

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

10th January 2019

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 16th January 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 12th December 2018

5. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account for December
- b. To receive and authorise list of Petty Cash payments for December
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budgetary monitoring report

6. CIL RECEIPTS

To consider the Finance Manager's report on allocation of Community Infrastructure Levy (CIL) receipts (*Report B*)

7. VEHICLE AND MACHINERY REPLACEMENT PLAN

To review and approve the vehicle and machinery replacement plan (*Report C*)

8. PROJECTS

To receive an update in relation to projects (*Report D*)

9. DRAFT BUDGET AND PRECEPT 2019-20

To consider further the draft budget for 2019-20 and precept (*Report E*)

10. SCHEDULE OF MEETINGS

To approve the schedule of meetings for the period March 2019-May 2020 (*Report F*)

11. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matter)

12. TOWN CLERK'S ANNUAL REVIEW

To note the report in respect of the Town Clerk's annual review (*Confidential Report G*)

13. TOWN CLERK'S PAY PROGRESSION

To consider the report in respect of the Town Clerk's pay progression (*Confidential Report H*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Christine Ford
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Michael Thierry
Cllr Chris Treleaven
Cllr Angela Wiseman

Ex Officio Members

Cllr Tony Ring
Cllr Philip Day

Student Advisors

Oliver Magor
Jonathan Skirton
Tom Weetman

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

16TH JANUARY 2019

POLICY AND FINANCE COMMITTEE 16TH JANUARY 2019

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LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST DECEMBER 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Dec						
2018-12-03	3003207	Pete Best	S&S	P&F	Gateway & Market Place - Christmas trees	1,100.00
2018-12-04	3003221	CSST Ltd	S&S	P&F	Christmas Event - Security	900.00
2018-12-04	3003220	CSST Ltd	S&S	P&F	Fireworks Event - Security	400.00
2018-12-06	3003195	NFFM	Trans	R&L	Machinery - Pole saw	66.00
2018-12-06	3003210	New Forest D.C.	S&S	P&F	Gateway - ICT Service Level Agreement	3,600.00
2018-12-06	3003200	Letters & Logos Ltd	Premis	R&L	Carvers - Aluminium panel	164.54
2018-12-06	3003202	Letters & Logos Ltd	Premis	P&F	Christmas Event - Road closure stickers	44.10
2018-12-06	3003201	Steve Blackwell	Cap	Plan	Fridays Cross - Signwriting	210.00
2018-12-06	3003203	Steve Blackwell	Cap	Plan	Fridays Cross - Erection of scaffolding	704.40
2018-12-06	3003196	Rotary Club of Ringwood	S&S	P&F	Gateway - Grant for Christmas Eve festivities	500.00
2018-12-06	3003193	Screwfix	Trans	R&L	Truck - Storage hooks and tool hanger	4.48
2018-12-06	3003194	Screwfix	Trans	R&L	Machinery - Cutting discs for seat repairs	12.97
2018-12-06	3003197	NF CAB	S&S	P&F	Gateway - Grant for signage and running costs	1,300.00
2018-12-06	3003198	Rachel Ford	S&S	Allots	Allotments - Return of ground deposit	24.00
2018-12-10	3003232	Hampshire C.C.	S&S	P&F	Gateway - Stationery	29.58
2018-12-10	3003231	Elliott Brothers Ltd	Premis	Cem	Cemetery - Drain Cleaner	9.16
2018-12-10	3003234	Tampen & Tampen	S&S	P&F	Carvers C/House - Liquid defoamer floor cleaner	57.42
2018-12-10	3003229	Distinction AV	S&S	P&F	Christmas Event - Hire microphones, speakers.	169.50
2018-12-11	3003237	New Forest D.C.	Employs	P&F	Gateway - Payroll Emoluments	1,370.00
2018-12-11	3003238	Hampshire C.C.	S&S	P&F	Gateway - Stationery	18.52
2018-12-11	3003236	Forest Edge Surveyors	S&S	P&F	Ringwood Events - Traffic cones and gazebos	384.95
2018-12-11	3003239	Itec	S&S	P&F	Gateway - Photocopies and gold support	81.55
2018-12-17	3003244	New Forest D.C.	S&S	P&F	Adshell Bus Agreement 1.1.19 - 31.12.19	10.00
2018-12-17	3003248	New Forest D.C.	Premis	R&L	Open Spaces - Dog waste collection	511.68
2018-12-17	3003247	Letters & Logos Ltd	S&S	P&F	Christmas Event - Banners	198.22
2018-12-17	3003245	Charmaine Bennett	S&S	P&F	Carvers C/House - Leaflet holders	18.77
2018-12-17	3003246	Charmaine Bennett	S&S	P&F	Christmas Event - Rectangular tablecloth	12.95
2018-12-17	3003241	Insight Security	Premis	P&F/R&L	Carvers C/House/Carvers Sheds - Alarm callouts	72.00
2018-12-17	3003240	Taste Vending Ltd	S&S	P&F	Carvers C/House - Coffee	34.00
2018-12-17	3003249	Rob Jerome	S&S	P&F	Gateway - VIC sale of 'Trigger' book	3.50
2018-12-17	3003250	Nicola Vodden	Employs	P&F	Gateway Eye test & contribution towards glasses	80.00
2018-12-17	3003251	Hampshire C.C.	Trans	R&L	Truck - Contract for Transit 1.11.18 - 30.11.18	75.60
2018-12-17	3003252	Keith Williams	S&S	Allots	Allotments - Return of ground deposit	24.00
2018-12-17	3003263	Lamps & Tubes Illumin.	S&S	P&F	Christmas Lighting Display 2018-19	11,064.06
2018-12-17	3003262	Society of Local Councils	Employs	P&F	Gateway - CW Community asset tfr training	114.00
2018-12-18	3003267	Edge IT Systems Ltd	Cap	P&F	AdvantEDGE set up and allotment training	612.00
2018-12-18	3003266	Edge IT Systems Ltd	Cap	P&F	AdvantEDGE Finance and Allotments	1,447.80
2018-12-18	3003265	Mant Leisure	Cap	R&L	Works to Carvers Play Park	19,107.60

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2018-12-03	SO	TLC On-line	S&S	P&F	Web Site Maintenance - December 2018	80.00
2018-12-31	SO	Just Health & Safety	S&S	P&F	January 2018	212.40
2018-12-03	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - December 2018	394.00
2018-12-03	DD	New Forest D.C.	Premis	P&F	Carvers C/House Rates - December 2018	186.00
2018-12-05	DD	UK Fuels	Trans	R&L	Fuel - November 2018	47.98
2018-12-19	DD	Worldpay	S&S	P&F	Carvers C/House	20.49
2018-12-21	DD	Zurich	Employs	P&F	AVC - November 2018	668.00
2018-12-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Nov 2018	30.00
2018-12-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - Nov 2018	31.20
2018-12-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Nov 2018	96.76
2018-12-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Nov 2018	2.40
2018-12-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Nov 2018	54.14
2018-12-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Nov 2018	2.40
2018-12-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Nov 2018	13.56
2018-12-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - Nov 2018	2.40
2018-12-31	DD	Utility Warehouse	S&S	P&F	Carvers C/House mobile phones - Nov 2018	10.00
2018-12-31	DD	Utility Warehouse	S&S	P&F	Carvers C/House - Nov 2018	31.20
2018-12-31	DD	Utility Warehouse	Premis	P&F	Carvers C/House electricity - Nov 2018	358.05
2018-12-31	DD	Utility Warehouse	Premis	P&F	Carvers Club/House club mem/ship - Nov 2018	2.40
2019-12-28	PAY	Lloyds	S&S	P&F	Bank charges November 2018	13.15
2018-12-13	BGC	Austin & Wyatt	S&S	P&F	Agents fees - December 2018	136.00
2018-12-13	BGC	Austin & Wyatt	S&S	P&F	Agents fees - Gas safety inspection	99.00
2018-12-17	LloydsCC	Cater 4 You	S&S	P&F	Fireworks Event - Trays	87.73
2018-12-17	LloydsCC	Facebook	S&S	P&F	Fireworks Event - Advertising	29.00
2018-12-17	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	201.80
2018-12-17	LloydsCC	Paint People	S&S	R&L	Open Spaces - Line marking paint	24.95
2018-12-17	LloydsCC	The Works	S&S	P&F	Christmas Event - Books for Father Christmas	200.00
2018-12-17	LloydsCC	Baker Ross	S&S	P&F	Carvers C/House - Arts & crafts	52.88
2018-12-17	LloydsCC	Baker Ross	S&S	P&F	Christmas Event - Children's toys	72.79
2018-12-17	LloydsCC	Baker Ross	S&S	P&F	Christmas Event - Festive decorations	23.49
2018-12-17	LloydsCC	Amazon	S&S	P&F	Carvers C/House - Pavement sign board	71.98
2018-12-17	BP	Hampshire C.C.	Employs	P&F	Pension November 2018	6,886.14
2018-12-21	DD	Inland Revenue	Employs	P&F	November 2018	5,737.18
2018-12-24	Telepay	Staff	Employs	P&F	December 2018	23,728.13
					TOTAL	84,144.95

AUTHORISATIONS

DATE

16th January 2019-----
16th January 2019

POLICY AND FINANCE COMMITTEE 16TH JANUARY 2019

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 31ST DECEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
Dec					
2018-12-04	09/01	Waitrose	Gateway	Coffee mate & coffee	7.20
2018-12-04	09/02	Post Office	Gateway	Return parcel to Baker Ross	13.14
2018-12-06	09/03	Sainsburys	Gateway	Milk	0.80
2018-12-11	09/04	Patricia's Florist	Gateway	Thank you gift	40.00
2018-12-11	09/05	Sainsburys	Gateway	Teabags, milk & sugar	5.00
2018-12-18	09/06	Sainsburys	Gateway	Milk	1.30
2018-12-19	09/07	Sainsburys	Fireworks Event	Refreshments	16.00
2018-12-19	09/08	Waitrose	Gateway	Mayors Christmas gathering	10.04
2018-12-21	09/09	Wickes	Cemetery	Plumbing tape	2.64
2018-12-27	09/10	Paper Mountain	Gateway	Elastic bands	6.80
2018-12-27	09/11	Iceland	Gateway	Milk	1.28
				TOTAL	104.20

LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE
FOR THE PERIOD 1ST TO 31ST DECEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
Dec					
				TOTAL	0.00

AUTHORISATIONS

DATE

16th January 2019

16th January 2019



POLICY AND FINANCE COMMITTEE 16th JANUARY 2019

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-18			31-Dec-18	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	134,893	313,561	-35,000	-150,000		128,561
Business Account	51,521	51,523				51,523
Investment Accounts 1	0	0				0
Investment Accounts 2	200,000	0				0
Investment Accounts 3	250,000	250,000		150,000		400,000
Greenways Rent Deposit	10,852	10,842				10,842
Petty Cash - Imprest	189	85				85
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	647,630	626,186	-35,000	0	0	591,186

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

16th January 2019

16th January 2019

Investment Accounts 1	Lloyds Bank	32 day notice
Investment Accounts 2	Santander tbc	Term Deposit
Investment Accounts 3	CCLA	Instant access

Notes:

- 1 **Imprest Account** £
- Anticipated net expenditure in month: 35,000
- Net Movement on imprest account 35,000

- 2 **Investment Maturity**
- No investments due to mature

- 3 The bank accounts were reconciled as at 31st December 2018

- 4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.

- 5 With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228

- 6 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.

- 7 A nominal account has been implemented to reflect the float held by the Information Desk.

- 8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 16th JANUARY 2019
BUDGETARY CONTROL - 2018/19 QUARTER 3 (TO END DECEMBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first three quarters of the year, April to December 2018. This report also includes a revised and up to date outturn forecast together with a summary of Town Council event income and expenditure.

2. INCOME & EXPENDITURE APRIL to DECEMBER 2018

- 2.1 Expenditure to the end of December totalled £ 572,464, or 74% of the revised budget. There are some areas where significant expenditure is yet to be incurred and it is probable that some of these will result in a budget underspend. However, there are also some areas, such as pay costs, where a small budget overspend is likely. A summary budget report is included at Appendix 1.
- 2.2 Income received and invoiced to date, excluding the precept, stands at £192,451, or 82% of the revised budget. Income is summarised in Appendix 2. Note that the schedule of income includes receipt of grants which is only taken into the revenue account, and included above, when the grant is applied.
- 2.3 The additional one off growth items approved for the current year total £110,466 (original budget £48,060) to be funded from a combination of developer's contributions, earmarked reserves and revenue. The expenditure to date against each item is as follows:

Description	Revised Budget	Expenditure
i Millenium Clock	£1,000	£1,155
i WW1 Armistice Commemoration	£1,500	£5,632
i Cemetery Improvements	£3,000	£2,975
i Mansfield Road Verge	£1,160	£0
i Carvers Recreation Ground Imps	£10,000	£4,300
i Replacement Front Deck Mower	£20,000	£16,346
i Long Lane Feasibility Study	£5,250	£5,250
i Human Sundial	£8,000	£500
i Sign Painting Fridays Cross	£1,556	£1,553
i Neighbourhood Plan	£0	£0
i Systems Replacement	£15,000	£1,717
i Playpark Improvements	£44,000	£41,071
Total	£110,466	£80,499 (73%)

Note that the Armistice Commemoration, which includes the Memorial Lantern, Silent Soldiers and the Remembrance Parade, has attracted funds of £6,760, including the funds held by the Town Council on behalf of the Memorial Lantern Replacement Fund. To date the memorial fund has attracted donations of £5,785.26 of which £4,000 has been applied towards the Council's costs in procuring the lantern. The balance of these funds is not included in the revenue account or in the analysis of income received.

- 2.4 To date, the Town Council has incurred expenditure of £14,994 in hosting community events, excluding the Remembrance commemorations, and has generated income of £20,636. Staff costs incurred in directly supporting the events amount to £3,412, producing a surplus of £2,230. Whilst not all of the transactions have been processed through the ledger the following table provides an indication of the net cost of each event. These figures will be further updated

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once all of the transactions have been processed. Note that the recorded figures include income of £850 which has been pledged but not yet received and a refund of merchandise under a sale or return arrangement for which the refund amount, estimated at £700, has not yet been agreed.

Events Summary				
	Income	Exp	Staff	Net
Royal Wedding	-6,876.99	6,332.88	31.20	-512.91
Fireworks	-11,161.06	6,106.50	2,118.29	-2,936.27
Christmas Lights switch on	-2,598.41	2,554.77	1,263.07	1,219.43
Total	-20,636.46	14,994.15	3,412.56	-2,229.75

- 2.5 Overall, expenditure is marginally behind the level at which it might be expected at this stage in the year, whilst income is somewhat further ahead. However, members should note that both income and expenditure profiles are subject to some significant transactions which occur close to year end. Nevertheless, the current position is in line with expectations.

3 Forecast Outturn 2018/19

- 3.1 A revised outturn forecast has also now been prepared which takes into account a number of developments which have emerged over the last month. The most significant of the cost changes include an increase in staff costs, due in part to additional cover for staff sickness, legal fees in respect of the lease renewal at Greenways and expenditure on Ringwood events. However, the cost increases have been more than matched by emerging cost reductions and increases in income including that generated by Ringwood events. Overall net expenditure is likely to be almost £1,000 less than set out in the revised budget.
- 3.2 Capital receipts, grants and donations are taken straight to reserves and only appear on the revenue account when they are transferred to defray expenditure. During 2018/19 to date, the Town Council has been in receipt of S106 developer's contributions amounting to £5,250 in respect of the Long Lane feasibility study and £998.95 being the release of retention on the Skatepark development. The Town Council has also received Community Infrastructure (CIL) receipts of £6,853.74 which brings the balance of unapplied CIL receipts to £18,900. A separate report sets out proposals for the use of these receipts.
- 3.4 The net transfers from earmarked provisions together with the rationalisation agreed in July, the grant receipts and the increased transfer to the General Reserve from the revenue account mean that reserves are predicted to reduce from £496,936 at April 1st 2018 to £457,103 by year end. The General Reserve will stand at £269,558 which is approximately 38% of the original expenditure budget and 56% of the annual precept. A schedule of Provisions and Reserves, including expected movements during the year, is included at Appendix 3.

4. FINANCIAL IMPLICATIONS

- 4.1 The Town Council remains on target to spend within the overall budget.
- 4.2 Reserves remain healthy despite a reduction of almost 8% in the year and the General Reserve should remain at or above the prudent level of 50% of the annual precept.

5. RECOMMENDATION

It is **recommended** that:-

5.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rorry.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

**SUMMARY BUDGETARY CONTROL REPORT
PERIOD APRIL 2018 - DECEMBER 2018**

ALL COMMITTEES	Original	Revised	Year To Date		Annual
	Budget	Budget	Actual	Unspent	Forecast
	£		£	£	Outturn
					£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	406,246	414,958	303,793	-111,165	424,093
RECREATION, LEIS & O/S COM	261,658	262,012	206,009	-56,003	262,024
PLANNING TOWN & ENVIRON	21,801	19,117	15,074	-4,043	19,564
TOTAL REVENUE EXPENDITURE	689,706	696,087	524,876	-171,211	705,681
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	15,000	1,717	-13,283	15,000
RECREATION, LEIS & O/S COM	10,000	54,000	45,371	-8,629	54,000
PLANNING TOWN & ENVIRON	8,000	8,000	500	-7,500	8,000
TOTAL CAPITAL EXPENDITURE	18,000	77,000	47,588	-29,412	77,000
TOTAL EXPENDITURE	707,706	773,087	572,464	0	782,681
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-125,292	16,274	-152,176
RECREATION, LEIS & O/S COM	-85,969	-89,954	-65,309	24,645	-90,571
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850	0	-1,850
TOTAL REVENUE INCOME	-206,796	-233,370	-192,451	40,919	-244,597
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL INCOME & FINANCE	0	0	0	0	0
TOTAL INCOME	-206,796	-233,370	-192,451	40,919	-244,597
COUNCIL'S NET COMMITTEE EXPEND	500,910	539,717	380,013	-159,704	538,084
Add Transfers To Provisions	41,300	41,300	30,975	0	41,300
Deduct Transfers from Provisions	-41,570	-100,553	-74,496	0	-100,506
Transfer to/ from(-) General Reserve	-15,444	4,732	-93,894	0	6,318
Budget Required before new bids & grants	485,196	485,196	242,598	0	485,196
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2018/19	485,196	485,196	242,598	-242,598	485,196
Non recurring bids for 2018/19 included above					
POLICY & FINANCE COMMITTEE	7,750	22,750	13,754	-8,996	22,750
RECREATION, LEIS & O/S COM	34,160	78,160	64,692	-13,468	74,506
PLANNING TOWN & ENVIRON	11,400	9,556	2,053	-7,503	9,556
Less transfer from provisions	-43,250	-94,596	-16,346	78,250	-94,596

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual £	Profiled Orig Bud £	Variance From O.B. £	Outturn £
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	105,283	108,180	82,102	0	-26,078	107,932
Maintenance	38,603	34,603	1,920	0	-32,683	34,573
Employee Direct Costs	2,053	1,901	1,474	0	-427	1,901
Employee Allocated Costs	112,783	113,007	87,070	0	-25,937	116,500
Member Costs	9,930	8,750	4,711	0	-4,039	8,120
Grants	9,000	9,000	4,200	0	-4,800	9,000
Other (includes THE PLACE, figures below)	97,048	107,971	90,770	0	-17,201	114,521
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	15,000	1,717	0	-13,283	15,000
COMMITTEE EXPENDITURE	406,246	429,958	305,510	0	-124,448	439,093
INCOME						
INCOME						
Revenue Income (Including THE PLACE)	-119,717	-141,566	-125,292	0	16,274	-152,176
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-119,717	-141,566	-125,292	0	16,274	-152,176
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	286,529	288,392	180,218	0	106,312	286,917
Add Transfers To Provisions	24,400	24,400	18,300	0	-6,100	24,400
Deduct Transfers From Provisions	0	-20,250	-6,967	0	13,283	-20,250
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	310,929	292,542	191,551	0	113,495	291,067
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	416,951	402,862	311,033	0	-91,829	410,797
HOLDING ACCOUNTS EXPEND.	416,951	402,862	311,033	0	-91,829	410,797
HOLDING ACCOUNTS INCOME	-416,951	-402,862	-311,033	0	91,829	-410,797
TOTAL NET EXPENDITURE	0	0	0	0	0	0
THE PLACE						
EXPENDITURE						
Establishment	9,462	10,462	7,529	0	-2,933	10,512
Maintenance	1,760	2,500	1,339	0	-1,161	2,500
Employee Direct Costs	500	500	32	0	-468	500
Employee Allocated Costs	46,015	35,056	26,061	0	-8,995	35,056
Other	0	4,000	3,855	0	-145	4,500
COMMITTEE EXPENDITURE	57,737	52,518	38,816	0	-13,702	53,068
INCOME						
INCOME						
Revenue Income	0	-9,540	-8,599	0	941	-10,250
TOTAL COMMITTEE INCOME	0	-9,540	-8,599	0	941	-10,250
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	57,737	42,978	30,217	0	27,520	42,818
Add Transfers To Provisions	5,000	5,000	3,750	0	-1,250	5,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	62,737	47,978	33,967	0	26,270	47,818

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	11,115	11,083	8,758	0	-2,325	11,147
Maintenance	19,567	24,685	16,359	0	-8,326	22,925
Machinery	29,504	27,846	25,217	0	-2,629	27,557
Employee Direct Costs	1,600	2,000	2,207	0	207	2,500
Employee Allocated Costs	130,604	127,719	101,686	0	-26,033	129,800
Planters	510	0	0	0	0	0
Activities Expenses	8,566	8,704	4,454	0	-4,250	6,559
Other	1,173	1,150	853	0	-297	1,150
Capital Expenditure	10,000	54,000	45,371	0	-8,629	54,000
CEMETERY					0	0
Establishment	5,205	5,349	4,447	0	-902	5,441
Maintenance	8,376	9,420	6,797	0	-2,623	9,515
Employee Allocated Costs	33,380	32,479	25,994	0	-6,485	33,500
ALLOTMENTS					0	0
Establishment	1,000	750	800	0	50	1,000
Maintenance	1,216	1,300	782	0	-518	1,150
Employee Allocated Costs	9,608	9,292	7,426	0	-1,866	9,550
Other	235	235	230	0	-5	230
COMMITTEE EXPENDITURE	271,658	316,012	251,380	0	-64,631	316,024
INCOME						
Recreation, Leisure & O/S	-34,870	-38,202	-23,165	0	15,037	-37,787
Cemetery	-45,999	-46,652	-37,408	0	9,244	-47,784
Allotments	-5,100	-5,100	-4,736	0	364	-5,000
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-85,969	-89,954	-65,309	0	24,645	-90,571
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,689	226,058	186,071	0	-39,986	225,453
Add Transfers To Provisions	16,900	16,900	12,675	0	-4,225	16,900
Deduct Transfers From Provisions	-32,570	-71,048	-66,362	0	4,686	-71,048
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,019	171,910	132,384	0	-39,525	171,305

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
PLANNING, TOWN & ENVIRONMENT COMMITTEE EXPENDITURE						
Establishment	5,656	3,842	2,615	0	-1,227	3,564
Employee Allocated Costs	16,145	15,275	12,459	0	-2,816	16,000
Capital Expenditure	8,000	8,000	500	0	-7,500	8,000
COMMITTEE EXPENDITURE	29,801	27,117	15,574	0	-11,543	27,564
INCOME						
Capital Income & Finance	-1,110	-1,850	-1,850	0	0	-1,850
COMMITTEE INCOME	-1,110	-1,850	-1,850	0	0	-1,850
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,691	25,267	13,724	0	-11,543	25,714
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	8,088	-9,208
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,691	16,012	12,557	0	-3,455	16,506

**ANALYSIS OF INCOME AGAINST BUDGET
PERIOD APRIL 2018 - DECEMBER 2018**

	2018/19 Original	2018/19 Revised	Quarter 3 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	40,272	40,381	34,105	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,790	
Civic Celebrations	5,000	10,500	20,636	Income from the Royal Wedding and Fireworks events.
Other Grants & Donations *	0	4,250	4,975	Only to the extent that they are applied to the revenue account. Includes transfer from the Memorial Lantern fund and income for Christmas Events
VIC Sales	1,750	5,000	4,225	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	8,599	includes a donation of £250 for toys & play equipment
Interest on investments	960	960	804	
Other Income	0	200	200	Insurance receipt
Recreation & Leisure Committee				
Ringwood Schools	15,612	15,400	7,050	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,732	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	4,799	
Rugby	2,000	2,000	440	
Tennis (including Floodlighting)	200	100	0	collected by NFDC and remitted at year end
Castleman Trail	700	700	0	Paid by HCC towards year end.
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
Cemeteries	45,999	46,652	37,408	Income receipts have generally been above anticipated
Allotments	5,100	5,100	4,736	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
Total Revenue Income:	206,796	233,370	192,451	
Capital				
s106	0	5,250	6,249	Re Long Lane improvements £5250 plus release of retention re-skatepark, £998.95
CIL		3,746	6,854	
Grants	0		0	
Loans			0	
Other		4,000	1,785	Note that £5,785.26 has been received re the lantern memorial fund, £4,000 has been transferred to Revenue to meet some of the Council's Costs.
Total Capital Income	0	12,996	14,888	
Total Budgetted Income	206,796	246,366	207,339	
Precept and other income taken to reserves				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	485,196	485,196	485,196	
Total Income	691,992	731,562	692,535	

PROVISIONS AND RESERVES

Title & Code	Balance 31/03/2018		Cash Receipts	Transfer fr Revenue	Sub Total	Transfer btwn resv (P&F Jul 18)	Transfer to Revenue	Balance 31/03/2019
	£			£	£	£	£	£
EAR-MARKED PROVISIONS & RESERVE								
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00		-15,000.00	22,900.00
Gateway TM604	23,177.00			4,000.00	27,177.00			27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00		10,000.00
Greenways/Southampton Road Buildings Reserv TM607	0.00			8,000.00	8,000.00			8,000.00
Election TM608	8,641.88			2,900.00	11,541.88			11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00	-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00	-40,000.00	11,550.50
Memorials TM612	3,000.00				3,000.00			3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00		10,397.00
The Place - future development TM625	16,551.00			5,000.00	21,551.00			21,551.00
Ringwood Events TM627	5,342.00				5,342.00			5,342.00
Carvers Grounds development TM631	0.00				0.00	15,000.00	-3,700.00	11,300.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00		9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00		0.00
Sub Totals	163,432.40		0.00	41,300.00	204,732.40	37,500.00	-75,046.00	167,186.40
Dev Contribs TM680	5,436.13		6,248.95		11,685.08		-7,021.76	4,663.32
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,853.74		18,900.69		-18,000.00	900.69
Capital Receipts TM684	13,125.00				13,125.00			13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00	-255.00	0.00
Loans Unapplied TM686	0.00				0.00			0.00
Total Earmarked Provisions & Reserve	197,695.48		13,102.69	41,300.00	252,098.17	36,000.00	-100,552.76	187,545.41
--Gen Reserve B010 TM699	299,240.19			6,317.85	305,558.04	-36,000.00	0.00	269,558.04
Total Provisions and Reserves	496,935.67	0.00	13,102.69	47,617.85	557,656.21	0.00	-100,552.76	457,103.45
Decrease(-) or Increase in Reserves & Provisions during 2018/19:-								-39,832.22

Grants Unapplied (TM685) Balance of £1,755 made up as follows:

i) Graffiti Wall	£1,000 rec'd December 2012	Transfer to Play Equipment
ii) Interpretation Board	£ 500 rec'd Feb 2010	Transfer to Play Equipment
iii) SSE Grant for flood defence replacement pump	£ 255 rec'd July 2016	Transfer to Revenue re purchase of

Note CIL receipt of £6,853.74 received. Sufficient CIL funds now available to enable Carvers project to proceed.

REPORT TO POLICY & FINANCE COMMITTEE – 16th JANUARY 2019

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of December 2018, the Town Council held a balance of £18,900.69. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipt Allocations

- 2.1 To date, members have agreed to allocate CIL funds to two projects:
- | | | | |
|---|--------------------------------|---------|---------------------|
| i | Kings Arms Lane, New St Light, | £804.44 | P&F Oct 2017 F/5497 |
| i | Human Sundial Repair | £8,000 | P&F Dec 2018 F/5518 |
- 2.2 The balance of uncommitted CIL receipts is £10,095.56.
- 2.3 In addition, in January 2018 members discussed the use of CIL receipts to fund the Carvers Recreation Ground improvements project which is included as a growth item in the current budget. However, whilst an assumption had been made in the budget that CIL funds would be used to defray the costs, no formal decision has been taken on the use of CIL funds for this project. The budget for the project is £10,000 and expenditure to the end of December 2018 stands at £4,300.
- 2.4 Members previously decided that allocation of CIL receipts would require Member decisions and would be considered at this Committee. However, at present there is no formal mechanism by which Members review CIL funds or consider wider opportunities for investment of those funds.

4. FINANCIAL IMPLICATIONS

- 4.1 The current budget assumes that £10,000 of CIL funds will be applied to the Carvers Recreation Grounds Improvement Project. If members formally agree to this application of CIL funds, there will be no impact on the budget.
- 4.2 However, if members choose to reserve the CIL funds in favour of alternative projects, the Carvers Recreation Ground project will either require alternative funding or the project will have to stop.

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- 4.3 There are funds available in an earmarked reserve specifically set up for Carvers, but some of these have been committed for a project to improve the grounds department workshop and storage in 2019/20 and the remaining balance would be insufficient for this project. Alternatively, funds could be drawn from the General Reserve.

5. RECOMMENDATION

It is **recommended** that:-

- 5.1 Members decide whether to apply £10,000 of CIL receipts to the Carvers Recreation Grounds Improvement Project.
- 5.2 Members consider whether to receive regular (6 monthly) updates on CIL receipts, balances and applications of funds.

For further information please contact:

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Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.wilkins@ringwood.gov.uk

Replace next year	Replace in 2-4 years	Replace 4 years+
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Purchases rather than replacements in italics

Updated: 28 December 2018

Vehicles

Type	Make & Model (current)	Purchase Date	Purchase Cost	Servicing Cost Last full year	Servicing Cost YTD	Planned Replacement Year	Estimated Replacement Cost (gross)	Estimated disposal proceeds (R/A only)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	£756.00	£567.00	2031-32	£29,000.00			
Large tractor	John Deere 5085M	Jul-15	£30,500.00	£516.61	£328.09	2030-31	£36,000.00			
Medium Tractor	Massey Ferguson MF2430	Dec-06	£19,490.00	£1,692.46	£2,550.42	2019-20	£33,300.00	£9,000.00	£24,300.00	Massey Ferguson 4707 Global
Front-deck ride-on mower	Kubota F3890	Apr-18	£16,346.00	N/A	£0.00	2026-27	£19,000.00			
Ride-on tractor mower	John Deere X750	May-16	£10,200.00	£1,077.47	£233.48	2024-25 & 2032-33	£12,000.00			
Small van	N/A	N/A	N/A	N/A	N/A	2020-21 & 2030-31	£5,000.00	N/A	N/A	2016-plate Vauxhall Combo

Machinery

Type	Make & Model (current)	Purchase Date	Purchase Cost	Servicing Cost Last full year	Servicing Cost YTD	Planned Replacement Year	Estimated Replacement Cost	Estimated disposal proceeds (R/A)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Wood-chipper	Timber Wolf TW PTO/150H	Jul-15	£5,500.00	£100.92	£0.00	2025-26	£8,000.00			
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	£232.58	£137.31	2022-23	£5,500.00			
Roller-mower attachment #2	Major 8400	May-18	£5,500.00	N/A	£0.00	2028-29	£5,500.00			
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	£222.74	£0.00	2029-30	£1,500.00			
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	£0.00	£0.00	2032-33	£5,000.00			
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	£0.00	£0.00	2020-21	£2,327.00	£100.00	£2,227.00	SCH PSU Professional Suction Unit
Aerator	Weidenmann XP6/160	2007	£16,250.00	£0.00	£1,849.60	2027-28	£21,000.00			
Boom sprayer attachment	Allman 210	1987	£292.00	£198.14	£137.00	2020-21	£5,338.00	£0.00	£5,338.00	Team Club
Walk-behind sprayer	Parkmatic Travelling Sprinkler	1990	£208.00	£0.00	£0.00	2019-20	£1,188.00	£25.00	£1,163.00	Team Scout
Slitter	Twose	2005	£983.00	£103.50	£126.58	2033-34	£2,000.00			
Spring tine harrow attachment	Twose	2005	£1,300.00	£0.00	£0.00	2030-31	£1,300.00			

Total Book Value: £147,419.00

Total Replacement Cost: £187,953.00

Notes

- 1 This document is intended as a contingent statement of expectations NOT an instruction to officers. Replacement of specific vehicles or machinery may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2 Only items which are expected to cost roughly £1,000 or more to replace have been included.
- 3 Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4 The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve required to sustain the predicted balance needed and so manage financial risk.

Financial Year	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 16,300.02	£ 14,954.02	£ 2,491.02	£ 2,926.02	£ 15,926.02	£ 23,426.02	£ 36,426.02	£ 37,426.02	£ 42,426.02	£ 36,426.02	£ 28,426.02	£ 36,426.02	£ 48,426.02	£ 19,626.02	£ 4,126.02	£ 1,126.02
Planned transfer in	£ 10,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,500.00	£ 13,500.00	£ 13,500.00	£ 13,500.00	£ 14,000.00	£ 14,000.00
Additional transfers in	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds	£ -	£ 9,025.00	£ 100.00													
Transfers out (planned purchases)	-£ 16,346.00	-£ 34,488.00	-£ 12,665.00		-£ 5,500.00		-£ 12,000.00	-£ 8,000.00	-£ 19,000.00	-£ 21,000.00	-£ 5,500.00	-£ 1,500.00	-£ 42,300.00	-£ 29,000.00	-£ 17,000.00	-£ 2,000.00
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
End of year reserve balance	£ 14,954.02	£ 2,491.02	£ 2,926.02	£ 15,926.02	£ 23,426.02	£ 36,426.02	£ 37,426.02	£ 42,426.02	£ 36,426.02	£ 28,426.02	£ 36,426.02	£ 48,426.02	£ 19,626.02	£ 4,126.02	£ 1,126.02	£ 13,126.02

Total purchases 2019-2034: -£ 209,953.00

Election years in purple



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	The columns and surround have been re-painted, completing the current project.	£1,000 Annual budget	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The installation of a poppy display on the town roundabout has been removed.	£500 Annual budget	£0	£0	Minimal	Definite	This item will not be updated further.
A3	ICT overhaul	New fibre broadband line and network switchgear installed. New finance and allotments software ordered. Meeting held with NFDC officers to agree functionality outcomes.	£15,000 Earmarked reserve	£0	£15,000	Significant	No	This will require so much officer time and attention that some disruption of other projects and functions is highly likely. A further meeting is being arranged to plan in greater detail the implementation of the changes required to achieve the agreed outcomes.
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications in 2018-19								
C1	Review of Standing Orders	Revised Standing Orders adopted by full Council on 26 th September.				Moderate	Probable	Work continues on a revised Scheme of Delegation.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance	Time and attention			
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)							
A1	ICT Overhaul	Extensive overhaul of computer hardware, software and support services (including broadband and telephony services)	Non-recurrent costs of about £10K to be fully met from earmarked reserve. Recurrent costs expected to be same or lower.	Minimal	Significant	Moderate	1
Projects with budgetary implications (for possible inclusion as bids in later budgets)							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. A private briefing to councillors was given by the Town Clerk on 18 July 2018.	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
Projects with no or neutral budgetary implications							
	None						

POLICY & FINANCE COMMITTEE – 16th JANUARY 2019
DRAFT BUDGET AND PRECEPT 2019/2020

1. INTRODUCTION

1.1 Members considered a revised budget for 2018/19 at the November and December meetings and considered a draft 2019/20 budget. The other two Committees have subsequently considered their own budgets and this report sets out revised draft proposals for the 2019/20 budget incorporating the amendments agreed at those meetings. This Committee is now asked to make a recommendation to Council on its overall budget and precept for 2019/20.

2. REVISED DRAFT BUDGET 2019 TO 2020

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

Appendix A – Draft detailed Council budget, including actual spend 2017/18, original and revised budgets 2018/19 and revised draft proposals for 2019/20.

Appendix B – Provisions at 31st March 2018, and estimated balances at 31st March 2019 and 2020, based on the revised budget 2018/19 and the updated proposals for 2019/20.

2.2 Following the December meeting of this Committee, a further analysis of budget spend has been undertaken with the aim of releasing savings to reduce the requirement to draw funds from the general reserve in 2019/20. These changes include a reduction of £2,950 in the budget for member's allowances on the basis that not all members draw the allowance, a reduction of £1,000 in the annual transfer to the machinery replacement provision, and the removal of the proposed works to the boardwalk at Pocket Park, saving £3,750. However, an annual increase in the provision for Christmas Lights of £5,500 has been added. The overall impact of these changes is a reduction in the requirement to draw on the General reserve of £2,200. It should be noted that despite the need to fund substantial additional expenditure totalling around £100,500 from reserves in the current year and £52,700 in 2019/20, overall reserves are expected to reduce by around £67,000 by March 2020, Appendix B.

2.3 The proposed budgets have been reviewed in comparison with expenditure since 2013/14. As previously reported, this has highlighted a number of budgets for which the current provision, prepared on an incremental basis, are not in line with normal or anticipated requirements. Within this Committee's own budgets, this process has released net savings of £10,986. However, inflation has added £10,508 to costs (of which £8,562 or 81% is related to employee costs and of that, £3,424 or 41% is due to increased employer pension contributions). Thus, before any growth items are considered, the base budget has decreased marginally. Recurring growth, however, will add £5,500 to this base resulting in a net increase of this Committee's budget of £5,022 or 1.6%.

2.4 A similar process has been applied to the other Committee budgets. This has released net savings of £3,087 within Recreation and Leisure. However, inflation has added £10,734 to costs and an increase in contributions to earmarked reserves for machinery replacement of £3,000 per annum, together with the cessation of a write down to revenue of developer's contributions of £2,340 per

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annum has resulted in a net increase to the base budget of £12,987, or 8%. Growth will add a further £8,000 per annum, bringing the base budget for this Committee to £182,156, an increase of 13%.

- 2.5 Within Cemeteries budgets, the budget requirement has increased by £6,937 due to inflation of £2,058, the introduction of an annual contribution of £4,000 to a cemetery extension provision and a reduction of income of £1,759, mitigated by budget savings of £880.
- 2.6 The allotments budget is expected to increase marginally with inflation of £374 mitigated by cost savings of £220 resulting in a net budget increase of 2.2%.
- 2.7 For Planning and Environment, inflation of £603 mitigated by cost savings of £194 will result in a net budget increase of £409 or 2.5%.

3. Additional Budget Bids for 2019/20

- 3.1 The additional budget bids are listed below and at the foot of each Committee detailed budget page. They are also summarised in the overall budget summary. The aggregate cost of all of the bids in 2019/20 would be £65,963 of which £47,463 would be drawn from earmarked reserves and provisions and £3,000 from funds carried over from the current year and held in the General Reserve. In addition, estimated election costs of £4,000 will also be funded from an earmarked reserve set aside for this purpose.
- 3.2 Recurring budget bids are set out in table 1, below.

Table 1 - Recurring Budget Bids:

Policy & Finance

--Christmas Lights replacement (new contract)	5,500
Total recurring bids	5,500

Recreation, Leisure & Open Spaces

--Tree Management Plan - Survey	3,000
--Tree Management Plan - Tree Works	5,000
Total recurring bids	8,000

- 3.4 Non-recurring bids are summarised in Table 2, below. These include the IT systems replacement costs, replacement tractor, Grounds department workshop feasibility study and the neighbourhood plan, all of which will be funded from reserves or grant and will therefore have no direct impact on the revenue budget.
- 3.5 The proposed tree management plan survey work will, however be funded from revenue with consequent budget implications.

Table 2 - Non-Recurring Budget Bids:

Policy & Finance Committee	
--Investment in IT replacement	10,000
Less Financed from Provisions	-10,000
Net new non recurring bids	0
Recreation, Leisure & Open Spaces Committee	
--Tree Management Plan - contuing surveys and tree works	2,000
--Grounds Department Workshop and storage - feasibility study	3,000
--Pocket Park Boardwalk Overhaul	0
--New Vehicles and machinery (£34,488 less £9,025 trade in)	25,463
Total	30,463
Less financed from provisions	-28,463
Net new non recurring bids	2,000
Planning, Town & Environment Committee	
--Neighbourhood Plan (deferred from 2018/19)	3,000
--Neighbourhood Plan additional bid to be funded from grant	9,000
Total	12,000
Less financed from grants & reserves	-12,000
Net new non recurring bids	0

- 3.6** The balance of reserves at the 31st of March 2019 is estimated to be £453,911 (based on the revised budget 2018/19) of which £267,972 will be held in the General Reserve, Appendix B. Planned transfers to reserves in 2019/20 are £51,300. The planned drawdown on earmarked reserves and provisions is £52,693 including the £50,463 in respect of one-off items detailed in table 2 (£3,000 of which is deferred expenditure held in the General Reserve and £9,000 is expected to be covered by grants). With no other transfers, the balance on reserves would therefore increase by £4,607 to £458,518 by March 2019.

4. BUDGET IMPLICATIONS

- 4.1** Identified savings and other known changes to the income and expenditure budgets will reduce costs in 2019/20 by £4,268. Inflation, estimated at 2%, (with some exceptions) for both pay and non-pay income and expenditure will add a further £24,277 net making an additional budget requirement of £20,009. However, the removal of one off items included in the 2018/19 budget, of £10,060 will result in an additional funding requirement of £9,949 before any additional bids are considered. Note that the original budget for the current year required a transfer from the General Reserve of £15,444 in order to balance and so the equivalent figure for 2019/20 would be around £25,393 in the absence of any new bids or changes to the Council Tax.
- 4.2** New bids proposed by the individual Committees total £65,963 of which £50,463 will be met from a combination of grants, earmarked reserves and the general reserve. Thus, in the absence of any increase to the Precept, a further £15,500

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would be required from reserves , the balance of which is otherwise estimated to be £458,518 by the end of next year.

- 4.3** An increase of 2.0% on the Council Tax would generate an increase in the precept of just over 2.54%, because of the increase in the Council Tax base, and deliver £12,350. The budget has been modelled on this basis. If all the additional items were approved, together with a 2.0% increase in the Council Tax, the additional draw from the General Reserve would be limited to £28,540 and the balance on reserves at March 2020 would be £429,978 of which the General Reserve would comprise £236,432.
- 4.4** The band D equivalent Council Tax attributable to Ringwood Town Council is £92.29 in 2018/19. A 2.0% increase in the Council Tax would increase this by £1.85 to £94.14 per annum.
- 4.5** Whilst it will be possible to achieve a balanced budget, members should note that drawing funds from the General reserve on this scale is unsustainable. It is prudent to maintain the General Reserve at or close to 50% of the annual net spend, or precept. This would suggest maintaining a general reserve of around £249,000.

5. RECOMMENDATIONS

- 5.1** Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2** The Committee make recommendations to Council on the provisional budget, the level of the precept, and an indication of the level of Council Tax that Members wish to set for 2019/20.

For any further information, please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
AND PRECEPT SUMMARY (Including New Bids)**

Col. 1		2	3	4
Description		Original 18/19 £	Revised 18/19 £	Original 19/20 £
REVENUE	POLICY & FINANCE COM.	406,246	414,957	412,088
EXPEND.	RECREATION, LEIS & O/S	202,639	203,187	189,209
	CEMETERY	46,961	47,249	46,022
	ALLOTMENTS	12,058	11,577	12,314
	PLANNING, TOWN & ENVIR.	21,801	19,117	18,800
	TOTAL REVENUE EXPENDITURE	689,706	696,087	678,434
CAPITAL	POLICY & FIN COM.-CAP EXP	0	15,000	0
EXPEND.	REC, LEIS & O/S-CAP EXP	10,000	54,000	0
	PLAN, TOWN & ENV.-CAP EXP	8,000	8,000	0
	TOTAL CAPITAL EXPENDITURE	18,000	77,000	0
	TOTAL EXPENDITURE	707,706	773,087	678,434
REVENUE	POLICY & FINANCE COM.	-119,717	-141,566	-127,536
INCOME	RECREATION, LEIS & O/S	-34,870	-38,202	-34,953
	CEMETERY	-45,999	-46,652	-45,123
	ALLOTMENTS	-5,100	-5,100	-5,202
	PLANNING, TOWN & ENVIR.	-1,110	-1,850	-1,100
	TOTAL REVENUE INCOME	-206,796	-233,370	-213,914
CAPITAL	POLICY & FIN COM.-CAP EXP	0	0	0
FINANCE	REC, LEIS & O/S-CAP EXP	0	0	0
	PLAN, TOWN & ENV.-CAP EXP	0	0	0
	TOTAL CAPITAL FINANCE	0	0	0
	TOTAL INCOME & FINANCE	-206,796	-233,370	-213,914
	Less reduction in budget	0		0
	NET EXPENDITURE BEFORE TRANSFERS	500,910	539,717	464,519
	ADD TRANSFERS TO PROVISIONS			
	POLICY & FINANCE COM.	24,400	24,400	27,400
	RECREATION, LEIS & O/S	16,900	16,900	19,900
	CEMETERY	0	0	4,000
	PLANNING, TOWN & ENVIR.	0	0	0
	TOTAL TRANSFERS TO PROVISIONS	41,300	41,300	51,300
	LESS TRANSFERS FROM PROVISIONS			
	POLICY & FINANCE COM.	0	-20,250	-4,000
	RECREATION, LEIS & O/S	-32,340	-70,818	0
	CEMETERY	-230	-230	-230
	PLANNING, TOWN & ENVIR.	-9,000	-9,255	-1,000
	TOTAL TRANSFERS FROM PROVISIONS	-41,570	-100,553	-5,230
	BUDGET REQUIRE BEFORE NEW BIDS	500,640	480,464	510,589
	Add recurring bids for 2018/19			
	Policy & Finance			5,500
	Recreation, Leis & O/S			8,000
	Planning, Town & Env			0
	Add non-recurring bids for 2018/19			
	Policy & Finance			10,000
	Recreation, Leis & O/S			30,463
	Planning, Town & Env			12,000
	P&F R&M Buildings			0
	Less transfers from provisions			-50,463
	SUB TOTAL NET NEW BIDS			15,500
	COUNCIL'S NET BUDGET	500,640	480,464	526,089
	Additional Transfers from(-) or to Provisions	0	0	0
	Transfers from(-) or to General Reserve	-15,444	4,732	-28,540
	COUNCIL'S PRECEPT BEFORE GRANTS	485,196	485,196	497,549
	To be met from Identifiable Grant from NFDC	0	0	0
	To be met from Transitional Grant from NFDC	0	0	0
	COUNCIL TAX PAYERS IN RINGWOOD	485,196	485,196	497,549

COUNCIL TAX LEVELS FOR 2016/17, 2017/18, 2018/19 & 2019/20

	2016/17	2017/18	2018/19	2019/20	Per Year	Per month
Council Precept before Grant	462,992	468,223	485,196	497,549		
Council Tax Base	5,146.6	5,225.7	5,257.3	5,285.2		
Council Tax Per Band D Dwelling before grants	89.96	89.60	92.29	94.14	£1.85	0.15
Grant	-1.94	0.00	0.00	0.00	£0.00	0.00
Council Tax Per Band D Dwelling after grants	88.02	89.60	92.29	94.14	£1.85	0.15

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
AC	Code CC	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
		EXPENDITURE-Establishment					
P004	TA101	--Window Cleaning Greenways	CW	0	0	0	0
P100	TA101	--Electricity	CW	6	50	50	0
P150	TA101	--Water	CW	0	50	50	0
P220	TA101	--Insurance Premium	CW	10,415	10,557	10,722	10,500
P553	TA101	--Health & Safety	CW	85	2,375	3,200	2,399
S002	TA101	--Office Equipment	CS	0	250	250	200
S006	TA101	--Furniture	CS	88	500	250	300
S010	TA101	--Books & Publications	CS	100	265	200	200
S030	TA101	--Stationery	CS	703	1,046	1,250	1,250
S031	TA101	--Photocopy/scanner	JH	2,648	2,602	2,750	2,250
S033	TA101	--File Management System	CW	0	0	0	0
S046	TA101	--Postage	CS	1,057	1,750	1,500	1,500
S059	TA101	--Telephone & Fax	CW	8,360	8,466	8,300	3,500
S062	TA101	--Computer Maintenance	CW	3,075	3,137	3,026	2,000
S063	TA101	--G.I.S. Mapping	CW	500	500	500	510
S066	TA101	--Web Site Maintenance	CW	960	1,035	1,000	1,000
S067	TA101	--Computer equipment/s-ware	CW	60	300	100	100
S074	TA101	--Subscriptions	JH	2,569	2,989	2,989	3,049
S084	TA101	--Adverts	CW	1,249	765	765	780
S212	TA101	--Bank Charges	RF	222	250	300	300
S616	TA101	--Audit	CW	2,830	2,398	2,800	2,846
T211	TA101	--Travel Expense	CW	704	750	500	600
S002	TA102	--Office Exps Gtwy	CW	99	500	250	250
S073	TA102	--Hospitality/Refreshments	CW	286	255	255	260
E692	TA115	Caretaker Gtwy-Rechargeable	CW	7,012	7,423	6,863	7,286
E693	TA115	Cleaning Gtwy-Rechargeable	CW	4,799	5,991	5,530	5,962
E694	TA115	Info Officers Gtwy-Rechargeable	CW	48,795	50,569	53,280	51,988
S002	TA115	Supplies Gtwy-Rechargeable	CW	1,438	510	1,500	520
		Total Establishment		98,060	105,283	108,180	99,550
		Maintenance					
P012	TA101	--Vandalism	CW	696	1,530	1,530	200
P003	TA102	--Gateway	CW	28,173	31,563	31,563	32,194
P002	TA103	--Greenways	CW	907	5,000	1,000	1,000
P002	TA108	--92 Southampton Road	CW	755	510	510	1,000
		Total Maintenance		30,531	38,603	34,603	34,394
		Employee Costs					
E690	TA181	--Allocated Office Staff	CW	96,637	108,729	109,094	116,948
E691	TA181	--Allocated Groundstaff	CW	1,076	4,055	3,913	4,397
S040	TA101	--Payroll Outsourcing	CW	967	951	951	970
E505	TA101	--Staff Training	CW	654	1,000	750	750
E120	TA101	--Eye Tests	CW	13	102	200	104
		Total Employee Costs		99,347	114,837	114,907	123,169

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Members Costs					
S002	TA105 --Mayoral Regalia	CW	0	0	0	0
S040	TA105 --Election Expenses	CW	6,479	0	0	4,000
S076	TA105 --Members Allowances	CW	5,441	6,630	6,630	7,350
S077	TA105 --Mayor's Allowance Allocated	CW	1,000	1,020	1,020	1,040
S078	TA105 --Mayor's Allowance Unalloc	CW	0	0	0	0
S520	TA105 --Civic Expenses	CW	313	1,530	750	1,000
S522	TA105 --Members Training	CW	150	500	250	350
S522	TA105 --Members Travel & Subsist	CW	0	250	100	200
	Total Members Costs		13,383	9,930	8,750	13,940
	Grants					
S080	TA101 --Discretionary grants	CW	4273	9000	9000	9,000
	Total Grants		4,273	9,000	9,000	9,000
	Other					
P593	TA101 --CCTV	CW	8,790	9,180	8,790	9,000
P594	TA101 --Car Park Clock Refurbishment	CW	230	1,255	1,500	260
S480	TA101 --Legal Fees	CW	151	1,530	1,530	1,000
S756	TA101 --Consultants Fees	CW	4,040	2,750	8,000	2,650
S753	TA108 --92 Southampton Road Agents fee	CW	1,365	1,341	1,400	1,400
S754	TA108 --92 Southampton Road	CW	0	0	0	0
S040	TA109 --Christmas Lights Instal & Stor	CW	13,965	11,220	11,220	11,500
E695	TA110 --Youth Workers	CB	38,355	46,015	35,056	44,010
S040	TA110 --Carvers Club House	CB	13,564	11,222	17,462	16,954
S040	TA111 --Millenium Clock	CW	70	0	0	0
S036	TA112 --Visitor Info Cntr - Purchases	CW	1,069	1,500	4,000	1,500
E696	TA112 --Visitor Information Centre	CW	2,716	4,433	4,361	4,714
S040	TA116 --Jubilee Lamp	CW	0	0	0	0
B206	TA120 --Bad Debts Write Off	RF	156	0	0	0
S040	TA121 --Support for Christmas activities	CW	0	0	0	0
S040	TA122 --WW1 Commemoration	CW	46	1,500	4,500	2,500
S084	TA124 --Ringwood Market - Advertising	CW	318	102	102	0
S002	TA125 --Support for Town Twinning	CW	0	0	50	0
S002	TA126 --Civic Events / Celebrations	CW	4,513	5,000	10,000	5,000
	Total Other		89,348	97,048	107,971	100,489
	Debt Charges					
C070	TA113 --Interest	RF	13,635	13,040	13,040	12,426
C080	TA113 --Loan Repaid	RF	17,911	18,506	18,506	19,120
	Total Debt Charges		31,546	31,546	31,546	31,546
	Total Revenue Expenditure		366,488	406,246	414,957	412,088
	Capital Expenditure					
C320	TA901 --Gateway Project	RF	5,249	0	0	0
C320	TA902 --The Place Youth Facility	RF	9,574	0	0	0
C384	TA903 --Computer Hardware	RF	0	0	15,000	0
	Total Capital Expenditure		14,823	0	15,000	0
	COMMITTEE EXPENDITURE		381,311	406,246	429,957	412,088

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £	
REVENUE INCOME							
R062	TA101	--Insurance Premium Income	CW	-6,913	0	-200	0
R063	TA101	--Interest Received	RF	-1,074	-960	-960	-960
R001	TA103	--Rent: Ground Floor Greenways	CW	-16,380	-16,325	-16,325	-16,500
R000	TA104	--Rent: 1st Floor Greenways	CW	-10,497	-10,856	-10,856	-10,856
R031	TA108	--Southampton Road Rent	CW	-13,100	-13,091	-13,200	-13,200
R008	TA110	--Carvers Club House Income	CB	-3,594	0	-9,540	-8,500
R032	TA110	--Grant for Youth Workers	CB	0	0	0	0
R035	TA112	--VIC Sales	CW	-1,564	-1,750	-5,000	-1,785
R061	TA115	--Recharge to NFDC	RF	-67,537	-68,735	-68,735	-68,735
R080	TA121	--Christmas Events	CW	-1,900	0	-250	0
R080	TA122	--WW1 Commemoration Grant	CW	0	0	-4,000	0
R000	TA124	--Market Stall Income	CW	-2,550	-3,000	-2,000	-2,000
R080	TA126	--Civic Events / Celebrations	CW	-9,896	-5,000	-10,500	-5,000
Total Revenue Income				-135,005	-119,717	-141,566	-127,536
CAPITAL INCOME/FINANCE							
R555	TA114	--Trans From Unapplied Cap rec	RF	0	0	0	0
R583	TA904	--The Place Project Grant Income	RF	0	0	0	0
Total Capital Income/Finance				0	0	0	0
TOTAL COMMITTEE INCOME				-135,005	-119,717	-141,566	-127,536
TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS				246,306	286,529	288,391	284,552
Transfer To Provisions							
M410	TA114	--Transfer To Provisions	RF	24,242	24,400	24,400	27,400
Total Transfer To Provisions				24,242	24,400	24,400	27,400
Transfer From Provisions							
R551	TA114	--Trans From Provs (Rev)	RF	-14,823	0	0	-4,000
R550	TA114	--Trans From Provs (Cap)	RF	-6,479	0	-20,250	0
Total Transfer From Provisions				-21,302	0	-20,250	-4,000
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS				249,246	310,929	292,541	307,952

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

	£
1. --Millenium Clock (Furlong Car Park)	1,000
2. --WW1 Armistice Centenary commemoration - lasting addition to remembrance	500
3. --WW1 Armistice Centenary commemoration - to support a commemoration eve	1,000
Total	2,500

Non Recurring Items for consideration for 2019/20 Budget

Priority

11. --Investment in IT replacement	10,000
12. 0	
Less Financed from Provisions	-10,000
Total	0

Recurring Items for consideration for 2019/20 Budget

21. --Christmas Lights replacement new contract	5,500
Total	5,500

The Estimated Total Net Budget for 2019/20, including all new bids, will be

	£	£
Total Net Budget for 2018/19 with new bids	310,929	
Total Net Budget for 2019/20 <u>without</u> new bids		307,952
Add new bids		5,500
Total Net Budget for 2019/20 <u>with</u> new bids		313,452

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Establishment					
P100 TB101	--Electricity	KW	844	1,000	1,000	1,020
P210 TB101	--Cleaning mats/consumables	KW	9	100	100	102
P552 TB101	--Environmental Agency	KW	447	479	447	460
P553 TB101	--Health & Safety	KW	483	204	204	208
S012 TB101	--Protective Clothes	KW	1,134	852	852	869
S052 TB101	--Mobile Phones	KW	392	530	600	611
T211 TB101	--Travel Expense	KW	129	150	100	150
P150 TB229	--Water	KW	1,661	1,530	1,530	1,561
P553 TB272	--Playground Inspections	JH	250	270	250	275
T022 TB280	--Fuel	KW	5,653	6,000	6,000	6,000
	Total Establishment		11,002	11,115	11,083	11,255
	Maintenance					
S042 TB201	--Bickerley Toilets	KW	0	0	0	0
P002 TB202	--Buildings	KW	414	2,975	6,675	3,035
P002 TB203	--Carvers Pavilion maintenance	KW	172	0	300	0
P550 TB204	--Grounds - Carvers	KW	841	2,000	2,000	2,040
P006 TB207	--Maint in Closed Churchyard	KW	224	1,000	1,500	500
P002 TB208	--Dr. Littles Garden	KW	0	0	0	0
P002 TB213	--Long Lane Mtnc	KW	522	2,000	1,500	1,500
P002 TB217	--The Bickerley/Pocket Park	KW	0	0	500	0
P002 TB218	--Poulner Lakes	KW	0	0	400	0
P002 TB224	--War Memorial	KW	31	0	150	0
P006 TB229	--Grounds - Other	KW	4,656	5,160	5,160	4,080
P542 TB229	--Fencing	KW	950	1,020	500	1,040
P545 TB229	--Tree Safety Work	KW	3,440	3,000	3,000	3,060
P546 TB229	--Tree Safety Consultant	KW	0	408	400	416
P006 TB254	--Pest Control	KW	248	300	500	500
P550 TB255	--St Furn paint	KW	29	204	600	400
P002 TB271	--Ash Grove Play Area	KW	250	0	0	0
P002 TB272	--Play Areas	KW	926	1,500	1,500	1,530
	Total Maintenance		12,703	19,567	24,685	18,101
	Machinery					
S002 TB280	--Small Tools Purchase	KW	5,495	1,000	1,000	1,000
T010 TB280	--Machine Maintenance	KW	6,044	7,000	9,000	7,140
T100 TB280	--Machine Purch	KW	0	20,000	16,346	0
T110 TB280	--Hiring Costs	KW	1	204	200	208
T010 TB281	--tipper truck service/maint	KW	1,356	1,300	1,300	1,326
	Total Machinery Costs		12,896	29,504	27,846	9,674
	Employee Costs					
E310 TB101	--Staff Recruitment	CW	0	0	0	0
E505 TB101	--Staff Training	CW	224	1,600	2,000	2,000
E690 TB181	--Office Staff Allocated Costs	CW	32,365	36,353	34,865	37,661
E691 TB181	--Groundstaff Allocated Costs	CW	91,533	94,251	92,854	103,547
	Total Employee Costs		124,122	132,204	129,719	143,208

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Planters					
S002 TB253	--Planters For Floral Displays	KW	3	510	0	0
	Total Planters		3	510	0	0
	Activities Expenses					
P006 TB204	--Cricket	KW	0	510	250	250
P103 TB204	--Floodlighting	KW	0	0	0	0
P006 TB205	--Tennis Courts	KW	150	306	150	150
P006 TB219	--Poulner School Expenses	KW	255	510	250	250
P006 TB221	--Football	KW	1,878	1,530	2,500	1,561
P006 TB225	--Ringwood School Expenses	KW	0	0	0	0
P006 TB228	--Rugby	KW	0	102	100	100
P007 TB251	--Roundabout Flower Beds	KW	2,827	2,754	2,754	2,809
P006 TB251	--Flower Beds	KW	1,057	714	700	750
P002 TB274	--Skate Park Expenses	KW	572	100	0	0
S040 TB302	--Young Childrens' Entertain	TBD	2,000	2,040	2,000	0
	Total Activities Expenses		8,739	8,566	8,704	5,870
	Other					
P006 TB256	--Dog Waste Collection	KW	828	918	900	900
S380 TB256	--Dog Waste Bins	KW	0	255	250	200
P002 TB257	--Travellers	KW	0	0	0	0
	Total Other		828	1,173	1,150	1,100
	Total Revenue Expenditure		170,293	202,639	203,187	189,209
	Capital Expenditure					
C320/321 TB903	--Carvers Recreation Ground Improvements	CW	0	10,000	10,000	0
S002 TB904	--Playground Equipment, Carvers	CW	0	0	44,000	0
	Total Capital Expenditure		0	10,000	54,000	0
	COMMITTEE EXPENDITURE		170,293	212,639	257,187	189,209

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	REVENUE INCOME					
R028	TB101 --Wayleaves	RF	-91	-90	-90	-92
R026	TB201 --The Bickerley	RF	0	-300	-100	-100
R018	TB204 --Carvers	RF	-3,217	-3,000	-3,000	-3,060
R019	TB204 --Cricket	RF	-1,215	-2,000	-1,500	-1,540
R021	TB204 --Floodlighting	RF	0	0	0	0
R025	TB204 --Tennis	RF	-98	-200	-100	-100
R027	TB206 --Castleman Trail	RF	-981	-700	-700	-714
R011	TB219 --Poulner Junior School	RF	-12,368	-13,500	-13,500	-12,270
R029	TB220 --Poulner Infant School	RF	-2,509	-1,500	-1,500	-1,500
R022	TB221 --Football	RF	-8,226	-6,750	-6,750	-6,885
R012	TB225 --Ringwood School	RF	-3,559	0	-100	0
R013	TB226 --Ringwood Junior School	RF	-230	-612	-300	-300
R017	TB227 --Bowling	RF	-1,681	-1,530	-1,530	-1,561
R023	TB228 --Rugby	RF	-1,863	-2,000	-2,000	-2,040
R040	TB229 --Grounds - Other Income	RF	-194	-200	-5,000	-2,704
R014	TB251 --Roundabouts Flower Beds	RF	-1,996	-2,488	-2,032	-2,088
	Total Revenue Income		-38,228	-34,870	-38,202	-34,953
	CAPITAL INCOME/FINANCE					
R583	TB114 --Capital Grants	RF	0	0	0	0
	Total Capital Income/Finance		0	0	0	0
	TOTAL COMMITTEE INCOME		-38,228	-34,870	-38,202	-34,953
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		132,065	177,769	218,985	154,256
	Transfer To Provisions					
M410	TB114 --Machinery	RF	10,000	10,000	10,000	13,000
S002	TB114 --Play Equipment	RF	8,400	6,900	6,900	6,900
	Total Transfers To Provisions		18,400	16,900	16,900	19,900
	Transfer From Provisions					
R551	TB114 --Transfer from Provisions (rev)	RF	0	-20,000	-20,046	0
R550	TB114 --Transfer from Provisions (cap)	RF	0	-10,000	-50,000	0
R552	TB114 --Transfer from Devlprs contrib (rev)	RF	-2,340	-2,340	-772	0
	Total Transfers From Provisions		-2,340	-32,340	-70,818	0
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		148,125	162,329	165,067	174,156

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

	£
1. --Mansfield Road Verge	1,160
1. --Carvers Recreation Ground Improvements	10,000
1. --Plant & Machinery - replacement of 7 year old front deck mower	20,000
1. --Long Lane Sports Field (to be financed by developer's contributions NFDC)	0
	Net Total
	31,160
Less financed from provisions	-30,000
	Net non recurring bids
	1,160

Non Recurring Items for consideration for 2019/20 Budget

		Priority
11 --Tree Management Plan - contuing surveys and tree works	2,000	
12 --Grounds Department Workshop and storage - feasibility study	3,000	
13 --Pocket Park Boardwalk Overhaul	0	
14 --New Vehicles and machinery (£34,488 less £9,025 trade in)	25,463	
	Total	
	30,463	
Less financed from provisions	-28,463	
	Net new non recurring bids	
	2,000	

Recurring Items for consideration for 2019/20 Budget

21 --Tree Management Plan - Survey	3,000	
22 --Tree Management Plan - Tree Works	5,000	
	Total	
	8,000	

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
CEMETERY**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
Establishment						
P100 TB401	--Electricity	KW	535	454	454	463
P150 TB401	--Water	KW	293	204	204	208
P155 TB401	--Sewerage Expenses	KW	0	153	153	156
P210 TB401	--Cleaning materials	KW	30	102	200	104
P556 TB401	--Business Rates	CW	3,784	4,088	4,088	4,170
S059 TB401	--Telephone	KW	252	204	250	208
Total Establishment			4,894	5,205	5,349	5,309
Maintenance						
P006 TB421	--Buildings	KW	1,737	510	2,500	520
P211 TB422	--Chemicals	KW	6	0	0	0
P545 TB422	--Trees & Tree Planting Prog	KW	200	1,020	750	750
P547 TB422	--Memorial Safety	KW	0	510	350	500
S040 TB422	--Grounds	KW	46	4,020	4,020	1,000
P550 TB423	--War Graves Maintenance	KW	0	816	800	832
S040 TB424	--Columbarium	KW	0	0	0	0
S040 TB425	--Refuse Collection	KW	1,919	1,500	1,000	1,000
Total Maintenance			3,908	8,376	9,420	4,604
Employee Costs						
E690 TB481	--Allocated Office Staff	CW	9,891	8,853	8,329	9,172
E691 TB481	--Allocated Groundstaff	CW	23,447	24,527	24,150	26,938
Total Employee Costs			33,338	33,380	32,480	36,110
TOTAL EXPENDITURE			42,140	46,961	47,249	46,022
INCOME						
R050 TB401	--Burials	CW	-18,795	-20,400	-18,000	-18,000
R051 TB401	--Purchase of Plots	CW	-11,640	-13,260	-16,000	-15,525
R052 TB401	--Grave Maintenance	CW	-390	-179	-250	-254
R053 TB401	--Legacy	CW	-109	-102	-102	-102
R054 TB401	--Memorials	CW	-11,216	-10,200	-11,000	-10,404
R056 TB401	--War Graves	CW	-832	-838	-800	-838
R054 TB422	--Memorial Benches	CW	0	-1,020	-500	0
TOTAL INCOME			-42,982	-45,999	-46,652	-45,123
TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS			-842	962	597	899
M410 TB414	Transfer To Provisions --Cemetery Provision	RF	0	0	0	4,000
R551 TB414	Transfer From Provisions --Transfer from Provisions (rev)	RF	0	0	0	0
R486 TB414	--Transfer from Reserve (Maint)	RF	-230	-230	-230	-230
Total Transfers From Provisions			-230	-230	-230	-230
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS			-1,072	732	367	4,669

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

	£
--Cemetery Improvements	3,000
Total	3,000

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
ALLOTMENTS**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	EXPENDITURE					
P150 TB501	Establishment --Water	KW	739	1,000	750	800
	Total Establishment		739	1,000	750	800
	Maintenance					
S100 TB510	--Allotments Maintenance	KW	841	400	400	408
P420 TB510	--Pest Control	KW	408	816	900	832
	Total Maintenance		1,249	1,216	1,300	1,240
	Employee Costs					
E690 TB501	--Allocated Office Staff	CW	10,414	8,352	8,056	8,658
E691 TB501	--Allocated Groundstaff	CW	1,186	1,255	1,236	1,377
	Total Employee Costs		11,600	9,607	9,292	10,034
	Other					
S043 TB501	--Competition	CS	230	235	235	240
	Total Other		230	235	235	240
	TOTAL EXPENDITURE		13,818	12,058	11,577	12,314
	INCOME					
R070 TB501	--Allotment Rents	CW	-5,051	-5,100	-5,100	-5,202
	TOTAL INCOME		-5,051	-5,100	-5,100	-5,202
	TOTAL NET EXPENDITURE		8,767	6,958	6,477	7,112

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
PLANNING, TOWN & ENVIRONMENT**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	EXPENDITURE					
	Maintenance					
S040	TC110 --Built Environment-Furniture	JH	19	300	100	100
P100	TC111 --Carvers Street Lighting	JH	443	536	536	547
S002	TC117 --Flood defence	JH	0	0	250	0
P006	TC122 --Bus Shelters	JH	233	400	400	408
S754	TC130 --Sign Painting Fridays Cross	JH	0	400	1,556	0
S756	TC103 --Neighbourhood Plan		0	3,000	0	0
S040	TC903 --Crow Lane Maintenance		1,172	1,020	1,000	1,000
	Total Maintenance		1,867	5,656	3,842	2,055
	Employee Costs					
E690	TC181 --Allocated Office Staff	CW	14,597	16,145	15,275	16,745
	Total Employee Costs		14,597	16,145	15,275	16,745
	Total Revenue Expenditure		16,464	21,801	19,117	18,800
	Capital Expenditure					
C320	TC905 --Human Sundial	JH	0	8,000	8,000	0
	Total Capital Schemes		0	8,000	8,000	0
	TOTAL EXPENDITURE		16,464	29,801	27,117	18,800
	INCOME/FINANCE					
R080	TC101 --Grants Received	JH	-1,100	-1,110	-1,850	-1,100
	TOTAL INCOME		-1,100	-1,110	-1,850	-1,100
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		15,364	28,691	25,267	17,700
	Transfer To Provisions					
R551	TC114 --Transfer To Provisions	RF	0	0	0	0
	Total Transfer To Provisions		0	0	0	0
	Transfer From Provisions					
R551	TC114 --Transfer from Provisions (cap)	RF	-1,000	0	-255	0
R561	TC114 --Transfer from Provisions (revp)	RF	0	0	0	0
R552	TC114 --Transfer from Dev Cont	RF	0	-9,000	-9,000	-1,000
	Total Transfer From Provisions		-1,000	-9,000	-9,255	-1,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		14,364	19,691	16,012	16,700

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

1. --Human Sundial	8,000
2. --Sign Painting @ Friday's Cross (use code TC130)	400
3. --Neighbourhood Plan	3,000
Less financed from provisions	
	11,400

Non Recurring Items for consideration for 2019/20 Budget

		Priority
12 --Neighbourhood Plan (deferred from 2018/19)	3,000	
13 --Neighbourhood Plan additional bid to be funded from grant	9,000	
Less financed from provisions	-12,000	
Net Non Recurring Bids	0	

Recurring Items for consideration for 2019/20 Budget

0	0
Less financed from provisions	0
Net Recurring Bids	0

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES
1st April 2018 to 31st March 2020

		Actual Balance 01/04/18 £	Planned Transfers 2018/19:				Estimated Balance 31/03/19 £	Planned Transfers 2019/20:				Estimated Balance 31/03/20 £
			from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	TM602	33,400.00	4,500.00	-15,000.00			22,900	4,500.00	-10,000.00			17,400.00
Gateway	TM604	23,177.00	4,000.00				27,177	4,000.00				31,177.00
Cemetery Extension	TM605	4,800.00				5,200.00	10,000	4,000.00				14,000.00
Greenways/Southampton Road Buildings Reserve	TM607	0.00	8,000.00				8,000	8,000.00				16,000.00
Election	TM608	8,641.88	2,900.00				11,542	2,900.00	-4,000.00			10,441.88
Vehicle & Machinery Replacement	TM610	16,300.02	10,000.00	-16,346.00		5,000.00	14,954	13,000.00	-25,463.00			2,491.02
Play Equipment	TM611	38,150.50	6,900.00	-40,000.00		6,500.00	11,551	6,900.00				18,450.50
Memorials	TM612	3,000.00					3,000					3,000.00
Christmas Lights	TM613	397.00				10,000.00	10,397					10,397.00
The Place - future development	TM625	16,551.00	5,000.00				21,551	5,000.00				26,551.00
Ringwood Events	TM627	5,342.00					5,342					5,342.00
Carvers Grounds development	TM631	0.00		-3,700.00		15,000.00	11,300		-3,000.00			8,300.00
Infrastructure and Open Spaces Fund	TM632	0.00				9,473.00	9,473	3,000.00				12,473.00
Historic reserves which have been transferred	various	13,673.00				-13,673.00	0					0.00
Total Provisions		163,432.40	41,300.00	-75,046.00	0.00	37,500.00	167,186.40	51,300.00	-42,463.00	0.00	0.00	176,023.40
<u>RESERVES</u>												
General Reserve		299,240.19	1,731.70	0.00		-36,000.00	264,971.89	0.00	-28,540.05			236,431.84
Deferred Expenditure held in General Reserve			3,000.00				3,000.00		-3,000.00			0.00
TOTAL General Reserve		299,240.19	4,731.70	0.00	0.00	-36,000.00	267,971.89	0.00	-31,540.05	0.00	0.00	236,431.84
Dev Contribs	TM680	5,436.13		-7,021.76	5,250.00		3,664.37		-1,000.00			2,664.37
Cem Maint	TM681	1,900.00		-230.00			1,670.00		-230.00			1,440.00
Dev Cons(CIL)	TM682	12,046.95		-18,000.00	6,246.00		292.95					292.95
Capital Receipts	TM684	13,125.00					13,125.00					13,125.00
Grants Unapplied	TM685	1,755.00		-255.00		-1,500.00	0.00		-9,000.00	9,000.00		0.00
Loans Unapplied	TM686	0.00					0.00					0.00
Total Reserves		333,503.27	4,731.70	-25,506.76	11,496.00	-37,500.00	286,724.21	0.00	-41,770.05	9,000.00	0.00	253,954.16
<u>TOTALS</u>												
		496,935.67	46,031.70	-100,552.76	11,496.00	0.00	453,910.61	51,300.00	-84,233.05	9,000.00	0.00	429,977.56

Earmarked Reserves & Provisions		197,695.48	41,300.00	-100,552.76	11,496.00	36,000.00	185,938.72	51,300.00	-52,693.00	9,000.00	0.00	193,545.72
General Reserve		299,240.19	4,731.70	0.00	0.00	-36,000.00	267,971.89	0.00	-31,540.05	0.00	0.00	236,431.84
Total Reserves		496,935.67	46,031.70	-100,552.76	11,496.00	0.00	453,910.61	51,300.00	-84,233.05	9,000.00	0.00	429,977.56

**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MARCH 2019 – MAY 2020**

MARCH 2019		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council + TOWN ASSEMBLY	7.00pm
APRIL 2019		
3	Recreation, Leisure and Open Spaces	7.00pm
5	Planning, Town and Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
26	Planning, Town & Environment	10.00am
MAY 2019		
2	ELECTION DAY (Purdah from 6/4)	
15	Annual Meeting / Full Council	7.00pm
JUNE 2019		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
JULY 2019		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
31	Full Council	7.00pm
AUGUST 2019		
2	Planning, Town & Environment	10.00am
SEPTEMBER 2019		
4	Recreation, Leisure & Open Spaces	7.00 pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
OCTOBER 2019		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm
NOVEMBER 2019		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm

DECEMBER 2019		
4	Recreation, Leisure & Open Spaces	7.00 pm
6	Planning, Town & Environment	10.00am
11	Policy & Finance	7.00pm
18	Full Council	7.00pm
JANUARY 2020		
3	Planning, Town & Environment	10.00am
8	Recreation, Leisure & Open Spaces	7.00pm
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
FEBRUARY 2020		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
MARCH 2020		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
APRIL 2020		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
MAY 2020		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	TOWN ASSEMBLY+ANNUAL MEETING	7.00pm

Unless otherwise stated, all the above meetings will be held at:-

The Forest Suite
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

For further information, please contact 01425 473883 or email us at:
town.council@ringwood.gov.uk

Website: www.ringwood.gov.uk