

# 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> June 2020

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 17<sup>th</sup> June 2020** at 6.30 pm (for a 7pm start) and your attendance is requested.



Mr C Wilkins  
Town Clerk

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Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. If you would like to participate or simply observe the meeting, you will need to tell us in advance by contacting Chris Wilkins, Town Clerk on (01425) 484720 or sending an email to [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk) by no later than 12 noon on Tuesday 16<sup>th</sup> June 2020. You will then receive an email explaining how you can participate or observe.

### 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 20<sup>th</sup> May 2020

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

- a. To receive and authorise list of payments made on Imprest Account for April and May 2020
- b. To note the total amount of Petty Cash payments for March, April and May
- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's monthly finance monitoring report

**6. ANNUAL REVIEW OF HEALTH & SAFETY POLICY AND ARRANGEMENTS**

To receive a verbal report from the Town Clerk

**7. ANNUAL REVIEW OF DATA PROTECTION AND FREEDOM OF INFORMATION POLICIES AND ARRANGEMENTS**

To receive a verbal report from the Town Clerk

**8. REVIEW ARRANGEMENTS FOR EMPLOYMENT POLICIES AND PROCEDURES**

To receive a verbal report from the Town Clerk and proposal

**9. RECOMMENDATIONS FROM RECREATION, LEISURE AND OPEN SPACES COMMITTEE ON 3<sup>rd</sup> JUNE 2020**

To consider the following recommendations (*Report B*):-

- a. Events 2020 - OS/5973 refers
- b. Tree Planting - OS/5975 refers
- c. Carvers Clubhouse Finances Grant Support Application - OS/5976 refers

**10. REOPENING HIGH STREETS SAFELY FUND**

To consider what recommendations to make to New Forest District Council to address the needs in Ringwood

**11. PROJECTS**

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

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 John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Tony Ring

Student Advisors

Copied by e-mail to other members for information

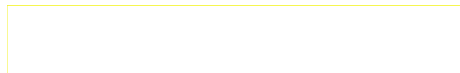


**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

17th JUNE 2020



# Paid Expenditure Transactions

between 01/04/20 and 30/04/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/04/20	775		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Lease rental 01/04/20-30/06/20	2000/1/9
DD	01/04/20	856		£410.80	£0.00	£410.80	RLOS	New Forest District Council	NFDC Rates Cemetery April 2020	3200/1/5
DD	01/04/20	857		£197.35	£0.00	£197.35	P&F	New Forest District Council	NFDC Rates Carvers C/House - April 2020	2802/1/6
SO	01/04/20	911		£80.00	£0.00	£80.00	P&F	TLC Online	April 2020	2000/1/14
DD	08/04/20	912		£49.32	£8.22	£41.10	RLOS	UK Fuels Ltd	March 2020	3000/1/10
DD	14/04/20	858		£7,217.89	£0.00	£7,217.89	P&F	Hampshire County Council	HCC Pensions - March 2020	2600/1/3
DD	14/04/20	915		£144.10	£6.86	£137.24	PT&E	SSE Southern Electric	Carvers Street Lighting Qtr4 2019/20	4000/1/2
BGC	16/04/20	898		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	Fees April 2020	2400/19
BGC	16/04/20	899		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord Registration fee	2400/19
		919/1		£485.99	£81.00	£404.99	RLOS	Amazon	flower bulbs for open spaces	3000/5/9
Lloyds CC	20/04/20	919	RTC803560	£485.99	£81.00	£404.99		Amazon	Lloyds CC March 2020 Gee Tee Bulbs Flower Bulbs for open spaces . Supplier .	3000/5/9
Lloyds CC	20/04/20	920		£7.99	£0.00	£7.99	P&F	Amazon	Lloyds CC March 2020 Amazon	9999
		921/1		£44.95	£0.00	£44.95	RLOS	Amazon	Ultima-plus moss, mould and algae killer patio cleaner	3200/2/5
Lloyds CC	20/04/20	921	RTC803559	£44.95	£0.00	£44.95		Amazon	Ultima plus moss, mould and algae killer - patio cleaner	3200/2/5
	20/04/20	943		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges April 2020	10111
DD	21/04/20	863		£18.86	£0.00	£18.86	P&F	Worldpay	April 20	2802/2/4
DD	22/04/20	859		£5,868.93	£0.00	£5,868.93	P&F	Inland Revenue	March 2020	2600/1/2
DD	23/04/20	913		£317.66	£52.94	£264.72	P&F	EBS (UK) Ltd	April 2020	2501/3
DD	24/04/20	860		£21,582.56	£0.00	£21,582.56	P&F	Salaries	April 2020	2600/1/1
PAY	28/04/20	862		£16.53	£0.00	£16.53	P&F	Lloyds Bank	Bank Charges April 20	2000/1/18
DD	29/04/20	916		£5.29	£0.88	£4.41	P&F	Barclay Card	April 2020 Twinkle	2802/2/1
DD	29/04/20	917		£54.72	£9.12	£45.60	P&F	Barclay Card	April 2020 Level 3 Food Hygiene Courses	2802/2/6
DD	29/04/20	918		£5.13	£0.00	£5.13	P&F	Barclay Card	April 2020 Facebook	2802/2/1
		908/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3000/1/6
		908/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/6
		908/3		£81.16	£3.87	£77.29	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/1
		908/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/1
DD	30/04/20	908		£144.76	£14.47	£130.29		Utility Warehouse	Cemetery March 2020	3000/1/6
		909/1		£60.44	£2.88	£57.56	RLOS	Utility Warehouse	UW Spts Pav Mar 2020	3000/1/1



# Paid Expenditure Transactions

between 01/04/20 and 30/04/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		909/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Spts Pav Mar 2020	3000/1/1
DD	30/04/20	909		£62.84	£3.28	£59.56		Utility Warehouse	Sports Pavilion March 2020	3000/1/1
		910/1		£10.60	£1.77	£8.83	RLOS	Utility Warehouse	UW CC Mar 2020	3000/1/6
		910/2		£34.53	£5.75	£28.78	P&F	Utility Warehouse	UW CC Mar 2020	2802/2/5
		910/3		£697.44	£33.21	£664.23	P&F	Utility Warehouse	UW CC Mar 2020	2802/1/3
		910/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW CC Mar 2020	2802/1/3
DD	30/04/20	910		£744.97	£41.13	£703.84		Utility Warehouse	Carvers C/house March 2020	3000/1/6
DD	30/04/20	914		£212.40	£35.40	£177.00	P&F	Just Health & Safety	May 2020	2000/1/4
<b>Total</b>				£38,198.54	£338.80	£37,859.74				

# Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/05/20	925		£409.00	£68.17	£340.83	RLOS	New Forest District Council	NFDC Rates Cemetery May 2020	3200/1/5
DD	01/05/20	926		£193.00	£32.17	£160.83	P&F	New Forest District Council	NFDC Rates Carvers C/House May 2020	2802/1/6
		932/1		£2,858.29	£0.00	£2,858.29	P&F	Public Works Loan Board	Principle	2500/1/2
		932/2		£2,516.67	£0.00	£2,516.67	P&F	Public Works Loan Board	Interest	2500/1/1
DD	01/05/20	932		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	1st May 2020	2500/1/2
SO	01/05/20	937		£80.00	£0.00	£80.00	P&F	TLC Online	May 2020	2000/1/14
DD	01/05/20	938		£135.00	£8.22	£126.78	P&F	Institute of Groundsmanship	Annual Subscription	2000/1/16
BP	14/05/20	927		£6,131.40	£0.00	£6,131.40	P&F	Hampshire County Council	Pensions - April 2020	2600/1/3
BGC	14/05/20	939		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees May 2020	2400/19
1	15/05/20	864		£777.00	£129.50	£647.50	P&F	Insight Security & Facilities Ltd	For security at Christmas event	2400/9
DD	15/05/20	934		£125.42	£5.97	£119.45	P&F	SSE Southern Electric	Market Place Qtr1 20/21	2000/1/1
		865/1		£55.95	£9.32	£46.63	RLOS	Elliott Brothers Ltd	4 x wood for Carvers Clubhouse - outside tables	3000/2/3
2	19/05/20	865	RTC803576	£55.95	£9.32	£46.63		Elliott Brothers Ltd	4 x wood for Carvers Clubhouse - Picnic 1 tables. 1 Drill bit and coach bolts for picnic tables.	3000/2/3
2	19/05/20	873		£9.16	£1.53	£7.63	RLOS	Elliott Brothers Ltd	One Shot drain cleaner. Sanding discs for orbital sander.	3200/2/1
DD	19/05/20	931		£14.15	£0.00	£14.15	P&F	Worldpay	May 2020	2802/2/4
	19/05/20	944		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges May 2020	10111
DD	20/05/20	936		£5.29	£0.88	£4.41	P&F	Barclay Card	May 2020 Twinkl	2802/2/1
DD	22/05/20	928		£4,912.58	£0.00	£4,912.58	P&F	Inland Revenue	April 2020	2600/1/2
DD	22/05/20	929		£21,635.58	£0.00	£21,635.58	P&F	Salaries	May 2020	2600/1/1
DD	26/05/20	933		£312.32	£52.05	£260.27	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	May 2020	2501/3
		866/1		£2,631.36	£438.56	£2,192.80	RLOS	Vita Play Limited	Approx 23m2 new Rhyno Softfall (wetpour) in GREEN	3000/2/16
3	27/05/20	866	RTC803581	£2,631.36	£438.56	£2,192.80		Vita Play Limited	Wetpour for Skate Park	3000/2/16
4	27/05/20	867		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	To empty skip at Cemetery that was used to clear 2 Allotments at Southampton road allotment site.	3300/2/1
5	27/05/20	868		£1,080.00	£180.00	£900.00	RLOS	Pete Best	For tree work in Carvers playpark.	3000/2/11
		869/1		£480.00	£80.00	£400.00	RLOS	Pete Best	emergency tree work at Forest Edge and Kick Park	3000/2/11



# Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
6	27/05/20	869	RTC803561	£480.00	£80.00	£400.00		Pete Best	emergency tree work at Forest Edge (Lakeside) and Kick Park to remove two dangerous trees
		870/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	23.03.2020 - The cemetery
		870/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	26.03.2020 - The cemetery
		870/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	27.03.2020 - The cemetery
7	27/05/20	870	RTC803617	£54.00	£9.00	£45.00		Insight Security & Facilities Ltd	Alarm responses for March 2020
		871/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	03.04.2020 - The cemetery
		871/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	12.04.2020 - Tractor Shed
		871/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	13.04.2020 - Tractor Shed
		871/4		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	15.04.2020 - Tractor Shed
		871/5		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - Tractor Shed
		871/6		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - 2nd call out - Tractor Shed
		871/7		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - 3rd call out - Tractor Shed
		871/8		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	26.04.2020 - Tractor Shed
8	27/05/20	871	RTC803618	£144.00	£24.00	£120.00		Insight Security & Facilities Ltd	Alarm responses - April 2020
		872/1		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	03.02.2020 - Carvers Clubhouse
		872/2		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	05.02.2020 - Carvers Clubhouse
		872/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	09.02.2020 - Tractor Shed
		872/4		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	16.02.2020 - Tractor Shed
		872/5		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	18.02.2020 - Cemetery
		872/6		-£18.00	-£3.00	-£15.00	P&F	Insight Security & Facilities Ltd	26.01.2020 - CREDIT - Alarm cancelled for January 2020

# Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
9	27/05/20	872	RTC803616	£72.00	£12.00	£60.00		Insight Security & Facilities Ltd	alarm responses for February 2020	2802/2/1
		874/1		£108.00	£18.00	£90.00	P&F	Central Southern Security	Service call out due to false activations on intruder alarm. Supply Texecom Detector -Tractor Shed	2802/2/1
10	28/05/20	874	RTC803605	£108.00	£18.00	£90.00		Central Southern Security	service call out due to false activations on intruder alarm. To supply Texecom Detector at Tractor Shed.	2802/2/1
11	28/05/20	875		£43.02	£7.17	£35.85	RLOS	Ringwood Motor Company Ltd	To repair offside wingmirror indicator lens damaged by passing vehicle whilst van was parked on road.	3000/3/5
12	28/05/20	876		£1,049.75	£0.00	£1,049.75	RLOS	Environment Agency	Subsistence charges 01/04/20-31/03/21	3000/1/3
13	28/05/20	877		£70.00	£0.00	£70.00	P&F	New Forest District Council	Annual licence The Bickerley	2400/14
14	28/05/20	878		£70.00	£0.00	£70.00	P&F	New Forest District Council	Annual licence Market place	2400/14
		879/1		£450.00	£75.00	£375.00	P&F	Central Computer Management Ltd	To set up a holiday scheme for RTC payroll	2310/1
15	28/05/20	879	RTC803579	£450.00	£75.00	£375.00		Central Computer Management Ltd	To set up a holiday scheme for RTC payroll	2310/1
		880/1		£10.00	£1.67	£8.33	P&F	Community First New Forest	Admin Fee	2801/1
		880/2		£40.00	£0.00	£40.00	P&F	Community First New Forest	DBS Check	2801/1
16	28/05/20	880	RTC803580	£50.00	£1.67	£48.33		Community First New Forest	Enhanced DBS check for Susan Rogers	2801/1
		881/1		£960.00	£160.00	£800.00	P&F	Status Computers	1,000 Support Points	2000/1/12
17	28/05/20	881	RTC803607	£960.00	£160.00	£800.00		Status Computers	IT support	2000/1/12
		882/1		£9.12	£1.52	£7.60	RLOS	Site Safety Ltd	Sweatshirt JW	3000/1/5
18	28/05/20	882	RTC803587	£9.12	£1.52	£7.60		Site Safety Ltd	Sweatshirt JW	3000/1/5
		883/1		£1,050.00	£0.00	£1,050.00	P&F	Hampshire Association Of Local Councils	HALC Affiliation Fees 2020/21	2000/1/16
		883/2		£845.64	£0.00	£845.64	P&F	Hampshire Association Of Local Councils	NALC Levy 2020/21	2000/1/16
		883/3		-£20.00	£0.00	-£20.00	P&F	Hampshire Association Of Local Councils	Discount for payment by bank transfer	2000/1/16
18	28/05/20	883	RTC803602	£1,875.64	£0.00	£1,875.64		Hampshire Association Of Local Councils	Annual Affiliation Fees 2020/21	2000/1/16
		884/1		£44.50	£7.42	£37.08	P&F	Itec	Copies charged	2000/1/9
20	28/05/20	884	RTC803609	£44.50	£7.42	£37.08		Itec	Copier charges - invoice 325143	2000/1/9
21	28/05/20	885		£24.00	£0.00	£24.00	P&F	SueWall - Acts4Sharing	Return of allotment deposit HRM06	9999





# Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			886/1	£144.00	£24.00	£120.00	RLOS	Central Southern Security	Annual Maintenance fee	3000/2/1
			886/2	£144.00	£24.00	£120.00	RLOS	Central Southern Security	DIGI Air Annual Monitoring Charge	3000/2/1
			886/3	£24.00	£4.00	£20.00	RLOS	Central Southern Security	annual remote reset fee	3000/2/1
			886/4	£144.00	£24.00	£120.00	RLOS	Central Southern Security	Annual Maintenance Fee - cemetery	3200/2/1
			886/5	£144.00	£24.00	£120.00	RLOS	Central Southern Security	DIGI Air Annual Monitoring Chage - cemetery	3200/2/1
			886/6	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Annual Remote Reset fee - cemetery	3200/2/1
			886/7	£144.00	£24.00	£120.00	P&F	Central Southern Security	Annual Maintenance fee - Carvers Clubhouse	2802/2/1
			886/8	£210.00	£35.00	£175.00	P&F	Central Southern Security	dualcom 2 annual monitoring - Carvers Clubhouse	2802/2/1
			886/9	£24.00	£4.00	£20.00	P&F	Central Southern Security	Annual Remote reset fee	2802/2/1
22	28/05/20	886	RTC803578	£1,002.00	£167.00	£835.00		Central Southern Security	split/part order	3000/2/1
			887/1	£124.14	£20.69	£103.45	P&F	Letters & Logos Ltd	Advance Road Closure panels for VE Day Celebration event 08.05.2020	2200/1/5
23	28/05/20	887	RTC803542	£124.14	£20.69	£103.45		Letters & Logos Ltd	Advance Road Closure Panels - VE Day Celebration 08.05.2020	2200/1/5
24	28/05/20	888		£2,430.61	£405.10	£2,025.51	P&F	Hooper Services Limited	Truvox Multiwash 11 440p scubber dryer for Carvers Clubhouse	2802/2/2
25	28/05/20	889		£84.00	£14.00	£70.00	P&F	Concentrate Limited	Carvers bi monthly wordpress security updates	2802/2/1
PAY	28/05/20	930		£15.76	£0.00	£15.76	P&F	Lloyds Bank	Bank Charges May 2020	2000/1/18
			890/1	£10.00	£1.67	£8.33	RLOS	Screwfix	coach screws 8 x 120mm (pk50)	3000/2/3
			890/2	£7.98	£1.33	£6.65	RLOS	Screwfix	coach screws 8 x 100mm (pk50)	3000/2/3
26	29/05/20	890	RTC803593	£17.98	£3.00	£14.98		Screwfix	coach screws	3000/2/3
			891/1	£15.98	£2.66	£13.32	RLOS	Screwfix	coach screws 8 x 100mm (pk50)	3000/2/3
			891/2	£4.09	£0.68	£3.41	RLOS	Screwfix	Multipurpose bit 8x120mm	3000/2/3
27	29/05/20	891	RTC803594	£20.07	£3.34	£16.73		Screwfix	coach screws and multipurpose bit	3000/2/3
28	29/05/20	893		£95.00	£0.00	£95.00	P&F	ICCM	Sub 20/21	2000/1/16
			894/1	£313.85	£14.95	£298.90	RLOS	WP Group (Upton Oil)	500ltrs red diesel	3000/1/10
			894/2	£1,290.00	£215.00	£1,075.00	RLOS	WP Group (Upton Oil)	1000ltrs white diesel	3000/1/10
29	29/05/20	894	RTC803613	£1,603.85	£229.95	£1,373.90		WP Group (Upton Oil)	red and white diesel	3000/1/10
30	29/05/20	895		£12.70	£2.12	£10.58	RLOS	Elliott Brothers Ltd	Replacement Outside taps for Allotments.	3300/2/1

# Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			896/1	£30.00	£0.00	£30.00	P&F	Hampshire County Council	application for hanging festive lights over highway
31	29/05/20	896	RTC803619	£30.00	£0.00	£30.00		Hampshire County Council	Application for hanging festive lights over highway 2020
			897/1	£936.43	£156.07	£780.36	RLOS	The Tree Management Company	Tree safety work at Pocket Park
			897/2	£1,572.42	£262.07	£1,310.35	RLOS	The Tree Management Company	Tree safety work at Folly Farm
			897/3	£455.23	£75.87	£379.36	RLOS	The Tree Management Company	Tree safety work at Kingfisher Way POS
			897/4	£252.60	£42.10	£210.50	RLOS	The Tree Management Company	Tree safety work at Toad Corner
32	29/05/20	897	RTC803591	£3,216.68	£536.11	£2,680.57		The Tree Management Company	Tree safety works
DD	29/05/20	935		£10.00	£0.00	£10.00	P&F	Barclay Card	May 2020 Facebook
		940/1		£50.11	£2.39	£47.72	RLOS	Utility Warehouse	UW Sprts Pav Apr 2020
		940/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sprts Pav Apr 2020
DD	29/05/20	940		£52.51	£2.79	£49.72		Utility Warehouse	Sports Pavilion April 2020
		941/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/3		£33.02	£1.58	£31.44	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cem Apr 2020
DD	29/05/20	941		£96.62	£12.18	£84.44		Utility Warehouse	Cemetery April 2020
		942/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW CC Apr 20
		942/2		£31.20	£5.20	£26.00	P&F	Utility Warehouse	UW CC Apr 20
		942/3		£84.25	£4.01	£80.24	P&F	Utility Warehouse	UW CC Apr 20
		942/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW CC Apr 20
DD	29/05/20	942		£127.85	£11.28	£116.57		Utility Warehouse	Carvers C/House April 2020
<b>Total</b>				£58,783.07	£2,803.81	£55,979.26			



**BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>31st May 20</b>			<b>31st May 20</b>	<b>Movement</b>	
	£	£	£	£	£	£
Imprest (Current) Account	118,220	304,513	-200,000			104,513
Business Account	11,542	11,549				11,549
Investment Accounts	550,000	400,000	150,000			550,000
Greenways Rent Deposit	10,655	10,713				10,713
Petty Cash - Imprest	100	100				100
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>690,742</b>	<b>727,100</b>	<b>-50,000</b>	<b>0</b>	<b>0</b>	<b>677,100</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

-----  
17th June 2020

-----  
17th June 2020

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

<b>1 Imprest Account</b>	<b>£</b>
Anticipated net expenditure in month:	50,000
transfer to CCLA (approved May P&F)	150,000
Net Movement on imprest account	<b>200,000</b>

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

- 3 The bank accounts were reconciled as at 31st May 2020
- 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

## **1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first 2 months of the year 2020-21.
- 1.2 Income and expenditure to the end of May has been compared against the ised budget forecast which was approved at the January meeting of this Committee.
- 1.3 With respect to the 2019-20 outturn, the accounts are currently being audited and at this point there are no changes to report. All transactions for the year have been processed and the accounts are very close to being finalised. No further significant changes are anticipated.

## **2. INCOME & EXPENDITURE APRIL 2020 to MAY 2020**

- 2.1 Expenditure to the end of May totalled £94,300. A further £7,200 is due to HCC in respect of pension contributions for May, so the total expenditure is £101,500 against a budget of £722,124. This is less than we would expect at this point in the year and the variance is mainly due to timing differences with some large payments expected later in the year. There is however an emerging underspend on pay costs (£68,400 against a budget to date of £75,540). Whilst some of this is attributable to the delay in implementing the April 2020 pay award, most is due to staff vacancies and reductions in overtime.
- 2.2 It is perhaps too early in the year to draw any wider conclusions about the spend to date. The Covid pandemic is likely to reduce costs in the short term as work is delayed but it is not expected to have a significant impact on Town Council expenditure overall.
- 2.3 The same cannot be said for income budgets. It is very likely that much of the sports activity will reduce and the consequent income, both from the hire of facilities and consequent grounds maintenance, will fall as a result.
- 2.4 Income received to date, excluding the precept and CIL stands at £9,198, or just 4% of the budget. Whilst some of this is attributable to delays in processing invoices, there is an underlying drop in income. Around 60% of the income recorded to date is in respect of cemeteries, but even here, the total revenue generated is only 12% of anticipated income.
- 2.5 A CIL receipt of £473 has been received which is somewhat less than anticipated (although no budget estimate was made for CIL as it is taken straight to reserves). The amount was challenged, given the rate of development in the Town, but it appears that this is the total due in this period. A further receipt is expected in the autumn.
- 2.5 Income will be monitored carefully over the coming months, but it is very likely that receipts will fall below budget plans.

## **3. Reserves**

- 3.1 Reserves at 1<sup>st</sup> April were £485,709.27
- 3.2 The budget makes provision for a net transfer to reserves of £23,889. This is very likely to reduce given current circumstances but will be monitored carefully during the year. The reserves movements for 2019-20 and 2020-21 are included at Appendix 2.

# A

## 4. FINANCIAL IMPLICATIONS

- 4.1 It is too early in the year to draw any conclusions from the spend against budget to date, however the current issues around Covid 19 are very likely to impact income generation. Total income for the year was budgeted at just under £230,000 and so this may be comfortably covered by the balance on the general reserve of £269,749.

## 5. RECOMMENDATION

It is **recommended** that:-

- 5.1 The budget position is noted.

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For further information please contact:

Chris Wilkins, Town Clerk

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# Financial Budget Comparison

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance	
<b>INCOME</b>				
<b>Policy &amp; Finance</b>				
200	Revenue Income	£132,298.00	£2,694.57	-£129,603.43
280	Carvers Club House Income	£12,170.00	£0.00	-£12,170.00
999	Suspense	£0.00	£561.97	£561.97
<b>Total Policy &amp; Finance</b>		£144,468.00	£3,256.54	£141,211.46
<b>Recreation, Leisure &amp; Open Spaces</b>				
300	Revenue Income (RLOS)	£35,408.00	£841.31	-£34,566.69
320	Cemetery Income	£45,531.00	£5,449.02	-£40,081.98
330	Allotment Income	£5,306.00	£33.41	-£5,272.59
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£86,245.00	£6,323.74	£79,921.26
<b>Planning, Town &amp; Environment</b>				
400	Income	£1,100.00	£0.00	-£1,100.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£0.00	£1,100.00
<b>Council</b>				
100	Precept	£0.00	£259,953.50	£259,953.50
102	Interest Business A/c	£0.00	£1.00	£1.00
110	Client Deposits	£0.00	£71.03	£71.03
<b>Total Council</b>		£0.00	£260,025.53	-£260,025.53
<b>Total Income</b>		<u>£231,813.00</u>	<u>£269,605.81</u>	<u>£37,792.81</u>

# Financial Budget Comparison

APPENDIX 1

# A

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance	
<b>EXPENDITURE</b>				
<b>Policy &amp; Finance</b>				
2000	Establishment	£103,390.00	£4,003.26	£99,386.74
2100	Maintenance	£34,158.00	£0.00	£34,158.00
2200	Democratic Process (members Costs)	£11,448.00	£103.45	£11,344.55
2210	Grants	£7,000.00	£1,000.00	£6,000.00
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£120,689.00
2310	Employee overhead Costs	£2,343.00	£608.92	£1,734.08
2400	Other	£48,580.00	£1,078.50	£47,501.50
2500	Capital Financing	£31,546.00	£5,374.96	£26,171.04
2501	Capital	£0.00	£524.99	-£524.99
2600	Wages Control Account	£0.00	£61,217.54	-£61,217.54
2801	Carvers Employee Costs	£54,611.00	£48.33	£54,562.67
2802	Carvers Club House-	£19,614.00	£3,906.62	£15,707.38
9999	Suspense	£0.00	£31.99	-£31.99
<b>Total Policy &amp; Finance</b>		<b>£433,379.00</b>	<b>£77,898.56</b>	<b>-£355,480.44</b>
<b>Recreation, Leisure &amp; Open Spaces</b>				
3000	Recreation & Leisure (Other)	£66,550.00	£11,282.34	£55,267.66
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£143,537.00
3002	Employee Costs	£2,000.00	£0.00	£2,000.00
3200	Cemetery	£9,142.00	£1,466.82	£7,675.18
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£36,718.00
3300	Allotments	£2,307.00	£1,332.84	£974.16
3301	Allotments -Employee Costs	£10,009.00	£0.00	£10,009.00
3350	Capital Expenditure	£0.00	£2,250.00	-£2,250.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£270,263.00</b>	<b>£16,332.00</b>	<b>-£253,931.00</b>
<b>Planning, Town &amp; Environment</b>				
4000	Planning, Town & Environment	£1,858.00	£137.24	£1,720.76
4001	Employee Costs	£16,624.00	£0.00	£16,624.00
4050	Capital Expenditure	£0.00	£0.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		<b>£18,482.00</b>	<b>£137.24</b>	<b>-£18,344.76</b>
<b>Council</b>				
10000	Petty Cash - Office	£0.00	-£91.99	£91.99
10001	Petty Cash - Youth	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£25.00	-£25.00
<b>Total Council</b>		<b>£0.00</b>	<b>-£66.99</b>	<b>-£66.99</b>
<b>Total Expenditure</b>		<b>£722,124.00</b>	<b>£94,300.81</b>	<b>£627,823.19</b>

# A Financial Budget Comparison

APPENDIX 1

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance
Total Income	£231,813.00	£269,605.81	£37,792.81
Total Expenditure	£722,124.00	£94,300.81	£627,823.19
Funded by reserves		£0.00	
<b>Total Net Balance</b>	<b>-£490,311.00</b>	<b>£175,305.00</b>	



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

1st April 2019 to 31st March 2021

	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (Actual):			Estimated Balance 01/04/20 £	Planned and Proposed Movements 2020/21:					Estimated Balance 31/03/21 £
		from Revenue £	to Revenue £	Cash Receipts £		from Revenue £	to revenue		Capital Receipts £	between provisions £	
							base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>											
I.T. & Equipment	26,400	4,500	-21,500		9,400	4,500		0			13,900
Gateway	28,567	4,000			32,567	0		0		-7,567	25,000
Cemetery	10,000	4,000			14,000	4,000		0			18,000
Buildings Reserve	8,000	8,000			16,000	5,000		0		7,567	28,567
Election	11,542	2,900	-4,668		9,774	1,500		0			11,274
Vehicle & Machinery	14,954	13,000	-19,145		8,809	11,000		-5,000			14,809
Play Equipment	10,480	6,900	-3,022		14,358	6,900		-6,000			15,258
Memorials	3,000				3,000			0			3,000
Christmas Lights	10,397				10,397			0		-10,397	0
Carvers Clubhouse	21,551	5,000			26,551	2,500		0			29,051
Ringwood Events	10,965	2,392			13,357			-1,000			12,357
Memorial Lantern	1,852				1,852			0			1,852
Carvers Grounds	11,300				11,300			0			11,300
Infrastructure & Open Spaces	9,473	3,000	-7,112	585	5,946	3,000		0		10,397	19,343
<b>Total Provisions</b>	<b>178,481</b>	<b>53,692</b>	<b>-55,447</b>	<b>585</b>	<b>177,311</b>	<b>38,400</b>	<b>0</b>	<b>-12,000</b>	<b>0</b>	<b>0</b>	<b>203,711</b>
<b><u>RESERVES</u></b>											
Earmarked Reserves:											
Dev Contribs	5,203		-420		4,783		-1,000	0			3,783
Cem Maint	1,670		-230		1,440		-230	0			1,210
Dev Cons(CIL)	14,101		-11,556	16,756	19,301			0	0		19,301
Capital Receipts	13,125				13,125			0	0		13,125
Grants Unapplied	0				0			0	0		0
Loans Unapplied	0				0			0	0		0
<b>Total Earmarked Reserves and Provisions</b>	<b>212,580</b>	<b>53,692</b>	<b>-67,653</b>	<b>17,341</b>	<b>215,960</b>	<b>38,400</b>	<b>-1,230</b>	<b>-12,000</b>	<b>0</b>	<b>0</b>	<b>241,130</b>
<b>General Reserve</b>	<b>280,955</b>		<b>-11,206</b>		<b>269,749</b>	<b>0</b>	<b>-1,281</b>				<b>268,468</b>
<b>Total Reserves</b>	<b>493,535</b>	<b>53,692</b>	<b>-78,859</b>	<b>17,341</b>	<b>485,709</b>	<b>38,400</b>	<b>-2,511</b>	<b>-12,000</b>	<b>0</b>	<b>0</b>	<b>509,598</b>

Note that the transfer from the general reserve of £-11,206 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

**EXTRACT FROM THE MINUTES OF THE RECREATION, LEISURE AND OPEN SPACES  
COMMITTEE ON WEDNESDAY 3<sup>rd</sup> JUNE 2020**

**OS/5973  
EVENTS 2020**

Members considered the Town Clerk's report (*Annex C*). Cllr Ring provided further details in relation into his discussions with the provider. The recommendations were agreed.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That officers (acting on advice from Ringwood Events Team) have authority:-

- 1) To give notice cancelling the firework display contract or to agree to a cancellation proposed by the other party; and (in the event of such cancellation)
- 2) To enter into a replacement contract in respect of an event in 2021 and agree that the deposit already paid to the other party may be retained by it and stand as the deposit under such replacement contract.

<b>ACTION C Wilkins</b>
-------------------------

**OS/5975  
TREE PLANTING**

Members considered the Town Clerk's report (*Annex E*). A condition of the grant is that there is a Contributing Third Party who pays 10% of the grant amount, which will be approximately £1,050. There is no specific budget allocated to support this application, however it was suggested that the funds set aside by the Council, to support the work of the REAL Working Party, may be considered and used for this purpose.

**RESOLVED:** That the proposed planting of 2,100 trees at Poulner Lakes and The Mount, subject to no issues being identified by CAT scanning, be supported.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That this Council act as the Contributing Third Party to RACE's 'Trees for the Future' grant application to Veolia Environmental Trust and contribute 10% of the grant amount, which is approximately £1,050.

<b>ACTION C Wilkins</b>
-------------------------

**OS/5976  
CARVERS CLUBHOUSE FINANCES GRANT SUPPORT APPLICATION**

The Manager at Carvers Clubhouse answered questions in relation to costs and losses, arising from the closure of the clubhouse due to Covid-19. She explained the practicalities involved and adaptations required to make the clubhouse a safe environment for staff and users, when it does open.

She also indicated there were a lot of changes to implement should the clubhouse be aiming to open in the Summer, but also that some additional needs had been identified amongst young people, as a direct result of the current situation, and who would benefit from some support and interventions.

Members fully supported the Manager in her endeavours to get the facility up and running.

**RESOLVED:** That the Town Clerk's report (*Annex F*) be noted.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That officers be authorised to apply for a grant from the Small Business Grants Fund to cover the losses sustained at the Clubhouse as a result of the Covid-19 outbreak.

<b>ACTION C Wilkins</b>
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Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2020-21 budget)</b>								
A1	Website refresh	Brief for “meetings” section agreed. Detailed sitemap in preparation	£6,000 Annual budget	£3,000	£6,500	Significant	Probable	Carried over from 2019-20. Compliance deadline with accessibility regulations is in September.
A2	Carvers Clubhouse – Additional staff	Recruitment was started but suspended when the coronavirus outbreak began	£3,000 Annual budget	£0	£3,000	Moderate	Probable	
A3	Youth Outreach Workers	Suspended in response to the coronavirus outbreak	£5,500 Annual budget	£0	£5,500	Moderate	Probable	
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
B1	None							
<b>Projects with no budgetary implications in 2020-21</b>								
C1	Christmas Tree for Market Place	Officers await advice from Events Team on procurement				Minimal	Probable	
C2	Strategic Planning	Options for preparation of a strategy document are being prepared				Moderate	Probable	The review of the Scheme of Delegation and the Committee Terms of reference will be included in this process.

