the Council wanted to express an interest in buying this land, in principle. A vote was taken and it was agreed by majority to express an interest in purchasing the land.

**RESOLVED:** That the Council express an interest in purchasing the land at Forestside Gardens.

**ACTION C Wilkins**

**F/5970**

**EXCLUSION OF THE PRESS AND PUBLIC**

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

**ACTION C Wilkins**

**F/5971**

**LAND AT FORESTSIDE GARDENS**

Following a decision by Members, earlier in the meeting, that the Council should express an interest in purchasing the land, further discussions took place.

The Town Clerk outlined the information provided online, including the guide price and suggested purchasing the legal pack, which would contain further detailed particulars. In addition to the sale price there would be additional expenses such as administration fees, search/ land registration fees and legal costs.

**RESOLVED:** That the Town Clerk make further enquiries in relation to the purchase of the land at Forestside Gardens and proceed as instructed.

**ACTION C Wilkins**

**SALARY BUDGET**

Members considered the Finance Manager's report (*Confidential Report J*).

**RESOLVED:** That the review of salary budgets be noted.

**ACTION C Wilkins**

*There being no further business, the Chairman closed the meeting at 8:58pm.*

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

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

APPROVED  
17<sup>th</sup> November 2021

TOWN MAYOR

COMMITTEE CHAIRMAN





## Ringwood Town Council

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

### APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council. Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied. Note: the information provided by applicants may be published on the Council's website. Signatures will be redacted; please indicate on the form if any contact information is private.

#### Applicant's Details

Name of Organisation requesting grant	RINGWOOD ROTARY CLUB
Postal Address	c/o The Malt House, 84a Christchurch Road, Ringwood, Hampshire, BH24 1DR
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	rs.ms@btinternet.com

#### Details of Grant Request

Amount requested	£ 250.00
What is the purpose of the grant?	To cover expenses for Christmas Eve Festivities in Ringwood Market Place. This is a free public event.
How would the people of Ringwood benefit from your receiving this grant?	This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area.
How many Ringwood people would benefit?	About 2000+
Total cost of project	£ 500



If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Rotary Club
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**Information about your Organisation**

Membership: 40	What facilities do you provide?  The Organisation carries out a number of events each year including free social events, Fund raising and social events and aid to the elderly, young people and others. All covered by Insurance and First Aid providers
Subscription: £ 180	
Names of competing or similar organisations	Lions Club, but are not involved

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

Cash in hand: £	Annual income: £ See accounts	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No, but a lot of local firms and others help by loaning us some of the equipment needed.	
Signature of Applicant	[REDACTED]	Date 16 <sup>th</sup> October 2021
Position within the Organisation:	Community and Vocational Committee	

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

**Additional comments**

Please write any additional comments on a separate sheet.

If you wish to attend the Committee meeting at which your application will be considered, please contact us. For further information on public participation at meetings of the Council, please see:  
[www.ringwood.gov.uk/Your\\_Council/Leaflets/Public\\_Participation\\_Leaflet.pdf](http://www.ringwood.gov.uk/Your_Council/Leaflets/Public_Participation_Leaflet.pdf)

**THE ROTARY CLUB OF RINGWOOD  
01.07.20 to 30.06.21**

**A**

**CHARITY FUND**

<b>Balance carried forward</b>	<b>2,770.26</b>
<b>RECEIPTS</b>	
Christmas Quiz	80.00
Club Christmas Card	750.80
Oen Gardens	448.69
Photographic Competition	373.07
Christmas Cards	293.83
Raffle	764.30
Members contributions to Foundation	390.00
Sundry Income	350.33
<b>PAYMENTS</b>	
Quiz	(44.00)
Fashion Show	(13.50)
Christmas Eve Expenses	(36.80)
Ringwood Community Network	(117.00)
ShelterBox	(700.00)
Ringwood Junior School	(405.00)
Other Charitable Donations	(793.98)
<b>RI Foundation</b>	<b>(810.00)</b>
<b>Balance carried forward</b>	<b>3,301.00</b>

I have audited the accounts of the Club which give a true view of the Club's activities for the year ending 30th June 2021

Rtn J Gibson  
Hon. Auditor



## 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	Forest Forge Theatre Company
Charity Registration Number (if appropriate)	289644
Postal Address for the organisation (if there is one)	9-10 Endeavour Park Crow Arch Lane Ringwood Hampshire BH21 1SF
Please tick to confirm that contact details have been provided on page 1	Yes

#### Details of Grant Request

Amount requested	£ 1,500
What is the purpose of the grant?	To support The Chat Room – a weekly online activity supporting young people in our youth theatre who have been suffering mental illness especially following the last year of lockdown. It has been piloted over the last few months run by our Creative Learning Director, a trained counsellor and an artist providing mindfulness art activity during the session to focus on. 80% of the youth theatre members have reported mental anxiety during or after a youth theatre session and we needed to set up an activity to support this. Our Youth Theatre has 100 young people attending each week The problems young people are facing even led to one member of the youth theatre taking his own life a couple of months ago which in itself has shocked and made the groups anxious, This ongoing support has been a life line to many of our young people. The positive impact on an individual has a pebble in the water effect on those around them
How would the people of Ringwood benefit from your receiving this grant?	It is a safe space where you can speak or listen and have anonymity doing an art activity provided. Each week the session is based around a theme such as anxiety, panic attacks, anger, isolation. Themes come from the young people themselves or from what is witnessed in youth theatre sessions. Each session starts with a question and ends with a mindfulness exercise and resources available. We will also offer support to parents in a group session. The participants who have used the Chat Room have told us they have used the techniques from the sessions – transferrable skills.

How many Ringwood people would benefit?	100
Total cost of project	£ 1,700

### Information about your Organisation

Membership:	What facilities do you provide?  Weekly Youth Theatre sessions and productions based on a termly fee. Holiday workshops. Weekly Act Your Age drama for over 55's and a postal project for over 65's who are isolated. All run in the studio theatre in Ringwood. www.forestforgetheatre.co.uk
Subscription: £	
Names of competing or similar organisations	Wiltshire Creative
Please tick to confirm that payment details have been provided on page 1	Yes

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ £25,838.77	
Other sponsoring bodies and amounts donated by them	NFDC	£10,000
	Arts Council Cultural Recovery Fund	£ 55,000
	Children In need	£ 9,999
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Intend to apply for £2000 to HCC Local Solutions Fund	

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	

**B**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**20TH OCTOBER 2021**

# Paid Expenditure Transactions

Start of year 01/04/21 **B**

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/09/21	1928		£80.00	£0.00	£80.00	P&F	TLC Online	September 2021 2000/1/14
DD	01/09/21	1929		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers Clubhouse September 2021 2802/1/6
DD	01/09/21	1930		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery September 2021 3200/1/5
PAY Chq7935	02/09/21	1931		£230.00	£0.00	£230.00	RLOS	Ringwood Town Council	Allotment prizes 3300/3/1
DD	08/09/21	1932		£109.45	£18.24	£91.21	RLOS	UK Fuels Ltd	August 2021 3000/1/10
558	10/09/21	1891		£70.00	£0.00	£70.00	P&F	Ware, Matthew	Table Tennis Coaching as part of Summer of Play programme of activity 2802/2/1
		1892/1		£47.00	£7.83	£39.17	RLOS	Ringwood and Verwood Glass	To replace vandalised window at Carvers Pavilion. 3000/2/2
559	10/09/21	1892	RTC804167	£47.00	£7.83	£39.17		Ringwood and Verwood Glass	3000/2/2
		1893/1		£53.91	£8.98	£44.93	RLOS	screwfix	Paint ETC for Cemetery Gates. 3200/2/5
560	10/09/21	1893	RTC804172	£53.91	£8.98	£44.93		screwfix	3200/2/5
		1894/1		£60.00	£0.00	£60.00	RLOS	Ringwood Pest Control	Wasp nest in Cemetery 3200/2/5
561	10/09/21	1894	RTC804177	£60.00	£0.00	£60.00		Ringwood Pest Control	3200/2/5
		1895/1		£160.00	£0.00	£160.00	RLOS	Ringwood Pest Control	To control moles at Jubilee and Parish Church. 4 visits on each. 3000/2/9
562	10/09/21	1895	RTC804138	£160.00	£0.00	£160.00		Ringwood Pest Control	Pest control at Churchyard 3000/2/9
563	10/09/21	1896		£180.00	£0.00	£180.00	P&F	Steamship Circus Ltd	Workshops services provided at a pre-agreed fee. Less 40% deposit 2802/2/1
		1897/1		£182.16	£30.36	£151.80	P&F	New Forest Ice Cream	Ice creams 2802/3/1
564	10/09/21	1897	RTC804165	£182.16	£30.36	£151.80		New Forest Ice Cream	Carvers Clubhouse - Ice Cream for resale 2802/3/1
		1898/1		£175.75	£29.29	£146.46	P&F	New Forest Ice Cream	Ice Creams 2802/3/1
565	10/09/21	1898	RTC804175	£175.75	£29.29	£146.46		New Forest Ice Cream	Carvers Clubhouse - Ice Creams for resale 2802/3/1
		1899/1		£42.00	£0.00	£42.00	P&F	Taste Vending Ltd	coffee topping resale 2802/3/1
566	10/09/21	1899	RTC804180	£42.00	£0.00	£42.00		Taste Vending Ltd	Coffee for resale 2802/3/1
		1900/1		£143.66	£23.94	£119.72	RLOS	Letters & Logos Ltd	Signs for Cemetery Carpark 3200/2/5
567	10/09/21	1900	RTC804143	£143.66	£23.94	£119.72		Letters & Logos Ltd	Signs for Cemetery Carpark 3200/2/5
		1901/1		£31.67	£5.28	£26.39	RLOS	Letters & Logos Ltd	New sign for new Hight Barrier at Poulner Lakes 3000/2/7
568	10/09/21	1901	RTC804140	£31.67	£5.28	£26.39		Letters & Logos Ltd	New sign for Hight barrier Poulner Lakes. 3000/2/7
		1902/1		£33.60	£5.60	£28.00	RLOS	Site Safety Ltd	New shorts. 3000/1/5

# Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading
			1902/2	£44.82	£7.47	£37.35	RLOS	Site Safety Ltd	New shirts.
569	10/09/21	1902	RTC804176	£78.42	£13.07	£65.35		Site Safety Ltd	Shorts and shirts for groundsman
			1903/1	£540.00	£90.00	£450.00	PT&E	Daniel Shutler	Crow Stream Annual Flail - to be carried out before end August 2021
570	10/09/21	1903	RTC804120	£540.00	£90.00	£450.00		Daniel Shutler	Crow Stream Annual Flail
			1904/1	£540.00	£90.00	£450.00	RLOS	Daniel Shutler	for the cutting of Castleman trail as a one off job.
571	10/09/21	1904	RTC804062	£540.00	£90.00	£450.00		Daniel Shutler	
			1905/1	£1,980.00	£330.00	£1,650.00	PT&E	O'NeillHomer	3 days @ £550 per day follow up actions (2:02), attendance at meetings and project notes
572	11/09/21	1905	RTC804185	£1,980.00	£330.00	£1,650.00		O'NeillHomer	Neighbourhood Plan Consultancy Fees
573	11/09/21	1906		£288.00	£48.00	£240.00	P&F	Central Southern Security	New CCTV camera and cage at Carvers Clubhouse inc installation
			1907/1	£156.00	£26.00	£130.00	RLOS	Central Southern Security	Call out to resolve fault on alarm 11.08.2021
574	11/09/21	1907	RTC804157	£156.00	£26.00	£130.00		Central Southern Security	Intruder Alarm at Ringwood Cemetery
			1908/1	£300.00	£50.00	£250.00	P&F	Intratest	Bi-annual lighting column test
575	11/09/21	1908	RTC804174	£300.00	£50.00	£250.00		Intratest	Testing required for festive lighting
576	11/09/21	1909		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	August 2021
577	11/09/21	1910		£12.72	£2.12	£10.60	P&F	Pitney Bowes	Lease charge from 050921
			1911/1	£84.00	£14.00	£70.00	P&F	Concentrate Limited	monthly website updates
578	11/09/21	1911	RTC804193	£84.00	£14.00	£70.00		Concentrate Limited	Carvers Clubhouse Monthly Website Updates
579	11/09/21	1912		£84.00	£14.00	£70.00	P&F	Concentrate Limited	inv 6028 relating to monthly website updates in 2020
FPO	14/09/21	1933		£7,227.27	£0.00	£7,227.27	P&F	Hampshire County Council	Pension August 2021
BGC	14/09/21	1934		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees September 2021
			1915/1	£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee beans and milk powder
580	15/09/21	1915	RTC804166	£98.80	£16.47	£82.33		Taste Vending Ltd	Carvers Clubhouse - coffee for resale
			1916/1	£320.66	£0.00	£320.66	P&F	New Forest District Council	Gateway panic alarm upgrades
581	15/09/21	1916	RTC804159	£320.66	£0.00	£320.66		New Forest District Council	Gateway panic alarm upgrade

# Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		1917/1		£2,083.88	£347.31	£1,736.57	RLOS	Ava Recreation Ltd	Replace grass mats on MPU slide, flat swings and overhead rotator, supply and install soil and seed	3000/2/16
582	15/09/21	1917	RTC804129	£2,083.88	£347.31	£1,736.57		Ava Recreation Ltd	Grass mat repairs - Ash Grove Play Area Quote reference ARH2792	3000/2/16
583	15/09/21	1918		£1,920.00	£320.00	£1,600.00	P&F	PKF Littlejohn LLP	Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31st March 2021 reference HA0216 - Ringwood Town Council	2000/1/19
584	15/09/21	1919		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV Partnership Contrib 01/04/21 - 30/09/21	2400/15
		1920/1		£10.00	£0.00	£10.00	P&F	Joyce Johnson	return of key deposit	9999
		1920/2		£24.00	£0.00	£24.00	P&F	Joyce Johnson	return of grounds deposit SR19A	9999
585	15/09/21	1920	RTC804187	£34.00	£0.00	£34.00		Joyce Johnson	Refund of allotment ground and key deposit Original reference R3/506595 23/7/21 SR19A	9999
		1921/1		£137.40	£22.90	£114.50	RLOS	Peter Noble Ltd	To replace Front deck roller bearings.	3000/3/2
586	15/09/21	1921	RTC804168	£137.40	£22.90	£114.50		Peter Noble Ltd		3000/3/2
		1922/1		£452.40	£75.40	£377.00	RLOS	Peter Noble Ltd	New steel RSJ to form the other post for hight barrier on the lakes road.	3000/2/7
587	15/09/21	1922	RTC804068	£452.40	£75.40	£377.00		Peter Noble Ltd		3000/2/7
		1923/1		£15.00	£2.50	£12.50	RLOS	Peter Noble Ltd	Yellow Paint for new hight restricture at the Lakjes.	3000/2/7
588	15/09/21	1923	RTC804162	£15.00	£2.50	£12.50		Peter Noble Ltd		3000/2/7
		1924/1		£14.99	£2.50	£12.49	RLOS	screwfix	more Paint for Cemetery Gates	3200/2/5
589	15/09/21	1924	RTC804173	£14.99	£2.50	£12.49		screwfix		3200/2/5
		1925/1		£72.00	£12.00	£60.00	RLOS	Peter Noble Ltd	Temporary repair to Poulner Lakes access gate (01/06/2021)	3000/2/7
		1925/2		£752.42	£125.40	£627.02	RLOS	Peter Noble Ltd	Permanent repair to Poulner Lakes access gate - cost of materials	3000/2/7
		1925/3		£288.00	£48.00	£240.00	RLOS	Peter Noble Ltd	Permanent repair to Poulner Lakes access gate - labour	3000/2/7
590	15/09/21	1925	RTC804049	£1,112.42	£185.40	£927.02		Peter Noble Ltd	Repair to Poulner Lakes access gate (temporary and permanent)	3000/2/7
		1926/1		£17.28	£2.88	£14.40	P&F	Site Safety Ltd	C259 Polo Shirt	2600/1/6
		1926/2		£13.68	£2.28	£11.40	P&F	Site Safety Ltd	UC203 Sweatshirt	2600/1/6



# Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		1926/3		£34.80	£5.80	£29.00	P&F	Site Safety Ltd	C261 Trousers - 44" Reg 2600/1/6
		1926/4		£11.88	£1.98	£9.90	P&F	Site Safety Ltd	CUX5 Fleece 2600/1/6
		1926/5		£23.94	£3.99	£19.95	P&F	Site Safety Ltd	C232 Highway Coat 3/4 length - yellow 2600/1/6
591	15/09/21	1926	RTC804124	£101.58	£16.93	£84.65		Site Safety Ltd	Uniform for Caretaker/Cleaner Colour: bottle green Size (except trousers): XXL 2600/1/6
		1927/1		£60.00	£0.00	£60.00	P&F	Helen Short	Contribution towards prescription glasses - eye test date 29/08/2021 2310/3
592	15/09/21	1927	RTC804205	£60.00	£0.00	£60.00		Helen Short	Contribution towards glasses, where part of the prescription is for DSE use 2310/3
Lloyds CC	17/09/21	1937		£45.54	£0.00	£45.54	PT&E	Google	Work Space August 2021 4000/1/6
		1936/1		£41.94	£6.99	£34.95	P&F	Amazon	Canon PG504XL & CL541XL Ink Cartridges (pack of 2) 2000/1/8
Lloyds CC	20/09/21	1936	RTC804144	£41.94	£6.99	£34.95		Amazon	Ink for cemetery printer (payment by credit card) 2000/1/8
PAY	20/09/21	1938		£7.00	£0.00	£7.00	Counc	Lloyds Bank	September 2021 10111
DD	21/09/21	1935		£150.01	£10.34	£139.67	P&F	Worldpay	August 2021 2802/3/1
		1939/1		£72.00	£12.00	£60.00	RLOS	Peter Noble Ltd	To fit new blades to Roller Mower. 3000/3/2
593	21/09/21	1939	RTC804208	£72.00	£12.00	£60.00		Peter Noble Ltd	Original invoice had the wrong order number on it as no order number had been issued, 3000/3/2
594	21/09/21	1940		£1,890.00	£315.00	£1,575.00	P&F	Southern Internal Audit Partnership, HCC	Annual Internal Audit Report 2020/21 2000/1/19
595	21/09/21	1941		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	February 2021 3200/2/1
596	21/09/21	1942		£108.00	£18.00	£90.00	RLOS	Insight Security & Facilities Ltd	April 2021 3000/2/1
		1943/1		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	Tractor Shed May 2021 3000/2/1
		1943/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Cemetery May 2021 3200/2/1
597	21/09/21	1943		£54.00	£9.00	£45.00		Insight Security & Facilities Ltd	May 2021 3000/2/1
DD	22/09/21	1949		£312.44	£52.07	£260.37	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2021 2501/3
DD	22/09/21	1950		£5,472.04	£0.00	£5,472.04	P&F	Inland Revenue	August 2021 2600/1/2

# Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	24/09/21	1952		£24,122.22	£0.00	£24,122.22	P&F	Salaries	Salaries September 2021 2600/1/1
		1944/1		£262.08	£43.68	£218.40	P&F	Status Computers	ESET Antivirus licence for 13 users for 1 year 2000/1/15
598	27/09/21	1944	RTC804186	£262.08	£43.68	£218.40		Status Computers	Antivirus software licence renewal 2000/1/15
		1945/1		£60.00	£0.00	£60.00	RLOS	Ringwood Pest Control	Wasp Nest at Cemetery 3000/2/13
599	27/09/21	1945	RTC804209	£60.00	£0.00	£60.00		Ringwood Pest Control	Wasp Nest at Cemetery 3000/2/13
		1947/1		£1,390.80	£231.80	£1,159.00	RLOS	WP Group (Upton Oil)	fuel for tractors. 3000/1/10
		1947/2		£382.73	£18.23	£364.50	RLOS	WP Group (Upton Oil)	red diesel 3000/1/10
601	27/09/21	1947	RTC804196	£1,773.53	£250.03	£1,523.50		WP Group (Upton Oil)	Diesel for machines 1000 litres white and 500 red 3000/1/10
602	27/09/21	1948		£226.73	£37.79	£188.94	P&F	Status Computers	September 2021 2000/1/15
		1946/1		£52.78	£8.80	£43.98	P&F	Insight Direct (UK) Ltd	1 Yr Power PDF Maintenance & Support 2000/1/15
		1946/2		£34.08	£5.68	£28.40	P&F	Insight Direct (UK) Ltd	1 Yr Power PDF Maintenance & Support 2000/1/15
600	28/09/21	1946	RTC804204	£86.86	£14.48	£72.38		Insight Direct (UK) Ltd	Renewal of Maintenance and Support for Power PDF Advanced Start date 16 October 2021, End date 15 October 2022 2000/1/15
		1953/1		£160.00	£0.00	£160.00	P&F	New Forest District Council	road closure for xmas event 2400/9
603	28/09/21	1953	RTC804203	£160.00	£0.00	£160.00		New Forest District Council	Road closure application for Christmas event 28th November 2021 2400/9
PAY	28/09/21	1955		£28.86	£0.00	£28.86	P&F	Lloyds Bank	September 2021 2000/1/18
Bcard Sept 21	29/09/21	1956		£10.98	£1.83	£9.15	P&F	Toys of Ringwood	Tennis & Quoits sets 2802/2/1
		1957/1		£137.60	£17.52	£120.08	P&F	Booker	Food for resale 2802/3/1
Bcard Sept 21	29/09/21	1957	RTC804164	£137.60	£17.52	£120.08		Booker	Carvers Clubhouse - food for resale (paid on credit card) 3511385 2802/3/1
Bcard Sept 21	29/09/21	1958		£10.99	£1.83	£9.16	P&F	Canva	September 2021 2802/2/1
		1959/1		£114.17	£18.03	£96.14	P&F	Booker	food for resale 2802/3/1
Bcard Sept 21	29/09/21	1959	RTC804182	£114.17	£18.03	£96.14		Booker	Food for resale paid on credit card. Inv number 3511884 2802/3/1
		1960/1		£111.74	£7.67	£104.07	P&F	Booker	food for resale 2802/3/1
Bcard Sept 21	29/09/21	1960	RTC804183	£111.74	£7.67	£104.07		Booker	Food for resale inv number 3511885. Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1961		£18.98	£3.16	£15.82	P&F	Amazon	Must be Bonkers 2802/3/1

# Paid Expenditure Transactions

Start of year 01/04/21

B

paid between 01/09/21 and 30/09/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
Bcard Sept 21	29/09/21	1962		£3.16	£0.00	£3.16	P&F	Lidl	Oat milk 2802/3/1
Bcard Sept 21	29/09/21	1963		£6.00	£0.00	£6.00	P&F	Facebook Ads	Summer football fun 2802/2/1
Bcard Sept 21	29/09/21	1964		£171.99	£18.96	£153.03	P&F	Booker	Food for resale 71811171 paid credit card 2802/3/1
Bcard Sept 21	29/09/21	1965		£139.88	£20.16	£119.72	P&F	Booker	Food for resale 3512081 Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1966		£58.24	£1.50	£56.74	P&F	Booker	Food for resale invoice number 3512348 Paid on credit card 2802/3/1
Bcard Sept 21	29/09/21	1967		£188.14	£28.60	£159.54	P&F	Booker	Food for resale 3512830 paid on credit card 2802/3/1
NFDC P6	30/09/21	1968		£45.53	£0.00	£45.53	P&F	New Forest District Council	16/8/21 expenditure 2802/3/1
NFDC P6	30/09/21	1969		£81.73	£0.00	£81.73	P&F	New Forest District Council	23/8/21 Expenditure 2802/3/1
NFDC P6	30/09/21	1970		£14.93	£0.00	£14.93	P&F	New Forest District Council	5/9/21 sales 2802/3/1
NFDC P6	30/09/21	1971		£11.57	£0.44	£11.13	P&F	New Forest District Council	13/9/21 Expenditure 2802/3/1
NFDC P6	30/09/21	1972		£31.16	£0.00	£31.16	P&F	New Forest District Council	20/09/21 2802/3/1
		1973/1		£41.17	£1.96	£39.21	RLOS	Utility Warehouse	Energy 3200/1/1
		1973/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile 3000/1/6
		1973/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Broadband 3200/1/6
		1973/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD	30/09/21	1973		£104.77	£12.56	£92.21		Utility Warehouse	Utility Warehouse Cemetery August 2021 3200/1/1
		1974/1		£40.08	£1.91	£38.17	RLOS	Utility Warehouse	Electricity 3000/1/1
		1974/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD	30/09/21	1974		£42.48	£2.31	£40.17		Utility Warehouse	Utility Warehouse Sports Pavilion August 2021 3000/1/1
		1975/1		£215.66	£10.27	£205.39	P&F	Utility Warehouse	Energy 2802/1/3
		1975/2		£17.00	£2.83	£14.17	RLOS	Utility Warehouse	Mobile 3000/1/6
		1975/3		£32.64	£5.44	£27.20	P&F	Utility Warehouse	Broadband 2802/2/5
		1975/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Club 2802/1/3
DD	30/09/21	1975		£267.70	£18.94	£248.76		Utility Warehouse	Utility Warehouse Carvers Clubhouse August 2021 2802/1/3
	30/09/21	1976		£94.00	£0.00	£94.00	Counc	Ringwood Town Council	Repayment of float 10001
NFDC P6	30/09/21	1982		£99.87	£0.00	£99.87	P&F	New Forest District Council	Café sales 09/08/21 2802/3/1
NFDC P6	30/09/21	1983		£38.33	£0.00	£38.33	P&F	New Forest District Council	Café Sales 30/08/21 2802/3/1
Transfer to PC	30/09/21	1984		£40.31	£0.00	£40.31	Counc	Ringwood Town Council	Petty Cash - September 2021 10000

# Paid Expenditure Transactions

paid between 01/09/21 and 30/09/21

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Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
<b>Total</b>				£61,168.24	£2,754.51	£58,413.73			

**POLICY AND FINANCE COMMITTEE 20th OCTOBER 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-Sep-21</b>		<b>30-Sep-21</b>	<b>Movement</b>	<b>Cash Out</b>	<b>Cash In</b>	<b>31-Oct-21</b>
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	43,425		165,410	-150,000		40,000	55,410
Business Account	51,550		51,550			-40,000	11,550
Investment Accounts	800,000		700,000	100,000			800,000
Greenways Rent Deposit	10,642		10,635				10,635
Petty Cash - Imprest	91		197				197
Petty Cash - Carvers Clubhouse	144		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
<b>TOTAL BANK BALANCES</b>	<b>905,977</b>		<b>927,967</b>	<b>-50,000</b>	<b>0</b>	<b>0</b>	<b>877,967</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

20th October 2021

20th October 2021

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

- |   |  |                |
|---|--|----------------|
| 1 | <b>Imprest Account</b>                       | £              |
|   | Anticipated net expenditure to end September | 50,000         |
|   | transfer to CCLA 1st October 2021            | 100,000        |
|   | Net anticipated movement on imprest account  | <b>150,000</b> |
- 2 **Investment Maturity**  
No investments due to mature
- 3 The bank accounts were reconciled as at 31st August 2021
- 4 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.
- 5 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.
- 6 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 7 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021****BUDGETARY CONTROL Quarter 2 – April to September 2021****1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with the first half year budget monitoring report for 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 approved budget for the year. The planned net budget deficit reported, of £25,399 is the figure before approved transfers to and from reserves.
- 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 budget. A further £4,071 application of Covid Grant received in 2020/21 and held in reserves was also approved. The result is a balanced budget with no requirement to draw on the General Reserve. An updated analysis of planned reserves movements including receipts for the year is included at Appendix 2.

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

- 2.1 Expenditure to the end of September totalled £311,530. 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 £13,280 making expenditure to the end of August £324,810, or 40.5% of the annual budget. This represents an underspend to date, assuming linear spend, of approximately £75,700.
- 2.2 As previously noted, payroll budgets, including member allowances, amount to £463,799, or 58% of the gross annual budget. A separate paper tabled at this meeting sets out the payroll costs and expenditure performance in more detail. These costs are normally fairly evenly spread throughout the year with some minor variation due to seasonal work and overtime. At the end of September these budgets were underspent by £11,160. However, the annual pay award is still pending and if this is settled at around 2%, as seems likely, the underspend to date will reduce to around £6,000. The underlying payroll underspend is mainly due to the closure of the Visitor Information Centre and the budgeted staff costs of £4,856 which have not been needed. It is expected that the residual underspend will be absorbed by the end of the year.
- 2.3 Expenditure on new bids and growth of just over £7,700 has been incurred to date against a budget for the year of £77,750, although further expenditure of £14,500 has been processed in October. An additional £9,497 has been expended on various schemes for which funding was approved after the budget was established and for which almost all of the funding is to be met from reserves. The slow start to activity on new bids and capital schemes accounts for a further £31,175 of the underspend to date but this underspend is expected to reduce as the year progresses.
- 2.4 There are two significant budgets, The annual Gateway contribution to NFDC of £33,600 and the Christmas lights budget of £17,255 which will both incur expenditure later in the year and therefore contribute over £25,400 to the current underspend. The remaining underspend to date of £7,965 is almost entirely explained by reductions in a range of administration and office costs due in part to home working during the pandemic.

- 2.5 Income received to date amounts to £126,889, excluding the precept. However, as previously reported, the income received figure includes a CIL receipt, a payment from South West Water and an insurance receipt which together total £17,196. There has been a further receipt from Ringwood Carnival of £5,249 to support work on the Market Place refurbishment scheme. None of these receipts were included in the original income budget. Therefore the actual receipts in respect of budgeted income in the first half of the year amount to £109,693, or 45% of the planned amount. This represents an under-recovery of receipts to date, assuming a linear profile, of almost £12,200 which is a slight improvement on the figure to the end of August. Much of this under-recovery of income is due to timing differences with over £9,000 attributable to rents and payments from NFDC for the Gateway which are received after year end. Similarly, Allotments rents are invoiced in September and events income generally arrives later in the year. These together account for the balance. There has been an improvement in cemetery income which at £25,243 now stands at almost 55% of the budgeted figure. In a similar, positive vein, Clubhouse receipts are exceeding expectations with additional receipts to date of just over £7,000.
- 2.6 Income and expenditure are both tracking reasonably close to budget at the half way point in the year when timing differences and other factors are taken into account. However further detailed analysis of spend to date and projections to year end suggest that a small net overspend of £3,500 is likely.

### 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 September £
• Extra materials for paths maintenance	750	450
• Carvers Car Park	10,000	0
• Play Area Safety Surfacing	14,500	0
• Cemeteries Digital Records Management	5,000	5,467
• Columbarium	25,000	0
• Neighbourhood Plan	21,500	1,787
• Support for REAL working party	1,000	0

- 3.2 Whilst the spend to date still appears very low, work is progressing on several of these projects and some significant expenditure on play area resurfacing has been incurred in October. Spend is expected to accelerate during the rest 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 has now commenced on preparation of both the revised budget for the current year and the original budget for 2022/23 and this is covered in a separate paper to this meeting.
- 4.2 Initial indications on the revised budget suggest a small budget overspend of around £3,500 is likely.

### 5. CONCLUSION & RECOMMENDATIONS

- 5.1 Budget monitoring to the end of September indicates that the underlying income and expenditure is tracking reasonably close to budget with any significant variances largely explained by timing differences. It is, however, likely that there will be a net overspend 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:

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# Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 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	£60,541.94	-£72,428.06
280	Carvers Club House Income	£12,170.00	£0.00	£14,386.97	£2,216.97
999	Suspense	£0.00	£7,172.11	£44.85	-£7,127.26
<b>Total Policy &amp; Finance</b>		£145,140.00	£0.00	£74,973.76	-£70,166.24
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£31,658.00	£0.00	£14,965.03	-£16,692.97
320	Cemetery Income	£46,031.00	£0.00	£25,243.22	-£20,787.78
330	Allotment Income	£5,306.00	£0.00	£355.58	-£4,950.42
350	Capital Income	£0.00	£0.00	£0.00	£0.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£82,995.00	£0.00	£40,563.83	-£42,431.17
<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	£2.60	£2.60
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		£531,856.00	£0.00	£531,858.60	£2.60
<b>Total Income</b>		£775,641.00	£7,172.11	£658,745.34	-£124,067.77

# Financial Budget Comparison

APPENDIX 1

B

Comparison between 01/04/21 and 30/09/21 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	£49,417.31	£55,732.69
2100	Maintenance	£34,655.00	£0.00	£1,202.18	£33,452.82
2200	Democratic Process (members Costs)	£10,992.00	£0.00	£4,596.77	£6,395.23
2210	Grants	£7,000.00	£0.00	£0.00	£7,000.00
2300	Employee Costs- Allocated Office Staff	£122,543.00	£0.00	£54,837.66	£67,705.34
2310	Employee overhead Costs	£5,091.00	£0.00	£578.25	£4,512.75
2400	Other	£50,140.00	£0.00	£6,353.08	£43,786.92
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£13,279.58	£13,279.58
2801	Carvers Employee Costs	£50,044.00	£0.00	£24,694.41	£25,349.59
2802	Carvers Club House- Expenditure	£25,234.00	£0.00	£15,252.26	£9,981.74
9999	Suspense	£0.00	£0.00	£138.01	-£138.01
<b>Total Policy &amp; Finance</b>		<b>£442,395.00</b>	<b>£0.00</b>	<b>£159,563.30</b>	<b>£282,831.70</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£55,762.00	£0.00	£30,504.74	£25,257.26
3001	RL&OS -Employee Costs	£145,740.00	£0.00	£70,394.62	£75,345.38
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,451.00	£0.00	£8,879.91	£571.09
3201	Cemetery -Employee Costs	£37,282.00	£0.00	£18,074.10	£19,207.90
3300	Allotments	£2,503.00	£0.00	£1,375.58	£1,127.42
3301	Allotments -Employee Costs	£10,164.00	£0.00	£4,635.07	£5,528.93
3350	Capital Expenditure	£54,500.00	£0.00	£7,545.28	£46,954.72

# Financial Budget Comparison

Comparison between 01/04/21 and 30/09/21 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	£141,409.30	£175,992.70
<b>Planning, Town &amp; Environment</b>				
4000 Planning, Town & Environment	£24,366.00	£0.00	£2,392.12	£21,973.88
4001 Employee Costs	£16,877.00	£0.00	£7,696.66	£9,180.34
4050 Capital Expenditure	£0.00	£0.00	£507.20	£-507.20
<b>Total Planning, Town &amp; Environment</b>	£41,243.00	£0.00	£10,595.98	£30,647.02
<b>Council</b>				
10000 Petty Cash - Office	£0.00	£0.00	£-80.62	£80.62
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	£42.00	£-42.00
<b>Total Council</b>	£0.00	£0.00	£-38.62	£38.62
<b>Total Expenditure</b>	£801,040.00	£0.00	£311,529.96	£489,510.04
Total Income	£775,641.00	£7,172.11	£658,745.34	£-124,067.77
Total Expenditure	£801,040.00	£0.00	£311,529.96	£489,510.04
<b>Total Net Balance</b>	<b>£-25,399.00</b>		<b>£347,215.38</b>	



**POLICY & FINANCE COMMITTEE – 20<sup>th</sup> OCTOBER 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 developed over the next three 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 provides the outline of the budget for 2022/23 together with some early modelling of budget assumptions. In order to complete the budget preparation, members are asked to provide guidance on various budget options and an indicative Council Tax for 2022/23.
- 1.3** A 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 will be derived from this draft budget and submitted to each Committee during the next round of meetings.

**2. REVISED BUDGET 2021-22**

- 2.1** The current budget has been updated to include a number of items which have been added since the start of the year. Estimated spend and income has been projected to year end and a draft revised budget for the year as been prepared.
- 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, projections to year end suggest that there will be a small budget deficit and a requirement to draw around £3,500 from the General Reserve to balance the budget.
- 2.3** The most significant, unfunded increases in net expenditure are as follows:
- A predicted shortfall in cemetery income of £7,600
  - Additional spend on tree safety work of £4,500
  - A reduction in projected interest receipts of £1,800
- Note that there have been other expenditure increases, but these are matched either by increased income as in trading activities, or funding from reserves.
- 2.4** The most significant reductions in net expenditure are due to:
- Closure of the Visitor Information centre £4,856
  - Slippage of the Neighbourhood Plan project (RTC contribution) £3,000
  - Administration savings resulting from increased home working £2,700
- 2.5** However, whilst early indications are that there will be an overspend, it is too early to predict the budget outturn with any confidence and the small deficit indicated may disappear. The position will be monitored monthly and more accurate predictions of the outturn will be produced as the year progresses. However, it is notable that, unlike earlier years, the prediction is now tending towards an overspend rather than an underspend and this is probably a reflection of the level to which budgets have been pared back in recent years.

### 3. DRAFT BUDGET 2022-23

- 3.1** As in previous years, the draft budget has been created 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. The salary budgets are discussed elsewhere on the agenda.
- 3.2** The draft budget has been further adjusted to take into account a number of known changes. However, at this stage it is important to note that, other than for payroll budgets, no allowance for cost inflation has been made. The latest inflation figures for the year to August 2021, published in September, are 4.8% RPI and 3.2% CPI.
- 3.3** The consequence of these changes is that the net budget requirement (NBR) has increased from £531,856 to £553,193, an increase of £21,337. The most significant cost increases are :
- Payroll. An increase of £18,879 is expected. About half of this increase is due to inflation, with the remainder due to additional National Insurance contributions, some incremental progression and staff restructuring.
  - Reduction in cemetery income of £7,000. This budget has been reduced to reflect actual receipts over recent years.
  - Reduction in interest of £1,500. Interest rates have fallen close to zero and despite significant funds invested, returns are unlikely to reach the levels seen in the last few years.
  - Insurance premium increase of £500 to cover additional vehicle and equipment.
- 3.4** These increases have been mitigated by some savings and cost reductions, the most significant of which include:
- Subscriptions have reduced by £1,875 due to the non-renewal of the HALC membership.
  - Office administration budgets have been reduced by £1,000 to reflect reduced use of photocopiers, postage, travel etc.
  - Maintenance budgets have been reduced to reflect reduced by £1,000 spend on refuse collection and Carvers Grounds maintenance.
  - The café at Carvers Clubhouse is predicted to generate an increased net profit of £2,500 as a result of increased opening hours.
- 3.5** There are, in addition, a number of other budget additions which have been built into the draft budget but which have no impact on the NBR as they are funded from sources other than the Council tax (i.e. reserves) These include £6,000 for the Christmas tree and £5,000 for an additional Ringwood Event to celebrate the Queen's jubilee in 2022.
- 3.6** In the absence of any alternative funding sources, and ignoring any inflationary pressures, other than pay, this increase would add just over 4% to the Council Tax. Appendix 2 sets out the budget assumptions and consequent indicative Council Tax. These budget assumptions may be modelled in the Sandbox, a copy of which will be made available to members.
- 3.7** The draft budget includes planned contributions to earmarked reserves in accordance with the reserves policy which is discussed elsewhere on the agenda. 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 the revised budget for 2021/22.
- consider inflation and what inflation assumptions should be applied to the draft budget for 2022/23.
- consider the draft budget for 2022/23 and opportunities for budget savings.
- provide guidance on the use of general reserves to support the budget requirement and a target Council Tax.

For further information please contact:

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

Appendix 1

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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	442,684	5,075	1,594	449,064
	Income	-156,471	-127,112	-145,140	-146,600	0	-4,830	-149,970
	<b>Net Expenditure</b>	<b>286,395</b>	<b>270,391</b>	<b>297,255</b>	<b>296,084</b>	<b>5,075</b>	<b>-3,236</b>	<b>299,094</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>305,384</b>	<b>5,075</b>	<b>-13,236</b>	<b>304,594</b>
	<b>Recreation &amp; Leisure</b>							
	Expenditure	223,763	219,923	258,003	271,955	2,915	-56,841	203,327
	Income	-34,273	-33,984	-31,657	-30,586	0	100	-31,557
	<b>Net Expenditure</b>	<b>189,490</b>	<b>185,939</b>	<b>226,346</b>	<b>241,369</b>	<b>2,915</b>	<b>-56,741</b>	<b>171,770</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	-59,000	0	54,500	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	<b>Committee net expenditure</b>	<b>173,890</b>	<b>189,185</b>	<b>189,746</b>	<b>200,269</b>	<b>2,915</b>	<b>-2,241</b>	<b>189,670</b>
	<b>Cemeteries</b>							
	Expenditure	43,687	42,913	46,733	52,922	746	10,438	57,916
	Income	-34,073	-36,240	-46,031	-38,445	0	6,836	-39,195
	<b>Net Expenditure</b>	<b>9,614</b>	<b>6,673</b>	<b>702</b>	<b>14,477</b>	<b>746</b>	<b>17,274</b>	<b>18,722</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>13,321</b>	<b>746</b>	<b>17,274</b>	<b>22,492</b>
	<b>Allotments</b>							
	Expenditure	11,782	11,725	12,667	12,589	203	5,280	18,150
	Income	-5,209	-5,374	-5,306	-5,300	0	0	-5,306
	<b>Net Expenditure</b>	<b>6,573</b>	<b>6,351</b>	<b>7,361</b>	<b>7,289</b>	<b>203</b>	<b>5,280</b>	<b>12,844</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>7,289</b>	<b>203</b>	<b>5,280</b>	<b>12,844</b>
	<b>Planning, Town &amp; Environment</b>							
	Expenditure	20,985	25,600	41,243	39,260	338	-3,887	36,693
	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>19,910</b>	<b>338</b>	<b>1,663</b>	<b>26,593</b>
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-5,170	-1,120	-4,000	-6,750	0	1,000	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)							0
	<b>Committee net expenditure</b>	<b>14,715</b>	<b>15,255</b>	<b>21,593</b>	<b>13,160</b>	<b>338</b>	<b>2,663</b>	<b>23,593</b>
	Total Base Expenditure	743,083	697,664	801,040	819,410			765,151
	Total Income	-231,126	-211,935	-243,784	-240,281			-236,128
	Total transfer to reserves	53,692	38,400	38,400	38,400			38,400
	Total Transfer from reserves	-67,068	-24,176	-59,730	-78,106			-14,230
	Total New Bids							0
	Less funded from earmarked reserves							0
	<b>Total Budget Requirement</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>539,423</b>			<b>553,193</b>
	Precept	497,549	519,907	531,856	531,856			553,193
	Covid Relief grant			4,071	4,071			0
	Transfer to/-from General Reserve	-1,032	19,954	0	-3,496			0



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

Appendix 1

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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	442,684	5,075	1,594	449,064
	Recreation & Leisure	223,763	219,923	258,003	271,955	2,915	-56,841	203,327
	Cemeteries	43,687	42,913	46,733	52,922	746	10,438	57,916
	Allotments	11,782	11,725	12,667	12,589	203	5,280	18,150
	Planning, Town & Environment	20,985	25,600	41,243	39,260	338	-3,887	36,693
	<b>Council Total Expenditure</b>	<b>743,083</b>	<b>697,664</b>	<b>801,040</b>	<b>819,410</b>	<b>9,276</b>	<b>-43,416</b>	<b>765,151</b>
<b>Income:</b>								
	Policy & Finance	-156,471	-127,112	-145,140	-146,600	0	-4,830	-149,970
	Recreation & Leisure	-34,273	-33,984	-31,657	-30,586	0	100	-31,557
	Cemeteries	-34,073	-36,240	-46,031	-38,445	0	6,836	-39,195
	Allotments	-5,209	-5,374	-5,306	-5,300	0	0	-5,306
	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>-240,281</b>	<b>0</b>	<b>7,656</b>	<b>-236,128</b>
	<b>Council Net Expenditure before transfers</b>	<b>511,957</b>	<b>485,729</b>	<b>557,257</b>	<b>579,129</b>	<b>9,276</b>	<b>-35,760</b>	<b>529,023</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	-59,000			0
	Cemeteries	-230	-230	-230	-5,156			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-5,170	-1,120	-4,000	-6,750			-3,000
	<b>Total transfers from Provisions</b>	<b>-67,068</b>	<b>-24,176</b>	<b>-59,730</b>	<b>-78,106</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>539,423</b>	<b>9,276</b>	<b>-35,760</b>	<b>553,193</b>
<b>New Bids 2021/22 (net of income)</b>								
	Policy & Finance							0
	Recreation & Leisure							0
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							0
	<b>Less Funded from Provisions</b>							<b>0</b>
	<b>Council's Net Budget</b>	<b>498,581</b>	<b>499,953</b>	<b>535,927</b>	<b>539,423</b>			<b>553,193</b>
	<b>Transfers from( - ) or to General Reserve</b>	<b>-1,032</b>	<b>19,954</b>	<b>0</b>	<b>-3,496</b>			<b>0</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>553,193</b>
	<b>Council Tax Base</b>	<b>5285.2</b>	<b>5362</b>	<b>5404.3</b>	<b>5404.3</b>			<b>5,404.3</b>
	<b>Council Tax</b>	<b>94.14</b>	<b>96.96</b>	<b>98.41</b>	<b>98.41</b>			<b>102.36</b>

## BUDGET ASSUMPTIONS 2022/23

Inflation (RPI) is currently running at 4.8% (for the year to August 2021). CPIH is 3.0% for the same period whilst the CPI is 3.2%.  
 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.

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

1 Inflation	%	Type
- Pay	2.0%	1
- Utilities	0.0%	2
- Other Expenditure	0.0%	3
- Non contractual expenditure	0.0%	4
- Income	0.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : 0.0%  
 would increase the Council Tax to: 98.41

And require an additional transfer from reserves of: £21,356  
 which would reduce total reserves to £ 529,735 by March 2023  
 (given the assumptions in 1 - 3 on the left)

<b>2 Council Tax Base increase</b>	<span style="border: 1px solid black; padding: 2px;">0.00%</span>
Note, the Council Tax base for 2021/22 is	<span style="border: 1px solid black; padding: 2px;">5,404.3</span>

An increase of 0.00% (assumption 2) will increase the Council Tax base to: 5,404.3

3 Use of General Reserve	£
Use of Covid relief grant	<span style="border: 1px solid black; padding: 2px;">0</span>
	<span style="border: 1px solid black; padding: 2px;">0</span>

The General Reserve is expected to be £283,049 at April 1st 2022. This transfer, along with the £6,000 for the Xmas tree, will reduce it to £277,049 by March 2023

### 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	529,023
Net transfers to/from earmarked reserves	24,170
Growth Bids & Adjustments	0
- Less funded from earmarked reserves (inc. borrowing)	0
- Less additional income generated	0
Net Budget requirement	553,193
Less funded from general reserve/Covid relief Grant	0
Sum to be funded from Council Tax Payers (Precept)	553,193

### Summary movement on reserves:

	£
Opening reserves 1/4/2022:	
General Reserve	283,049
Earmarked Reserves & Provisions	243,872
<b>Total Reserves 1/4/2022</b>	<b>526,921</b>
Planned transfers in	38,400
Planned transfers out	-8,230
Plus Capital Receipts 22/23	0
Less Funding for growth	0
Less use of general reserve	-6,000
Predicted reserves 31/3/2023	

**Band D equivalent Council Tax 2022/23** 102.36

**The budget requirement and resulting precept, as modelled, represents an increase of 4.02 % in the Council Tax**

General Reserve	277,049
Earmarked Reserves	274,042
Predicted Reserves 31/3/2023	<b>551,091</b>

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

An increase of one percent on the Council Tax will generate an increased precept of : £5,318  
 For each increase of £1,000 in the precept requirement, a further £0.185 will be added to the Band D Council Tax

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## 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		0			38,567
Election	11,274	1,500				12,774	1,500		0			14,274
Vehicle & Machinery	16,365	11,000				27,365	11,000		0			38,365
Play Equipment	15,258	6,900	-19,000			3,158	6,900		0			10,058
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		0			30,825
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	-4,926			17,417	3,000		0			20,417
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>-58,126</b>		<b>0</b>	<b>182,489</b>	<b>38,400</b>	<b>-7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>213,889</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		-12,750	5,814		38,699			0	0		38,699
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>-76,177</b>	<b>8,814</b>	<b>0</b>	<b>243,872</b>	<b>38,400</b>	<b>-8,230</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>274,042</b>
<b>General Reserve</b>	<b>292,545</b>	<b>0</b>	<b>-9,496</b>			<b>283,049</b>	<b>0</b>	<b>-6,000</b>			<b>0</b>	<b>277,049</b>
<b>Total Reserves</b>	<b>565,380</b>	<b>38,400</b>	<b>-85,673</b>	<b>8,814</b>	<b>0</b>	<b>526,921</b>	<b>38,400</b>	<b>-14,230</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>551,091</b>

## REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021

### RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT

#### **1. BACKGROUND**

- 1.1 The Town Council has a treasury management policy which was approved in 2010 and updated in February 2019. The policy governs the way in which Council funds are managed.
- 1.2 The cash balances held by the Council at the end of March 2021 amounted to £597,000 and with the first instalment of the precept later in April, cash balances increased to around £860,000.
- 1.3 A working balance of between £50,000 and £100,000 is maintained in the main imprest account with a further £50,000 held in an interest bearing instant access business account, but the bulk of funds are currently invested with the CCLA.
- 1.4 The Treasury Management policy has been in place for just over 30 months and this report summarises the performance in that time.

#### **2. INVESTMENTS WITH THE CCLA**

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £11.3 billion
- 2.2 The Town Council began investing funds with the CCLA at the end of 2018/19. In that year, funds had generated interest payments of £1,508. In the first full year using the CCLA facility, interest receipts of £3,353 were generated.
- 2.3 Interest rates have continued to fall to historically very low levels but the CCLA continues to provide a return on investment at levels that the banks will not match. Nevertheless, despite an increase in the amount invested, interest generated in 2020/21 fell to £882 whilst the prediction for the current year is that interest receipts will not exceed £250.
- 2.4 However, as a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.
- 2.5 It was previously noted that the CCLA have an additional facility, the Local Authority Property Fund, in which funds are invested for growth in the longer term. With the continuing depression in interest rates, the LAPF may offer a higher, if riskier, return on investment. However, consideration of such a scheme is only permitted by the treasury management policy if tied to a wider investment strategy in pursuit of specific planned future capital projects.
- 2.6 The LAPF may not be appropriate at this time but is worthy of further consideration in the future and whilst it is outside the parameters of the current treasury management policy, it may be a useful facility in future to help grow funds for a specific purpose.

#### **3. Treasury Management Policy Statement**

- 3.1 The current treasury management policy statement which was approved in 2019 is included at Appendix 1.

- 3.2 It is proposed that the requirement to produce the annual report be changed from May to October, paragraph 7.1.

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members endorse the amended Treasury Management Policy.
- 4.2 Members consider whether investment in the LAPF should be explored further.

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For further information please contact:

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## **POLICY AND FINANCE COMMITTEE**

### **TREASURY MANAGEMENT POLICY STATEMENT**

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

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

#### **2. FORMULATION OF TREASURY MANAGEMENT STRATEGY**

- 2.1 The Council will formulate a strategy that covers the raising of capital finance, investment of surplus money and managing cash flow. Treasury management activities in the year should be conducted in accordance with the strategy

#### **3. DEFINITION OF APPROVED SOURCES OF BORROWING**

- 3.1 The following list specifies which borrowing instruments the Council may use:

PWLB  
Money Market Loans - Temporary (loans up to 364 days)  
Local temporary borrowing  
Bank Overdraft  
Council's own internal funds (capital receipts and revenue balances)  
Leasing

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

#### 4. APPROVED INSTRUMENTS FOR INVESTMENTS

4.1 The Council will use short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The Council may use a fund manager such as the CCLA to spread investments across multiple financial organisations so long as the maximum amount that can be invested with any one such financial organisation is £250,000 and all of the organisations satisfy the requirements set out in section 5.1.

4.2 The Council will consider longer term investments only as part of a wider investment strategy designed to enable specific planned future capital projects. Any such investments will require scrutiny and prior approval by the Council.

#### 5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS

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

5.1 Banks or building societies which are UK clearing banks or which are incorporated in the UK and which have at least a short term credit rating of F1, according to FITCH the International Rating Agency, will be used for temporary investments

5.2 Other Local Authorities

The Council may invest temporarily with all other local authorities. The maximum each one may borrow is £250,000 for up to 364 days.

5.3 Accidental Breach of Limits

The Council will operate “daylight exposure”. This is a technique that ensures that in no circumstances can limits be exceeded. Normally, in calculating the amount of investment, the Finance Manager is entitled to assume that a sum due back from an organisation will be received on the due date before making a further investment with that organisation. If for some technical reason the repayment does not arrive in the Council’s bank account it is possible that, after a new investment is made with the same organisation, limits will be exceeded.

5.4 In addition, transfers between the Council’s current and deposit accounts shall be permitted up to a maximum of £100,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month)

**6. POLICY ON DELEGATION**

- 6.1 The RFO is authorised by the Council to exercise the investment and borrowing powers of the Council in accordance with Council Policy, The Chartered Institute of Public Finance and Accountancy's (CIPFA) Standard of Professional Practice on Treasury Management, and professional codes of practice.
- 6.2 The RFO may delegate the operations of Treasury Management to the Deputy Town Clerk and the Finance Officer in connection with the approved activities of Treasury Management.
- 6.3 Any changes to delegated powers will be approved by Policy and Finance Committee..

**7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS**

- 7.1 The Finance Manager will report to the Policy and Finance Committee on Treasury Management as follows: -
  - FEBRUARY - for the strategy and borrowing limits report for the next financial year.
  - OCTOBER - for the annual report for the previous year.



**REPORT TO POLICY & FINANCE COMMITTEE – 20th OCTOBER 2021**

**BANK DIRECT DEBITS AND STANDING ORDERS**

**1. BACKGROUND**

- 1.1 Section 6.7, 6.8 and 6.9 of the Financial Regulations adopted by the Council in 2018 require that the use of Direct Debits, Standing Orders, BACS and CHAPS payments be approved by resolution of the Council every two years.
- 1.2 This reports sets out the current schedule of bank standing orders and direct debits for approval. The report also seeks continued authorisation for the occasional use of CHAPS payments where these are necessary (principally in transferring investment funds or making large capital payments)

**2. CURRENT STANDING ORDERS AND DIRECT DEBITS.**

- 2.1 Direct Debits and Standing Orders are used principally for utilities and other suppliers where there is a regular payment stream. The current arrangements in place cover: .
- 2.2 Payments which require individual authorisation by officers:
- CF Corporate (Photocopier) – Deputy Clerk signs off)
  - Utility warehouse for all three sites (site manager signed then Clerk)
  - UK fuels (Head Groundsman then Clerk)
  - SSE – both Carvers Street lighting & Market Place (Clerk)
  - Barclaycard (Youth Coordinator then Clerk)
  - Lloyds Bank credit Cards (Clerk, Office manager, Head Groundsman)
  - British Gas (Clerk)
  - TLC Printing and web design (Deputy Clerk)
- 2.3 Payments which do not require individual authorisation prior to processing:
- NFDC Rates both Cemetery & Carvers
  - HCC Pension (Deputy Clerk provides details of what to pay)
  - Inland Revenue
  - Salaries
  - Worldpay
  - EBS/Elite Broadband line rental (invoice provided by Clerk)
  - Public Works Loan Board
  - Institute Of Groundsmen
  - Bank Charges
- 2.4 CHAPS payments are made very occasionally and require two members signatures before they may be processed. However, the daily limit on BACS processing was increased at the start of the pandemic lockdown to £250,000 per day. BACS transfers are “free” whilst CHAPS transfers incur a processing charge of £25. As a result there has been no need to use the CHAPS system and no such payments have been made in the last year. BACS transfers in excess of £50,000 are currently only used for cash transfers to the CCLA which require two officer signatures and member authorisation before any such transfer is made.

**3. RECOMMENDATION**

It is **recommended** that:-

- 3.1 Continued use of the standing orders and direct debits, listed above be authorised
- 3.2 Arrangements for the use of CHAPS payments continue as present requiring pre authorisation by two members.
- 3.3 The use of BACS to transfer funds of more than £50,000 require pre-authorisation by resolution of this Committee.

For further information please contact:

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For further information please contact:

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



A description of the reserves maintained by Ringwood Town Council and how they will be managed

General principles guiding the management of reserves:

1. Annual budgets should make adequate provision for expected recurrent expenditure without recourse to reserves.
2. Significant expenditure of a non-recurrent or capital nature (whether planned or unplanned) should be met from either a suitable ear-marked provision that has been built up over time or a loan repayable over time, in order to spread the cost over an appropriate number of financial years, thus avoiding either unfair calls upon local council tax-payers in any one year or excessive fluctuations in the precept.
3. Receipts of a capital nature and/or for specific or restricted purposes should be treated in a manner that fully respects the Nolan principles of accountability and openness.
4. This document should be **consulted**
  - Before funds are transferred from or added to any reserve;
  - When an Annual Financial Risk Assessment is undertaken;
  - When an Annual Governance Statement and Accounting Statements are considered; and
  - When a Budget is being considered and before a Precept is agreed.
5. This document should be **reviewed**
  - Before an existing reserve is re-named, re-purposed, reduced to nil, closed or merged with another reserve;
  - Before a new reserve is created;
  - When a significant change in the financial risks facing the Council occurs; or
  - When a significant change in the Council's assets or plans occurs.

**Schedule of reserves**

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
<b>Ear-marked provisions and reserves</b>				
I.T. & Equipment Fund		£13,900	To meet the cost of completely replacing/updating the computers, telephones and related equipment when obsolete or at the end of life.	The last major upgrade in FY 2019/20 cost £35,000, met from this reserve. Annual contributions of £4,500 to bring the reserve back to this level.

**Schedule of reserves**

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Gateway Fund		£25,000	To meet expected future demands for contributions towards the costs of major repairs or capital works to The Gateway council offices building. Original contribution to building costs was £300,000. Our share of any costs of major repairs or capital works is not expected to exceed £25,000	We will maintain the Gateway Fund at £25,000. Further contributions to this fund have been suspended.
Burial Grounds Fund		£21,000	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	We will transfer £4,000 into this reserve each year until the total of £50,000 is reached. Some of the fund may be drawn upon to support the Columbarium project should that proceed.
Elections Fund		£11,274	To meet expected future demands for contributions towards the costs of elections to membership of the council (both general and by-elections) (not currently expected to exceed £15,000)	Annual contributions of £1,500 to achieve a total of £15,000 by the start of FY 2023-24 at which point the annual contribution will be reviewed.
Vehicle & Machinery Fund		£16,365	To meet the cost (currently estimated at £140,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	We will transfer £11,000 into this reserve each year and monitor funds against projected investment to achieve a consistent call on the revenue account.
Play Equipment Fund		£15,258	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every [3] years (currently estimated at £40,000 per cycle)	Annual contributions of £6,900 to be reviewed to achieve a total of £40,000 by the start of FY 2023/24. However, funds have been substantially allocated towards play area safety surfacing repairs in FY2021/22

## Schedule of reserves

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Carvers Clubhouse Fund		£27,025	To meet the capital costs of any major repairs, enhancements or redevelopment of Carvers Clubhouse that the Council approves in future.	Annual contribution reduced to £2,500 from 20/21. Officers will bring forward proposals for increasing or making use of this fund when service user needs become clearer. In the meantime, the fund will be capped at £30,000
Events Fund		£8,828	<ol style="list-style-type: none"> <li>1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood.</li> <li>2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood.</li> </ol>	<p>Surpluses generated by events will be transferred into this fund. Deficits incurred by events will be met from this fund.</p> <p>Grants or donations from other organisations into this fund will be accepted.</p>
Buildings Reserve		£28,567	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at either Greenways or 92 Southampton Road (not currently expected to exceed £50,000)	We will transfer a sum of £5,000 each year into this fund until the total of £50,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Carvers Recreation Ground Fund		£11,300	To meet the capital costs of such enhancements to facilities other than Carvers Clubhouse at Carvers Recreation Ground as the Council approves in future.	Officers will bring forward proposals for increasing or making use of this fund when needs become apparent. Proposal to use £10,000 in FY2021/22
Infrastructure & Open Spaces Fund		£19,343	<p>To meet the costs of:</p> <ul style="list-style-type: none"> <li>• replacement of or major repairs to infrastructure (benches, bus-shelters boardwalks, notice-boards, etc.); or</li> <li>• major tree works or other environmental works or enhancements not covered by annual budgets.</li> </ul>	We will transfer an annual contribution of £3,000 into this reserve each year until the total of £24,000 is reached, at which point contributions will be reconsidered and possibly suspended until funds are applied.

Schedule of reserves				
Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Memorial Lantern		£1,354	This fund has been created to collect funds in order to provide a lasting memorial to fallen servicemen and women from the town.	The fund has been largely applied and the remaining balance will be used to provide a plaque for the lantern.
Neighbourhood Plan		£3,000	This fund was created to preserve an unspent balance on the revenue account, for which the planned spend will occur in subsequent years.	This fund is expected to be fully applied by FY2022/23
<b>Capital reserves</b>				
Developer Contributions		£3,663	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990.	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£1,210	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about [2025-26])
Community Infrastructure Levy		£45,635	The Town Council's share of CIL receipts collected by NFDC and remitted half-yearly.	Councillors will make proposals for use of these funds for decision by the Council (or a committee under relevant delegated powers).
Capital Receipts		£13,125	Proceeds from past sales of Council-owned assets (currently standing at £13,125).	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£6,988	Unused balances from grants received currently standing at £6,988	This is the balance of the COVID relief grant received in 2020/21. £4,071 expected to be applied in FY2021/22

**Schedule of reserves**

Title	Code	Balance 1/4/21	Purpose(s)/Function(s)	Management
Loans Unapplied		£0	A temporary holding fund for loans received but not used (currently standing at nil).	If and when loan monies are received in future they will be transferred into this fund to the extent that they have not been spent for the required purpose at the relevant FY end and transferred out when they are so spent.
<b>General reserve</b>				
General reserve		£292,545	<ol style="list-style-type: none"> <li>1. Default recipient of funds under-spent from annual budgets.</li> <li>2. Default source of funds for over-spends on annual budgets.</li> <li>3. Provision against all risks and contingencies not covered by an ear-marked or capital reserve.</li> </ol>	When agreeing annual budgets and setting precepts or when adjusting reserve balances in year we will aim to ensure that the expected balance of the general reserve at the financial year end will be roughly equivalent to 50% of the precept set for that year.
<b>Other Balance Sheet Reserves</b>				
Client deposits		£14,616	This reserve is a device to account for deposits held on behalf of tenants and other key holders. The funds are not available to the Council as they represent a deferred liability.	Any key deposits received or repaid during the year will be transferred to this reserve.

Adopted: October 2021

## POLICY & FINANCE COMMITTEE

20<sup>th</sup> October 2021

### Staff Annual Leave

1. Introduction and reason why decision required

New Forest District Council (NFDC) recently announced to its staff that, in recognition of their exceptional efforts over the course of the pandemic, it would award them two days' additional annual leave this year. The question has therefore been raised of whether this Council wishes to make a similar gesture.

2. Background information, options, impact assessment and risks

2.1 NFDC made clear that its award of the additional leave entitlement would relate to the current year only and not be deemed to set any kind of precedent. There is no suggestion that this Council would view the matter any differently.

2.2 Although, in theory, this Council could follow the example set by NFDC in principle but then make different provisions for the details, exercising that freedom could easily create significant administrative complications and have an unfortunate effect on any employees put at a relative disadvantage thereby. Officers therefore recommend that if members wish to follow the lead set by NFDC then they approve the same "small-print" as well. This would be as follows:

2.2.1 all staff would receive two days' additional leave whether they work full-time or part-time; and

2.2.2 the additional leave would have to be taken on 30<sup>th</sup> and 31<sup>st</sup> December without the option to take it on any other days save for the following exceptions only:

2.2.2.1 any employees who are required to work on either of those days for operational reasons; and

2.2.2.2 those part-time workers whose normal pattern of working does not include either or both of those days

when the leave may be taken on such days in the current leave year that are agreed with the relevant line manager (i.e. no carrying forward to 2022-23).

2.3 If approved, this proposal would result in the Gateway closing at the normal time on Christmas Eve and not then re-opening until the New Year.

3. Issues for decision and any recommendations

***Should an exceptional award of additional leave be made to council staff this year and, if so, on the terms proposed by officers?***

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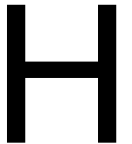
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## Current Projects Update

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. Other procurement being planned.	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	Steering Group met to consider risks associated with NFDC Local Plan Part 2 review; changes in national policy; and resourcing the project. Agreed to continue to prepare NP, with 4 Team leads project managing for the time being. Grant of £5,000 awarded to cover consultants' fees, as per the Project Plan.	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	Work to refurbish human sundial and install surrounding benches now complete. "Ribbon cutting" event held on 18th September.	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 CLIL 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
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street completed. Works to divert water main ongoing. Works on A31 to commence October 2021 and due for completion by 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 in Bickerley Gardens complete, work ongoing in Mansfield Road. Pipe laying across Bickerley complete - 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	HCC confirmed stump will be ground out by the end of the year and a fastigate English Oak will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
<b>Policy &amp; Finance Committee</b>						
PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Staff training has been arranged in readiness for transfer to the new hosting arrangements.	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	The appointed third party provider has recruited the workers needed and they have started work. A review of the work 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 considered by committee and due for consideration by the full Council on 29th September.	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	Report on track maintenance options considered at meeting on 7th July. Officers working to implement members' recommendations.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk

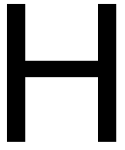


### Recreation, Leisure & Open Spaces Committee

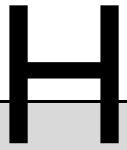
RLOS1	War Memorial repair	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. 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 and a proposal by community groups to plant the new earth bunds has been accepted.	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 met grounds staff to define needs and the project scope in order to prepare an outline specification.	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	Preparations for a public consultation are being led by Cllr. Frederick.	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	

### 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
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### Full Council

None

### Planning Town & Environment Committee

Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
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		

### Policy & Finance Committee

Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
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### Recreation, Leisure & Open Spaces Committee

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		

### Staffing Committee

None