

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

11th October 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 17th October 2018** at 7.00pm or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins
Town Clerk

The meeting will be preceded by a short presentation from the Chief Executive of Citizen Advice New Forest, in respect of its recent move and new facilities.

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. Members of the public are also entitled to speak, during the meeting, on agenda items, at the discretion of the Chairman.

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 19th September 2018

5. GRANT AID

To consider a Grant Aid application from Avon Valley Concerts (*Report A*)

6. FINANCIAL REPORTS (*Report B*):

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

7. UPDATE FROM OFFICERS

To receive an update from officers in respect of

- a. insurance renewal
- b. audit

8. CHRISTMAS ILLUMINATIONS

To consider approving recommendations from Recreation, Leisure and Open Spaces Committee in respect of Christmas Illuminations (*Report C*)

9. PROJECTS

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

10. 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)

11. THE ROLE OF MANAGER OF CARVERS

To consider approving recommendation from Recreation, Leisure and Open Spaces Committee in respect of the role of Manager at Carvers (*Report E + RLOS Confidential Report G*)

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



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

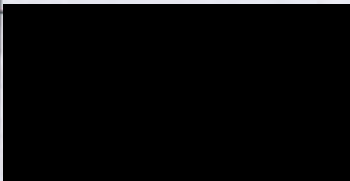
Applicant's Details

Name of Organisation requesting grant	Avon Valley Concerts
Charity Registration Number (if appropriate)	289919
Postal Address	[REDACTED]
Name of Contact	Eileen Lattimer
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ 500
What is the purpose of the grant?	We would like to be able to provide transport for some of the more elderly and/or disabled. There is not very much parking at either of the venues, especially when the audience numbers are high (3 in Fordingbridge, 3 in Ringwood) and many of our audience have requested this assistance
How would the people of Ringwood benefit from your receiving this grant?	This enables Senior citizens to attend a good quality concert at an affordable price, without having to travel long distances. There are no other similar concerts in Ringwood.

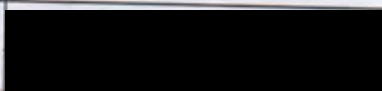
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How many Ringwood people would benefit?	Our audiences last year reached 180 at one concert; we had many requests regarding parking but do not know how many people did not attend because of the problem.
Total cost of project	£ Difficult to assess – probably between £1,000 - £2,000 <small>as per</small>
If a grant is awarded, to whom should the cheque be payable?	Avon Valley Concerts
Account information for BACS payment	

Information about your Organisation

	What facilities do you provide?
Subscription: £20 Tickets £15	
Names of competing or similar organisations	none

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

Cash in hand: £9,000	Annual income: £estimated £11,000	
Other sponsoring bodies and amounts donated by them	Hampshire County Council	1,000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	New Forest District Council, Fordingbridge Town Council,	
Signature of Applicant		Date 2 Oct 2018
Position within the Organisation:	Hon. Treasurer	

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	

AVON VALLEY CONCERTS

(Charity Registration Number: 289919)

Scots Orchard, Frogham Hill, Fordingbridge, Hampshire

ANNUAL REPORT AND ACCOUNTS OF THE TRUSTEES

FOR THE YEAR ENDED 30th APRIL 2018

CHAIRMAN OF TRUSTEES:

Canon John Turpin
111 Beaufort Road
Southbourne
Bournemouth BH6 5AU

BANKERS:

NatWest Bank Plc
11 High Street
Ringwood BH24 1BA

CCLA Investment Management Ltd
COIF Charity Funds
85 Queen Victoria Street
London EC4V 4ET

INDEPENDENT EXAMINER:

Ray Crocker
1a Highfield Avenue
Ringwood BH24 1RH



**AVON VALLEY CONCERTS
TRUSTEES ANNUAL REPORT FOR YEAR ENDED 30th APRIL 2018**

Background

Avon Valley Concerts was formed in 1983. Its original constitution was adopted on 23rd September in that year and registered with the Charity Commission on 8th August 1984

Objects of the Charity.

To promote, improve, develop and maintain public interest in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society through its committee shall determine from time to time.

Area of Operation

Within the local area of the New Forest and Avon Valley in Hampshire, Dorset and Wiltshire.

Trustees

The Trustees who held office during the year ended 30th April 2018 were:

Angela Cox -	Hon. Secretary from 8 th July 2017	appointed 20 th July 2016
Eileen Lattimer	Hon Treasurer from 8 th July 2017	appointed 8 th July 2015
Robert Maddock	Programme Secretary from 8 th July 2017	appointed 11 th July 2011
Roger Bettle		appointed 4 th July 2007
Lynne Pearson		appointed 8 th July 2015
Verity Ruecker		appointed 4 th July 2007
Canon John Turpin	Chairman from 20 th July 2016	appointed 20 th July 2000

President

Leon McCawley became President of the Society in July 2013 and has continued in office. We appreciate his interest in the Society and thank him both for his performance and for his suggestions especially in recommending artists.

Review of Aims and Achievements

Once again the season 2017-2018 was an outstanding one for the Society. As in the previous year, we are able to report an excess of income over expenditure, this being achieved partly by two concerts with significantly lower fees for artists than most; two excellent full houses, (for our President Leon McCawley in Fordingbridge and the final concert, Emma Johnson and Gregory Dott in Ringwood), the continued generosity of

Hampshire County Council, The New Forest District Council and the Town Councils of Ringwood and Fordingbridge in the grants made for the year; and a significant fundraising event, a Bridge Drive at the beginning of the season, organised by two members of the Committee. Our sincere gratitude is owed to the Councils and fundraisers who have made all the difference.

Although it had been intended to have three concerts in Fordingbridge and three in Ringwood, the unavailability of the Fordingbridge venue on the day agreed with the artists made this not possible, so the split was two to four instead.

We are indebted to the Minister and Elders of Trinity Church Ringwood and of the Fordingbridge United Reformed Church for making their premises available to us for our concerts: both are comfortable and have good acoustics and we have felt warmly welcomed.

We have continued with our policy of offering our members a significant discount on the cost of a season ticket, and offering bona fide students a discounted price of £3.00 for each concert, and accompanied children free admittance. Some concerts have attracted children, but we would hope that more might attend in future. Once again we were unable to arrange a Spring Sunday Afternoon Prom concert with much cheaper tickets to try to reach out to a new audience.

Our tickets have been available through Fordingbridge Bookshop, Greyfriars and Grants of Ringwood, to all of whom we wish to express our thanks. Online ticket sales have also increased. This last is due to our Web Manager, Verity Ruecker by arrangements with Ticket Source. We also have reciprocal arrangements with other Chamber Music Societies for discounted tickets, and in particular we are grateful to the Bournemouth CMS for advertising all our concerts in their programmes.

As ever, we are grateful to a number of volunteers whose time and effort in advertising concerts (including placement of posters), catering for, transporting and sometimes hosting our artists, writing programme notes, providing refreshments, selling programmes and raffle tickets, and providing floral decoration, all are essential to the provision of first class professional music in the Avon Valley, and to the comfort and enjoyment of our audiences.

We are however, very short of help, and really do look for new offers to share the load. Any member of the Committee will be glad to hear from anyone who may be able to give some time. The Society is ambitious to be able to continue with the highest standard of Concerts in the years ahead, but we do need more helpers! Our coming season, arranged by new Programme Secretary Bob Maddock, promises to be very exciting.

On behalf of the Trustees

Canon John Turpin
Chairman

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AVON VALLEY CONCERTS
(Charity Registration Number: 289919)
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 30th APRIL 2018

I report on the financial statements of the Charity for the year ended 30th April 2018 set out on pages 5 to 7

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND THE INDEPENDENT EXAMINER

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is desirable.

It is my responsibility to:

- examine the financial statements under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or(2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

1a Highfield Avenue
Ringwood BH24 1RH

Ray Crocker
Date:

**AVON VALLEY CONCERTS
RECEIPTS AND PAYMENT ACCOUNTS
FOR THE YEAR ENDED 30th APRIL 2018**

		Unrestricted Funds 2018	Unrestricted Funds 2017
RECEIPTS			
Patrons and Members		2,950	3,030
Grants & Donations	1	4,220	750
Ticket sales		6,170	4,897
Misc concert sales	2	1,315	939
Fundraising	3	494	0
Investment Income		7	12
Income recovered Gift Aid		0	720
TOTAL RECEIPTS		15,156	10,348
PAYMENTS			
Fees paid to Artists		7,377	6,125
Hire of instruments & Venues	4	2,909	1,537
Fund raising activities	5	1,181	1,095
Administration	6	483	493
TOTAL PAYMENTS		11,950	9,250
NET RECEIPTS FOR THE YEAR		3,206	1,098
Cash funds at 30th April 2017		6,164	5,066
Cash funds at 30th April 2018		9,370	6,164

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**AVON VALLEY CONCERTS
STATEMENT OF ASSETS AND LIABILITIES
AT 30th APRIL 2018**

	Unrestricted Funds 2018	Unrestricted Funds 2017
CASH FUNDS		
COIF Charities Deposit Funds	3,000	3,000
Nat West bank	6,230	3,164
Petty Cash	140	0
	9,370	6,164

Approved by the Trustees and signed on their behalf by:

Canon John Turpin
Chairman

Date:

AVON VALLEY CONCERTS
SUPPLEMENTARY NOTES – YEAR ENDED 30th APRIL 2018

Grants & Donations	1	2018	2017
Hampshire County Council		1,250	0
Hampshire County Councillor		1,000	0
New Forest District Council		1,000	500
Ringwood Town Council		500	0
Fordingbridge Town Council		250	250
Sundry donations		50	0
Waitrose Green disc		170	0
Total		4,220	750
Miscellaneous Concert Sales	2		
Refreshments		576	348
Raffles		396	276
Programmes		343	315
Total		1,315	939
Fundraising	3		
Bridge Drive		469	0
Programme advert		25	0
Total		494	0
Hire of Instruments & Venues	4		
Piano hire, transport & tuning		2,450	1,215
Venues		459	322
Total		2,909	1,537
Fundraising Activities	5		
Brochures		715	526
Posters		195	148
Bridge Drive		84	0
Refreshments		135	49
Advertisements & Misc .		52	372
Total		1,181	1,095
Administration	6		
Affiliation Fee - Making Music		233	197
Greyfriars		40	35
Insurance		43	43
Postage & stationery		167	218
Total		483	493

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17TH OCTOBER 2018

POLICY AND FINANCE COMMITTEE 17TH OCTOBER 2018

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

Date	Trans No	Details	Budget	Comm	Description	Amount £
Sept						
2018-09-11	3002956	Ringwood Pest Control	Premis	R&L	Treatment of wasps at Toad Corner Play Area	50.00
2018-09-11	3002958	Hampshire C.C.	S&S	P&F	Stationery and cleaning for Gateway	108.08
2018-09-11	3002949	NFNPA	S&S	P&F	Cycle Trail Maps for VIC	10.00
2018-09-11	3002959	Portsdown	S&S	P&F	Filing cabinets	237.60
2018-09-11	3002957	Screwfix	Premis	R&L	Replacement toilet seat for Pavilion	9.99
2018-09-11		Charmaine Bennett	S&S	P&F	Carvers C/House - Food for resale	135.10
2018-09-17		Carr & Neave	S&S	P&F	Greenways Ground Floor - Lease renewal	1,050.00
2018-09-17		Hampshire C.C.	S&S	P&F	Gateway - Stationery	8.66
2018-09-17		Rwd & Fbridge Skip Hire	Premis	R&L	Ashgrove play area	180.00
2018-09-17		Peter Best	Premis	R&L	The Mount - Tree work	180.00
2018-09-17		PM Alvis	Premis	R&L/C/A	Carvers/Allots/Cemetery - Various work	219.19
2018-09-18		NFFM	S&S	R&L	Open Spaces - Small tools	5.04
2018-09-18		Brewers	Premis	R&L	Carvers - Owatrol	72.11
2018-09-18		Brewers	Premis	R&L	Carvers - Hammerite	21.38
2018-09-18		Eco	Premis	R&L	Ashgrove play area - Rootzone soil	31.27
2018-09-18		Bill Johnson	S&S	P&F	Allotments - Return of deposit	24.00
2018-09-18		D Small	S&S	P&F	Allotments - Return of deposit	24.00
2018-09-25		Avalon Décor	S&S	P&F	Millennium Clock - Treatment	575.00
2018-09-25		Rwd & Fbridge Skip Hire	Premis	R&L	The Bickerley	288.00
2018-09-25		Environment Agency	Premis	R&L	Poulner Lakes - Compliance permit	446.50
2018-09-25		New Forest D.C.	S&S	P&F	Gateway - HSPN2 ann. circuit rental 9/18-8/19	9,720.00
2018-09-25		Insight	Premis	R&L/C	Carvers/Cemetery - Alarm response	54.00
2018-09-25		Eco	Premis	R&L	10 Acre field - Rootzone soil	42.90
2018-09-25		New Forest Ice cream	S&S	P&F	Carvers C/House - Food for resale	194.23

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2018-09-03	SO	TLC On-line	S&S	P&F	Web Site Maintenance - September 2018	80.00
2018-09-03	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - September 2018	394.00
2018-09-03	DD	New Forest D.C.	Premis	P&F	The Place Rates - September 2018	186.00
2018-09-03	DD	British Gas	Premis	P&F	Greenways Jun-Aug 2018	129.23
2018-09-05	DD	UK Fuels	Trans	R&L	Fuel - August 2018	91.15
2018-09-20	DD	Worldpay	S&S	P&F	Carvers C/House	25.52
2018-09-21	DD	Zurich	Employs	P&F	AVC - August 2018	668.00
2018-09-28	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - August 2018	30.02
2018-09-28	DD	Utility Warehouse	S&S	Cem	Cemetery landline - August 2018	25.68
2018-09-28	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - August 2018	26.03
2018-09-28	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - August 2018	2.40
2018-09-28	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - August 2018	38.33
2018-09-28	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - August 2018	2.40
2018-09-28	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - August 2018	11.95
2018-09-28	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - Aug 2018	2.40
2018-09-28	DD	Utility Warehouse	S&S	P&F	Carvers C/House mobile phones - August 2018	10.81
2018-09-28	DD	Utility Warehouse	S&S	P&F	Carvers C/House - August 2018	24.79
2018-09-28	DD	Utility Warehouse	Premis	P&F	Carvers C/House electricity - August 2018	238.69
2018-09-28	DD	Utility Warehouse	Premis	P&F	Carvers Club/House club mem/ship - August 2018	2.40
2018-09-28	PAY	Lloyds	S&S	P&F	Bank charges August 2018	15.80
2018-09-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - September 2018	154.00
2018-09-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Phone case	7.48
2018-09-17	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	147.15
2018-09-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Smartphone Dual SIM	62.95
2018-09-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Leather case	12.92
2018-09-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Screen protector	2.45
2018-09-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Screen protector film	4.37
2018-09-17	LloydsCC	Aksonobel	S&S	R&L	Open Spaces - Hose lances for watering	72.00
2018-09-17	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	11.25
2018-09-17	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	143.16
2018-09-17	LloydsCC	TV Licensing	S&S	P&F	Carvers C/House - TV Licence	150.50
2018-09-17	LloydsCC	Amenity	Premis	R&L	Seats - Wood preserver	83.28
2018-09-17	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	83.45
2018-09-17	BP	Hampshire C.C.	Employs	P&F	Pension August 2018	6,624.24
2018-09-21	DD	Inland Revenue	Employs	P&F	August 2018	5,550.58
2018-09-25	Telepay	Staff	Employs	P&F	September 2018	22,981.86
					TOTAL	51,784.29

AUTHORISATIONS

DATE

17th October 2018

17th October 2018

POLICY AND FINANCE COMMITTEE 17TH OCTOBER 2018

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 30TH SEPTEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
Sep					
2018-09-06	06/01	Sainsburys	Gateway	Milk	1.90
2018-09-11	06/02	Waitrose	Gateway	Milk	3.99
2018-09-13	06/03	Sainsburys	Gateway	Biscuits & juice for Student Advisors meeting	6.85
2018-09-13	06/04	Sainsburys	Gateway	Milk	1.90
2018-09-18	06/05	Amazon	Carvers C/House	Cake domes	34.50
2018-09-19	06/06	Ringwood Electrical	Jubilee Lamp	Lamp bulb	3.78
2018-09-19	06/07	Waitrose	Gateway	Coffee	6.00
2018-09-19	06/08	Verwood CC	Carvers	Return of key deposit	25.00
2018-09-20	06/09	Mr Sutton SR18A	Allotments	Return of key deposit	10.00
2018-09-18	06/10	Waitrose	Gateway	Coffee & Coffee mate	5.95
2018-09-24	06/11	Sainsburys	Gateway	Milk	2.20
2018-09-25	06/12	Mr Gough UK38	Allotments	Return of key deposit	10.00
2018-09-25	06/13	Transfer	Carvers C/House	Transfer to petty cash	52.02
2018-09-28	06/14	Mr Brown UK24	Allotments	Return of key deposit	10.00
				TOTAL	174.09

LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE
FOR THE PERIOD UP TO 30TH SEPTEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
2018-09-30	06/01	Sainsburys	Carvers C/House	CV foam mats	20.00
2018-09-30	06/02	Lidl	Carvers C/House	Cable ties	1.99
2018-09-30	06/03	Sainsburys	Carvers C/House	Books & crayons	10.05
2018-09-30	06/04	Smyths	Carvers C/House	Ball & pump	19.98
				TOTAL	52.02

AUTHORISATIONS

DATE

17th October 2018

17th October 2018

REPORT TO POLICY & FINANCE COMMITTEE – 17th OCTOBER 2018
BUDGETARY CONTROL - 2018/19 QUARTER 2 (TO END SEPTEMBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first six months of the year, April to September 2018. Due to staff absence, some transactions have not been processed on the general ledger, however budget reports have been adjusted to include all known significant committed expenditure and anticipated income. This report also includes the first iteration of the outturn forecast and members are requested to consider parameters and requirements for incorporation in the 2019/20 draft budget.

2. BUDGET 2018/19

- 2.1 The Council approved a base expenditure budget for 2018/19 of £655,820. In addition, members approved recurring growth of £3,825 per annum and one off additional spend for the year of £48,060, giving a total expenditure budget of £707,705. Income is predicted to be £206,796 and net transfers from earmarked reserves were to be £270 giving a net budget for the year of £500,640. This will be funded by a draw on the general reserve of £15,444 and a precept of £485,196.
- 2.2 As previously reported, in June 2017 approval was given to carry out some work to upgrade the electricity supply to the sheds on Carvers. This work was to be funded from reserves but the work did not commence until the current year. As a result, expenditure has increased by £3,700 although this will not impact the net budget as funds were set aside in reserves.
- 2.3 The original budget also included plans to carry out a feasibility study at Long Lane recreation ground. The study was conditional on the receipt of developer's contributions and so no expenditure provision was made in the budget. This work has now commenced and the funding has been received.
- 2.4 In addition, the café at Carvers Clubhouse has resumed operation and it is now estimated that this will incur costs of £4,000 to purchase stock, whilst generating revenue of £5,500. These figures will be updated as the year progresses. A revised version of the Carvers Clubhouse budget, with the trading activities separated has been added to Appendix 1.
- 2.5 A preliminary revised budget and outturn forecast has been prepared and is included with the summary budget report at Appendix 1.

3. INCOME & EXPENDITURE APRIL 2018 to AUGUST 2018

- 3.1 Expenditure to the end of August totalled £341,016, or 48.2% of the original budget. This suggests a small underspend given that the expenditure includes £5,250 in respect of the feasibility study at Long Lane, £3,700 in respect of electricity supply works at Carvers and £2,739 in respect of the purchase of stock for re-sale at Carvers Clubhouse. A summary budget report is included at Appendix 1.
- 3.2 Income received to date, excluding the precept, stands at £125,640, or 60.8% of planned receipts for the year. Whilst this level of income is better than expected at this stage in the year, members should be aware that the figure includes unplanned and unbudgeted receipts in connection with trading activities at Carvers Clubhouse (£6,459), Visitor Information Centre ticket sales (£2,400) and additional grounds maintenance receipts (£4,647). If this unplanned income is excluded, receipts would be around £112,000 or 54% of the budgeted figure. Income is summarised in Appendix 2.

- 3.3 The Town Council are holding funds collected on behalf of the Memorial Lantern Replacement Fund. These sums are not included in the revenue account or in the analysis of income received. However, at the end of September the amount deposited with the Town Council stood at £3,881.56.
- 3.4 The additional one-off growth items approved for the current year totalled £48,060 to be funded from a combination of developer's contributions, reserves and revenue. The expenditure to the end of September is £21,330. This figure includes £1,500 paid to secure work on the memorial lantern whilst other funding and donations were being secured. It is expected that all or most of these funds will be recovered to enable expenditure on a commemoration event.
- 3.5 Members agreed at the July meeting, to rationalise reserves and provisions. An updated schedule of reserves is included at Appendix 3. Note that the projected movements are in accordance with the anticipated outturn and the net movement on reserves is now expected to result in a reduction of £9,769.

4. OUTTURN FORECAST & DRAFT REVISED BUDGET 2018/19

- 4.1 The draft revised budget brings in known variances to the current budget which have been detailed above. Also, where it is extremely unlikely that funds will not be expended, or income not recovered, these figures have been adjusted accordingly.
- 4.2 At this stage, employee costs, which make up 57% of gross expenditure, have not been adjusted. A detailed review is underway and revised figures together with a projected outturn figure will be available at the next meeting of this committee. In the meantime it can be reported that there is likely to be an underspend on employee costs by year end. In the absence of any significant changes to the monthly staff bill, the outturn figure would be some £10,000 lower than the planned figure.
- 4.3 However, there is likely to be some impact on staff costs due to the need to cover for staff illness and the additional work that will be required to replace finance and IT systems by year end. The emerging staff cost underspend is almost entirely due to staff vacancies early in the year in the youth service/ Carvers Clubhouse and costs in this area may increase as activities at the Clubhouse are expanded.
- 4.4 There is a further issue on which further clarity is required in order to produce a more accurate outturn forecast. It has emerged that the amounts calculated by the Council's payroll contractor in respect of pension contributions, has been understated. The problem stems from the treatment of overtime payments and covers several years. Details are awaited but our own analysis of the error suggests that pension contributions have been underpaid by between £1,000 and £1,500 of which around two thirds would have been payable by the Town Council, and the remainder by employees.
- 4.5 The draft outturn budget includes an increase in gross expenditure of £26,281 or 3.7% on the original budget. This is largely funded by an increase of income of £21,412 or 10.4% compared with the original budget. The difference is funded by an additional transfer from earmarked reserves of £5,821 which is largely due to the additional receipt of developer's contributions in connection with the Long Lane feasibility study. The net result will be a modest reduction in the amount required to be drawn from the General Reserve of £682.
- 4.6 At this stage, no account has been taken of the costs of replacing the IT and Finance systems of the Council. Initially, the costs will be in staff time but it is probable that there will be some expenditure on hardware, whilst software is likely to be purchased as a "service" with reduced initial costs. The balance held in earmarked reserves for replacement IT is projected to be £37,900 at the end of the year.
- 4.6 The draft revised budget is included with Appendix 1 and the schedule of reserves, with projected balances at March 2019 is included at Appendix 3

5. 2019/2020 BUDGET PREPARATION

- 5.1 The Town Council Budgets are prepared on an incremental basis, with, for the most part, existing budgets rolled forward and adjusted for inflation or known changes. One off and recurring growth items are then added or removed as agreed during the budget setting process. The overall budget is constrained by the availability of reserves, the precept and the tax base.
- 5.2 Over the last few years an effort has been made to consolidate a number of small budgets, many of which incur expenditure on an intermittent basis, and when they do there would be insufficient resources for any meaningful work. Consolidation has allowed resources to be directed according to need and appears to be working well.
- 5.3 Members are invited to consider the existing budgets and provide guidance on where these budgets might be adjusted, reduced or eliminated altogether.
- 5.4 Whilst the tax base will not be known until early in the new year, Members are further asked to provide an indication of the level of Precept or any Council Tax adjustment that would be acceptable.

6. FINANCIAL IMPLICATIONS

- 6.1 The budget monitoring figures suggest that broadly the Town Council remains on target to spend within budget and the outturn forecast indicates a small reduction in the requirement to draw from the General Reserve. It is probable that reduced staff costs will further reduce the requirement to draw from the General Reserve.
- 6.2 Reserves stood at £496,935.67 at the 1st of April (£197,695.48 of Earmarked Reserves and Provisions and £299,240.19 in the General Reserve). Following rationalisation and taking into account the planned transfers between reserves and the revenue account, this figure is expected to reduce to £487,166.67 (of which £243,070.48 are earmarked and £244,096.19 in the General Reserve)..

7. RECOMMENDATION

It is **recommended** that:-

- 7.1 This report is noted.
- 7.2 Members consider guidelines and parameters for the preparation of the 2019/2020 budget

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POLICY AND FINANCE COMMITTEE - CARVERS CLUB HOUSE
PERIOD APRIL 2018 - SEPTEMBER 2018

	<u>Original Budget</u> £	<u>Revised Budget</u> £	<u>Year To Date</u>			<u>Annual Forecast Outturn</u> £
			<u>Actual</u> £	<u>Profiled Orig Bud</u> £	<u>Variance (revised)</u> £	
EXPENDITURE						
Premises related expenditure						
P003 TA110	Reactive Maintenance	1,250	60		-1,190	1,000
P012 TA110	Vandalism Repairs & prevention	510	763		253	1,500
P100 TA110	Electricity	1,500	1,499		-1	2,500
P150 TA110	Water Charges	500	225		-275	500
P553 TA110	Health & Safety	0	327		327	500
P556 TA110	Business Rates	2,732	1,116		-1,616	2,732
	Total Premises Related	6,492	3,990		-2,502	8,732
Supplies & Services						
S040 TA110	Hired & Contracted (general supplies)	4,030	868		-3,162	2,780
S002 TA110	Equipment purchases	0	544		544	1,000
S006 TA110	Furniture	0	244		244	250
S041 TA110	Hired & Contracted - Grant Funded	0	0		0	0
S059 TA110	Telephone Line & Broadband	200	117		-83	200
E505 TA110	Training	500	32		-468	500
	Total Supplies & Services	4,730	1,805		-2,925	4,730
Employee Costs						
E695 TA110	The Place Salary Allocation exc café	46,015	11,859		-34,156	37,515
	TOTAL EXPENDITURE	57,237	17,654		-34,156	50,977
TRADING ACTIVITIES						
R000 TA110	Room hire	0	-2,419		-2,419	-4,000
R008 TA110	Income - food sales	0	-4,000		-4,000	-5,500
S050 TA110	Food Purchases for re-sale	0	2,739		2,739	4,000
E695 TA110	Café & caretaking staff cost	0	4,176		4,176	8,500
	Net Trading Expenditure	0	496		496	3,000
OTHER REVENUE INCOME						
R040 TA110	Grant Income	0	-40		-40	-40
	Total Revenue Income	0	-40		-40	-40
	NET EXPENDITURE BEFORE TRANSFERS TO PROVISIONS	57,237	18,110		-39,127	53,937
TRANSFERS TO PROVISIONS						
M410 TA110	Contribution to building reserves	5,000	2,500		-2,500	5,000
	NET EXPENDITURE AFTER TRANSFERS	62,237	20,610		-41,627	58,937

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

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£		Actual	Unspent Budget	Outturn
			£	£	£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	406,246	426,608	192,966	213,280	426,608
RECREATION, LEIS & O/S COM	261,658	266,447	139,427	122,232	266,447
PLANNING TOWN & ENVIRON	21,801	22,931	8,623	13,179	22,931
TOTAL REVENUE EXPENDITURE	689,706	715,987	341,016	348,690	715,987
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	10,000	10,000	0	10,000	10,000
PLANNING TOWN & ENVIRON	8,000	8,000	0	8,000	8,000
TOTAL CAPITAL EXPENDITURE	18,000	18,000	0	18,000	18,000
TOTAL EXPENDITURE	707,706	733,987	341,016	0 366,690	733,987
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-119,717	-136,957	-68,349	-51,368	-136,957
RECREATION, LEIS & O/S COM	-85,969	-90,151	-56,191	-29,778	-90,151
PLANNING TOWN & ENVIRON	-1,110	-1,100	-1,100	-10	-1,100
TOTAL REVENUE INCOME	-206,796	-228,208	-125,640	-81,156	-228,208
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	-228,208	-125,640	-81,156	-228,208
COUNCIL'S NET COMMITTEE EXPEND	500,910	505,779	215,376	285,534	505,779
Add Transfers To Provisions	41,300	41,300	20,650	0 20,650	41,300
Deduct Transfers from Provisions	-41,570	-47,121	-23,136	0 -18,434	-47,121
Transfer to/ from(-) General Reserve	-15,444	-14,762	29,708	0 -45,152	-14,762
Budget Required before new bids & grants	485,196	485,196	242,598	0 242,598	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	2,500	2,675	2,080	420	2,500
RECREATION, LEIS & O/S COM	34,160	2,810	19,184	14,976	34,160
PLANNING TOWN & ENVIRON	11,400	11,500	66	11,334	11,400
Less transfer from provisions	-38,000	-38,000	-16,346	-21,654	-38,000

	Original Budget	Revised Budget	Year To Date			Annual Forecast Outturn
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	£
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	105,283	106,007	61,383	0	43,900	106,007
Maintenance	38,603	38,603	944	0	37,659	38,603
Employee Direct Costs	2,053	2,151	844	0	1,209	2,151
Employee Allocated Costs	112,783	112,783	55,614	0	57,169	112,783
Member Costs	9,930	9,930	3,223	0	6,707	9,930
Grants	9,000	9,000	1,900	0	7,100	9,000
Other (includes THE PLACE, figures below)	97,048	116,588	53,285	0	43,764	116,588
Debt Charges	31,546	31,546	15,773	0	15,773	31,546
Capital	0	0	0	0	0	0
COMMITTEE EXPENDITURE	406,246	426,608	192,966	0	213,280	426,608
INCOME						
INCOME						
Revenue Income (Including THE PLACE)	-119,717	-136,957	-68,349	0	-51,368	-136,957
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-119,717	-136,957	-68,349	0	-51,368	-136,957
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	286,529	289,651	124,617	0	161,912	289,651
Add Transfers To Provisions	24,400	24,400	12,200	0	12,200	24,400
Deduct Transfers From Provisions	0	-5,250	-5,250	0	5,250	-5,250
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	310,929	308,801	131,567	0	179,362	308,801
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	416,951	416,951	202,492	0	214,459	416,951
HOLDING ACCOUNTS EXPEND.	416,951	416,951	202,492	0	214,459	416,951
HOLDING ACCOUNTS INCOME	-416,951	-416,951	-202,492	0	-214,459	-416,951
TOTAL NET EXPENDITURE	0	0	0	0	0	0
THE PLACE						
EXPENDITURE						
Establishment	9,462	10,462	4,940	0	4,522	10,462
Maintenance	1,760	2,500	823	0	937	2,500
Employee Direct Costs	500	500	32	0	468	500
Employee Allocated Costs	46,015	46,015	16,035	0	29,980	46,015
Other	0	4,000	2,739	0	-2,739	4,000
COMMITTEE EXPENDITURE	57,737	63,477	24,569	0	33,168	63,477
INCOME						
INCOME						
Revenue Income	0	-9,540	-6,459	0	6,459	-9,540
TOTAL COMMITTEE INCOME	0	-9,540	-6,459	0	6,459	-9,540
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	57,737	53,937	18,110	0	39,627	53,937
Add Transfers To Provisions	5,000	5,000	2,500	0	2,500	5,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	62,737	58,937	20,610	0	42,127	58,937

	Original Budget	Revised Budget	Year To Date			Annual Forecast Outturn
	£	£	Actual £	Profiled Orig Bud £	Variance £	£
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	11,115	11,115	4,868	0	6,247	11,115
Maintenance	19,567	24,585	13,884	0	5,683	24,585
Machinery	29,504	27,846	21,954	0	7,550	27,846
Employee Direct Costs	1,600	1,600	407	0	1,193	1,600
Employee Allocated Costs	130,604	130,604	66,638	0	63,966	130,604
Planters	510	500	0	0	510	500
Activities Expenses	8,566	9,104	2,304	0	6,262	9,104
Other	1,173	1,150	426	0	747	1,150
Capital Expenditure	10,000	10,000	0	0	10,000	10,000
CEMETERY						
Establishment	5,205	5,251	2,859	0	2,346	5,251
Maintenance	8,376	9,420	3,612	0	4,764	9,420
Employee Allocated Costs	33,380	33,380	17,043	0	16,338	33,380
ALLOTMENTS						
Establishment	1,000	750	73	0	927	750
Maintenance	1,216	1,300	599	0	617	1,300
Employee Allocated Costs	9,608	9,608	4,760	0	4,847	9,608
Other	235	235	0	0	235	235
COMMITTEE EXPENDITURE	271,658	276,447	139,427	0	132,233	276,447
INCOME						
Recreation, Leisure & O/S	-34,870	-38,970	-22,704	0	-12,166	-38,970
Cemetery	-45,999	-46,081	-28,487	0	-17,512	-46,081
Allotments	-5,100	-5,100	-5,000	0	-100	-5,100
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-85,969	-90,151	-56,191	0	-29,778	-90,151
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,689	186,296	83,236	0	102,455	186,296
Add Transfers To Provisions	16,900	16,900	8,450	0	8,450	16,900
Deduct Transfers From Provisions	-32,570	-32,616	-17,631	0	-14,939	-32,616
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,019	170,580	74,055	0	95,966	170,580

	Original Budget	Revised Budget	Year To Date			Annual Forecast Outturn
	£	£	Actual £	Profiled Orig Bud £	Variance £	£
PLANNING, TOWN & ENVIRONMENT COMMITTEE EXPENDITURE						
Establishment	5,656	6,786	676	0	4,980	6,786
Employee Allocated Costs	16,145	16,145	7,947	0	8,198	16,145
Capital Expenditure	8,000	8,000	0	0	8,000	8,000
COMMITTEE EXPENDITURE	29,801	30,931	8,623	0	21,179	30,931
INCOME						
Capital Income & Finance	-1,110	-1,100	-1,100	0	-10	-1,100
COMMITTEE INCOME	-1,110	-1,100	-1,100	0	-10	-1,100
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,691	29,831	7,523	0	21,169	29,831
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-255	0	-8,745	-9,255
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,691	20,576	7,268	0	12,424	20,576

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

	2018/19 Original	2018/19 Revised	Period 6 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	40,272	40,272	21,666	Some paid quarterly.
Gateway Re-charges	68,735	68,735	24,979	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,310	
Civic Celebrations	5,000	10,000	8,827	Income from the Royal Wedding Event
Other Grants & Donations *	0	250	250	Only to the extent that they are applied to the revenue account
VIC Sales	1,750	5,000	4,153	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	6,459	includes a donation of £40 for equipment
Interest on investments	960	960	505	
Other Income	0	200	200	
Recreation & Leisure Committee				
Ringwood Schools	15,612	15,712	7,050	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	2,488	2,032	
Bowling	1,530	1,530	785	
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	6,397	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
Cemeteries	45,999	46,081	28,487	Income receipts have generally been above anticipated
Allotments	5,100	5,100	5,000	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,110	1,100	1,100	
Total Revenue Income:	206,796	228,208	125,640	
Capital				
§106	0	5,250	5,250	Re Long Lane improvements
CIL		3,746	3,746	
Grants	0		0	
Loans			0	
Other		4,000	3,882	Includes £3,882 re the lantern memorial fund
Total Capital Income	0	12,996	12,878	
Total Budgetted Income	206,796	241,204	138,518	
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	726,400	623,714	

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			37,900.00
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 Reserve 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		51,550.50
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		15,000.00
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	-16,346.00	225,886.40
Dev Contribs TM680	5,436.13		5,250.00		10,686.13		-8,590.00	2,096.13
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,246.00		18,292.95		-18,000.00	292.95
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		11,496.00	41,300.00	250,491.48	36,000.00	-43,421.00	243,070.48
--Gen Reserve B010 TM699	299,240.19				299,240.19	-36,000.00	-19,144.00	244,096.19
Total Provisions and Reserves	496,935.67	0.00	11,496.00	41,300.00	549,731.67	0.00	-62,565.00	487,166.67
Decrease (-) or Increase in Reserves & Provisions during 2018/19:-								-9,769.00

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	£ 255 rec'd July 2016	Transfer to Revenue re purchase of

Note CIL receipt of £3,746 received. Anticipated further amount of £2,500 required to enable Carvers project to proceed.

OS/5814

CHRISTMAS ILLUMINATIONS

The Town Clerk presented his report (*Annex C*) indicated that the current contract for Christmas Illuminations expires at the end of this year and a new procurement exercise will be embarked upon. He explained the cost difference between purchasing and renting the lights, over the term of the contract, and who bears the maintenance and repair costs. He expected that the lights that were not owned by the Council would be removed at the end of the year and those that are would have little residual value.

Cllr Heron indicated that it would be more prudent to purchase the lights upfront and the Council was in a position to do this. He commented that the Parish Church had requested the trees to the front of the closed church yard be pruned and suggested that the removal of the lights and the pruning works be co-ordinated.

Members considered the proposals and were content to delegate the final design of the Christmas lights to the Town Clerk and other officers, save that the focus was on white lights, alternative building decorations from those on the right of image 4 and the removal of Santa and his reindeers from the Gateway building.

In respect of this year's lights, a modest Christmas tree would be installed under the sycamore in the Market Place, but it was hoped that the electric socket would be moved (and market place improvements completed) ready for Christmas 2019. It was expected that there would be a shortfall in the budget this year. This was under review and would be brought before the Policy and Finance Committee in November. It is hoped that this could be offset by the income generated from the event as a whole.

RECOMMENDED TO POLICY & FINANCE COMMITTEE:

- 1) That the contract for the supply and servicing of the town's Christmas illuminations be re-tendered as soon as practicable for a three-year term commencing in 2019;
- 2) That power be delegated to the Town Clerk to manage the procurement process (including settling the design, specification and financing arrangements, composing the Invitation to Tender and overseeing the awarding of the contract).

ACTION C Wilkins

RECREATION, LEISURE & OPEN SPACES COMMITTEE**3rd October 2018****Christmas Illuminations****1. Introduction and reason why decision required**

- 1.1 This is the final year of a five-year contract for the storage, maintenance, setting-up and taking-down of our Christmas Illuminations. This contract therefore needs to be re-tendered for Christmas 2019 and beyond.
- 1.2 We own most of the decorations but they are now so old that every year more of them either need repairing or pass beyond economic repair.

2. Background information, options, impact assessment and risks

- 2.1 The base cost of the current contract, which covers storage, testing, installation and removal of the decorations, is about £8,000 a year (assuming there is only one tree, which we buy separately at additional cost). Repairing the decorations and the catenary wires, brackets, etc. currently costs an extra £2,100 or so a year. The decorations appear in our Asset Register with a purchase date of 2005 and a book value (i.e. historic cost) of £8,607.
- 2.2 Councils normally enter into this kind of contract for multi-year terms because this offers better value for money than proceeding one year at a time. The Public Contracts Regulations 2015 will apply to a new contract if, as seems likely, the total cost for the multi-year term plus purchase or hire of new decorations exceeds £25,000. We will therefore need to prepare an Invitation to Tender (ITT) document and advertise it, including publication on the Contracts Finder website. The ITT must specify what we want, either in reasonably precise terms (with the outcome then depending largely on price), or in more general terms but specifying a budget (with the outcome then depending largely on design).
- 2.3 We can either rent or buy the new decorations. Renting has several advantages; the cost is spread evenly throughout the rental term, the decorations can be changed (refreshing the display) at known intervals and the other party bears any maintenance costs (rendering the costs more fully predictable). However, experience to date suggests that buying would be cheaper overall. (This follows for two reasons. First, we can fund the capital cost more cheaply than most other parties. Secondly, the decorations usually remain serviceable for more than the agreed rental period; with maintenance costs tending to grow to uneconomic levels only when they are significantly older).
- 2.4 Composing the required contract specification therefore involves both design and financing choices. Consulting the local business community about these choices is impracticable in the absence of a Chamber of Commerce. Similar difficulties stand in the way of consulting local residents. We must make some critical choices about future financing before we agree the budget and precept for 2019-20 at the January Council meeting.
- 2.5 A possible design is attached as Annex 1. If selected this would cost about £17,095 a year on a three-year rental deal (i.e. £51,285 over the three years) or £27,669 in 2019-20 and £10,214 in each of the next two years if we buy the decorations instead (i.e. £48,097 over the same period – plus any maintenance costs that arise).
- 2.6 The immediate issue for members is how to manage the procurement process (including determining the specification and other terms of the ITT). Members may leave this to officers. In that case, the design/decorations will be (broadly) of the kind shown in Annex 1, the decorations will probably be bought not rented, recommendations for the budget provisions will follow accordingly and officers will manage the process without troubling members further. If members would

prefer a different outcome or simply wish to be more involved in the choice of design/decorations and/or financing arrangements then it will be necessary to establish a task and finish group to consider and advise upon the relevant choices and oversee the process through to awarding of the new contract.

3. Recommendations

Members are respectfully invited to consider the following recommendations (as always, members are free to propose and approve amendments or alternatives of their own devising but in this instance practical options are limited):

Note: The text in square brackets should be omitted if members are unable or unwilling to form the task and finish group and must therefore leave the matter to officers.

RECOMMENDED to Policy & Finance Committee:

- 3.1 ***That the contract for the supply and servicing of the town's Christmas illuminations be re-tendered as soon as practicable for a three-year term commencing in 2019;***
- 3.2 ***That power be delegated to the Town Clerk to manage the procurement process (including settling the design, specification and financing arrangements, composing the Invitation to Tender and overseeing the awarding of the contract)[in conjunction with the task and finish group described below***
- 3.3 ***That a Christmas Illuminations Task & Finish Group comprising Cllrs. (insert names of at least three councillors here) be formed for the purpose of advising and assisting the Town Clerk in all aspects of the procurement process.]***

For further information, contact:

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Presentation for
Ringwood Town Council 2018
Presentation A

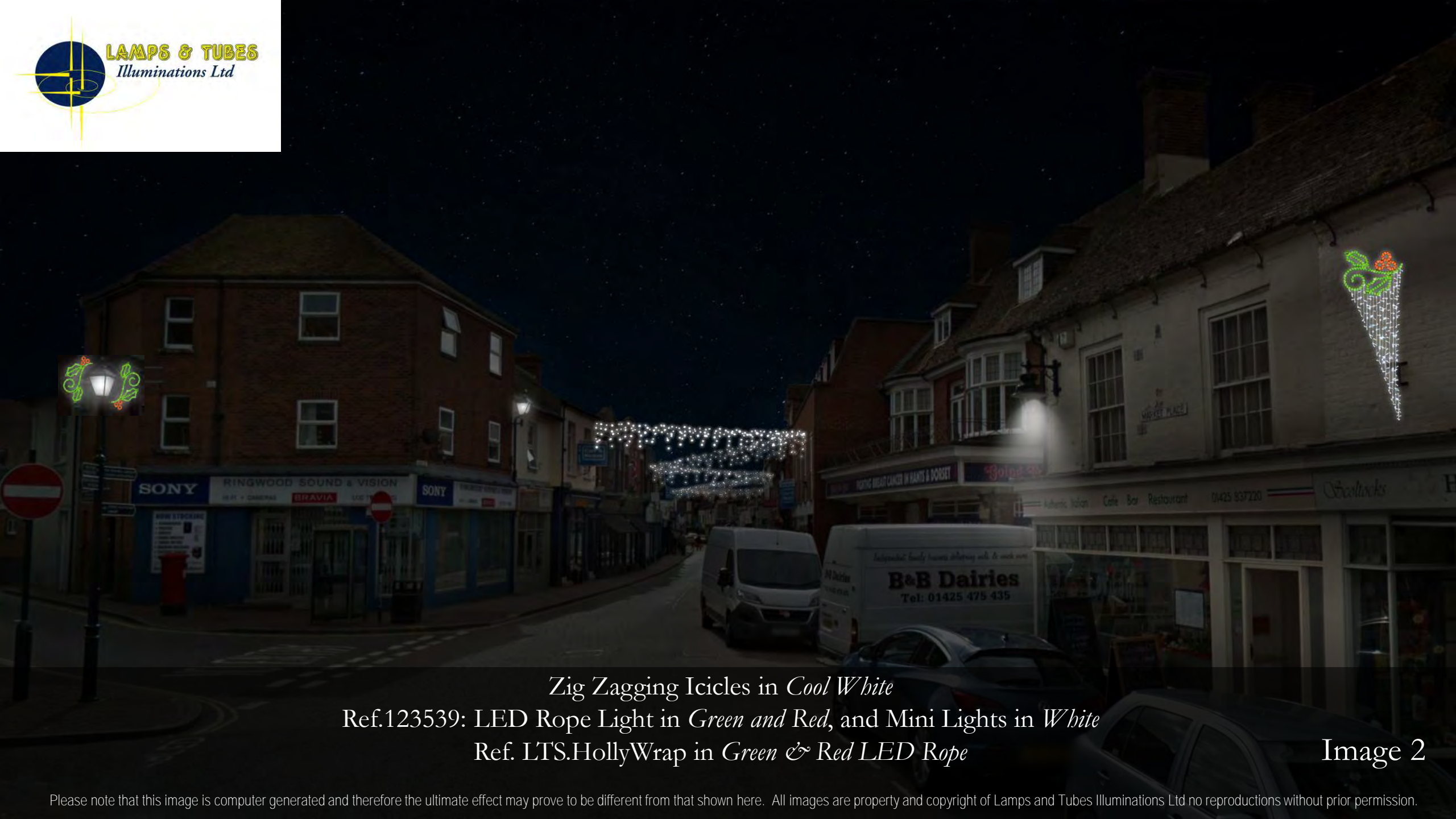
Images 1-5

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Zig Zagging Icicles in Cool White
Ref.LTSArchway Cross Street, Icicles and LED Rope Light in *Cool White*



Zig Zagging Icicles in Cool White

Ref.123539: LED Rope Light in *Green and Red*, and Mini Lights in *White*

Ref. LTS.HollyWrap in *Green & Red LED Rope*

Image 2



Mistletoe Stars in *Cool White*
Christmas Tree in *Blue LED Garland*



*Ref. LTS.HollyWrap in Green & Red LED Rope
Ref.123539 in Red & Green LED Rope, with White Mini Lights
Icicles in Cool White*



Mistletoe Stars in *Cool White*

Ref.122051 in *Cool White and Warm White LED Rope Light, Cool White Mini Lights, and Red & White Infill Matting*

Image 5



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 columns and surround have been re-painted, completing the current project.	£1,000	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The Town Clerk has made arrangements with Royal British Legion and Knights Brown for installation of a poppy display on the town roundabout.	£500	£0	£0	Minimal	Definite	
A3	ICT overhaul	Finance staff have been evaluating alternative software for introduction next April. Clerk has established contact with various parties to clarify and prioritize the requirements.	£0	£0	£33,400	Significant	Probable	This will require so much officer time and attention that some disruption of other projects and functions is highly likely. However, it is hoped that the cost can be met in full from the relevant earmarked reserve.
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.

EXTRACT FROM THE MINUTES OF THE RECREATION, LEISURE AND OPEN SPACES
COMMITTEE
MEETING ON 3rd OCTOBER 2018

OS/5819
THE ROLE OF MANAGER OF CARVERS

Members considered the Town Clerk's report on the role of Manager at Carvers
(*Confidential Annex G*) and agreed to make a recommendation to the Policy and Finance
Committee.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That the Manager at Carvers Clubhouse role be extended beyond 14th
January 2019; and converted to a permanent post.

ACTION C Wilkins
