

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

10<sup>th</sup> May 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 16<sup>th</sup> May 2018** at 7.00pm\* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins  
Town Clerk

### **PUBLIC PARTICIPATION:**

\*If required, the meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. Members of the public are also entitled to speak, during the meeting, on agenda items.

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### **RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting the public are allowed to record the Committee and officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

### **3. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of the meeting held on 18<sup>th</sup> April 2018

### **4. GRANT AID**

To consider the following applications for Grant Aid (*Report A attached*):

- a. Breast Cancer Haven
- b. Avon Valley Dementia Pals

### **5. FINANCIAL REPORTS (*Report B attached*):**

- a. To receive and authorise list of payments made on Imprest Account for April
- b. To receive and authorise list of Petty Cash payments for April

- c. To receive Statement of Town Council Balances and to authorise Inter Account Transfers
- d. To receive the Finance Manager's written report – update on final accounts

#### **6. DATA PROTECTION**

To note the Town Clerk's report in respect of the General Data Protection Regulation, which comes into force on 25<sup>th</sup> May 2018 and consider the recommendations therein (*Report C*)

#### **7. PROJECTS**

To receive an update in respect of projects (*Report D*)

#### **8. 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 (employment matter)

#### **9. TOWN CLERK'S PERFORMANCE APPRAISAL AND ANNUAL REVIEW**

To note the attached report (*Confidential Report E*) and make arrangements for future reviews

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](mailto: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 Tim Ward  
Cllr Philip Day

#### Student Advisors

Sadie Chambers  
Joshua Kidd  
Emily Litchfield

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**A**

**POLICY & FINANCE COMMITTEE 16TH MAY 2018**

**GRANTS 2018/2019**

**GRANTS REQUESTED**

	PREVIOUS GRANTS PAID			
	2015/16	2016/17	2017/18	REQD
	£	£	£	£
Breast Cancer Haven Wessex	0	0	0	300
Avon Valley Dementia Pals	300	300	0 (*)	300
			<b>Total</b>	<b>600</b>

(\*) A grant application was not submitted by the organisation for this year

**2018/19 FUNDS AVAILABLE**

	£
2018/19 Budget	9,000
<b>Total Funds available</b>	9,000
Less Paid	0
<b>Total Unspent @ 18/04/18</b>	9,000

**2018/19 GRANTS PAID TO DATE**

	Min Ref	£	SECTION	SECTION
			137	145
		£	£	£
<b>TOTAL</b>		0	0	0

**2018/19 GRANTS REJECTED TO DATE**

	Meeting	Min Ref	Reason Rejected





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	Breast Cancer Haven, Wessex
Postal Address	35 The Square, Titchfield, Hampshire PO14 4RT
Name of Contact	Emma Dean
Contact's telephone number	01329 559 294
Contact's email:	Emma.dean@breastcancerhaven.org.uk

### Details of Grant Request

Amount requested	£ 300
What is the purpose of the grant?	We are applying for funding towards the direct costs of providing free complementary therapies to people from Ringwood who have been affected by breast cancer. Our breast cancer support centre helps people across the wider reaches of the Wessex region. Currently, there are around 3,000 people being treated for breast cancer in the Wessex region. To date, over 800 people have accessed us for support, with 3 people coming from Ringwood. Each new visitor has an initial consultation with our Clinical Nurse Specialist who assesses each patient and discusses their medical treatment plan, as well as any specific side effects they might be struggling with, and other concerns or worries they might have. Together they create a specific programme of care to meet the visitor's needs.
How would the people of Ringwood benefit from your receiving this grant?	Physical side effects such as nausea, hot flushes, anxiety, scarring, muscle pain and insomnia are commonplace in breast cancer patients, but this does not mean they must simply be endured. Therapies such as acupuncture, massage, reflexology, medical herbalism and nutritional therapy can help to alleviate symptoms and, in some cases, banish them completely. Emotional support is also available for people with breast cancer and those close to them through 1-1 counselling and support groups.

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How many Ringwood people would benefit?	3
Total cost of project	£ 300
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Breast Cancer Haven

### Information about your Organisation

Membership:	What facilities do you provide? Supportive therapies: acupuncture, massage, hypnotherapy, emotional freedom techniques, nutritional advice, medical herbalism, counselling and support groups. 10 therapies per visitor (plus additional 4 hours of counselling for family) The funding will therefore cover the direct therapist costs of 3 people from Ringwood receiving their 10 complementary therapies each.
Subscription: £	
Names of competing or similar organisations	We are the only organisation providing supportive therapies specifically for people affected breast cancer in the region. We also have centres in London, Leeds, Hereford, Worcester and Solihull.

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £549,032	Annual income: £2,790,014	
Other sponsoring bodies and amounts donated by them	The Linbury Trust – sponsoring our front desk team	£25,000
	Walk The Walk – sponsoring our support groups	£24,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have not applied or intend to apply to other sponsoring bodies for funding towards visitors from Ringwood.	
Signature of Applicant		Date 4 <sup>th</sup> April 2018
Position within the Organisation:	Trusts and Foundations Executive	

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	

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

Profit and Loss Accounts for Breast Cancer Haven Wessex from 1 June 2016 – 31 May 2017	
Income	£
Individual Donations	4,874
Trust Donations	142,878
Corporate Donations	25,054
Major Donor Income	20
Legacies & In Memoriam Donations	2,087
Community Events	131,314
Events	29,507
Total Net Income	318,363
Expenditure	£
Fundraising costs	139,752
Clinical costs	162,061
Overheads	48,385
Total Expense	317,962
Suplus/(Deficit)	401

Breast Cancer Haven, Wessex was opened to support the needs of people affected by a breast cancer diagnosis in the Wessex area. It provides supportive therapies, and employs the staff to accomplish this and to operate the Centre and to raise the funds necessary to support the work of the Centre. It is expected to cover its own costs from the funds that it raises. The London headquarters provide the usual central support services together with clinical oversight.

Breast Cancer Haven Reserves Policy as per page 8 of our Audited Accounts FYE May 2017:

In line with the guidance issued by the charity commission, the trustees have considered the future needs of the charity and believe that unrestricted funds (or what the Charity Commission define as 'free' reserves) should be between four and six months running costs (£500k-£1m). Such funds are needed to provide for the charity's working capital needs and a sensible contingency against an unexpected shortfall in fundraising income, emergency or exceptional unforeseen expenditure, thus enabling services to our beneficiaries to be maintained and ensure the financial stability of the charity over the longer term.

As of May 2017, Breast Cancer Haven had total reserves of £4,873,731. Of which, £1,126,588 was held in restricted funds and £3,198,111 in fixed assets, and £549,032 in general funds, excluding assets.





**RINGWOOD**  
17 APR 2018  
**GATEWAY**



**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	AVON VALLEY DEMENTIA PALS
Postal Address	[REDACTED]
Name of Contact	JOHN TRIM
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

**Details of Grant Request**

Amount requested	£ 300
What is the purpose of the grant?	The "Avon Valley Dementia Pals" is a small group charity who take people with dementia walking. As a group we take over "Pals" who live in the Ringwood and Fordingbridge areas to the New Forest to the coast. Where we then walk and always go to a cafe or pub for a drink. All 10 volunteers have recently done a days "Dementia Awareness Training".
How would the people of Ringwood benefit from your receiving this grant?	The Avon Valley Dementia Pals is locally based and all our Pals live in the Ringwood/Fordingbridge area. We provide an afternoon activity but giving this partners a welcome break.

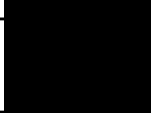
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How many Ringwood people would benefit?	8 at present and 3 volunteers live in Ringwood
Total cost of project	£ 2000-00
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Avon Valley Dementia Pods

**Information about your Organisation**

Membership: N/A	What facilities do you provide? We only have the criteria that our members have "Dementia"
Subscription: £ N/A	
Names of competing or similar organisations	As a group we are unaware of any similar group in our area.

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

Cash in hand: £ 2000	Annual income: £ 900
Other sponsoring bodies and amounts donated by them	Fordingbridge Rotary £ 200
	Fordingbridge Town Council £ 200
	Various small donations £ 150 APPROX
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	As yet no others.
Signature of Applicant	 S. TRIM Date 16/4/18
Position within the Organisation:	Treasurer / Trustee

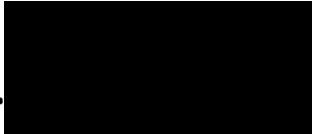

Next Policy & Finance meeting where grant applications will be considered  
Date by which all documentation should be received to be included on the Agenda for the above meeting

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

# Avon Valley Dementia Pals

## Income & Expenditure Account for the year ended 30th November 2017

Income	Year ended 30.11.2017	Year ended 30.11.2016
Donations (incl. £5 charge to members)	£ 898.95	£ 3,680.63
Bank Interest Received	£ 4.10	£ 4.34
<b>Total Income</b>	<b>£ 903.05</b>	<b>£ 3,684.97</b>
Expenditure		
Volunteers Mileage all/Parking	£ 1,498.90	£ 1,660.69
Membership Community First	£ 10.00	£ -
Liability Insurance	£ 114.00	£ 106.65
Stationery incl. ID photo's/cards	£ 10.99	£ 76.17
Donation to Art Group	£ 227.40	£ -
Course Fee - fundraising	£ 35.00	£ -
Sundries	£ 35.20	£ -
Museum Fee	£ -	£ 60.76
<b>Total Expenditure</b>	<b>£ 1,931.49</b>	<b>£ 1,904.27</b>
Excess Income over Expenditure	-£ 1,028.44	£ 1,780.70
Balance B'Fwd 1st December 2016	£ 3,152.82	£ 1,417.12
<b>Closing Balance 30th November 2017</b>	<b>£ 2,124.38</b>	<b>£ 3,197.82</b>

Signed ..  ..  
 Signed ..  ..

Treasurer Date 18/1/18  
 Trustee Date .....

The above statement has been prepared from the records of the above charity and we are of the opinion that these reflect a true and fair view of the Income and Expenditure during the financial year.

Signed   
 Alan Blakey - Reporting Accountant

Date 14/1/2017

**RINGWOOD TOWN COUNCIL**

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

16TH MAY 2018



## POLICY AND FINANCE COMMITTEE 16TH MAY 2018

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 30TH APRIL 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Apr						
2018-04-10	3002555	HALC	S&S	P&F	Gateway - NALC & HALC Affiliation 2018/19	1,786.00
2018-04-10	3002556	Forest Newspapers	S&S	P&F	The Place - Advert Chef Supervisor	90.00
2018-04-10	3002567	ICCM	S&S	P&F	Gateway - Subscription 2018/19	90.00
2018-04-10	3002558	Hampshire C.C.	Trans	R&L	Ford Transit - Maintenance March 2018	75.60
2018-04-10	3002561	New Forest D.C.	Premis	R&L	Carvers & War Memorial Gdns Ann. Pest Control	252.00
2018-04-10	3002564	New Forest D.C.	S&S	P&F	Market Square - Premises Licence Renewal	70.00
2018-04-10	3002563	New Forest D.C.	S&S	P&F	The Bickerley - Renewal Premises Licence	70.00
2018-04-10	3002568	New Forest D.C.	S&S	P&F	Gateway - Telephone charges 1.10.17 - 31.3.18	131.35
2018-04-10	3002572	New Forest D.C.	S&S	P&F	Gateway - GIS P/ship contrib. 1.4.18 - 31.3.19	500.00
2018-04-10	3002553	Pete Best	Premis	R&L	Castleman Trail - Tree works	220.00
2018-04-10	3002554	Pete Best	Premis	R&L	Gateway - Wood chippings	1,260.00
2018-04-10	3002566	Rwd & Fbridge Skip	S&S	Cem	Cemetery - 6 yard enclosed skip	228.00
2018-04-10	3002569	Tampen & Tampen	S&S	P&F	The Place - Dishwasher detergent	45.53
2018-04-10	3002573	Rory Fitzgerald	S&S	P&F	Gateway - CIPA Subscription RF	155.00
2018-04-10	3002570	Charmaine Bennett	S&S	P&F	The Place - Food for The Café to sell	156.23
2018-04-10	3002571	Charmaine Bennett	S&S	P&F	The Place - Cleaning	33.97
2018-04-17	3002565	Suez	S&S	Cem	Cemetery - Last Refuse collection	230.24
2018-04-17	3002583	Peter Noble	Premis	R&L	Toad Corner - Welding and repairs to gate	178.68
2018-04-17	3002585	Peter Noble	Trans	R&L	Machinery - Service John Deere Mower	548.15
2018-04-17	3002586	Peter Noble	Trans	R&L	Machinery - 4 1/2 grit flap discs	13.78
2018-04-17	3002587	Peter Noble	Trans	R&L	Machinery - Replace power steering RAM Mower	500.34
2018-04-17	3002590	Hampshire C.C.	S&S	P&F	Gateway - Cleaning and stationery	194.04
2018-04-17	3002588	Elliott Brothers Ltd	S&S	Cem	Cemetery - Bolts, screws and cement	20.27
2018-04-17	3002582	Itec	S&S	P&F	Gateway - Photocopying and gold support	76.88
2018-04-17	3002589	Eco	Premis	R&L	Coxstone Lane - Top soil for repairs	34.91
2018-04-17	3002576	Community First NF	S&S	P&F	Gateway - Membership Renewal 2018/19	10.00
2018-04-17	3002575	Advertiser & Times	S&S	P&F	The Place - Advert Chef Supervisor	144.00
2018-04-17	3002584	Screwfix	Premis	R&L	Seats - Coach bolts	10.31
2018-04-24	3002592	Rwd Pest Control	Premis	Allots	Allotments - Pest Control UK 2018-19	419.85
2018-04-24	3002607	Peter Noble	Trans	R&L	Diesel Tank - Repairs to flow meter	302.69
2018-04-24	3002610	Hampshire C.C.	S&S	P&F	The Place - First aid items	23.89
2018-04-24	3002620	Central Southern Sec.	Premis	R&L/Cem	Carvers & Cemetery - Extra alarm fobs	18.00
2018-04-24	3002614	Central Southern Sec.	Premis	P&F/R&L	The Place, Carvers & Cemetery - Extra alarm fobs	18.00
2018-04-24	3002591	Good-Directions	Premis	P&F	Main Car Park - Repairs to Millennium Clock	696.00
2018-04-24	3002621	Spaldings	Trans	R&L	Machinery - Strimmer line x 10	189.00
2018-04-24	3002611	Avoncrop	Premis	R&L	Open Spaces - Grass seed	218.40
2018-04-24	3002612	Verwood Glazing	Premis	P&F	The Place - Replacement double glazed unit	182.00
2018-04-24	3002613	Taste Vending Ltd	S&S	P&F	The Place - Coffee & biscuits to sell	42.00
2018-04-24	3002615	Screwfix	S&S	R&L	Machinery - Cutting discs	7.98
2018-04-24	3002616	Screwfix	S&S	Allots	Allotments - Outside taps	28.94
2018-04-24	3002619	Screwfix	Premis	R&L	Seats - Brushes, paint and treatment	63.26
2018-04-24	3002622	Screwfix	Premis	R&L	Seats - Masonry drill bits	3.98
2018-04-24	3002617	Edward Morant	S&S	P&F	Royal Wedding Street Party - Market Licence	25.00
2018-04-24	3002631	Royal British Legion	S&S	P&F	Gateway - 2 Silent Soldiers	500.00

**POLICY AND FINANCE COMMITTEE 16TH MAY 2018****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 30TH APRIL 2018**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Apr						
2018-04-03	SO	TLC On-line	S&S	P&F	Web Site Maintenance - April 2018	80.00
2018-04-03	SO	Just Health & Safety	S&S	P&F	April 2018	212.40
2018-04-30	SO	Just Health & Safety	S&S	P&F	May 2018	212.40
2018-04-03	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - April 2018	390.00
2018-04-03	DD	New Forest D.C.	Premis	P&F	The Place Rates - April 2018	186.00
2018-04-06	DD	Fintech	S&S	P&F	Gateway - Photocopier quarterly charge	478.80
2018-04-20	DD	Zurich	Employs	P&F	AVC - March 2018	600.00
2018-04-30	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - March 2018	30.00
2018-04-30	DD	Utility Warehouse	S&S	Cem	Cemetery landline - March 2018	24.60
2018-04-30	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - March 2018	125.45
2018-04-30	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - March 2018	2.40
2018-04-30	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - March 2018	117.33
2018-04-30	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - March 2018	2.40
2018-04-30	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd electricity - March 2018	10.10
2018-04-30	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd club mem/ship - March 2018	2.40
2018-04-30	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - March 2018	10.00
2018-04-30	DD	Utility Warehouse	S&S	P&F	The Place landline - March 2018	26.13
2018-04-30	DD	Utility Warehouse	Premis	P&F	The Place electricity - March 2018	439.43
2018-04-30	DD	Utility Warehouse	Premis	P&F	The Place club membership - March 2018	2.40
2018-04-26	PAY	Lloyds	S&S	P&F	Bank charges - March 2018	13.31
2018-04-13	BGC	Austin & Wyatt	S&S	P&F	Agents fees - April 2018	136.00
2018-04-17	LloydsCC	Ikea	S&S	P&F	The Place - Kitchen Accessories	96.00
2018-04-17	LloydsCC	HP inc Uk Ltd	S&S	P&F	Gateway - HP USB Keyboard	21.00
2018-04-17	LloydsCC	Barriers Direct	Premis	R&L	Open Spaces - High Security Padlocks	268.32
2018-04-17	LloydsCC	Barriers Direct	Premis	R&L	Open Spaces - High Security Padlocks	22.18
2018-04-17	BP	Hampshire C.C.	Employs	P&F	Pension March 2018	5,812.16
2018-04-20	DD	Inland Revenue	Employs	P&F	March 2018	4,515.43
2018-04-25	Telepay	Staff	Employs	P&F	April 2018	20,598.42
					<b>TOTAL</b>	<b>44,299.33</b>

**AUTHORISATIONS**

DATE

16th May 2018

16th May 2018

POLICY AND FINANCE COMMITTEE 16TH MAY 2018LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST TO 30TH APRIL 2018

Date	Voucher No	Details	Location	Description	Amount £
Apr					
2018-04-04	01/01	Shoebiz	Allotments	Keys	12.50
2018-04-05	01/02	Sainsburys	Gateway	Milk	1.60
2018-04-05	01/03	Steadfast	Cemetery	Keys for sheds	18.95
2018-04-06	01/04	Tesco	Gateway	Coffee	4.00
2018-04-09	01/05	Waitrose	Gateway	Milk	1.99
2018-04-15	01/06	Tesco	Gateway	Coffee Whitener	1.79
2018-04-16	01/07	Sainsburys	Gateway	Milk	1.90
2018-04-17	01/08	Rwd Surplus	The Place	Nappy Bin	4.99
2018-04-17	01/09	Waitrose	Gateway	Cleaning Products	3.72
2018-04-23	01/10	Waitrose	Gateway	Milk	1.10
2018-04-24	01/11	WH Smith	The Place	Memory Stick	11.99
2018-04-25	01/12	Waitrose	Gateway	Coffee	5.00
2018-04-26	01/13	Boots	Groundstaff	Sun cream	20.00
2018-04-30	01/14	Eastleigh BC	Gateway	HS First Aid Course Parking	13.50
				TOTAL	103.03

LIST OF PAYMENTS FROM PETTY CASH - THE PLACE  
FOR THE PERIOD 1ST TO 30TH APRIL 2018

Date	Voucher No	Details	Location	Description	Amount £
Apr					
				TOTAL	<b>0.00</b>

## AUTHORISATIONS

DATE

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16th May 2018-----  
16th May 2018



# B

## POLICY AND FINANCE COMMITTEE 16TH MAY 2018

### BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	As At 31-Mar-18	Predicted Movement	Proposed Transfers		As At 30-Apr-18
	30-Apr-18			Cash Out	Cash In	
	£	£	£	£	£	£
Imprest (Current) Account	62,026	697,454	-60,000	-550,000	550,000	87,454
Business Account	51,503	51,506				51,506
Investment Accounts	600,000	0				550,000
Greenways Rent Deposit	9,673	9,673				9,673
Petty Cash - Imprest	80	136				136
Petty Cash - The Place	2	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	723,409	758,944				-60,000

#### PROPOSED TRANSFER AUTHORISATIONS:

DATE

18th April 2018

18th April 2018

#### Notes:

1	Imprest Account	£
	Anticipated net expenditure in month: (PWLB Loan repayments due)	60,000
	Net Movement on imprest account	60,000

2 Investment Maturity  
No investments due to mature

3 The bank accounts were reconciled as at 31st March 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 balance of £2,637.50 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.

The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.

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.

**REPORT TO POLICY & FINANCE COMMITTEE – 16th MAY 2018****BUDGETARY CONTROL - 2017/18 OUTTURN****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure outturn for 2017/2018. This is a "near final" outturn report, there remain a small number of year end transactions for which details are not yet finalised. However, the overall position is unlikely to change materially.

**2. INCOME & EXPENDITURE OUTTURN 2017/18**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the year is £626,551, or 91.9% of revised planned expenditure for the year. Excluding capital expenditure the figures are £609,246 and 92.5%.
- 2.2 With respect to the Place, ( page 2 of Appendix 1) net expenditure to date is £53,297 or just under 85% of the revised budget. As previously noted, staffing changes in the youth service and at the Place account for this underspend.
- 2.3 Income receipts at the end of January stand at £222,365 or 98.3% of the revised budget estimate. The under recovery is largely explained by a smaller than anticipated reimbursement of Town Council costs for managing the Gateway building. This in turn was due to lower than expected expenditure by the Town Council in managing the building, so both income and expenditure are lower than planned. An analysis of income is included at Appendix 2.
- 2.4 The latest predicted outturn suggests that net expenditure will fall by almost £4,000 compared to that reported at the April meeting with this amount being added to the transfer to reserves.

**3. Reserves and Provisions**

- 3.1 Appendix 3 sets out the latest position on balances and movements on reserves during 2017/18. The General reserve is likely to have increased to just over £303,000 at the 31st March whilst Earmarked Reserves and Provisions remain at £196,357.
- 3.2 The total transfer to reserves are likely to be just over £64,000. Of this, £13,844 is the net planned transfer to and from earmarked reserves and £50,193 represents the balance on the General Fund. In addition, a further £9,459.11 has been received in respect of CIL receipts and £200 has been added to the machinery replacement reserve following the disposal of some obsolete equipment.
- 3.3 The total balance on reserves is therefore likely to be £499,480, consisting of £196,357 earmarked reserves and provisions and £303,122 in the general reserve. Members should note that there are several projects which were planned for 2017/18 but which have slipped into 2018/19 and which will be funded from these reserves.
- 3.4 Notwithstanding the additional call on reserves in 2018/19 resulting from slippage from 2017/18, the General reserve is now at the higher end of what might be considered prudent. It has previously been suggested that the

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earmarked reserves and provisions be rationalised and members have requested that a sensible machinery replacement schedule be developed with a view to maintaining sufficient funds to replace equipment as and when required without unduly impacting the revenue account in any given year. With this in mind, members might like to consider transferring funds from the General Reserve to Earmarked Reserves.

## 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget monitoring update and the revised outturn forecast is noted.
- 4.2 Members consider a one off transfer from the General reserve to Earmarked Reserves.

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**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2017 - MARCH 2018**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>		<b>Annual Forecast</b>
	<b>£</b>		<b>Actual</b>	<b>Unspent Budget</b>	<b>Outturn</b>
			<b>£</b>	<b>£</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	376,917	389,203	366,429	10,488	366,437
RECREATION, LEIS & O/S COM	243,085	245,113	226,318	16,767	226,353
PLANNING TOWN & ENVIRON	25,868	24,622	16,456	9,412	16,456
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>658,938</b>	<b>609,203</b>	<b>36,667</b>	<b>609,246</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	0	18,749	14,823	-14,823	14,823
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	4,000	2,482	1,518	2,482
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>22,749</b>	<b>17,305</b>	<b>-13,305</b>	<b>17,305</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>681,687</b>	<b>626,507</b>	<b>0</b>	<b>626,551</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-113,967	-136,768	-135,005	21,038	-135,005
RECREATION, LEIS & O/S COM	-87,333	-88,238	-86,260	-1,073	-86,260
PLANNING TOWN & ENVIRON	-1,000	-1,100	-1,100	100	-1,100
<b>TOTAL REVENUE INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-222,365</b>	<b>20,065</b>	<b>-222,365</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
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
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-222,365</b>	<b>20,065</b>	<b>-222,365</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>455,581</b>	<b>404,143</b>	<b>43,427</b>	<b>404,186</b>
<b>Add Transfers To Provisions</b>	<b>33,300</b>	<b>42,642</b>	<b>42,642</b>	<b>0</b>	<b>42,642</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>-28,798</b>	<b>-28,798</b>	<b>0</b>	<b>-28,798</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-9,077</b>	<b>-1,202</b>	<b>0</b>	<b>0</b>	<b>50,193</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,223</b>	<b>468,223</b>	<b>417,987</b>	<b>0</b>	<b>468,223</b>
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2017/18	468,223	468,223	417,987	50,236	468,223
<b>Non recurring bids for 2017/18 included above</b>					
POLICY & FINANCE COMMITTEE	4,535	2,675	2,500	2,035	2,500
RECREATION, LEIS & O/S COM	2,810	2,810	1,354	1,456	1,354
PLANNING TOWN & ENVIRON	11,500	11,500	2,482	9,018	2,500
Less transfer from provisions	0		0	0	0

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	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	Outturn
	£	£	£	£	£	£
<b>POLICY &amp; FINANCE COMMITTEE EXPENDITURE</b>						
Establishment	105,632	102,135	98,059	0	7,573	98,059
Maintenance	38,944	37,944	30,530	0	8,414	30,531
Employee Direct Costs	5,067	3,040	1,634	0	3,433	1,634
Employee Allocated Costs	105,326	97,742	97,653	0	7,673	97,653
Member Costs	10,390	8,400	13,384	0	-2,994	13,383
Grants	9,000	9,000	4,273	0	4,727	4,273
Other (includes THE PLACE, figures below)	71,012	99,396	89,349	0	-18,337	89,358
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	18,749	14,823	0	-14,823	14,823
<b>COMMITTEE EXPENDITURE</b>	<b>376,917</b>	<b>407,952</b>	<b>381,252</b>	<b>0</b>	<b>-4,335</b>	<b>381,260</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income (Including THE PLACE)	-113,967	-136,768	-135,005	0	21,038	-135,005
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-135,005</b>	<b>0</b>	<b>21,038</b>	<b>-135,005</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>262,950</b>	<b>271,184</b>	<b>246,246</b>	<b>0</b>	<b>16,704</b>	<b>246,255</b>
Add Transfers To Provisions	16,400	24,242	24,242	0	-7,842	24,242
Deduct Transfers From Provisions	0	-25,228	-25,228	0	25,228	-25,228
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>279,350</b>	<b>270,198</b>	<b>245,260</b>	<b>0</b>	<b>34,090</b>	<b>245,269</b>
<b>HOLDING ACCOUNTS EXPENDITURE</b>						
Employee Direct Costs	393,964	397,770	382,823	0	11,141	386,078
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>393,964</b>	<b>397,770</b>	<b>382,823</b>	<b>0</b>	<b>11,141</b>	<b>386,078</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-393,964</b>	<b>-397,770</b>	<b>-382,823</b>	<b>0</b>	<b>-11,141</b>	<b>-386,078</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	Outturn
	£	£	£	£	£	£
<b>THE PLACE EXPENDITURE</b>						
Establishment	5,252	4,852	4,422	0	-430	4,421
Maintenance	750	3,500	3,905	0	405	3,905
Employee Direct Costs	1,000	500	240	0	-260	240
Employee Allocated Costs	30,546	46,893	38,355	0	-8,538	38,355
Other	4,000	6,500	4,969	0	-1,531	4,970
Capital	0	0	0	0	0	0
<b>COMMITTEE EXPENDITURE</b>	<b>41,548</b>	<b>62,245</b>	<b>51,891</b>	<b>0</b>	<b>-10,354</b>	<b>51,891</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	0	-4,500	-3,594	0	906	-3,594
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>0</b>	<b>-4,500</b>	<b>-3,594</b>	<b>0</b>	<b>906</b>	<b>-3,594</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>41,548</b>	<b>57,745</b>	<b>48,297</b>	<b>0</b>	<b>-9,448</b>	<b>48,297</b>
Add Transfers To Provisions	5,000	5,000	5,000	0	0	5,000
Deduct Transfers From Provisions	0	0	0	0	0	0
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>46,548</b>	<b>62,745</b>	<b>53,297</b>	<b>0</b>	<b>-9,448</b>	<b>53,297</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>						
Establishment	11,480	11,367	11,001	0	479	11,002
Maintenance	18,615	21,700	12,703	0	5,912	12,703
Machinery	8,972	14,350	12,896	0	-3,924	12,896
Employee Direct Costs	3,410	2,000	224	0	3,186	224
Employee Allocated Costs	128,948	126,519	123,958	0	4,990	123,958
Planters	500	250	3	0	497	3
Activities Expenses	9,020	9,400	8,740	0	280	8,739
Other	1,150	1,150	828	0	322	828
Capital Expenditure	0	0	0	0	0	0
<b>CEMETERY</b>						
Establishment	5,103	5,103	4,894	0	209	4,894
Maintenance	6,050	5,100	3,907	0	2,143	3,908
Employee Allocated Costs	34,757	34,009	33,352	0	1,405	33,352
<b>ALLOTMENTS</b>						
Establishment	1,100	1,000	739	0	361	739
Maintenance	1,300	1,300	1,249	0	52	1,249
Employee Allocated Costs	12,450	11,634	11,595	0	855	11,628
Other	230	230	230	0	0	230
<b>COMMITTEE EXPENDITURE</b>	<b>243,085</b>	<b>245,113</b>	<b>226,318</b>	<b>0</b>	<b>16,768</b>	<b>226,353</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-37,836	-39,566	-38,228	0	392	-38,228
Cemetery	-45,097	-43,772	-42,981	0	-2,116	-42,982
Allotments	-4,400	-4,900	-5,051	0	651	-5,050
Capital Expend Finance	0	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-87,333</b>	<b>-88,238</b>	<b>-86,260</b>	<b>0</b>	<b>-1,073</b>	<b>-86,260</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>155,752</b>	<b>156,875</b>	<b>140,058</b>	<b>0</b>	<b>15,695</b>	<b>140,093</b>
Add Transfers To Provisions	16,900	18,400	18,400	0	-1,500	18,400
Deduct Transfers From Provisions	-2,570	-2,570	-2,570	0	0	-2,570
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,082</b>	<b>172,705</b>	<b>155,888</b>	<b>0</b>	<b>14,195</b>	<b>155,923</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>						
Establishment	10,125	10,025	1,868	0	8,257	1,868
Employee Allocated Costs	15,743	14,597	14,588	0	1,155	14,588
Capital Expenditure	4,000	4,000	2,482	0	1,518	2,482
<b>COMMITTEE EXPENDITURE</b>	<b>29,868</b>	<b>28,622</b>	<b>18,938</b>	<b>0</b>	<b>10,930</b>	<b>18,938</b>
<b>INCOME</b>						
Capital Income & Finance	-1,000	-1,100	-1,100	0	100	-1,100
<b>COMMITTEE INCOME</b>	<b>-1,000</b>	<b>-1,100</b>	<b>-1,100</b>	<b>0</b>	<b>100</b>	<b>-1,100</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,868</b>	<b>27,522</b>	<b>17,838</b>	<b>0</b>	<b>11,030</b>	<b>17,838</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>27,868</b>	<b>26,522</b>	<b>16,838</b>	<b>0</b>	<b>11,030</b>	<b>16,838</b>



**ANALYSIS OF INCOME AGAINST BUDGET  
2017-2018 OUTTURN**

	2017/18 Original	2017/18 Revised	Period 12 Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	39,482	39,482	39,976	Some paid quarterly
Gateway Re-charges	68,735	68,735	67,537	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,550	
Civic Celebrations	150	9,811	9,896	Income and sponsorship for the firework event and the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,900	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,564	Includes external (non RTC) event ticket sales
The Place - Café sales	0	4,500	3,594	This will depend on the continuation of the café. Includes room hire.
Interest on investments	1,200	900	1,074	
Other Income	0	6,020	6,913	Insurance £6913
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	20,425	20,708	18,666	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,681	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	8,226	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	98	collected by NFDC and remitted at year end
Castleman Trail	835	683	981	Paid by HCC towards year end.
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
<b>Cemeteries</b>	45,097	43,772	42,981	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
<b>Allotments</b>	4,400	4,900	5,051	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
Total Revenue Income:	202,300	226,106	222,365	
<b>Capital</b>				
s106	0	12,047	9,459	
Grants	0			
Loans				
Other			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Total Capital Income	0	12,047	9,659	
<b>Total Budgetted Income</b>	<b>202,300</b>	<b>238,153</b>	<b>232,024</b>	
Precept and other income taken to reserves				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	468,223	468,223	468,223	
<b>Total Income</b>	<b>670,523</b>	<b>706,376</b>	<b>700,247</b>	

## RESERVES AND PROVISIONS - MOVEMENT &amp; BALANCES

1st April 2017 to 31st March 2018

	Actual Bal 01/04/17 £	Planned Transfers 2017/18:					Est. Bal 31/03/18 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	to General Reserve £	
<b>RESERVES</b>							
General Reserve	252,930	50,193	0				303,122
<b>EARMARKED RESERVES</b>							
Dev Cont inc CIL	11,364		-3,340	12,047			20,071
Cemetery Maintenance	2,130		-230				1,900
Capital Receipts	13,125						13,125
Grants Unapplied	1,755						1,755
<b>Total Reserves</b>	<b>281,304</b>	<b>50,193</b>	<b>-3,570</b>	<b>12,047</b>	<b>0</b>	<b>0</b>	<b>339,973</b>
<b>PROVISIONS</b>							
I.T. & Equipment	26,400	7,000					33,400
Repairs To Paths (Roots)	1,600						1,600
Gateway	34,000	4,000	-18,749				19,251
Maint in closed churchyard	4,800						4,800
Wall For Ashes	0						0
Elections	12,221	2,900	-6,479				8,642
Machinery	6,100	10,000		200			16,300
Play Equip	31,251	6,900					38,151
Memorials	1,500	1,500					3,000
Christmas Lights	397						397
Festival	3,000						3,000
Grants	2,750						2,750
Capital Fund	3,744						3,744
Poulner Lakes	500						500
Built Environment	1,375						1,375
Armed Forces Day	704						704
The Place Future Development	11,551	5,000					16,551
Ringwood Events	0	5,342					5,342
							0
							0
<b>Total Provisions</b>	<b>141,892</b>	<b>42,642</b>	<b>-25,228</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>159,506</b>
<b>TOTALS</b>	<b>423,196</b>	<b>92,835</b>	<b>-28,798</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>499,480</b>

Earmarked Reserves & Provisions	170,266	42,642	-28,798	12,247	0	0	196,357
General Reserve	252,930	50,193	0	0	0	0	303,122
<b>Total Reserves</b>	<b>423,196</b>	<b>92,835</b>	<b>-28,798</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>499,480</b>



## Data Protection

### 1. Introduction and reason for report

- 1.1 A major overhaul of data protection rights and obligations takes effect later this month with the implementation of the General Data Protection Regulation (GDPR). It is therefore appropriate and timely for members to receive a report on steps being taken by officers to ensure that this council meets its obligations.

### 2. Background information, options, impact assessment and risks

- 2.1 GDPR comes into force on 25<sup>th</sup> May but at the time of preparing this report, the legislation has yet to complete its passage through Parliament and significant uncertainties remain as a result of late amendments still being considered.
- 2.2 The latest guidance from the Information Commissioner's Office (ICO) is that GDPR compliance "is a journey, not a destination" and that small organisations like town and parish councils should make reasonable efforts to comply but not be too worried about full and immediate compliance with regulations that have not yet even been finalised.
- 2.3 A key element of GDPR has been the requirement for organisations to appoint a Data Protection Officer (DPO). However, the government has proposed an amendment to its own legislation exempting all town and parish councils from this requirement.
- 2.4 In light of the current uncertainties, officers have undertaken a preliminary "information audit" in an effort to establish what "personal data" the council has and how it is processed. There will be a need to revise our document management policy and to introduce formal notices and amend other documents. Officers will continue to refine the information audit so that once the regulatory position is clearer, this further drafting work can be done with a minimum of delay.
- 2.5 Officers have negotiated a "data processing agreement" with New Forest District Council in respect of the Information Service and it is possible that similar arrangements will need to be concluded with other parties (especially larger organisations which bear a heavier obligation to take formal action more swiftly to bring themselves into compliance).

### 3. Conclusion and recommendations

***Members are respectfully invited to NOTE this report and recommended not to appoint a DPO or take any other formal step at this stage but rather to keep the matter under review and to seek an update from officers in due course.***

For further information, contact:

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Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	The mechanism was repaired in April but the two faces are still not reliably closely synchronous.	£1,000	£580		Moderate	Probable	A further maintenance visit has been arranged. Once reliable operation has been established repainting of the columns and surround will be commissioned
A2	WW1 Armistice lasting addition to remembrance	Proposals awaited	£500	£0				
A3	WW1 Armistice – contribution to commemorative event	Details awaited	£1,000	£0			Probable	
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications								
C1	Review of Standing Orders	Preliminary re-draft based on NALC model being considered by officers				Moderate	Probable	When a draft is ready for consideration by members a motion to approve the change will, in order to comply with current standing orders, need to be considered at this committee but then adjourned to full council.

