

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

12<sup>th</sup> September 2019

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18<sup>th</sup> September 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins  
Town Clerk

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### 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 17<sup>th</sup> July 2019

**5. GRANT AID**

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

- a. Forest Forge Theatre
- b. New Forest Disability Information Service
- c. Avon Valley Concerts

**6. FINANCIAL REPORTS (*Report B attached*):**

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

**7. INSURANCE RENEWAL UPDATE**

To consider the RFO's report on insurance renewal and consider the recommendation therein (*Report C*)

**8. PROCUREMENT RULES AND PROCEDURES**

To consider the Town Clerk's report and the recommendation therein (*Report D*)

## **9. CHRISTMANS ILLUMINATIONS**

To consider a recommendation from the Recreation, Leisure and Open Spaces Committee in relation to Christmas Illuminations (*OS/5904 refers*) (*Report E*)

## **10. CEMETERY MANAGEMENT**

To consider a recommendation from Recreation, Leisure and Open Spaces Committee in relation to cemetery management (*OS/5905*) (*Report F*)

## **12. PROJECTS**

To receive an update in relation to projects (*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](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 John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Tony Ring

### Student Advisors

Oliver Magor  
Jonathan Skirton

Copied by e-mail to other members for information







# Ringwood Town Council Grant Aid

A (a)

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

## APPLICATION FOR GRANT AID

### Applicant's Details

Name of Organisation requesting grant	Forest Forge Theatre Company
Charity Registration Number (if appropriate)	289644
Postal Address for the organisation (if there is one)	9-10 Endeavour Park Crow Arch Lane Ringwood BH24 1SF
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

### Details of Grant Request

Amount requested	£ 1,000
What is the purpose of the grant?	<p>The purpose of the grant is to support local vulnerable young people, without financial means, to be able to continue to attend and participate Forest Forge Youth Theatre. For example, there are currently young people who are carers or in care in the youth theatre. They range from age 16 -17, live locally, and their previous school had covered their fees but since leaving for college no longer receive funding. For some this is the only extracurricular activity they are able to do for their own wellbeing to release them for an hour a week from being a carer.</p> <p>We are asking for Ringwood Town Council to support 3 of Ringwood's young vulnerable residents for 3 terms each (one year of sessions) to ensure continuity for each young person.</p> <p>---</p>

**A** (a)

<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>For each of these young people, who are all residents of Ringwood, the youth theatre is a lifeline. It gives them purpose and a safe place to be themselves and be with their peers without their homelife affecting them. It offers opportunities and aspirations and a relief from the burden of the pressures of their homelife of being in care or being a young carer. It benefits their mental physical and emotional wellbeing. This meets the aim of RTC to promote community and individual wellbeing through social, cultural, economic and leisure activities for the residents of Ringwood. They participate Ringwood's Fanfare for Spring and the Ringwood Carnival and make friends at the YT which also meets the Council's aim of to develop a stronger community spirit in Ringwood.</p> <p>"Forest Forge has always been the highlight of my week... it's an escape from whatever is going on in life and at times I have definitely needed that" youth theatre member.</p>	
<p>How many Ringwood people would benefit?</p>	<p>Three young people directly as outlined above. The community of Ringwood at Fanfare for Spring and Carnival. 30,000 people benefit from engagement with Forest Forge Theatre each year.</p>	
<p>Total cost of project</p>	<p>£21,500</p>	

Information about your Organisation

Membership:	What facilities do you provide?
Subscription:	<p>Forest Forge Theatre is a small charity based in Ringwood in the heart of the New Forest. We specialise in creating professional performances for the local community and tour into rural locations, we support emerging artists and deliver participatory Creative Learning projects with the ongoing aim of inspiring, engaging and transforming communities through the power of theatre. At our theatre centre in Ringwood we run an inclusive youth theatre for around 145 young people attending each week, drama sessions for the older generations, work in schools and in local community settings. Our youth theatre offers the opportunity to work with theatre professionals, working in the industry every day, who have standards of expectation and are always striving to create the best theatre they can. Our young people work within an ethos that ensures that when they work on a show the audience should expect to see a dynamic and skilful piece of storytelling and forget that the performers are young. We have a wonderful track record with those young people who want to pursue theatre as a career in the creative arts are supported to do so.</p> <p><a href="http://www.forestforgetheatre.co.uk">www.forestforgetheatre.co.uk</a></p>
Names of competing or similar organisations	Salisbury Playhouse Youth Theatre is the nearest in ethos and output with weekly drama sessions and performances run by professionals but is much further away to attend.
Please tick to confirm that payment details have been provided on page 1	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>

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

Cash in hand: £ 17,000	<p>Annual income target 2019-20: £177,000 £50,000 of this is confirmed from HCC and NFDC but all other income for this year is raised from donations,</p>
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**A** (a)

	earned income and grant applications to Trust and Foundations and local Councils.	
Other sponsoring bodies and amounts donated by them – our target for 2019-20 are	£1,500 bursary target for public donations	1,500
	£1,000 corporate donations tbc Youth Theatre Fees income	1,000 18000
		£ 20,500
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We also fundraise for a £1,500 each year to offer a Youth Theatre bursary to support local families on low incomes with discounts on youth theatre fees. But some of the young people, as outlined above, do not have any means of paying any of the fees so we are applying to be able to fully support 3 of them and have a shortfall of £2.500 we are therefore applying to local business and the local council to support this shortfall.	

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	



**Statement of Financial Activities  
for the Year Ended 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds as restated £
<b>Income and endowments from</b>					
Donations and grants		106,369	8,000	114,369	98,156
<b>Charitable activities</b>					
Production		2,345	-	2,345	1,800
Creative Learning		28,930	-	28,930	28,454
Other trading activities	2	360	-	360	584
Investment income	3	508	-	508	86
Other income		4,592	-	4,592	5,159
<b>Total</b>		<b>143,104</b>	<b>8,000</b>	<b>151,104</b>	<b>134,239</b>
<b>Expenditure on</b>					
Raising funds		17,323	-	17,323	15,669
<b>Charitable activities</b>					
Production		74,991	-	74,991	56,472
Creative Learning		29,243	12,515	41,758	42,299
Other Running Costs		34,712	-	34,712	18,762
<b>Total</b>		<b>156,269</b>	<b>12,515</b>	<b>168,784</b>	<b>133,202</b>
<b>Net income/(expenditure)</b>		<b>(13,165)</b>	<b>(4,515)</b>	<b>(17,680)</b>	<b>1,037</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		<b>542,472</b>	<b>4,515</b>	<b>546,987</b>	<b>545,950</b>
<b>Total funds carried forward</b>		<b>529,307</b>	<b>-</b>	<b>529,307</b>	<b>546,987</b>

The notes form part of these financial statements

**A** (a)

## Forest Forge Theatre Company

Statement of Financial Position  
At 31 March 2018

		Unrestricted funds	Restricted funds	2018 Total funds	2017 Total funds as restated
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9	462,655	-	462,655	467,265
<b>Current assets</b>					
Debtors	10	16,455	-	16,455	8,947
Cash at bank and in hand		67,894	-	67,894	79,234
		<u>84,349</u>	<u>-</u>	<u>84,349</u>	<u>88,181</u>
<b>Creditors</b>					
Amounts falling due within one year	11	(17,697)	-	(17,697)	(8,459)
		<u>66,652</u>	<u>-</u>	<u>66,652</u>	<u>79,722</u>
<b>Net current assets</b>					
		<u>66,652</u>	<u>-</u>	<u>66,652</u>	<u>79,722</u>
<b>Total assets less current liabilities</b>		<u>529,307</u>	<u>-</u>	<u>529,307</u>	<u>546,987</u>
<b>Net assets</b>		<u>529,307</u>	<u>-</u>	<u>529,307</u>	<u>546,987</u>
<b>Funds</b>	12				
Unrestricted funds				529,307	542,472
Restricted funds				-	4,515
<b>Total funds</b>				<u>529,307</u>	<u>546,987</u>

The notes form part of these financial statements

**1. Accounting policies - continued**

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Going concern**

The Trustees have considered the going concern status of the company in light of the current challenging economic environment and the loss of some of its core funding arrangements. The Trustees have concluded that in view of the continued support of local authorities and others, coupled with the level of its reserves that the company continues to be a going concern.

**Debtors and creditors**

Debtors and creditors due within one year with no stated interest rate are recorded at the transaction price and reviewed for impairment.

**2. Other trading activities**

	<b>2018</b>	2017 as restated
	£	£
Friends Scheme	<b>360</b>	584
	<u>          </u>	<u>          </u>

**3. Investment income**

	<b>2018</b>	2017 as restated
	£	£
Deposit account interest	<b>508</b>	86
	<u>          </u>	<u>          </u>

**4. Net income/(expenditure)**

Net income/(expenditure) is stated after charging/(crediting):

	<b>2018</b>	2017 as restated
	£	£
Depreciation - owned assets	<b>5,041</b>	5,036
Other operating leases	<b>776</b>	-
Independent Examiners fee	<b>2,250</b>	1,322
	<u>          </u>	<u>          </u>

**5. Trustees' remuneration and benefits**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

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## 6. Staff costs

The average monthly number of employees during the year was as follows:

	<b>2018</b>	2017
Staff	<u>4</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

## 7. Comparatives for the statement of financial activities

	Unrestricted funds	Restricted funds	Total funds as restated
	£	£	£
<b>Income and endowments from</b>			
Donations and grants	83,206	14,950	98,156
<b>Charitable activities</b>			
Production	1,800	-	1,800
Creative Learning	28,454	-	28,454
Other trading activities	584	-	584
Investment income	86	-	86
Other income	5,159	-	5,159
<b>Total</b>	<u>119,289</u>	<u>14,950</u>	<u>134,239</u>
<b>Expenditure on</b>			
Raising funds	15,669	-	15,669
<b>Charitable activities</b>			
Production	56,472	-	56,472
Creative Learning	26,081	16,218	42,299
Other Running Costs	18,762	-	18,762
<b>Total</b>	<u>116,984</u>	<u>16,218</u>	<u>133,202</u>
<b>Net income/(expenditure)</b>	<u>2,305</u>	<u>(1,268)</u>	<u>1,037</u>
<b>Reconciliation of funds</b>			
<b>Total funds brought forward</b>	<u>540,167</u>	<u>5,783</u>	<u>545,950</u>
<b>Total funds carried forward</b>	<u>542,472</u>	<u>4,515</u>	<u>546,987</u>

**8. Prior year adjustment**

The Trustees have changed how income and expenditure are allocated to the various activities undertaken by the charity along with the allocation of support costs thereon, to reflect the current position. The figures in the comparative period have been restated accordingly with no effect on the surplus for that year.

In addition to the above, the prior year's figures have been adjusted for errors in the values of certain items of the balance sheet. This has resulted in an increase in the stated unrestricted reserves for that year of £5,690.

**9. Tangible fixed assets**

	Long leasehold £	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
<b>Cost</b>					
At 1 April 2017	528,157	82,764	38,904	28,585	678,410
Additions	-	-	-	431	431
At 31 March 2018	<u>528,157</u>	<u>82,764</u>	<u>38,904</u>	<u>29,016</u>	<u>678,841</u>
<b>Depreciation</b>					
At 1 April 2017	66,606	79,803	37,300	27,436	211,145
Charge for year	3,521	592	401	527	5,041
At 31 March 2018	<u>70,127</u>	<u>80,395</u>	<u>37,701</u>	<u>27,963</u>	<u>216,186</u>
<b>Net book value</b>					
At 31 March 2018	<u>458,030</u>	<u>2,369</u>	<u>1,203</u>	<u>1,053</u>	<u>462,655</u>
At 31 March 2017	<u>461,551</u>	<u>2,961</u>	<u>1,604</u>	<u>1,149</u>	<u>467,265</u>

**10. Debtors: amounts falling due within one year**

	2018 £	2017 as restated £
Trade debtors	11,689	6,414
Other debtors	765	-
Prepayments and accrued income	4,001	2,533
	<u>16,455</u>	<u>8,947</u>

**11. Creditors: amounts falling due within one year**

	2018 £	2017 as restated £
Trade creditors	1,571	3,594
Other creditors	-	216
Accruals and deferred income	16,126	4,649
	<u>17,697</u>	<u>8,459</u>

**A** (a)

Forest Forge Theatre Company

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

12. Movement in funds

	At 1/4/17 £	Net movement in funds £	Transfers between funds £	At 31/3/18 £
<b>Unrestricted funds</b>				
General fund	487,472	(13,165)	55,000	529,307
Designated fund	55,000	-	(55,000)	-
	<u>542,472</u>	<u>(13,165)</u>	<u>-</u>	<u>529,307</u>
<b>Restricted funds</b>				
Children In Need	4,515	(4,515)	-	-
	<u>546,987</u>	<u>(17,680)</u>	<u>-</u>	<u>529,307</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	143,104	(156,269)	(13,165)
<b>Restricted funds</b>			
Children In Need	-	(4,515)	(4,515)
Zich Trust	5,000	(5,000)	-
Hampshire County Councillors Grants	2,000	(2,000)	-
Ringwood School	1,000	(1,000)	-
	<u>8,000</u>	<u>(12,515)</u>	<u>(4,515)</u>
<b>TOTAL FUNDS</b>	<u>151,104</u>	<u>(168,784)</u>	<u>(17,680)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

## 12. Movement in funds - continued

## Comparatives for movement in funds

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
<b>Unrestricted Funds</b>			
General fund	485,167	2,305	487,472
Designated fund	55,000	-	55,000
	<u>540,167</u>	<u>2,305</u>	<u>542,472</u>
<b>Restricted Funds</b>			
Children In Need	5,783	(1,268)	4,515
	<u>5,783</u>	<u>(1,268)</u>	<u>4,515</u>
<b>TOTAL FUNDS</b>	<u>545,950</u>	<u>1,037</u>	<u>546,987</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	119,289	(116,984)	2,305
<b>Restricted funds</b>			
Children In Need	9,950	(11,218)	(1,268)
Zich Trust	5,000	(5,000)	-
	<u>14,950</u>	<u>(16,218)</u>	<u>(1,268)</u>
<b>TOTAL FUNDS</b>	<u>134,239</u>	<u>(133,202)</u>	<u>1,037</u>

The Children In Need fund relates to monies received to aid in the provision of drama workshops and group theatre work for children and young people from settled gypsy and traveller communities.

Funds from the Zich Trust, Hampshire County Councillors and Ringwood School were provided to fund the Elevate Project. The Elevate Project aims to enable school children to produce and perform in their own shows.

Designated funds had previously been set aside for expected staff costs. The Trustees believe this no longer to be required and the funds have been transferred to unrestricted funds accordingly.

## 13. Related party disclosures

There were no related party transactions for the year ended 31 March 2018.







# Ringwood Town Council Grant Aid

A (b)

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	New Forest Disability Information Service
Charity Registration Number (if appropriate)	1104589
Postal Address for the organisation (if there is one)	6-8 Osborne Road New Milton BH25 6AD
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/> yes

### Details of Grant Request

Amount requested	£ At your discretion please
What is the purpose of the grant?	<p>To support Ringwood residents with free, impartial, confidential disability related information and advice.</p> <p>We particularly seek support for home visits for housebound clients unable to travel to appointments at our office for welfare benefit applications and casework advice.</p> <p>To support our monthly Outreach at Ringwood Library for drop-in enquiries.</p> <p>Our Service is available to disabled people, their families, carers and any resident of Lyndhurst requiring our advice.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>By receiving free, impartial, disability related information, advice and guidance in particular we are specialists in disability related welfare benefits, daily living aids and mobility equipment. Helping them with any area of living with a disability so they may maximise what they can achieve. Securing their correct welfare benefits can help greatly.</p>

**A** (b)

How many Ringwood people would benefit?	87 people from Ringwood received advice last year.
Total cost of project	£95,000 whole service on average a home visit and follow on work costs us £75 per person.

**Information about your Organisation**

Membership:	What facilities do you provide?  Telephone Helpline and main office/shop open weekdays in New Milton for drop in clients and appointments. Numerous outreach services across the New Forest. Home visits to the housebound for welfare benefits.
Subscription: £	
Names of competing or similar organisations	There are no charities (or organisations) that handle our level of specialist advice work for anyone, any age with any disability, their families, carers or professionals in the New Forest area.
Please tick to confirm that payment details have been provided on page 1	<input type="checkbox"/> yes

**Funds available to your organisation**

(apart from this grant application)

Cash in hand: £ 47,295.23	Annual income: £84k normal year £111k last year due to expansion project income/expenditure were higher	
Other sponsoring bodies and amounts donated by them	Henry Smith Charity	£7,900
	NFDC	£10,000
	Burry Foundation	£1,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	All Town and Parish Councils for support in their area for their parishioners	

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	

## New Forest Disability Information Service

### Statement of Financial Activities

Year Ended 31 March 2019

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income from:</b>				
Voluntary income	3	111,143	41,342	152,485
Investment income	4	54	-	54
Total Income		<u>111,197</u>	<u>41,342</u>	<u>152,539</u>
<b>Expenditure on:</b>				
Charitable activities	5	<u>(107,922)</u>	-	<u>(107,922)</u>
Total Expenditure		<u>(107,922)</u>	-	<u>(107,922)</u>
Net income		3,275	41,342	44,617
Transfers between funds		-	<u>(39,003)</u>	<u>(39,003)</u>
Net movement in funds		3,275	2,339	5,614
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>57,832</u>	-	<u>57,832</u>
Total funds carried forward	15	<u>61,107</u>	<u>2,339</u>	<u>63,446</u>
			<b>Unrestricted funds £</b>	<b>Total 2018 £</b>
<b>Income from:</b>				
Voluntary income	3		88,977	88,977
Investment income	4		84	84
Total Income			<u>89,061</u>	<u>89,061</u>
<b>Expenditure on:</b>				
Charitable activities	5		<u>(84,652)</u>	<u>(84,652)</u>
Total Expenditure			<u>(84,652)</u>	<u>(84,652)</u>
Net income			<u>4,409</u>	<u>4,409</u>
Net movement in funds			4,409	4,409
<b>Reconciliation of funds</b>				
Total funds brought forward			<u>53,423</u>	<u>53,423</u>
Total funds carried forward	15		<u>57,832</u>	<u>57,832</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2018 is shown in note 15.

**A** (b)**New Forest Disability Information Service**

## Balance Sheet

31 March 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible assets	10	2,770	3,466
<b>Current assets</b>			
Debtors	11	1,275	-
Cash at bank and in hand		<u>87,626</u>	<u>75,656</u>
		88,901	75,656
<b>Creditors: Amounts falling due within one year</b>	12	<u>(16,225)</u>	<u>(21,290)</u>
<b>Net current assets</b>		<u>72,676</u>	<u>54,366</u>
<b>Total assets less current liabilities</b>		75,446	57,832
<b>Provisions</b>	13	<u>(12,000)</u>	-
<b>Net assets</b>		<u><u>63,446</u></u>	<u><u>57,832</u></u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		2,339	-
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>61,107</u>	<u>57,832</u>
<b>Total funds</b>	15	<u><u>63,446</u></u>	<u><u>57,832</u></u>

For the financial year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

## New Forest Disability Information Service

### Notes to the Financial Statements

Year Ended 31 March 2019

#### 3 Income

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Voluntary income;				
Grants receivable	79,380	-	79,380	57,273
Sales of donated goods	11,748	-	11,748	11,503
General donations	13,657	41,342	54,999	9,601
Consultancy and training	-	-	-	625
Commission on equipment sales	1,224	-	1,224	1,446
General fundraising	5,134	-	5,134	8,529
	<u>111,143</u>	<u>41,342</u>	<u>152,485</u>	<u>88,977</u>

#### 4 Investment income

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	54	54	84
	<u>54</u>	<u>54</u>	<u>84</u>

**A** (b)

## New Forest Disability Information Service

### Notes to the Financial Statements

Year Ended 31 March 2019

#### 5 Expenditure on charitable activities

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
Fundraising costs	1,464	1,464	1,607
Wages and salaries	50,919	50,919	47,283
Staff NIC (Employers)	1,970	1,970	1,584
Travelling	3,013	3,013	2,955
Rent, rates and utilities	15,969	15,969	8,821
Insurance	1,628	1,628	1,281
Equipment repairs and renewals	1,422	1,422	1,546
Telephone	7,432	7,432	6,706
Postage, printing and stationery	2,024	2,024	2,739
Subscriptions	303	303	187
Equipment hire	1,234	1,234	2,511
Sundry expenses	1,614	1,614	1,444
Publicity	1,141	1,141	833
Legal and professional fees	2,957	2,957	2,340
Dilapidations	12,000	12,000	-
Depreciation	696	696	781
	<u>105,786</u>	<u>105,786</u>	<u>82,618</u>

In addition to the expenditure analysed above, there are also governance costs of £2,136 (2018 - £2,034) which relate directly to charitable activities and comprise independent examiner's fee.

**New Forest Disability Information Service**

Notes to the Financial Statements

Year Ended 31 March 2019

**6 Net incoming/outgoing resources**

Net incoming resources for the year include:

	<b>2019</b>	<b>2018</b>
	£	£
Depreciation of fixed assets	<u>696</u>	<u>781</u>

**7 Trustees remuneration and expenses**

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

**8 Staff costs**

The aggregate payroll costs were as follows:

	<b>2019</b>	<b>2018</b>
	£	£
<b>Staff costs during the year were:</b>		
Wages and salaries	50,919	47,283
Social security costs	<u>1,970</u>	<u>1,584</u>
	<u>52,889</u>	<u>48,867</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	<b>2019</b>	<b>2018</b>
	No	No
Management and administration	<u>5</u>	<u>5</u>

No employee received emoluments of more than £60,000 during the year.

**A** (b)**New Forest Disability Information Service**

## Notes to the Financial Statements

Year Ended 31 March 2019

**9 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

**10 Tangible fixed assets**

	Short leasehold property £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2018	3,192	22,293	25,485
Additions	39,003	-	39,003
Contributions received	(39,003)	-	(39,003)
At 31 March 2019	<u>3,192</u>	<u>22,293</u>	<u>25,485</u>
<b>Depreciation</b>			
At 1 April 2018	2,946	19,073	22,019
Charge for the year	213	483	696
At 31 March 2019	<u>3,159</u>	<u>19,556</u>	<u>22,715</u>
<b>Net book value</b>			
At 31 March 2019	<u>33</u>	<u>2,737</u>	<u>2,770</u>
At 31 March 2018	<u>246</u>	<u>3,220</u>	<u>3,466</u>

**11 Debtors**

	<b>2019</b>
	<b>£</b>
Other debtors	<u>1,275</u>

**12 Creditors: amounts falling due within one year**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	1,580	904
Other creditors	10,305	7,801
Deferred income	4,340	12,585
	<u>16,225</u>	<u>21,290</u>



## New Forest Disability Information Service

### Notes to the Financial Statements

Year Ended 31 March 2019

#### 13 Provisions

The terms of the lease on the first floor of the charity's offices at Osborne Road require that, on the termination of the lease, the lift is removed and the property is restored to its condition at the commencement of the lease. It is considered prudent to provide for the cost of this work, which has been estimated at £12,000.

#### 14 Commitments

##### Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £25,500 (2018 - £1,465).

#### 15 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>					
Unrestricted general funds	28,257	111,197	(107,922)	(2,000)	29,532
Unrestricted designated funds	29,575	-	-	2,000	31,575
<b>Total unrestricted funds</b>	57,832	111,197	(107,922)	-	61,107
Restricted Funds	-	41,342	-	(39,003)	2,339
<b>Total funds</b>	57,832	152,539	(107,922)	(39,003)	63,446
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>					
Unrestricted general funds	25,848	89,061	(84,652)	(2,000)	28,257
Unrestricted designated funds	27,575	-	-	2,000	29,575
<b>Total funds</b>	53,423	89,061	(84,652)	-	57,832





## 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 Concerts
Charity Registration Number (if appropriate)	289919
Postal Address for the organisation (if there is one)	Scots Orchard, Frogham Hill, Stuckton, Fordingbridge SP6 2HH
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/>

#### Details of Grant Request

Amount requested	£ 500
What is the purpose of the grant?	<p>We urgently need to update our website; it is old and not flexible and can only be used by the person who set it up (it was originally set up as a training tool). On line ticket sales, booked via the website, have increased considerably over the last 2 years but we are unable to access some detailed reports we need.</p> <p>We also need to continue to update our publicity equipment.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Th smooth running of the concerts and the ease of purchasing tickets enable many local people especially those who are elderly and/or disabled,, to attend first class quality classical music concerts at an affordable price. We do not charge children under 16 and these numbers have also increased. We are very keen to encourage this and our concerts are easily accessible for local children</p>

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How many Ringwood people would benefit?	700
Total cost of project	£700 to £1,000

**Information about your Organisation**

Membership: £20	What facilities do you provide?
Subscription: £15 per ticket	
Names of competing or similar organisations	None in this area
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

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

Cash in hand: £12,798§	Annual income: £14,000	
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Hampshire County councillor Grant. £1,000 Fordingbridge Town Council. £250	

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	

## REVIEW OF AIMS AND OBJECTIVES

The season 2018-2019 was arguably one of the best the Society has enjoyed. We have been able to offer audiences a wide range of concert choices, and have witnessed some excellent houses, both in Ringwood and in Fordingbridge, in each of which venues we have mounted three concerts. By virtue of some most generous grants and donations, notably a donation of £1700 from the Rotary club of Ringwood through the good offices of Trustee Roger Bettle, a generous grant of £1000 from Hampshire County Council, as well as a County Councillor's grant of £1000 obtained by Councillor Michael Thierry, and grants from Ringwood and Fordingbridge Town Councils, we have also ended the season once again with a surplus of income over expenditure. We wish to record our sincere gratitude to all donors and fundraisers for their generous support, enabling us to bring first class classical music at an affordable ticket price to the Avon Valley.

We are also most indebted to the Ministers and Elders of Trinity Church Ringwood, and Fordingbridge United Reformed Church for making their comfortable premises available for our concerts.

In a slight change to previous years, and in an attempt to broaden our membership, we offered a basic membership fee but with heavily discounted ticket prices for patrons and season tickets, so that these cost the same as last year, as was our basic ticket price. We continue to offer heavily discounted tickets to bona fide students, and free entry to accompanied children. We are delighted that there has been a small but significant increase in the number of children attending, notably for Craig Ogden's guitar concert. We are grateful again to our ticket outlets, Greyfriars Community Association, Grants of Ringwood and the Fordingbridge Bookshop. We must also report an increase in on-line sales through the efforts of Web Manager Verity Ruecker. Links and reciprocal discounts continue with other local Chamber Music Societies, and we are especially grateful to BCMS for advertising all our concerts in their programmes.

A new venture this year was to offer towards the end of the season minibus transport between Ringwood and Fordinbridge, recognising that many of our audience are deterred by the journey, or indeed have no transport of their own. Greyfriars have generously made a minibus available for this purpose, and provided a driver. We intend that next season this will be available for all of our concerts.

We could not function without the huge effort of many volunteers, whose time and expertise is invaluable. The placing of advertising posters; the care of our artists, which includes catering for, transporting, and sometimes hosting them; writing programme notes, housekeeping at concerts, including box office duties, providing and selling refreshments, selling programmes and raffle tickets, arranging furniture and clearing up after concerts, as well as general stewarding duties sometimes stretch our resources, but are all provided willingly. We are however in real and urgent need of more volunteers - we cannot take for granted that people will continue indefinitely. We are grateful to them all - and this year

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must give particular thanks to Verity and Michael Ruecker who after several years sterling work providing refreshments are retiring from that role. Happily we have new volunteers for this at both of our venues.

Next season's programme already put in place by Programme Secretary Bob Maddock is exciting and ambitious and we look forward to it with eager anticipation. But we really do need more helpers to share the load: we will be more than happy to hear from potential volunteers, especially, but not exclusively, to help distribute advertising posters, to assist in clearing after concerts, particularly in Ringwood, and other help on concert evenings.

**On behalf of the Trustees**

**Canon John Turpin  
Chairman**

**AVON VALLEY CONCERTS  
RECEIPTS AND PAYMENT ACCOUNTS  
FOR THE YEAR ENDED 30<sup>th</sup> APRIL 2019**

<b>RECEIPTS</b>		<b>Unrestricted Funds 2019 £</b>	<b>Unrestricted Funds 2018 £</b>
Patrons and Members		2,860	2,950
Grants & Donations	<b>1</b>	4,525	4,220
Ticket sales		6,378	6,170
Misc concert sales	2	1,208	1,315
Fundraising		0	494
Investment Income		16	7
<b>TOTAL RECEIPTS</b>		<b>14,987</b>	<b>15,156</b>
<b>PAYMENTS</b>		<b>£</b>	<b>£</b>
Fees paid to Artists		7,060	6,975
Hire of instruments & Venues	3	2,253	2,909
Fund raising activities	4	1,218	1,181
Administration	5	1,058	885
<b>TOTAL PAYMENTS</b>		<b>11,589</b>	<b>11,950</b>
<b>NET RECEIPTS FOR THE YEAR</b>		<b>3,398</b>	<b>3,206</b>
Cash funds at 30th April 2018		9,370	6,164
<b>Cash funds at 30th April 2019</b>		<b>12,768</b>	<b>9,370</b>

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**AVON VALLEY CONCERTS  
STATEMENT OF ASSETS AND LIABILITIES  
AT 30<sup>th</sup> APRIL 2019**

	<b>Unrestricted Funds 2019 £</b>	<b>Unrestricted Funds 2018 £</b>
<b>CASH FUNDS</b>		
COIF Charities Deposit Funds	3,000	3,000
Nat West bank	9,625	6,230
Petty Cash	143	140
	<b>12,768</b>	<b>9,370</b>

Approved by the Trustees and signed on their behalf by:

Canon John Turpin  
Chairman

Date:



**AVON VALLEY CONCERTS**  
**SUPPLEMENTARY NOTES – YEAR ENDED 30<sup>th</sup> APRIL 2019**

<b>INCOME</b>	<b>NOTES</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>Grants and Donations</b>	<b>1</b>		
Hampshire County Council		1,000	1,250
Hampshire County Councillor		1,000	1,000
New Forest District Council		0	1,000
Ringwood Town Council		500	500
Fordingbridge Town Council		250	250
Sundry Donations		75	50
Ringwood Rotary		1,700	0
Waitrose Green Disc award		0	170
<b>Total</b>		<b>4,525</b>	<b>4,220</b>
<b>Miscellaneous Concert Sales</b>	<b>2</b>		
Refreshments		604	576
Raffles		321	396
Programmes		283	343
<b>Total</b>		<b>1,208</b>	<b>1,315</b>
<b>Fundraising</b>		<b>0</b>	<b>494</b>
<b>PAYMENTS</b>			
<b>Hire of Instruments &amp; Venues</b>	<b>3</b>		
Piano Hire, transport and tuning		1,860	2,450
Venues		393	459
<b>Total</b>		<b>2,253</b>	<b>2,909</b>
<b>Fundraising Activities</b>	<b>4</b>		
Brochures		177	715
Posters		209	195
Poster frames & accessories		426	0
Bridge Drive		0	84
Refreshments		168	135
Equipment		150	0
Miscellaneous		88	52
<b>Total</b>		<b>1,218</b>	<b>1,181</b>
<b>Administration</b>	<b>5</b>		
Affiliation Fee - Making Music		239	233
Greyfriars		164	40
Insurance		43	43
Postage & Stationery		122	64
Tickets		104	103
Travel costs for Artists		386	402
<b>Total</b>		<b>1,058</b>	<b>885</b>

**B**

**RINGWOOD TOWN COUNCIL**

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th September 2019



# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO 01/07/19	01/07/19	211		£80.00	£0.00	£80.00	P&F	TLC Online	July 2019 2000/1/14
DD 01/07/19	01/07/19	212		£403.00	£0.00	£403.00	RLOS	New Forest District Council	Rates Cemetery July 2019 3200/1/5
DD 01/07/19	01/07/19	213		£190.00	£0.00	£190.00	P&F	New Forest District Council	Rates Carvers Clubhouse July 2019 2802/1/6
SO 01/07/19	01/07/19	214		£212.40	£35.40	£177.00	P&F	Just Health & Safety	July 2019 2000/1/4
DD 01/07/19	01/07/19	215		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Photocopier 01/07/19-30/09/19 2000/1/9
B/Card 01/07/19	01/07/19	291		£301.34	£28.85	£272.49	P&F	Barclay Card	Carvers Clubhouse - May/June 2019 Statement 2802/3/1
B/Card 01/07/19	01/07/19	292		£127.89	£16.57	£111.32	P&F	Barclay Card	Carvers Clubhouse - May/June Statement 2802/2/1
		120/1		£13.80	£2.30	£11.50	P&F	Hampshire County Council	960812 - sanitiser wipes 2000/3/4
		120/2		£33.70	£5.62	£28.08	P&F	Hampshire County Council	816100 - hand towels 2000/3/4
		120/3		£16.18	£2.70	£13.48	P&F	Hampshire County Council	816200 - toilet rolls 2000/3/4
		120/4		£0.40	£0.07	£0.33	P&F	Hampshire County Council	846606 - staples 26/6/mm 2000/1/8
		120/5		£1.50	£0.25	£1.25	P&F	Hampshire County Council	858822 - sellotape 2000/1/8
		120/6		£5.00	£0.83	£4.17	P&F	Hampshire County Council	788203 - magnets 2000/1/8
29	02/07/19	120	RTC803096	£70.58	£11.77	£58.81		Hampshire County Council	split/part order 2000/3/4
29	02/07/19	200		£1,050.00	£175.00	£875.00	RLOS	Redlynch Leisure	repair 4no damaged areas of wetpour and regulate sub-base at Toad Corner Play Area (as per email dated 24.05.19). 3000/2/16
29	02/07/19	201		£34.00	£0.00	£34.00	P&F	Taste Vending Ltd	Bluemountain filter coffee - 50 x 60g bag 2802/3/1
29	02/07/19	202		£117.96	£19.66	£98.30	RLOS	Pete Alvis	2 new taps at Southampton Road allotments 3300/2/1
		203/1		£16.86	£2.82	£14.04	RLOS	Hampshire County Council	816100 - blue paper towels 3200/1/4
		203/2		£0.19	£0.03	£0.16	P&F	Hampshire County Council	925771 - medium bandage 2000/2/1
		203/3		£3.26	£0.54	£2.72	P&F	Hampshire County Council	913200 - burn gel dressing 2000/2/1
		203/4		£5.22	£0.87	£4.35	P&F	Hampshire County Council	945798 - mini ice pack 2000/2/1
		203/5		£2.12	£0.35	£1.77	P&F	Hampshire County Council	765101 - Tork Facial Face Tissues 2000/2/1
31	02/07/19	203	RTC803151	£27.65	£4.61	£23.04		Hampshire County Council	split/part order 3200/1/4
30	02/07/19	204		£730.12	£0.00	£730.12	RLOS	Bournemouth Water	For services at Allotments Off Southampton Road 13 October 2018 to 30 April 2019 3300/1/1
		209/1		£21.98	£3.65	£18.33	P&F	Hampshire County Council	819309 - Green paper (box of 5 reams) 2000/1/8
		209/2		£22.00	£3.67	£18.33	P&F	Hampshire County Council	819312 - Canary paper (box of 5 reams) 2000/1/8
		209/3		£22.02	£3.67	£18.35	P&F	Hampshire County Council	819324 - Cream paper 2000/1/8

# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			209/4	£12.38	£2.06	£10.32	P&F	Hampshire County Council	757123 - black lever arch files (1 x box)	2000/1/8
			209/5	£9.58	£1.60	£7.98	P&F	Hampshire County Council	164829 - vinyl gloves (large)	2000/3/4
			209/6	£3.46	£0.58	£2.88	P&F	Hampshire County Council	598359 - Viakal limescale remover	2000/3/4
			209/7	£1.31	£0.22	£1.09	P&F	Hampshire County Council	600430 - sponge	2000/3/4
			209/8	£7.31	£1.22	£6.09	RLOS	Hampshire County Council	951012 - Nitrile gloves (medium)	3000/1/5
			209/9	£7.31	£1.22	£6.09	RLOS	Hampshire County Council	951024 - Nitrile gloves (large)	3000/1/5
31	02/07/19	209	RTC803164	£107.35	£17.89	£89.46		Hampshire County Council	split/part order	2000/1/8
29	02/07/19	210		£34.00	£0.00	£34.00	P&F	Taste Vending Ltd	Bluemountain filter coffee - 50 x 60g bag	2802/3/1
33	09/07/19	174		£18.00	£0.00	£18.00	P&F	Meg's Cakeaway	12 chocolate Brownies 6 Rocky Road	2802/3/1
33	09/07/19	175		£24.00	£0.00	£24.00	P&F	Meg's Cakeaway	12 Rocky Road slices 12 Crème Egg brownies	2802/3/1
33	09/07/19	176		£24.00	£0.00	£24.00	P&F	Meg's Cakeaway	12 Chocolate Brownies 12 Rocky Road	2802/3/1
32	09/07/19	217		£1,273.38	£212.23	£1,061.15	PT&E	Johnsons Wellfield	For: Crossland Hill Stone - Classic buff - memorial quality as per quotation JWQ 13006 PS - 06/06/2019 40 memorials - 240 x 240 x 80mm @ £17.25 each 2 memorials - 240 x 1000 x 80mm @ £72.45 each 1 memorial - 400 x 300 x 80mm @ £36.25 For delivery to David Brown Sundials, Gibbs Orchard, Sutton Road, Sommerton, Somerset TA11 6QP on one pallet @ £85.00.	4050/1
35	09/07/19	220		£55.00	£0.00	£55.00	P&F	Sarah Pestrige	First Aid Training for Albert Krakers - staff member at Carvers Clubhouse.	2802/2/6
34	09/07/19	221		£14.10	£2.35	£11.75	RLOS	Eco Sustainable Solutions	1 x ton Topsoil	3000/2/3
34	09/07/19	222		£13.06	£2.18	£10.88	RLOS	Eco Sustainable Solutions	Top soil for Carvers	3000/2/3
34	09/07/19	223		£18.79	£3.13	£15.66	RLOS	Eco Sustainable Solutions	Soil for 10 Acre	3000/2/5
			224/1	£10.00	£1.67	£8.33	P&F	Community First New Forest	DBS Admin fee	2801/1
			224/2	£44.00	£0.00	£44.00	P&F	Community First New Forest	DBS Check	2801/1
35	09/07/19	224	RTC803183	£54.00	£1.67	£52.33		Community First New Forest	Enhanced DBS check for Albertus Krakers	2801/1
34	09/07/19	225		£231.00	£0.00	£231.00	P&F	Sarah Clift	For consultancy services as Detached Youth Worker May-June 2019	2802/2/1

# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
34	09/07/19	227		£174.31	£29.05	£145.26	P&F	New Forest Ice Cream	Assortment of ice cream for Carvers Clubhouse.	2802/3/1
34	09/07/19	228		£527.03	£87.84	£439.19	RLOS	New Forest District Council	Dog Waste Collection Dog Bin emptying service	3000/6/1
34	09/07/19	229		£1,049.75	£0.00	£1,049.75	RLOS	Environment Agency	Poulner Lakes, North Poulner Road charge period 01.04.19 - 31.03.20 Permit Ref: 023650	3000/1/3
		230/1		£10.00	£1.67	£8.33	P&F	Community First New Forest	DBS Admin Fee	2801/1
		230/2		£44.00	£0.00	£44.00	P&F	Community First New Forest	DBS check	2801/1
35	09/07/19	230	RTC803155	£54.00	£1.67	£52.33		Community First New Forest	Enhanced DBS check for Sarah Clift	2801/1
34	09/07/19	231		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Management	Contract No.2383 - 01/06/19 - 30/06/19 Regular Rental	3000/3/4
34	09/07/19	232		£611.54	£101.92	£509.62	RLOS	T H White	Aerator - small replacement parts and carriage.	3200/2/1
34	09/07/19	233		£32.40	£5.40	£27.00	RLOS	Aquam Water Services	Standpipe hire 22mm Bournemouth Water Meter + Double Check Valve £30.00 per week for 2 days (hire continues...) Delivery	3000/1/8
34	09/07/19	234		£1,015.20	£169.20	£846.00	RLOS	Peter Noble	Stihl Long Reach Cutter @ £485.50 Stihl HS82 hedge trimmer @ £360.50	3000/3/1
34	09/07/19	235		£279.82	£46.64	£233.18	P&F	Central Computer Management Ltd	Payroll Processing RTC Quarterly (01/07/2019-30/09/2019) Postage & Packaging	2310/1
36	09/07/19	236		£15.97	£2.66	£13.31	RLOS	Screwfix	Cloth tape white 50mm x 25mm Magnusson 18" First Fix Wood Saw	3000/2/1
DD 10/07/19	10/07/19	216		£51.37	£8.56	£42.81	RLOS	UK Fuels Ltd	May 2019	3000/1/10
BGC 12/07/19	12/07/19	246		£132.00	£22.00	£110.00	P&F	Austin & Wyatt	July 2019 Fees	2400/19
BGC 12/07/19	12/07/19	247		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord Reg Fee July 2019	2400/19
DD 15/07/19	15/07/19	245		£123.41	£5.88	£117.53	PT&E	Southern Electric Power Distribution plc	Carvers Street Lighting Qtr1 19/20	4000/1/2
37	16/07/19	237		£727.74	£121.29	£606.45	RLOS	Peter Noble	Major Roller Mower 8000 replacing blades and strengthening plates.	3000/3/2
37	16/07/19	238		£22.46	£3.74	£18.72	RLOS	Eco Sustainable Solutions	Eco soil for Fordingbridge Recreation Ground.	3000/2/9
37	16/07/19	239		£414.85	£69.14	£345.71	RLOS	England Garden Machinery	mower blade sharpening	3000/3/2
37	16/07/19	240		£96.00	£16.00	£80.00	P&F	Central Southern Security	Annual Maintenance of CCTV System To supply batteries x 7 The Cemetery, Hightown Road	2400/15



# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
37	16/07/19	241		£188.62	£31.44	£157.18	P&F	Peter Noble	repair work on container at cemetery and steel plates.	2100/4
37	16/07/19	242		£172.80	£28.80	£144.00	RLOS	Peter Noble	Telescopic post (drop-down bollard) for entrance to Jubilee Gardens	3000/2/9
BP 16/07/19	16/07/19	248		£7,177.26	£0.00	£7,177.26	P&F	Hampshire County Council	Pension June 2019	2600/1/3
BGC 17/07/19	17/07/19	249		-£65.58	-£3.12	-£62.46	RLOS	Utility Warehouse	UW Pavilion Sports Ground - Refund	3000/1/1
38	17/07/19	250		£19.19	£3.20	£15.99	P&F	Freeola Ltd	SSL Certificate - Domain Validated (1yr)	2000/1/14
DD 19/07/19	19/07/19	251		£35.29	£0.00	£35.29	P&F	Worldpay	Worldpay Carvers C/House July 2019	2802/2/4
BGC 19/07/19	19/07/19	253		-£150.00	£0.00	-£150.00	P&F	Austin & Wyatt	Refund of £150 held on account for electricity check	2100/3
PAY 19/07/19	19/07/19	254		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges - July 2019	10111
DD 22/07/19	22/07/19	252		£5,541.14	£0.00	£5,541.14	P&F	Inland Revenue	June 2019	2600/1/2
39	22/07/19	255		£1,354.80	£225.80	£1,129.00	RLOS	WP Group (Upton Oil)	1000ltr of white diesel to be delivered to Ringwood Cemetery, Hightown Road, Ringwood.	3000/1/10
39	22/07/19	256		£2,100.00	£350.00	£1,750.00	RLOS	Fleet Line Markers	1000 Liters of white line marking paint.	3000/2/9
39	22/07/19	257		£59.40	£9.90	£49.50	P&F	Vortex Designs	2 x Freya white blouse	2000/3/4
39	22/07/19	258		£375.00	£0.00	£375.00	P&F	Dr S G Houghton and Dr GBS Houghton	Ill health retirement administration Re: CS IHR application - review of medical evidence and submission of report.	2400/18
39	22/07/19	259		£30.96	£5.16	£25.80	RLOS	Francis Carne Associates	50 x dog fouling stickers + P&P	3000/6/2
39	22/07/19	260		£145.98	£24.33	£121.65	P&F	Itec	copies charged - invoice 286687	2000/1/9
40	22/07/19	261		£78.72	£13.12	£65.60	RLOS	Elliott Brothers Ltd	1 ton gravel	3000/2/3
		266/1		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	Tractor shed - Carvers	3000/2/3
		266/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	container at cemetery	3200/2/1
41	23/07/19	266	RTC803203	£72.00	£12.00	£60.00		Insight Security & Facilities Ltd	For alarm response during June 2019	3000/2/3
41	23/07/19	267		£169.20	£28.20	£141.00	RLOS	SCS Spreader & Sprayer Testing Ltd	Spray up to 17m - 1 machine NSTS Certificate 243238	3000/3/2
DD 24/07/19	24/07/19	243		£74.99	£12.50	£62.49	P&F	EBS (UK) Ltd	July 2019	2501/3
DD 25/07/19	25/07/19	268		£24,990.15	£0.00	£24,990.15	P&F	Salaries	Salaries - July 2019	2600/1/2
		269/1		£80.00	£0.00	£80.00	RLOS	Pete Best	work at Castleman Way at rear of property to lift 4 oak trees over car park	3000/2/11
		269/2		£180.00	£0.00	£180.00	RLOS	Pete Best	Thin Holm Oak trees overhanging garden	3000/2/11

# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			269/3	£80.00	£0.00	£80.00	RLOS	Pete Best	Remove rubbing Holm Oak	3000/2/11
			269/4	£160.00	£0.00	£160.00	RLOS	Pete Best	Raised 8 other variety of trees	3000/2/11
42	29/07/19	269	RTC803188	£500.00	£0.00	£500.00		Pete Best	split/part order	3000/2/11
42	29/07/19	270		£250.00	£0.00	£250.00	P&F	Sgt Raymond Dean and The Pilots of Ibsley Day	Grant towards Sgt Raymond Dean and the Pilots of Ibsley Day to help with cost of event.	2210/1
PAY 29/07/19	29/07/19	272		£16.00	£0.00	£16.00	P&F	Lloyds Bank	Bank Charges - July 2019	2000/1/18
B/Card 29/07/19	29/07/19	293		£434.59	£39.43	£395.16	P&F	Barclay Card	Carvers Clubhouse - June/July Statement	2802/3/1
B/Card 29/07/19	29/07/19	294		£6.50	£1.08	£5.42	P&F	Barclay Card	Carvers Clubhouse - June/July Statement	2802/2/1
Bcard 29/07/19	29/07/19	295		£44.03	£7.35	£36.68	P&F	Barclay Card	Carvers Clubhouse - June/July Statement	2802/2/2
B/Card 29/07/19	29/07/19	296		£93.96	£0.00	£93.96	P&F	Barclay Card	Carvers Clubhouse - June/July Statement	2802/2/2
SO 30/07/19	30/07/19	271		£212.40	£35.40	£177.00	P&F	Just Health & Safety	August 2019	2000/1/4
		273/1		£8.85	£1.48	£7.37	P&F	Hampshire County Council	750322 Manilla envelopes - C5, 229x162mm (pk of 500)	2000/1/8
		273/2		£8.18	£1.36	£6.82	P&F	Hampshire County Council	750425 C4 Manilla envelopes - 324x229mm (pk of 250)	2000/1/8
		273/3		£36.54	£6.09	£30.45	RLOS	Hampshire County Council	951012 Nitrile Gloves (medium)	3000/1/5
		273/4		£36.54	£6.09	£30.45	RLOS	Hampshire County Council	951024 Nitrile Gloves (large)	3000/1/5
		273/5		£18.00	£3.00	£15.00	P&F	Hampshire County Council	075228 Toilet Duck (1 case)	2802/1/1
		273/6		£10.30	£1.72	£8.58	P&F	Hampshire County Council	816300 Jumbo Toilet Rolls	2802/2/1
		273/7		£10.73	£1.79	£8.94	P&F	Hampshire County Council	816800 centrefeed hand towel (1 case)	2802/2/1
43	30/07/19	273	RTC803193	£129.14	£21.53	£107.61		Hampshire County Council	split/part order	2000/1/8
		274/1		£456.00	£76.00	£380.00	RLOS	New Forest Farm Machinery Ltd	Stihl BG86C Blower	3000/3/1
		274/2		£864.00	£144.00	£720.00	RLOS	New Forest Farm Machinery Ltd	Stihl HS82 24" Hedge Trimmer	3000/3/1
		274/3		£1,272.00	£212.00	£1,060.00	RLOS	New Forest Farm Machinery Ltd	Stihl FS410 Strimmer	3000/3/1
43	30/07/19	274	RTC803190	£2,592.00	£432.00	£2,160.00		New Forest Farm Machinery Ltd		3000/3/1
		262/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW Carvers C/House June 2019	3000/1/6
		262/2		£31.20	£5.20	£26.00	P&F	Utility Warehouse	UW Carvers C/House June 2019	2802/2/5



# Paid Expenditure Transactions

between 01/07/19 and 31/07/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			262/3	£169.67	£8.08	£161.59	P&F	Utility Warehouse	UW Carvers C/House June 2019	2802/1/3
			262/4	£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House June 2019	2802/1/3
DD 31/07/19	31/07/19	262		£213.27	£15.35	£197.92		Utility Warehouse	UW Carvers C/House June 2019	3000/1/6
			263/1	£43.79	£2.09	£41.70	RLOS	Utility Warehouse	UW Sports Pavilion June 2019	3000/1/1
			263/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion June 2019	3000/1/1
DD 31/07/19	31/07/19	263		£46.19	£2.49	£43.70		Utility Warehouse	UW Sports Pavilion June 2019	3000/1/1
			264/1	£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cemetery June 2019	3000/1/1
			264/2	£31.46	£5.24	£26.22	RLOS	Utility Warehouse	UW Cemetery June 2019	3200/1/6
			264/3	£40.71	£1.94	£38.77	RLOS	Utility Warehouse	UW Cemetery June 2019	3200/1/1
			264/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery June 2019	3200/1/1
DD 31/07/19	31/07/19	264		£104.57	£12.58	£91.99		Utility Warehouse	UW Cemetery June 2019	3000/1/1
DD 31/07/19	31/07/19	276		£55.00	£0.00	£55.00	P&F	Information Commissioners Office	Data protection fee renewal	2000/1/16
NFDC Tfr4 (Pt2)	31/07/19	285		£3.35	£0.00	£3.35	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R70974 Carvers C/House 25/06/19	2802/3/1
NFDC Tfr4 (Pt2)	31/07/19	286		£26.02	£1.43	£24.59	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R170227 Carvers C/House 01/07/19	2802/3/1
NFDC Tfr4 (Pt2)	31/07/19	287		£1.80	£0.00	£1.80	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R170448 Carvers C/House 08/07/19	2802/3/1
NFDC Tfr4 (Pt2)	31/07/19	288		£8.30	£0.00	£8.30	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R170447 Carvers C/House 15/07/19	2802/3/1
NFDC Tfr4 (Pt2)	31/07/19	289		£15.57	£0.00	£15.57	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R170540 Carvers C/House 22/07/19	2802/3/1
NFDC Tfr4 (Pt2)	31/07/19	290		£6.31	£1.05	£5.26	P&F	New Forest District Council	NFDC Tfr4 (Pt2) R170540 Carvers C/House 22/07/19 Deficit	2802/3/1
<b>Total</b>				£58,124.29	£2,607.22	£55,517.07				

# Paid Expenditure Transactions

between 01/08/19 and 31/08/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD 01/08/19	01/08/19	297		£403.00	£0.00	£403.00	RLOS	New Forest District Council	NFDC Rates Cemetery August 2019	3200/1/5
DD 01/08/19	01/08/19	298		£190.00	£0.00	£190.00	P&F	New Forest District Council	NFDC Rates Carvers C/House August 2019	2802/1/6
SO 01/08/19	01/08/19	299		£80.00	£0.00	£80.00	P&F	TLC Online	August 2019	2000/1/14
		275/1		£3,716.40	£619.40	£3,097.00	P&F	Clyde & Co Claims LLP	professional fees	2400/17
		275/2		-£3,097.00	£0.00	-£3,097.00	P&F	Clyde & Co Claims LLP	professional fees	2400/17
44	05/08/19	275	RTC803223	£619.40	£619.40	£0.00		Clyde & Co Claims LLP	Transaction net value £0.00 created in order to pay VAT on an insurance claim.	2400/17
44	05/08/19	278		£54.00	£9.00	£45.00	P&F	Ian Dods	Carvers Clubhouse - repairs to the fire exit door catch.	2802/1/1
44	05/08/19	279		£271.87	£45.31	£226.56	P&F	New Forest Ice Cream	Selection of ice cream for re-sale at Carvers Clubhouse.	2802/3/1
44	05/08/19	280		£299.54	£0.00	£299.54	P&F	Salisbury NHS Foundation Trust	Occupational Health - Report to Dr S Gillibrand.	2400/18
44	05/08/19	281		£228.00	£38.00	£190.00	P&F	RFS Technology	Annual Fire Alarm System Maintenance Inspection at Carvers Clubhouse.	2802/1/1
		282/1		£11.62	£1.94	£9.68	RLOS	Screwfix	outside tap for allotment site.	3300/2/1
		282/2		£29.99	£0.00	£29.99	RLOS	Screwfix	Sie Onys Safety Boots (size 10) - Stephen Smith	3000/1/5
45	05/08/19	282	RTC803221	£41.61	£1.94	£39.67		Screwfix	part/split order.	3300/2/1
45	05/08/19	283		£3.99	£0.67	£3.32	P&F	Screwfix	Flat Wood Bit 38mm - to drill holes in outdoor tables for parasols at Clubhouse.	2802/2/2
DD 07/08/19	07/08/19	277		£100.50	£16.75	£83.75	RLOS	UK Fuels Ltd	July 2019	3000/1/10
		284/1		£2,206.67	£367.78	£1,838.89	P&F	Clyde & Co Claims LLP	Professional fees	2400/17
		284/2		-£1,838.89	£0.00	-£1,838.89	P&F	Clyde & Co Claims LLP	Professional fees	2400/17
46	12/08/19	284	RTC803215	£367.78	£367.78	£0.00		Clyde & Co Claims LLP	invoice for VAT payment only Mrs Mandip Sahota - v - Ringwood Town Council	2400/17
46	12/08/19	300		£672.00	£112.00	£560.00	P&F	Intratest	Non-Destructive testing of steel rooted lighting columns for the attachments of banners and festive lights as per quote Q374/19 09.04.19	2400/18
									16 columns	
46	12/08/19	301		£210.00	£35.00	£175.00	P&F	Lamps & Tubes Illuminations Ltd	Christmas decorations - storage charges 27.05.19 - 04.08.19	2400/2
46	12/08/19	302		£1,830.00	£305.00	£1,525.00	P&F	Southern Internal Audit Partnership, HCC	Internal Audit 2018-19	2000/1/19

# Paid Expenditure Transactions

between 01/08/19 and 31/08/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
46	12/08/19	303		£58.46	£0.00	£58.46	P&F	TLC Online	1000 Ringwood Town Council letterheads (to include updated VAT No. and telephone number). 2000/1/8
47	12/08/19	304		£520.00	£0.00	£520.00	P&F	Tony Ring	Mayor's Allowance (50%) 2200/1/4
BGC 12/08/19	12/08/19	305		-£210.00	£0.00	-£210.00	P&F	New Forest District Council	Community grant Cllr J Heron Publicity posters 2200/1/5
48	12/08/19	306		£75.00	£0.00	£75.00	RLOS	Paul Ventham	Post Hole Auger 3000/3/1
		307/1		£165.60	£27.60	£138.00	RLOS	Aquam Water Services	01/07/2019 - 31/07/2019 Standpipe 22mm Bournemouth Water Meter + Double Check Valve (16A008991) 3000/1/8
		307/2		£28.54	£4.76	£23.78	RLOS	Aquam Water Services	27/06/2019 - 17/07/2019 Cubic Meter Reading 3000/1/8
48	12/08/19	307	RTC803229	£194.14	£32.36	£161.78		Aquam Water Services	Split/Part Order 3000/1/8
		308/1		£1.78	£0.30	£1.48	P&F	Hampshire County Council	845306 - stapler 2000/1/8
		308/2		£1.68	£0.28	£1.40	P&F	Hampshire County Council	612444 - batteries - size 'c' 2000/1/8
		308/3		£2.17	£0.36	£1.81	P&F	Hampshire County Council	825401 - hole punch 2000/1/8
48	12/08/19	308	RTC803238	£5.63	£0.94	£4.69		Hampshire County Council	part split order 2000/1/8
BGC 14/08/19	14/08/19	309		£132.00	£22.00	£110.00	P&F	Austin & Wyatt	Fees - August 2019 2400/19
BGC 14/08/19	14/08/19	310		£18.00	£3.00	£15.00	P&F	Austin & Wyatt	Rental info charge August 2019 2400/19
BP 15/08/19	15/08/19	311		£7,485.93	£0.00	£7,485.93	P&F	Hampshire County Council	Pension - July 2019 2600/1/3
Lloyds CC 19/08/19	19/08/19	313		£9.99	£1.67	£8.32	RLOS	Screwfix	Melba Swintex 'No Waiting' traffic cone. 3000/3/1
Lloyds CC 19/08/19	19/08/19	314		£129.99	£0.00	£129.99	P&F	Argos	Henry vacuum cleaner for Gateway. 2000/3/4
Lloyds CC 19/08/9	19/08/19	315		£528.00	£88.00	£440.00	RLOS	Prolift Access	PASMA Training - Friday 19th July at Endeavour Business Park, Ringwood Candidates: Paul Ventham Stephen Smith Duncan Thompson Barney Gilpin 3002/1
PAY 19/08/19	19/08/19	317		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges - August 2019 10111
Lloyds CC 19/08/19	19/08/19	341		£259.03	£30.39	£228.64	P&F	Booker	Lloyds CC 19/08/19 2802/3/1
Lloyds CC 19/08/19	19/08/19	342		£303.03	£29.09	£273.94	P&F	Booker	Lloyds CC 19/08/19 2802/3/1
Lloyds CC 19/08/19	19/08/19	343		£225.60	£37.60	£188.00	P&F	Adexa	Lloyds CC 19/08/19 2802/2/2

# Paid Expenditure Transactions

between 01/08/19 and 31/08/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD 20/08/19	20/08/19	316		£40.68	£0.00	£40.68	P&F	Worldpay	Worldpay Fees August 2019 2802/2/4
49	20/08/19	318		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	Eradication of moles at Jubilee Gardens. 3000/2/13
49	20/08/19	319		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	05.07.19 - Tractor Shed call out 14.07.19 - Tractor shed call out 3000/2/3
49	20/08/19	320		£234.00	£39.00	£195.00	RLOS	Ringwood & Fordingbridge Skip Hire	6 yard ENCLO mixed. Job number 71816 01/08/2019 3200/2/8
49	20/08/19	321		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Management	Contract No 2383 - 01/07/2019 - 31/07/2019 Regular Rental 3000/3/4
49	20/08/19	322		£46.02	£7.67	£38.35	RLOS	Fleet Line Markers	1hose 1set of handle grips 1 wheel guide for line marking machine. 3000/3/2
49	20/08/19	323		£68.72	£11.45	£57.27	P&F	Itec	copies charged 13.08.19 invoice 291160 2000/1/9
49	20/08/19	324		£54.00	£9.00	£45.00	P&F	Hampshire Association Of Local Councils	Training Course - 270619 - Local Coucil Finance for Councillors - Jeremy Heron 2200/1/6
49	20/08/19	325		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	Treatment of moles in Ringwood churchyard 3000/2/13
49	20/08/19	326		£10.00	£0.00	£10.00	P&F	NFNPA	x20 cycle trail maps @ 50p each 2400/5/1
		328/1		£558.00	£93.00	£465.00	RLOS	Peter Noble	Stihl MS261C 15" Chainsaw 3000/3/1
		328/2		£133.80	£22.30	£111.50	RLOS	Peter Noble	Stihl MS170 12" Chainsaw 3000/3/1
		328/3		£672.60	£112.10	£560.50	RLOS	Peter Noble	Stihl HT133 pole pruner 3000/3/1
50	20/08/19	328	RTC803189	£1,364.40	£227.40	£1,137.00		Peter Noble	3000/3/1
50	20/08/19	329		£297.86	£49.64	£248.22	RLOS	Peter Noble	Roller Mower height adjuster. 3000/3/2
50	20/08/19	330		£39.58	£6.60	£32.98	RLOS	Peter Noble	Repair of water pump - braze pipes and apply sealant to silencer 3000/3/2
DD 22/08/19	22/08/19	327		£60.98	£2.90	£58.08	P&F	SSE Southern Electric	Ringwood Market Place 31.07.19 - Qtr 2 2400/2
DD 22/08/19	22/08/19	337		£5,701.21	£0.00	£5,701.21	P&F	Inland Revenue	July 2019 2600/1/2
51	23/08/19	331		£301.21	£50.20	£251.01	P&F	New Forest Ice Cream	Ice cream for Carvers Clubhouse ordered 9 Aug 2802/3/1
51	23/08/19	332		£312.38	£52.06	£260.32	P&F	New Forest Ice Cream	Ice cream order 30 July 19 Carvers 2802/3/1
		333/1		£27.54	£4.59	£22.95	P&F	Hampshire County Council	581288 - 3 way toilet cleaner (1x case) 2000/3/4
		333/2		£1.68	£0.28	£1.40	P&F	Hampshire County Council	612444 - size 'C' batteries 2000/1/8
		333/3		£21.46	£3.58	£17.88	P&F	Hampshire County Council	816800 - Jumbo hand towels 2802/2/1
		333/4		£20.59	£3.43	£17.16	P&F	Hampshire County Council	816300 - Jumbo toilet rolls 2802/2/1
		333/5		£15.31	£2.55	£12.76	P&F	Hampshire County Council	581270 - Pine Disinfectant 2802/2/1
		333/6		£6.92	£1.15	£5.77	P&F	Hampshire County Council	570148 - Evans Bleach 2802/2/1



# Paid Expenditure Transactions

between 01/08/19 and 31/08/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		333/7		£6.92	£1.15	£5.77	RLOS	Hampshire County Council	570148 - Evans Bleach	3200/1/4
51	23/08/19	333	RTC803252	£100.42	£16.73	£83.69		Hampshire County Council	split/part order	2000/3/4
		334/1		£24.81	£0.00	£24.81	P&F	TLC Online	200gsm gloss - 5 x Clean UP posters A3	2200/1/5
		334/2		£19.29	£0.00	£19.29	P&F	TLC Online	300gsm gloss - 50 x Clean Up posters A4	2200/1/5
		334/3		£17.57	£0.00	£17.57	P&F	TLC Online	300gsm - 50 x Clean Up posters A5	2200/1/5
		334/4		£139.60	£0.00	£139.60	P&F	TLC Online	200gsm Gloss - 1 of each Bin your butts poster A3	2200/1/5
		334/5		£212.00	£0.00	£212.00	P&F	TLC Online	200gsm Gloss - 8 of each Bin your butts poster A4	2200/1/5
51	23/08/19	334	RTC803225	£413.27	£0.00	£413.27		TLC Online	split/part order - Clean Up Posters as per quote 08.07.19	2200/1/5
51	23/08/19	335		£1,737.60	£289.60	£1,448.00	P&F	New Forest District Council	Provision for procurement services for RTC for Christmas lighting contract (2019-22)	2400/2
51	23/08/19	336		£176.00	£0.00	£176.00	P&F	Sarah Clift	Consultancy Services - Detached Youth Worker Meetings and Visits 7.25 hours @ £11 per hour Administration 8.75 hours @ £11 per hour	2801/1
DD 23/08/19	23/08/19	338		£23,766.70	£0.00	£23,766.70	P&F	Salaries	August 2019	2600/1/1
DD 23/08/19	23/08/19	339		£1,124.02	£187.34	£936.68	P&F	EBS (UK) Ltd	August 2019	2501/3
PAY 28/08/19	28/08/19	340		£18.37	£0.00	£18.37	P&F	Lloyds Bank	Bank Charges - August 2019	2000/1/18
		344/1		£292.44	£23.73	£268.71	P&F	Barclay Card	Bcard 29.08.19	2802/3/1
		344/2		£87.91	£8.24	£79.67	P&F	Barclay Card	Bcard 29/08/19	2802/2/1
B/Card 29/08/19	29/08/19	344		£380.35	£31.97	£348.38		Barclay Card	Barclaycard 30/08/19	2802/3/1
		345/1		£38.58	£1.84	£36.74	RLOS	Utility Warehouse	UW Sports Pavilion July 2019	3000/1/1
		345/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion July 2019	3000/1/1
DD 30/08/19	30/08/19	345		£40.98	£2.24	£38.74		Utility Warehouse	UW Sports Pavilion July 2019	3000/1/1
SO 30/08/19	30/08/19	346		£212.40	£35.40	£177.00	P&F	Just Health & Safety	September 2019	2000/1/4
		347/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW Carvers C/House July 2019	3000/1/6
		347/2		£31.34	£5.22	£26.12	P&F	Utility Warehouse	UW Carvers C/House July 2019	2802/2/5
		347/3		£207.63	£9.89	£197.74	P&F	Utility Warehouse	UW Carvers C/House July 2019	2802/1/3
		347/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House July 2019	2802/1/3
DD 30/08/19	30/08/19	347		£251.37	£17.18	£234.19		Utility Warehouse	UW Carvers C/House July 2019	3000/1/6
		348/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cemetery July 2019	3000/1/6

# Paid Expenditure Transactions

between 01/08/19 and 31/08/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		348/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cemetery July 2019	3200/1/6
		348/3		£29.84	£1.43	£28.41	RLOS	Utility Warehouse	UW Cemetery July 2019	3000/1/1
		348/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery July 2019	3200/1/1
DD 30/08/19	30/08/19	348		£93.44	£12.03	£81.41		Utility Warehouse	UW Cemetery July 2019	3000/1/6
NFDC Tfr5	31/08/19	358		£84.21	£0.15	£84.06	P&F	New Forest District Council	NFDC Tfr5 Carvers C/House 29/07,05/08,12/08	2802/3/1
<b>Total</b>				£52,400.76	£2,863.06	£49,537.70				



June 2019

## Journal Transfers

Start of year 01/04/19

Date	Amount Deducted from	Credited to	Reason
30/06/19	£16.80 10000 Petty Cash - Office	2000/1/8 Stationery	
30/06/19	£3.00 10000 Petty Cash - Office	2000/1/10 Postage	
30/06/19	£10.30 10000 Petty Cash - Office	2000/3/2 Cleaning Gateway - Recharge	
30/06/19	£18.00 10000 Petty Cash - Office	3300/2/1 Allotments Maintenance	
30/06/19	£24.00 10000 Petty Cash - Office	2802/1/1 Reactive Maintenance	
30/06/19	£7.99 10000 Petty Cash - Office	3000/3/1 Small Tools Purchase	
30/06/19	£13.39 10000 Petty Cash - Office	2000/2/2 Hospitality / Refreshments	
Total	£93.48		

**B** (b)

July 2019

## Journal Transfers

Start of year 01/04/19

Date	Amount Deducted from	Credited to	Reason
31/07/19	£11.23 10000 Petty Cash - Office	2802/1/1 Reactive Maintenance	
31/07/19	£2.26 10000 Petty Cash - Office	2000/1/10 Postage	
31/07/19	£39.80 10000 Petty Cash - Office	3000/3/1 Small Tools Purchase	
31/07/19	£17.41 10000 Petty Cash - Office	2000/2/2 Hospitality / Refreshments	
Total	£70.70		

August 2019

## Journal Transfers

Start of year 01/04/19

Date	Amount Deducted from	Credited to	Reason
31/08/19	£12.00 10000 Petty Cash - Office	3200/2/1 Buildings	
31/08/19	£7.32 10000 Petty Cash - Office	2000/1/10 Postage	
31/08/19	£13.00 10000 Petty Cash - Office	3000/3/1 Small Tools Purchase	
31/08/19	£4.38 10000 Petty Cash - Office	2802/1/1 Reactive Maintenance	
31/08/19	£47.08 10000 Petty Cash - Office	2000/2/2 Hospitality / Refreshments	
Total	£83.78		





**POLICY AND FINANCE COMMITTEE 18th SEPTEMBER 2019**

**BANK BALANCES & PROPOSED TRANSFERS**

<u>Account Name</u>	<u>Predicted</u>		<u>Actual at</u>	<u>Predicted</u>	<u>Proposed Transfers</u>		<u>Predicted</u>
	<u>30-Aug-19</u>		<u>30-Aug-19</u>	<u>Movement</u>	Cash Out	Cash In	<u>30-Sep-19</u>
	£		£	£	£	£	£
Imprest (Current) Account	27,261		89,296	198,774	-200,000		88,070
Business Account	21,536		11,539			40,000	51,539
Investment Accounts (CCLA)	550,000		475,000			160,000	635,000
Greenways Rent Deposit	10,779		10,754				10,754
Petty Cash - Imprest	332		250				250
Petty Cash - Carvers Clubhouse	52		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
<b>TOTAL BANK BALANCES</b>	<b>610,085</b>		<b>587,064</b>	<b>198,774</b>	<b>-200,000</b>	<b>200,000</b>	<b>785,838</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

18th September 2019

18th September 20:

Investment Accounts	<b>CCLA</b>	Instant access
---------------------	-------------	----------------

Notes:

<b>1 Imprest Account</b>	£
Anticipated net expenditure in month:	50,000
2nd instalment of precept, due end of September	-248,774
Net Movement on imprest account	<b>-198,774</b>

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

3 The bank accounts were reconciled as at 31st August 2019

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



**BUDGETARY CONTROL - 2019/20 PERIOD 5 (TO END AUGUST)**

**1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first five months of the year, April to August 2019. A summary budget comparison report is included as Appendix 1.
- 1.2 Revised budget forecasts and outturn predictions are being prepared and will be available in the autumn.

**2. BUDGET 2019/20**

- 2.1 The Council approved a base expenditure budget for 2019/20 of £678,432. In addition, members approved recurring growth of £13,500 per annum and one off additional spend for the year of £52,463, giving a total expenditure budget of £744,395. Income is predicted to be £213,915 and the precept is £497,549 which will require a net transfer from reserves of £32,931.
- 2.2 Any additional expenditure that has been authorised since the budget was approved in January, such as the appointment of a consultant to carry out research into youth provision in the Town and some additional spend on replacement tools following a break-in will be included in the revised budget.

**3. INCOME & EXPENDITURE APRIL 2019 to August 2019**

- 3.1 Expenditure to the end of August totalled £ 251,056, or 33.7% of the planned spend. The previously reported expenditure included several items of expenditure which were incurred in 2018/19 and included in the previous year accounts but paid in the current year. These have now all been identified and removed from the accounts. There has been some additional expenditure on food purchases for resale at Carvers, but this has generated a return of around 150% reflected in much greater income receipts. Expenditure is otherwise well within the expected levels at this point in the year. A summarised budget comparison report is included at Appendix 1.
- 3.2 Income received to date, excluding the precept and CIL receipts, stands at £84,475, or 39.5% of planned receipts. This is almost £5,000 less than anticipated at this point in the year and is mainly due to lower than anticipated receipts in respect of market stalls, sports activities, allotments and the cemetery. Cemetery receipts can be very difficult to predict and income from sports activities is greater in the autumn when annual subscriptions become due. Annual allotment invoices are due to go out this month. It should be noted that sales at Carvers Clubhouse and the VIC are somewhat greater than originally anticipated and income derived from services supplied to the County Council, Fordingbridge and Bransgore Parish Councils have exceeded the planned revenue by £2,500.
- 3.3 The one off and recurring growth items approved for the current year total £65,963. Whilst activity is taking place, only £3,818 has been expended to the end of August. However, expenditure of £1,061 has been incurred on the Human Sundial and £3,022 on playground equipment both of which have slipped over from 2018/19 and will be funded from reserves.
- 3.4 A Cashbook summary is included at Appendix 2 for information. This presents the financial information in a different format and helps to explain the movement on cash balances from the opening position to the present day. Note that the expenditure by committee is the cash expenditure and includes accruals from 2018/19 which are excluded from the current year budget comparison.

# B (d)

## 4. FINANCIAL IMPLICATIONS

- 4.1 The budget figures indicate that the Town Council remains broadly on target to spend to budget.
- 4.2 The predicted position on reserves remains unchanged, However, given that the additional, non-recurring expenditure agreed for the current year is mainly funded from reserves, any significant slippage in the programme will have a direct impact on the level of reserves at year end. There is currently a predicted balance on reserves of £465,321. A summary of the current position on reserves is included at Appendix 3.

## 5. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

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

# Financial Budget Comparison

Comparison between 01/04/19 and 12/09/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>INCOME</b>				
<b>Policy &amp; Finance</b>				
200	Revenue Income	£119,036.00	£56,521.91	-£62,514.09
280	Carvers Club House Income	£8,500.00	£7,478.22	-£1,021.78
999	Suspense	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		£127,536.00	£64,000.13	£63,535.87
<b>Recreation, Leisure &amp; Open Spaces</b>				
300	Revenue Income (RLOS)	£34,954.00	£12,695.74	-£22,258.26
320	Cemetery Income	£45,123.00	£12,712.64	-£32,410.36
330	Allotment Income	£5,202.00	£69.00	-£5,133.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£85,279.00	£25,477.38	£59,801.62
<b>Planning, Town &amp; Environment</b>				
400	Income	£1,100.00	£1,100.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£1,100.00	£0.00
<b>Council</b>				
100	Precept	£497,549.00	£248,774.50	-£248,774.50
102	Interest Business A/c	£0.00	£10.60	£10.60
110	Client Deposits	£0.00	£0.00	£0.00
<b>Total Council</b>		£497,549.00	£248,785.10	£248,763.90
<b>Total Income</b>		<u>£711,464.00</u>	<u>£339,362.61</u>	<u>-£372,101.39</u>

# B<sup>(d)</sup> Financial Budget Comparison

Comparison between 01/04/19 and 12/09/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>EXPENDITURE</b>				
<b>Policy &amp; Finance</b>				
2000	Establishment	£99,550.00	£39,984.33	£59,565.67
2100	Maintenance	£34,394.00	£1,006.12	£33,387.88
2200	Democratic Process (members Costs)	£13,940.00	£4,493.10	£9,446.90
2210	Grants	£9,000.00	£1,250.00	£7,750.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£46,270.50	£75,074.50
2310	Employee overhead Costs	£1,824.00	£1,028.93	£795.07
2400	Other	£45,024.00	£7,082.31	£37,941.69
2500	Capital Financing	£31,546.00	£15,772.95	£15,773.05
2501	Capital	£10,000.00	£1,636.64	£8,363.36
2600	Wages Control Account	£0.00	-£12,735.24	£12,735.24
2801	Carvers Employee Costs	£44,010.00	£18,839.82	£25,170.18
2802	Carvers Club House- Expenditure	£16,954.00	£9,739.97	£7,214.03
9999	Suspense	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		£427,587.00	£134,369.43	-£293,217.57
<b>Recreation, Leisure &amp; Open Spaces</b>				
3000	Recreation & Leisure (Other)	£81,464.00	£20,440.65	£61,023.35
3001	RL&OS -Employee Costs	£141,208.00	£60,097.29	£81,110.71
3002	Employee Costs	£2,000.00	£820.00	£1,180.00
3200	Cemetery	£9,911.00	£3,893.25	£6,017.75
3201	Cemetery -Employee Costs	£36,110.00	£15,432.26	£20,677.74
3300	Allotments	£2,280.00	£874.10	£1,405.90
3301	Allotments -Employee Costs	£10,035.00	£3,928.52	£6,106.48
3350	Capital Expenditure	£3,000.00	£3,385.89	-£385.89
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£286,008.00	£108,871.96	-£177,136.04
<b>Planning, Town &amp; Environment</b>				
4000	Planning, Town & Environment	£14,055.00	£235.97	£13,819.03
4001	Employee Costs	£16,745.00	£6,511.62	£10,233.38
4050	Capital Expenditure	£0.00	£1,061.15	-£1,061.15
<b>Total Planning, Town &amp; Environment</b>		£30,800.00	£7,808.74	-£22,991.26
<b>Council</b>				
10000	Petty Cash - Office	£0.00	-£8.11	£8.11
10001	Petty Cash - Youth	£0.00	-£43.78	£43.78
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	£57.50	-£57.50
<b>Total Council</b>		£0.00	£5.61	£5.61
<b>Total Expenditure</b>		£744,395.00	£251,055.74	£493,339.26

# Financial Budget Comparison

Comparison between 01/04/19 and 12/09/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

**B** (d)  
Appendix 1

	2019/2020	Actual Net	Balance
Total Income	£711,464.00	£339,362.61	-£372,101.39
Total Expenditure	£744,395.00	£251,055.74	£493,339.26
Funded by reserves		£0.00	
<b>Total Net Balance</b>	<b>-£32,931.00</b>	<b>£88,306.87</b>	





# Financial Summary - Cashbook

Summary between 01/04/19 and 12/09/19 inclusive.

**B** (d)

Appendix 2

Balances at the start of the year

## Ordinary Accounts

Imprest - Lloyds Bank	£123,295.13
Petty Cash - General	£157.60
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

## Short Term Investment Accounts

Business Instant Access	£51,529.41
CCLA Public Sector Deposit Fund	£350,000.00
Client Deposit Account	£10,811.62
Total	<u>£536,018.76</u>

RECEIPTS	Net	Vat	Gross
Policy & Finance	£94,729.36	£5,839.74	£100,569.10
Recreation, Leisure & Open Spaces	£25,542.38	£1,906.49	£27,448.87
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£248,785.10	£0.00	£248,785.10
Total Receipts	<u>£370,156.84</u>	<u>£7,746.23</u>	<u>£377,903.07</u>

PAYMENTS	Net	Vat	Gross
Policy & Finance	£190,582.25	£13,229.49	£203,811.74
Recreation, Leisure & Open Spaces	£109,208.76	£4,627.82	£113,836.58
Planning, Town & Environment	£7,808.74	£224.03	£8,032.77
Council	£5.61	£0.00	£5.61
Total Payments	<u>£307,605.36</u>	<u>£18,081.34</u>	<u>£325,686.70</u>

Closing Balances

## Ordinary Accounts

Imprest - Lloyds Bank	£90,598.18
Petty Cash - General	£117.82
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

## Short Term Investment Accounts

Business Instant Access	£11,540.01
CCLA Public Sector Deposit Fund	£475,000.00
Client Deposit Account	£10,754.12
Total	<u>£588,235.13</u>

**Not all the accounts have been reconciled exactly to the end date on this summary.**

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

# Reserve Movements

Start of year 01/04/19

**B** (d)

Appendix 3

## Developer Contribution s106

£5,203.32 Start of year value

£5,203.32 Current value

## Developer Contribution CIL

£14,100.69 Start of year value

11/04/19 £6,055.46 2 : Income transaction 500065, CIL receipt taken to reserves

£20,156.15 Current value

## Cemetery Maintenance

£1,670.00 Start of year value

£1,670.00 Current value

## Capital Receipts

£13,125.00 Start of year value

£13,125.00 Current value

## Grants Unapplied

£0.00 Start of year value

£0.00 Current value

## IT & Systems Provision

£26,400.00 Start of year value

£26,400.00 Current value

## Gateway Building Provision

£28,567.00 Start of year value

£28,567.00 Current value

## Cemetery Provision

£10,000.00 Start of year value

£10,000.00 Current value

## Buildings Repair Provision

£8,000.00 Start of year value

£8,000.00 Current value

## Elections Provision

£11,541.88 Start of year value

£11,541.88 Current value

## Machinery Renewal Provision

£14,954.02 Start of year value

£14,954.02 Current value

## Play equipment Provision

£10,479.50 Start of year value

£10,479.50 Current value

## Memorials Provision

£3,000.00 Start of year value

<b>B</b>		
(d)	£3,000.00	Current value
<b>Christmas Lights Provision</b>		
	£10,397.00	Start of year value
	£10,397.00	Current value
<b>Carvers Clubhouse Provision</b>		
	£21,551.00	Start of year value
	£21,551.00	Current value
<b>Carvers Grounds Dev Provision</b>		
	£11,300.00	Start of year value
	£11,300.00	Current value
<b>Ringwood Events Reserve</b>		
	£10,965.43	Start of year value
	£10,965.43	Current value
<b>Infrastructure &amp; Open Spaces</b>		
	£9,473.00	Start of year value
	£9,473.00	Current value
<b>Memorial Lantern Fund</b>		
	£1,852.03	Start of year value
	£1,852.03	Current value
	<hr/>	
	£218,635.33	Current Reserves total



## REPORT TO POLICY & FINANCE COMMITTEE – 18<sup>th</sup> SEPTEMBER 2019

### Ringwood Town Council Insurance Procurement - update

#### 1. BACKGROUND

- 1.1 The Town Council Insurance policy has been in place for four years and is due to expire at the end of September. Discussions have been held with an insurance broker and the current insurance provider in order to procure the best value cover from October onwards.
- 1.2 This report is to inform members of the discussions to date and seek approval to appoint an insurer in due course.

#### 2. TOWN COUNCIL INSURANCE – CURRENT ARRANGEMENTS

- 2.1 The Town Council is currently insured with Zurich Insurance. The cover includes vehicle insurance, buildings and contents insurance, plant and equipment insurance and public liability insurance as well as a number of ancillary benefits such as fidelity guarantee insurance and cover for the mayor's regalia.
- 2.2 In the past five years the Council has had reason to make 5 separate claims as follows:
  - i November 2014 Theft of tools and equipment, claim settled £6,688
  - i July 2015 - personal injury claim, not yet resolved (insurance company are negotiating a settlement)
  - i March 2018 – Loss of line paint when a holding tank failed - £800
  - i July 2018 – Attempted theft, damage caused to vehicle £1,018
  - i June 2019 – Theft of grounds maintenance tools £5,920
- 2.3 The current cost of insurance is around £10,500 per annum. The figure varies if additional cover is required for events or other specific requirements.

#### 3. INSURANCE FROM OCTOBER 2019

- 3.1 Discussions with the current provider have been positive and a number of suggestions have been made which will reduce the annual premium. However, the Town Council have been with this company for four years and need to test their offer against other providers in the market.
- 3.2 A broker with access to several companies that operate in this area has been approached and furnished with all of the relevant details in order to obtain comparative quotes from other insurers. The broker has raised a number of supplementary questions on claims history and mitigation measures, etc. and at the time of writing has not furnished the Town Council with any costed alternative proposals.
- 3.3 However, alternative proposals are expected before renewal of the cover which is due on the 1<sup>st</sup> of October. Officers will then require authority to select a provider and proceed with renewal once competing proposals have been evaluated. Cover is offered on a single year or three year basis with significant discounts for three year arrangements.

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

# C

- 4.2 Members grant the Clerk and the RFO authority to proceed with renewal of the insurance cover for a period of 3 years.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

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

## POLICY & FINANCE COMMITTEE

18<sup>th</sup> September 2019

### Procurement rules and procedures

1. Introduction and reason why decision required

- 1.1 Recent changes in the NALC Model Financial Regulations and guidance published by the Society of Local Council Clerks have prompted officers to consider the need to review and update this Council's Financial Regulations.
- 1.2 Since the provisions in current Financial Regulations regarding the procurement of goods and services by the Council are proving difficult and expensive to operate without necessarily serving the ultimate purpose of securing best value officers consider this an opportunity to reconsider these rules and procedures with particular care.

2. Background information, options, impact assessment and risks

- 2.1 The Council is subject to a general requirement to seek best value and a few specific rules but, in setting the regulations designed to meet these requirements, has a fair degree of latitude in judging what is likely to be most effective.
- 2.2 The issue is rather dry and technical and likely to require consideration of the requirements, issues and risks as well as careful drafting of detailed rules. For these reasons, officers suggest that the task be delegated to a "task and finish group" of three or four councillors plus the Clerk and Finance Manager.

3. Issues for decision and any recommendations

**Whether to create a task and finish group and appoint members and officers to it for the purpose of considering and making recommendations to this committee for the revision of the Council's procurement rules and procedures**

***RECOMMENDATION: Officers recommend approval of the proposed actions***

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Rory Fitzgerald, Finance Manager  
Direct Dial: 01425 484723  
Email: [rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)



**EXTRACT FROM THE MINUTES OF THE RECREATION & LEISURE AND OPEN SPACES COMMITTEE MEETING ON 4<sup>th</sup> SEPTEMBER 2019**

**OS/5904  
CHRISTMAS ILLUMINATIONS**

The Town Clerk reported that following the procurement process for the Christmas illuminations, two tenders were shortlisted. Very impressive presentations were received by the selection panel and he was of the view that this year's illuminations would be amazing and a great improvement on previous years.

There will be a uniformity of lights and motifs through the town and previous gaps will be bridged, for example, with icicle lights on buildings at Fridays Cross (providing permission is obtained from property owners). There will also be an extension of the lights down West Street.

Cllr Ring detailed an opportunity to offer a 3D feature in the Gateway Square, with a grotto and an illuminated sleigh, where people can take 'selfies', for free or for a donation. Members supported the proposal and that the extra cost for this is met from the 'events' reserve, should any surplus from the event not be sufficient.

**RESOLVED:** That the Town Clerk's report on the Christmas Illuminations procurement process (*Annex C*) be noted.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:** That relevant earmarked reserves be drawn upon to meet the cost of additional Christmas illuminations if revenues from this year's event are insufficient for this purpose.

<b>ACTION</b> <b>C Wilkins</b>
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**EXTRACT FORM THE MINUTES OF THE RECREATION, LEISURE and OPEN SPACES  
COMMITTEE MEETING 4<sup>th</sup> SEPTEMBER 2019**

**OS/5905  
CEMETERY MANAGEMENT**

Members received the Town Clerk's report on sundry cemetery management issues (*Annex D*). He explained the current policies and procedures in respect of Grant of Exclusive Rights, registration of transfer of exclusive rights granted and fees and charges. Members were asked to consider the options for change set out in the report.

In respect of fees and charges a revised table had been prepared, which would deal with inconsistencies previously identified and the introduction of the Children's Funeral Fund for England.

**RESOLVED:** 1) That the term of Grant of Exclusive Rights be altered from 5 years to 30 years; and  
2) That the Town Clerk prepare and submit revised draft Cemetery Regulations which better define when the "parishioner rate" of fees is to be applied, in accordance with the principles stated in para. 4.6.3 of his report.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

- 1) That a fixed charge for registration of transfer of exclusive rights, of £45, be introduced, with discretion to increase this for complex cases; and
- 2) That a revised table of Cemetery Fees be presented to the Policy and Finance Committee, at its next meeting, for consideration.

<b>ACTION C Wilkins / R Fitzgerald</b>
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Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	ICT overhaul	The telephone system has been replaced and the RTC and NFDC networks separated. Both telephones and computers are now using the new broadband connections not HPSN2. New allotments management and cemetery management software has been introduced. A new file server is being configured for installation this month and notebook computers have been ordered for all staff with delivery expected in early October.	£37,147 (Total for 2018-19 & 2019-20) Earmarked reserve	£11,525 (2018-19) £187 (2019-20)	£37,147	Significant	Probable	Some disruption is to be expected when the remaining changes are implemented and while staff adjust to new ways of working but the worst of this should now be behind us.
Projects with budgetary implications (not included in 2019-20 budget but added since)								
B1	None							
Projects with no budgetary implications in 2019-20								
C1	Review of Standing Orders	Carried forward from 2018-19				Moderate	Probable	Work continues on a revised Scheme of Delegation.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
Projects with budgetary implications (for possible inclusion as bids in 2020-21 budget)							
A1							
Projects with budgetary implications (for possible inclusion as bids in later budgets)							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. <b>The Town Clerk will give a briefing to new councillors on 25<sup>th</sup> September.</b>	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
Projects with no or neutral budgetary implications							
	None						





# RINGWOOD TOWN COUNCIL

## CEMETERY FEES

These fees apply to applications received on or after [date] and are payable on submission of application (save those reclaimable from the Children's Funeral Fund for England which will not be charged to the applicant).

Interment Fees	Parishioner	Non-Parishioner
Young child (under 7 years of age)*	£45	£180
Child (between 7 & 17 years of age)	£45	£180
Person aged 18 and over	£280	£1120
Burial of Ashes*	£140	£560
Scattering of Ashes*	£60	£240

\* Includes grave digging by Council staff

### Purchase of Exclusive Rights of Burial in space for coffin burial for 30 years

Child's grave (under 12 years)	£200	£800
Earth grave age 12 and over	£450	£1800
Construction of Walled Grave or Vault (in Old Section only)	All costs to be borne by Applicant but no additional charge by Council	

### Purchase of Exclusive Right of Burial of Ashes plot for 30 years

Single plot (with one plot number)	£125	£500
Double plot (with two consecutive plot numbers)	£250	£1000

### Renewal of Grant of Exclusive Right of Burial for further 10 years

Plot of any kind <sup>1</sup>	£30	£120
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### Registration of Transfer of Exclusive Right of Burial

Standard fee	£45	£45
Applications involving an exceptional amount of work	Standard fee plus a reasonable charge for additional work requested by the applicant and agreed by the Town Clerk	

### Miscellaneous

Making a search of Cemetery or Memorial records	First 15 minutes free of charge, thereafter £30 per hour required	
Faculty for Exhumation in Consecrated Ground	£250	

<sup>1</sup> If application is made to renew a grant made (or previously renewed) for a total term of less than 30 years, it will be extended to the date on which it would have expired if originally granted for a term of 30 years, without fee.

# F

## APPLICATION FOR A MEMORIAL APPROVAL (PURCHASED GRAVES ONLY)

		Parishioner	Non-Parishioner
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	<b>Unconsecrated</b> £140	£560
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees		<b>Consecrated</b> £400	£1600
Vase with name inscribed		£65	£260
Each inscription after the first		£65	£260
Photo plaque on headstone		No charge	No charge
Flat stone (where no room on an existing memorial for added inscription)	12" x 18"	£80	£320

### Memorials in New Garden of Rest for Purchased Cremation Plots

Each single plot has a plot number	22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£80	£320
Each double plot has two consecutive plot numbers CONCRETE SLAB UNDER ASHES TABLET 24" X 24" OR 24" X 12"	22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm	£160	£640

### Memorials in Old Garden of Rest (note size differs)

Single plot size	Memorial size 24" x 12" x 2"	£80	£320
Double plot size	24" x 24" x 2"	£160	£640

## Why we apply these fees

### Introduction

Most local authorities in the country are running short of space to allow burials and have been seeking more land to provide this service to their residents. The local burial authority is normally the District Council, Borough or City, but increasingly Town Councils are taking on this responsibility. This means the Town Council get no subsidy from the District Council but can provide residents the opportunity to be buried in the town where they had lived. While it will invariably mean a more expensive service with our limited resources, it also means that as a town we can assure our residents that their loved ones can be buried locally rather than in towns or districts further away. Ringwood Town Council spent £80,000 in securing additional land for this purpose and to provide temporary allotments and maintains the cemetery to the high standard our residents expect.

Additional charges have been levied on 'Non-residents' of the town to discourage use and ensure there will always be availability of plots for those residents within the town. While this will clearly not meet the approval of everyone, our duty is to our own residents who must take priority while ensuring no additional burden is placed on other council tax payers who may not require this service.

Our fees and charges are enclosed for all items which might be requested by potential purchasers and should be examined by you before making your purchase.

**We will ask you to sign an acknowledgement slip below on confirmation of purchase**

### Our charges include

- Purchase of the plot
- Annual administration costs of the plot
- Weekly maintenance of the plot for 30 years
- Remedial work for subsidence
- Annual Inspections
- Faculty
- Contingency

### Acknowledgement

I acknowledge the explanation given above and the charges attached to this document and have been provided with a copy of this information to take away and consider.

Name.....

Signature.....Date.....







## RINGWOOD TOWN COUNCIL

### CEMETERY FEES 2019/20

Interment Fees	Parishioner	Non-Parishioner
Child up to age 7	No charge	
Child aged 7 to 16 years *	No charge	
Person aged 16 and over*	£280	£1120
Burial of Ashes	£140	£560
Scattering of Ashes	£60	£240

\*Excludes grave digging

#### Purchase of Exclusive Rights of Burial for 5 years

Child's grave up to 12 years	£200	£800
Earth grave age 12 and over	£450	£1800
Construction of Walled Grave or Vault in Old Section only	Cost to be borne by Applicant	Cost to be borne by Applicant

#### Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery

Child's grave up to 12 years	£40	£140
Earth Grave age 12 and over	£80	£300

#### Purchase of Exclusive Right of Burial for 30 years at time of Interment

Child's grave up to 12 years	£200	£800
Earth Grave age 12 and over	£450	£1800
Construction of Walled Grave or Vault in Old Section only 8' deep	Cost to be borne by Applicant	Cost to be borne by Applicant

#### Purchase of Exclusive Right of Burial of Ashes for 5 years

Each single plot has a plot number	£125	£500
Each double plot has two consecutive single plot numbers	£250	£1000

#### Renewal of Reserving Exclusive Right of Burial of Ashes for 5 years

Single Ashes Plot	£30	£120
Double Ashes Plot	£55	£220

#### Purchase of Exclusive Right of Burial of Ashes for 30 years at time of Interment

Each single plot has a plot number	£140	£500
Each double plot has two consecutive single plot numbers	£260	£1000

# F

## APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

		Parishioner	Non-Parishioner
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	<b>Unconsecrated</b> £140	<b>£560</b>
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees		<b>Consecrated</b> £400	<b>£1600</b>
Vase with name inscribed		£65	<b>£260</b>
Each inscription after the first		£65	<b>£260</b>
Photo plaque on headstone		No charge	<b>No charge</b>
Flat stone (where no room on an existing memorial for added inscription)	12" x 18"	£80	<b>£320</b>

### Memorials in New Garden of Rest for Purchased Cremation Plots

Each single plot has a plot number	22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£80	<b>£320</b>
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Single plot size	Memorial size 24" x 12" x 2"	£80	<b>£320</b>
Double plot size	24" x 24" x 2"	£160	<b>£640</b>

Cemetery and Memorial Search Fees	First 15 minutes free of charge, thereafter £50
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Faculty for Exhumation in Consecrated Ground	£250
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