

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

15th February 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 21st February 2018** at 7.00pm* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins
Town Clerk

PUBLIC PARTICIPATION:

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

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

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

MOBILE PHONES

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 17th January 2018

4. GRANT AID

To consider a Grant Aid from Home Start (*Report A attached*)

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

- a. To receive and authorise list of payments made on Imprest Account for January 2018
- b. To receive and authorise list of Petty Cash payments for January 2018
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budget monitoring report for Period 10

6. SCHEDULE OF MEETINGS

To approve the schedule of meetings for the period April 2018 – May 2019 (*Report C*)

7. REPLACEMENT OF FRONT DECK MOWER

To consider quotes obtained for the replacement mower and authorise purchase from the chosen supplier (*Report D*)

8. PROJECT OVERSIGHT

To review the progress of current projects, and note any changes to new projects planner following approval of the 2018/19 budget by Council on 31 January 2018 (*Report E*)

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

Committee Members

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

Ex Officio Members

Cllr Tim Ward
Cllr Philip Day

Student Advisors

Sadie Chambers
Joshua Kidd
Emily Litchfield

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

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POLICY & FINANCE COMMITTEE 21ST FEBRUARY 2018

GRANTS 2017/2018

GRANTS REQUESTED	PREVIOUS GRANTS PAID			
	2014/15	2015/16	2016/17	REQD
	£	£	£	£
Home-Start New Forest	0	0	0	Any Amount
	0	0	0	0
	Total			0

2017/18 FUNDS AVAILABLE

	£
2017/18 Budget	9,000
Total Funds available	9,000
Less Paid	4,473
Total Unspent @ 21/02/18	4,527

	Min Ref	£	SECTION	SECTION
			137	145
		£	£	£
Royal British Legion - Production 2017 Rem. Day Serv.sheets (1)	F/5415	150		
Royal British Legion - Remainder of Serv. sheets costs (2)	F/5415	250		
Forest Forge Theatre Co	F/5427	500		
Bickerley Green Nursing & Residential Home	F/5455	100		
Ringwood & Burley Band	F/5467	550		
PISA (Poulner Infant School Parents Association)	F/5467	373		
Avon Valley Concerts	F/5478	500		
Crow W.I.	F/5478	500		
Home Education Group	F/5467	100		
Ringwood Rotary Club	F/5504	150		
Citizens Advice New Forest	F/5504	1,000		
Ringwood Community Christmas Lunch	F/5516	300		
	TOTAL	4,473	0	0

2017/18 GRANTS REJECTED TO DATE

	Meeting	Min Ref	Reason Rejected
Re-Vitalise	15/11/17	F/5504	National charity with significant funds

NB (1) As agreed
 (2) Rev'd Roberts invited to submit grant application.
 (2) Rev'd Roberts invited to submit grant application.



RINGWOOD TOWN COUNCIL

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

APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council.

Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied.

Applicant's Details

Name of Organisation requesting grant	Home-Start New Forest
Postal Address	Forest First Children's Centre, Heather Road, Fawley, Hampshire. SO45 1DZ
Name of Contact	Co-ordinator Terry MacNaught
Contact's telephone number	Tel No 02380 899995
Contact's email:	Email: office@homestartnewforest.co.uk Or jane.payler@open.ac.uk

Details of Grant Request

Amount requested	We will be guided by the Parish Council, but any amount including small amounts of a few pounds would be gratefully received as we try to reach our £30,000 target for running costs. £
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<p>What is the purpose of the grant?</p>	<p>To enable Home-Start New Forest to continue to support families with children aged five years or under in the New Forest area who are experiencing difficulties. Continuing reductions in funding available mean that demand for Home-Start New Forest's help is greater than ever. However, Home-Start New Forest is completely reliant on securing sufficient funds through its own fundraising efforts in order to maintain its services. All volunteers are required to be trained and supervised, for which we rely on our employed co-ordinator. Funding is needed, too, for volunteer travel costs, co-ordinator travel costs and the small amount of administrative support that enables HSNF to fulfil its obligations. We urgently need to secure funding for the coming financial year to ensure that our volunteers can continue to provide the much-needed help that they give.</p>
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<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>Home-Start New Forest, affiliated to Home-Start UK, provides support to vulnerable families with young children across the local area who are struggling to cope owing to a wide range of difficulties. These include dealing with the impact of mental and physical ill-health in the family, housing and financial management problems, social isolation and issues relating to children's behaviour. Providing support in the home during the early years of a child's life is known to be particularly valuable in helping to off-set the long term effects of early disadvantage, making it a cost-effective and humane means of intervention (Evangelou et al. 2008; Heckman 2006). Support for families through Home-Start New Forest is delivered by our team of trained volunteers, who are managed and supervised by our part-time staff. Support of this kind has distinct long-term benefits (Hermanns et al. 2013).</p> <p>Families are referred to us by health visitors, GPs and children's and family services, amongst others. Our current referrals continue to illustrate the necessity of Home-Start New Forest's service to local families. Feedback from the families we help evidences their appreciation of the work of our volunteers, who are the charity's greatest strength. However, their work is dependent on having funding available for the training, supervision and co-ordination that make it of such a high quality. There remains no comparable service across the New Forest. Continuing reductions in funding available to local authorities and services provided by local authorities mean that demand for Home-Start New Forest's help is greater than ever.</p> <p>Although Home-Start New Forest comes under the umbrella of Home-Start UK, it is solely responsible for securing its own funding in order to continue to operate and to provide much needed services to local families with young children.</p>
<p>How many Ringwood people would benefit?</p>	<p>However many families with young children who are deemed to be in need of support and are referred by other agencies or who self-refer.</p>
<p>Total cost of project</p>	<p>The attached document titled HOME-START NEW FOREST BUDGET APRIL 2017 – MARCH 2018</p>

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	sets out the costs of running HSNF for this financial year - £26,770.
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Donations can be made by cheque made payable to Home-Start New Forest , or contact our office via office@homestartnewforest.co.uk .

Information about your Organisation

Membership: n/a	What facilities do you provide?
Subscription: £n/a	HSNF has office facilities within Forest First Children's Centre and employs one part-time co-ordinator and part-time administrative support. The co-ordinator trains and supervises volunteers who provide support and guidance to families. The co-ordinator also monitors families' progress to ensure a high quality service and provides reports on activity and progress to HomeStart UK.
Names of competing or similar organisations	None of which we are aware.

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: A copy of our last accounts is attached to the application.
Other sponsoring bodies and amounts donated by them	Contributions already received to Nov 2017 United Way £1000 Waitrose Lymington £275 Co-op £2342 HIOWCF £1000 Act foundation £5000 Fundraising £3744 New Milton Rotary £1000 Total £14361 Other funding bids in progress.
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have applied to other Parish Councils within the New Forest.
Signature of Applicant	 Date 16.1.18

Position within the Organisation:	Friend of Trustees
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Next Policy & Finance meeting where grant applications will be considered	
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Additional comments

Please write any additional comments on a separate sheet..

s.templates/grant application form

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HOME-START NEW FOREST BUDGET APRIL 2017 – MARCH 2018

HEADING	AMOUNT
Salaries	£18,000
Staff travel	£2,000
Volunteers travel	£2,000
Training	£1,000
Telephone and IT	£1,500
Printing/office expenses	£500
Fees	£450
Insurance	£600
Govenance	£220
Contingence	£500
Total for year	£26,770

Note: This is an extract, the full document is available from the office on request

HOME START (NEW FOREST)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Restricted	Unrestricted	Total	2016
Incoming Resources					
Grants Received	2	15000		15000	18000
Donations and Gifts	3	6882		6882	9820
Activities for Generating Funds	4	3590		3590	1772
Tax Refund		170		170	0
Total Incoming Resources		25642	0	25642	29592
Resources Expended					
<u>Direct Charitable</u>	7	22530		22530	22274
<u>Support Costs</u>					
Cost of Generating Funds	5	247		247	
Management and Administration of the Charity	6	3552		3552	4352
Total Expenditure		26329	0	26329	26626
Net Movement in Funds for the year		-687	0	-687	2966
Total Funds brought forward		22378	0	22378	19412
Total Funds carried forward		21691	0	21691	22378

There were no recognised gains or losses for 2017 or 2016 other than those included in the Statement of Financial Activities.

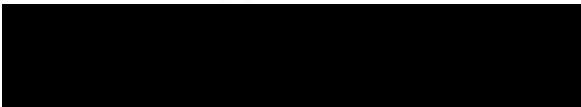
The Notes on pages 9 to 11 form part of these Accounts.

HOME START (NEW FOREST)BALANCE SHEET AS AT 31ST MARCH 2017

	Notes	2017	2016
Current Assets			
Debtors	9		0
Cash at Bank and in Hand		<u>21791</u>	<u>22578</u>
		21791	22578
Creditors: Amounts falling due within one year			
	10	<u>100</u>	<u>200</u>
Total Assets less Current Liabilities		<u><u>£21,691</u></u>	<u><u>£22,378</u></u>
Funds			
Unrestricted Funds		21691	22378
Restricted Income Funds		<u>0</u>	<u>0</u>
		<u><u>£21,691</u></u>	<u><u>£22,378</u></u>

Approved by the Trustees on and signed on their behalf.

Trustee RICHARD DAVID WHITE



Trustee CHRISTOPHER JONN.



The Notes on pages 9 to 11 form part of these Accounts.

29/10/17.

HOME START (NEW FOREST)**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017 (CONTINUED)**

2. Grants Received - Unrestricted Funds	2017	2016
Barker Mills Foundation	2500	7000
INEOS	1500	2500
Hampshire & Isle of Wight		2500
Dibden Allotments Grant	6000	6000
A E Cooper Dean Foundation	5000	
	<u>15000</u>	<u>18000</u>
3. Donations and Gifts	2017	2016
Rotary	1300	2470
Freemasons	467	550
Forest Fund Raisers		4040
Ringwood Musical & Drama Society		1000
Other Donations	3615	1760
Southern Coop	1000	
Asda	500	
	<u>£6,882</u>	<u>£9,820</u>
4. Activities for Generating Funds	2017	2016
Sale of Christmas Cards	685	759
Other Events	2905	1013
	<u>£3,590</u>	<u>£1,772</u>

HOME START (NEW FOREST)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017 (CONTINUED)

5. Costs of Generating Funds	2017	2016
Christmas Cards	247	0
	<hr/>	<hr/>
	£247	£0
	<hr/> <hr/>	<hr/> <hr/>
6. Administration Expenditure	2017	2016
Independent Examination	100	200
Telephone	782	723
IT costs	1034	591
Printing Stationery and Postage	198	533
Home start Fees	622	213
Insurance	553	729
Bank Charges	13	0
Training	235	833
Other Administrative Costs	15	503
	<hr/>	<hr/>
	£3,552	£4,325
	<hr/> <hr/>	<hr/> <hr/>
7. Direct Charitable Expenditure	2017	2016
<u>Unrestricted</u>		
Core Salary Costs	19469	18155
Staff Travel Expenses	1921	2077
DBS Checks	194	165
Volunteers Travel Expenses	946	1877
	<hr/>	<hr/>
Total	£22,530	£22,274
	<hr/> <hr/>	<hr/> <hr/>
8. Staff Costs	2017	2016
	£19,469	£18,155
	<hr/> <hr/>	<hr/> <hr/>
9. Debtors due within one year	2017	2016
Debtor	£0	£0
	<hr/> <hr/>	<hr/> <hr/>

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21ST FEBRUARY 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Jan						
2018-01-16	3002361	Avoncrop	Premis	R&L	Cricket Pitch - Grass seed mix	197.40
2018-01-16	3002380	Zurich Insurance Plc	Premis	P&F	Gateway - Insurance 01/10/17-30/09/18	10,584.47
2018-01-16	3002373	RBL Ringwood	S&S	P&F	Gateway - Type B Poppy Wreath	22.00
2018-01-16	3002375	Site Safety Ltd	S&S	R&L	Groundsmen - Hi viz overcoat	28.74
2018-01-16	3002360	Aurora Fireworks Ltd	S&S	P&F	Fireworks Event - Balance Nov 2017	2,500.00
2018-01-16	3002359	Envirochem	Premis	R&L	Carvers - Soil contamination suite	154.80
2018-01-16	3002367	J Edwards	S&S	P&F	Christmas Event - Advertising	55.00
2018-01-16	3002364	Eyecatcher	S&S	P&F	Fireworks Event - tickets, posters and banners	1,400.40
2018-01-16	3002381	Philip Day	S&S	P&F	Fireworks - TEN Notice	21.00
2018-01-22	3002421	Sheerin Bettle	Premis	R&L	Skate Park - Architectural Expenses street lights	72.39
2018-01-22	3002420	Sheerin Bettle	Premis	R&L	Skate Park - Architectural Expenses street lights	600.00
2018-01-22	3002422	1st Stop Clean	S&S	P&F	Gateway - Cleaning	35.21
2018-01-22	3002416	Site Safety Ltd	S&S	R&L	Groundsmen - Safety work boots	64.26
2018-01-22	3002417	Landmark Living Roofs	Premis	P&F	Gateway - Work to sedum roof	540.00
2018-01-22	3002419	BHM Electrical Servs	Premis	R&L	Skate Park - Installation of new street lights	22,776.06
2018-01-30	3002429	Forest Newspapers	S&S	P&F	Advert - Grounds Operative 17.1.18	72.00
2018-01-30	3002425	Hampshire C.C.	S&S	P&F	Gateway - Stationery	27.70
2018-01-30	3002424	Banner Group Ltd	S&S	P&F	Gateway - Ink cartridges	41.48
2018-01-30	3002427	Mr A Steel	Premis	Allots	Refund - Overpayment of allotment fee	30.00
2018-01-30	3002426	Nigel Tindall	Premis	Allots	Refund - Overpayment of cemetery fee	60.00
2018-01-02	SO	TLC On-line	S&S	P&F	Web Site Maintenance - January 2018	80.00
2018-01-30	SO	Just Health & Safety	S&S	P&F	January 2018	242.40
2018-01-02	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - January 2018	378.00
2018-01-02	DD	New Forest D.C.	Premis	P&F	The Place Rates - January 2018	181.00
2018-01-05	DD	Fintech	S&S	P&F	Gateway - Photocopier quarterly charge	538.80
2018-01-15	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 2	64.10
2018-01-19	DD	Zurich	Employs	P&F	AVC - December 2017	600.00
2018-01-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - December 2017	30.00
2018-01-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - December 2017	24.99
2018-01-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - December 2017	58.63
2018-01-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - December 2017	2.40
2018-01-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - December 2017	61.03
2018-01-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - December 2017	2.40
2018-01-31	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd electricity - December 2017	7.89
2018-01-31	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd club mem/ship - December 2017	2.40
2018-01-31	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - December 2017	10.00
2018-01-31	DD	Utility Warehouse	S&S	P&F	The Place landline - December 2017	24.60
2018-01-31	DD	Utility Warehouse	Premis	P&F	The Place electricity - December 2017	179.39
2018-01-31	DD	Utility Warehouse	Premis	P&F	The Place club membership - December 2017	2.40
2018-01-26	PAY	Lloyds	S&S	P&F	Bank charges December 2017	21.98
2018-01-12	BGC	Austin & Wyatt	S&S	P&F	Agents fees - January 2018	136.00
2018-01-12	BGC	Austin & Wyatt	S&S	P&F	Expenditure - January 2018 - Gas Check	99.00
2018-01-17	LloydsCC	Amazon	Premis	P&F	The Place - Laptop Lock - Refund	-11.45
2018-01-17	LloydsCC	NFDC	Employs	P&F	Payroll Emoluments	1,225.00
2018-01-17	LloydsCC	DVLA	Trans	R&L	EF66 AVD - Vehicle Licence	242.50
2018-01-17	LloydsCC	Seton	Premis	P&F	The Place - Laptop Lock	10.19
2018-01-17	LloydsCC	Amazon	Premis	P&F	Gateway - Lightbulbs	58.80
2018-01-17	LloydsCC	Lightbulbs Direct	Premis	P&F	Gateway - Lightbulbs	43.70
2018-01-15	BP	Hampshire C.C.	Employs	P&F	Pension December 2017	5,719.58
2018-01-22	DD	Inland Revenue	Employs	P&F	December 2017	4,486.99
2018-01-25	Telepay	Staff	Employs	P&F	January 2017	19,170.91
					TOTAL	108,038.75

AUTHORISATIONS

DATE

21st February 2018

21st February 2018

BPOLICY AND FINANCE COMMITTEE 21ST FEBRUARY 2018LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 31ST JANUARY 2018

Date	Voucher No	Details	Location	Description	Amount £
Jan					
2018-01-02	10/01	Sainsburys	Gateway	Milk	1.60
2018-01-03	10/02	Sainsburys	Gateway	Dishwasher Tablets	11.00
2018-01-09	10/03	Waitrose	Gateway	Coffee Mate Milk & Coffee	7.65
2018-01-12	10/04	Waitrose	Gateway	Milk	1.10
2018-01-16	10/05	Sainsburys	Gateway	Cleaning Products	5.15
2018-01-18	10/06	Sainsburys	Gateway	Milk	0.80
2018-01-19	10/07	Sainsburys	Gateway	Milk	1.10
2018-01-19	10/08	Post Office	Allotments	Mr Tynam - Special Delivery	6.45
2018-01-25	10/09	Sainsburys	Gateway	Milk	1.60
2018-01-30	10/10	Food Safety UK	The Place	Food Safety in Catering Course - C Bennett Level 2	12.00
2018-01-30	10/11	Waitrose	Gateway	Milk	1.10
				TOTAL	49.55

AUTHORISATIONS

DATE

21st February 2018-----
21st February 2018

POLICY AND FINANCE COMMITTEE 21ST FEBRUARY 2018BANK BALANCES

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>31/12/2017</u>	<u>As At</u> <u>31/01/2018</u>
	£	£	£
Imprest (Current) Account	31,916	146,272	525,497
Business Account	101,482	51,497	51,499
Investment Account	300,000	450,000	0
Greenways Rent Deposit	9,671	9,672	9,672
Petty Cash - Imprest	188	83	172
Petty Cash - The Café	0	50	50
VIC Change Float	50	50	50
Information Desk Float	75	75	75
TOTAL BANK BALANCES	443,381	657,699	587,015

Note

- The bank accounts were reconciled as at 31st January 2018.
- 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.
- With reference to the Greenways Rent Deposit Account b)1st Floor, the initial balance of £2,637.50 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.
- 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.
- A nominal account has been implemented to reflect the float held by the Information Desk.
- A float is now held by The Café at The Place.

POLICY AND FINANCE COMMITTEE 21ST FEBRUARY 2018

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

50,000

BUSINESS ACCOUNT TO IMPREST ACCOUNT

40,000

INVESTMENTS & RE-INVESTMENTS

450,000

AUTHORISATIONS

DATE

21st February 2018 21st February 2018

REPORT TO POLICY & FINANCE COMMITTEE – 14th FEBRUARY 2018
BUDGETARY CONTROL - 2017/18 PERIOD 10 (TO END JANUARY) & REVISED
OUTTURN FORECAST 2017/18

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first ten months of the year, April 2017 to January 2018. The report also includes an updated budget outturn forecast, which includes known and unavoidable budget variations.

2. INCOME & EXPENDITURE APRIL 2017 TO JANUARY 2018

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first ten months of the year is £508,988, or 74.7% of revised planned expenditure for the year. Excluding capital expenditure the figures are £503,739 and 76.4%. Income receipts at the end of January stand at £186,384 or 82.4% of the revised budget estimate.
- 2.2 Members previously requested that the Place be separately identified within the budget reports. This has now been done and the detailed budget analysis is also appended to this report (Appendix 2) together with the regular budget monitoring analysis (Appendix 1) which is summarised to Committee level. An analysis of income is included at Appendix 3.
- 2.3 Both spend and income remain generally on target to meet the revised budget. There are, however, some modest variances, the most significant of which include:
- Maintenance, including buildings maintenance is generally underspent. Much of this is due to the outstanding shared costs of the Gateway Building which is invoiced at year end, but excluding that item, maintenance budgets are only 48% spent.
 - Employee costs have reduced following staffing changes at the Place and are currently running some £8,500 per month below the revised estimate. This position will change now that the management post at the Place has been filled, but there will be a saving against employee budgets at year end.
 - There have been some small increases in activities expenses, totalling £1,200, but these are more than offset by higher than anticipated receipts for recreational activities which have increased by £1,500, mainly due to additional revenue from the football club.
 - Cemeteries income is still likely to be below the revised budget figure, but the outlook is not now as pessimistic as previously reported.
- 2.4 The only other area where there is any notable variance between actual spend and the revised budget is within Planning, Town and Environment Committee. This is almost entirely due to the slippage of additional schemes which were added to the 2017/18 budget. The additional schemes were expected to add £11,500 to the budget in the current year, but only the Butler Lane footpath enhancements work is likely to proceed and at a reduced cost of £2,500.

3. OUTTURN FORECAST

- 3.1 The revised budget was approved at the November meeting of this Committee. However, the outturn forecast will continue to be refined up to year end as actual spend and income is realised.
- 3.2 A line by line analysis of actual spend and likely activity between now and year end suggests that outturn expenditure will be some £18,485 below the revised

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budget, whilst revenue income will be some £1,652 below the revised plans. The net reduction is therefore £16,833 which will be added to reserves. This is largely explained by the slippage of projects within the Planning, Town and Environment Committee, as noted above and provision will need to be made in reserves to allow these projects to progress in 2018/19. There also remains uncertainty on the timing of some significant expenditure such as the upgrading of the heating systems at the Gateway for which the Town Council contribution is expected to be £13,500. At present it is assumed that this expenditure will be incurred in the current year.

- 3.3 Total reserves are now expected to increase by £29,475 with transfers to and from the revenue account. In addition, CIL receipts of £ 12,047 have been received during the year. Total reserves are now predicted to be £464,718 at the end of March 2018. Earmarked reserves will increase by £30,059 including the CIL receipts, to £200,325 whilst the General Reserve is predicted to increase by £11,463 to £ 264,392.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£	£	Actual	Unspent Budget	Outturn
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	376,917	389,203	298,744	78,173	385,368
RECREATION, LEIS & O/S COM	243,085	245,113	191,000	52,085	239,588
PLANNING TOWN & ENVIRON	25,868	24,622	13,994	11,874	16,997
TOTAL REVENUE EXPENDITURE	645,870	658,938	503,739	142,131	641,953
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	18,749	5,249	-5,249	18,749
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	4,000	0	4,000	2,500
TOTAL CAPITAL EXPENDITURE	4,000	22,749	5,249	-1,249	21,249
TOTAL EXPENDITURE	649,870	681,687	508,988	0 140,882	663,202
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-113,967	-136,768	-107,235	-6,732	-134,550
RECREATION, LEIS & O/S COM	-87,333	-88,238	-78,049	-9,284	-88,804
PLANNING TOWN & ENVIRON	-1,000	-1,100	-1,100	100	-1,100
TOTAL REVENUE INCOME	-202,300	-226,106	-186,384	-15,916	-224,454
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL INCOME & FINANCE	0	0	0	0	0
TOTAL INCOME	-202,300	-226,106	-186,384	-15,916	-224,454
COUNCIL'S NET COMMITTEE EXPEND	447,570	455,581	322,603	124,967	438,748
Add Transfers To Provisions	33,300	42,310	35,259	0 -1,959	42,310
Deduct Transfers from Provisions	-3,570	-28,798	-25,245	0 21,675	-28,798
Transfer to/ from(-) General Reserve	-9,077	-870	-98,506	0 89,429	15,963
Budget Required before new bids & grants	468,223	468,223	234,112	0 234,112	468,223
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2017/18	468,223	468,223	234,112	234,112	468,223
Non recurring bids for 2017/18 included above					
POLICY & FINANCE COMMITTEE	4,535	2,675	0	4,535	0
RECREATION, LEIS & O/S COM	2,810	2,810	1,000	1,810	2,810
PLANNING TOWN & ENVIRON	11,500	11,500	0	11,500	2,500
Less transfer from provisions	0		0	0	0

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	Original Budget	Revised Budget	Year To Date			Annual Forecast Outturn
			Actual	Profiled Orig Bud	Variance From O.B.	
	£	£	£	£	£	£
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	105,632	102,135	83,268	0	22,364	101,635
Maintenance	38,944	37,944	2,164	0	36,780	35,194
Employee Direct Costs	5,067	3,040	1,604	0	3,463	2,250
Employee Allocated Costs	105,326	97,742	81,199	0	24,127	97,742
Member Costs	10,390	8,400	12,423	0	-2,033	14,529
Grants	9,000	9,000	3,973	0	5,027	9,000
Other	71,012	99,396	82,567	0	-11,555	93,472
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	18,749	5,249	0	-5,249	18,749
COMMITTEE EXPENDITURE	376,917	407,952	303,993	0	72,924	404,117
INCOME						
INCOME						
Revenue Income	-113,967	-136,768	-107,235	0	-6,732	-134,550
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-113,967	-136,768	-107,235	0	-6,732	-134,550
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	262,950	271,184	196,758	0	66,192	269,567
Add Transfers To Provisions	16,400	23,910	19,925	0	-3,525	23,910
Deduct Transfers From Provisions	0	-25,228	-22,103	0	22,103	-25,228
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	279,350	269,866	194,580	0	84,770	268,249
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	393,964	458,016	324,247	0	69,717	390,877
HOLDING ACCOUNTS EXPEND.	393,964	458,016	324,247	0	69,717	390,877
HOLDING ACCOUNTS INCOME	-393,964	-397,770	-322,496	0	-71,468	-390,877
TOTAL NET EXPENDITURE	0	60,246	1,752	0	-1,752	0

B

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance	Outturn
			£	£	£	£
RECREATION, LEISURE & OPEN SPACES COMMITTEE						
EXPENDITURE						
Establishment	11,480	11,367	8,886	0	2,594	13,517
Maintenance	18,615	21,700	10,149	0	8,466	16,650
Machinery	8,972	14,350	9,431	0	-459	12,400
Employee Direct Costs	3,410	2,000	194	0	3,216	500
Employee Allocated Costs	128,948	126,519	104,753	0	24,195	126,519
Planters	500	250	3	0	497	250
Activities Expenses	9,020	9,400	8,561	0	459	10,150
Other	1,150	1,150	828	0	322	1,150
Capital Expenditure	0	0	0	0	0	0
CEMETERY						
Establishment	5,103	5,103	4,660	0	443	5,278
Maintenance	6,050	5,100	3,499	0	2,551	4,950
Employee Allocated Costs	34,757	34,009	28,163	0	6,594	34,009
ALLOTMENTS						
Establishment	1,100	1,000	932	0	168	1,100
Maintenance	1,300	1,300	1,051	0	249	1,250
Employee Allocated Costs	12,450	11,634	9,661	0	2,789	11,634
Other	230	230	230	0	0	230
COMMITTEE EXPENDITURE	243,085	245,113	191,000	0	52,086	239,588
INCOME						
Recreation, Leisure & O/S	-37,836	-39,566	-34,808	0	-3,028	-41,172
Cemetery	-45,097	-43,772	-38,191	0	-6,906	-42,582
Allotments	-4,400	-4,900	-5,050	0	650	-5,050
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-87,333	-88,238	-78,049	0	-9,284	-88,804
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	155,752	156,875	112,951	0	42,802	150,784
Add Transfers To Provisions	16,900	18,400	15,334	0	1,566	18,400
Deduct Transfers From Provisions	-2,570	-2,570	-2,142	0	-428	-2,570
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,082	172,705	126,143	0	43,940	166,614

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance	Outturn
			£	£	£	£
PLANNING, TOWN & ENVIRONMENT COMMITTEE						
EXPENDITURE						
Establishment	10,125	10,025	1,867	0	8,258	2,400
Employee Allocated Costs	15,743	14,597	12,127	0	3,616	14,597
Capital Expenditure	4,000	4,000	0	0	4,000	2,500
COMMITTEE EXPENDITURE	29,868	28,622	13,994	0	15,874	19,497
INCOME						
Capital Income & Finance	-1,000	-1,100	-1,100	0	100	-1,100
COMMITTEE INCOME	-1,000	-1,100	-1,100	0	100	-1,100
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,868	27,522	12,894	0	15,974	18,397
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	27,868	26,522	11,894	0	15,974	17,397

			<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year To Date</u>			<u>Annual Forecast</u>
			<u>£</u>	<u>£</u>	<u>Actual</u>	<u>Profiled</u>	<u>Variance</u>	<u>Outturn</u>
					<u>£</u>	<u>Orig Bud</u>	<u>£</u>	<u>£</u>
EXPENDITURE								
Establishment								
P004	TA101	--Window Cleaning Greenways	0	0			0	0
P150	TA101	--Utilities	150	50	0		-50	50
P210	TA101	--Cleaning materials					0	
P220	TA101	--Insurance Premium	10,350	10,415	10,415		0	10,415
P553	TA101	--Health & Safety	500	300	85		-215	200
S002	TA101	--Office Equipment	500	300			-300	150
S006	TA101	--Furniture	500	400			-400	400
S010	TA101	--Books & Publications	260	200	100		-100	200
S030	TA101	--Stationery	1,025	1,000	674		-326	800
S031	TA101	--Photocopy	2,550	2,550	2,048		-502	2,550
S033	TA101	--Paperless Office Filing System	2,500	0			0	0
S036	TA101	--Consumables					0	
S046	TA101	--Postage	2,000	1,500	1,057		-443	1,400
S059	TA101	--Telephone & Fax	8,300	8,300	8,360		60	8,500
S061	TA101	--Internet (WiFi)	0	0	0		0	0
S062	TA101	--Computer ann main	3,075	3,075			-3,075	3,075
S063	TA101	--G.I.S. Mapping	780	500	500		0	500
S066	TA101	--Web Site Maintenance	1,015	960	800		-160	960
S067	TA101	--Computer equipment/software	400	400	45		-355	200
S070	TA101	--Meetings					0	
S074	TA101	--Subscriptions	2,930	2,930	2,414		-516	2,930
S084	TA101	--Adverts	750	1,000	999		-1	1,000
S212	TA101	--Bank Charges	50	200	191		-9	250
S616	TA101	--Audit	2,352	2,830	2,830		0	2,830
T211	TA101	--Travel Expenses	1,000	750	516		-234	750
S002	TA102	--Gateway Office Expenses (RTC)	2,000	1,000	92		-908	400
S073	TA102	--Refreshments/hospitality	250	300	242		-58	300
E692	TA115	--Gateway RTC-caretaker-recharge	6,220	7,109	5,833		-1,276	7,109
E693	TA115	--Gateway RTC-Clean-recharge	5,367	4,835	3,981		-854	4,835
E694	TA115	--Gateway RTC-Inf Officer-recharge	50,308	50,431	40,839		-9,592	50,431
P210	TA115	--Gateway Expenses recharge	500	800	1,246		446	1,400
Total Establishment			105,632	102,135	83,268	0	-18,868	101,635
Maintenance								
P012	TA101	--Vandalism	1,500	1,500	696		-804	1,500
P003	TA102	--Gateway Project(revenue)	30,944	30,944	0		-30,944	30,944
P002	TA103	--Greenways	6,000	5,000	903		-4,097	2,000
P002	TA108	--92 Southampton Road	500	500	565		65	750
Total Maintenance			38,944	37,944	2,164	0	-35,780	35,194
Employee Costs								
E120	TA101	--Eye Tests / Medicals	100	100	13		-87	50
E505	TA101	--Staff Training	4,035	2,000	624		-1,376	1,000
S040	TA101	--Payroll Contractor	932	940	967		27	1,200
E690	TA181	--Office Staff Allocated Costs	104,221	96,636	80,284		-23,937	96,636
E691	TA181	--Groundstaff Allocated Costs	1,105	1,106	915		-190	1,106
E002	TA201	--Temporary Staff					0	
T212	TA201	--Parking			0		0	
Total Employee Costs			110,393	100,782	82,803	0	-25,563	99,992

**Policy Resources Committee
Detailed Budget Monitoring April 2017 - January 2018**

Appendix 2

B

Members' Costs								
S040	TA105	--Election Expenses	0	0	6,479		6,479	6,479
S076	TA105	--Members Allowances	6,500	5,500	4,481		-1,019	5,450
S077	TA105	--Mayor's Allowance	1,000	1,000	1,000		0	1,000
S078	TA105	--Mayor's Allowance Unallocated	0				0	
S520	TA105	--Civic Expenses	1,500	1,000	313		-687	1,000
S522	TA105	--Members' Training	1,140	750	150		-600	500
T204	TA105	--Members Travel & Subsist	250	150			-150	100
Total Members Costs			10,390	8,400	12,423	0	4,023	14,529
Grants								
S080	TA101	--Discretionary Grants	9,000	9,000	3,973		-5,027	9,000
Total Grants			9,000	9,000	3,973	0	-5,027	9,000
Other								
P593	TA101	--CCTV	9,000	9,000	8,790		-210	9,000
P594	TA101	--Car Park Clock-Refurbishment	0	230	230		0	230
S480	TA101	--Legal Fees	1,500	1,000	151		-849	500
S756	TA101	--Consultants Fees	2,000	3,100	3,863		763	4,000
S753	TA108	--Agents Fees	1,315	1,365	1,138		-227	1,365
S754	TA108	--92 Southampton Road					0	
S040	TA109	--XmasLights / support for Xmas acti	11,000	11,000	13,728		2,728	13,728
E695	TA110	--The Place - Employee related	30,546	46,893	34,975		-11,918	40,000
P000	TA110	--The Place - Premises related costs	5,802	8,152	5,816		-2,336	7,652
S000	TA110	--The Place - Supplies and Services	5,200	7,200	4,941		-2,259	5,691
S040	TA111	--Millenium Clock	250	250	70		-180	200
E696	TA112	--Visitor Information Centre	4,299	4,000	2,716		-1,284	4,000
S040	TA112	--VIC Consumables	0	1,250	1,070		-180	1,100
S040	TA116	--Jubilee Lamp	0	0			0	0
S080	TA117	--Fair Trade	0	0			0	0
B206	TA120	--Bad Debts Write Off	0	156	156		0	156
P550	TA121	--Support for Christmas activities	0	0	0		0	0
S040	TA122	--WW1 Commemoration	0	0	46		46	50
S081	TA123	--Ringwood Carnival	0	0			0	0
S084	TA124	--Ringwood Market - Advertising	100	500	318		-182	500
S002	TA125	--Support for Town Twinning	0	0			0	0
S002	TA126	--Civic Celebrations	0	5,300	4,559		-741	5,300
Total Other			71,012	99,396	82,567	0	-16,829	93,472
Debt Charges								
C070	TA113	Interest Paid	13,635	13,635	13,635	0	0	13,635
C080	TA113	Loan Repaid	17,911	17,911	17,911	0	0	17,911
Total Debt Charges			31,546	31,546	31,546	0	0	31,546
Capital								
C320/1	TA901	Gateway release of retention	0	5,249	5,249		0	5,249
C320/2	TA902	Gateway upgrade to heating and coc	0	13,500	0		-13,500	13,500
			0	18,749	5,249	0	-13,500	18,749
TOTAL COMMITTEE EXPENDITURE			376,917	407,952	303,993	0	-111,543	404,117

B

Policy Resources Committee Detailed Budget Monitoring April 2017 - January 2018

Appendix 2

REVENUE INCOME

R062	TA101	Insurance receipt		-6,020	-6,017		3	-6,020
R063	TA101	Interest Received	-1,200	-900	-1,121		-221	-1,200
R001	TA103	Rent: Ground Floor Greenways	-16,005	-16,005	-13,672		2,333	-16,005
R000	TA104	Rent: 1st Floor Greenways	-10,643	-10,643	-7,940		2,703	-10,643
R031	TA108	Rent 92 Soton Road	-12,834	-12,834	-10,900		1,934	-12,834
R008	TA110	The Place sales	0	-4,500	-3,302		1,198	-3,302
R009	TA112	V.I.C.-Sales	0	-1,500	-1,475		25	-1,500
R061	TA115	Recharge to NFDC -Gateway	-68,735	-68,735	-48,978		19,757	-68,735
R080	TA121	Christmas Events		-2,820	-1,699		1,121	-2,000
R080	TA122	WW1 Commemoration Grant					0	
R000	TA124	Market Stall Income	-4,400	-3,000	-2,320		680	-2,500
R080	TA126	Civic Celebrations	-150	-9,811	-9,811		0	-9,811
Total Revenue Income			-113,967	-136,768	-107,235	0	29,533	-134,550

CAPITAL INCOME/FINANCE

R583	TA904	--Capital Grants					0	
		--Transfer From Loan Rec	0				0	0
Total Capital Income/Finance			0	0	0	0	0	0

TOTAL COMMITTEE INCOME **-113,967** **-136,768** **-107,235** **0** **29,533** **-134,550**

POLICY & FINANCE

TOTAL NET EXPENDITURE BEFORE TRANSFERS **262,950** **271,184** **196,758** **0** **-82,010** **269,567**

TRANSFERS TO PROVISIONS

M410	TA114	--Transfer to Provisions	16,400	23,910	19,925		-3,985	23,910
Total Transfers To Provisions			16,400	23,910	19,925	0	-3,985	23,910

TRANSFERS FROM PROVISIONS

R551	TA114	--Transfer From Provisions Rev		-6,479	-6,479		0	-6,479
R550	TA114	--Transfer From Provisions Cap		-18,749	-15,624		3,125	-18,749
Total Transfers From Provisions			0	-25,228	-22,103	0	3,125	-25,228

TOTAL NET EXPENDITURE AFTER TRANSFERS **279,350** **269,866** **194,580** **0** **-82,870** **268,249**

Policy and Resources Committee
Detailed Budget Monitoring April 2017 to January 2018 - The Place

B

			<u>Original Budget</u>	<u>Revised Budget</u>	<u>Year To Date</u>			<u>Annual Forecast</u>
			£	£	<u>Actual</u>	<u>Profiled Orig Bud</u>	<u>Variance (revised)</u>	<u>Outturn</u>
			£	£	£	£	£	£
EXPENDITURE								
Premises related expenditure								
P003	TA110	Reactive Maintenance	250	3,000	1,985		-1,015	2,500
P012	TA110	Vandalism Repairs & prevention	500	500	379		-121	500
P100	TA110	Electricity	2,000	1,500	1,162		-338	1,450
P150	TA110	Water Charges	400	500	485		-15	550
P556	TA110	Business Rates	2,652	2,652	1,805		-847	2,652
Total Premises Related			5,802	8,152	5,816		-2,336	7,652
Supplies & Services								
S040	TA110	Hired & Contracted (general supplies)	4,000	4,500	1,419		-3,081	2,000
S002	TA110	Equipment purchases			1,118		1,118	1,120
S041	TA110	Hired & Contracted - Grant Funded					0	
S050	TA110	Food Purchases for re-sale	0	2,000	2,021		21	2,021
S059	TA110	Telephone Line & Broadband	200	200	188		-12	250
E505	TA110	Training	1,000	500	195		-305	300
Total Supplies & Services			5,200	7,200	4,941		-2,259	5,691
Employee Costs								
E695	TA110	The Place Salary Allocation	30,546	46,893	34,975		-11,918	40,000
TOTAL EXPENDITURE			41,548	62,245	45,732		-16,513	53,343
REVENUE INCOME								
R040	TA110	Grant Income	0	0				0
R000	TA110	Room hire	0	0				0
R008	TA110	Income - food sales	0	-4,500	-3,302		1,198	-3,302
Total Revenue Income			0	-4,500	-3,302		1,198	-3,302
NET EXPENDITURE BEFORE TRANSFERS TO PROVISIONS			41,548	57,745	42,430		-15,315	50,041
TRANSFERS TO PROVISIONS								
M410	TA110	Contribution to building reserves	5,000	5,000	4,167		-833	5,000
NET EXPENDITURE AFTER TRANSFERS			46,548	62,745	46,597		-16,148	55,041

Recreation, Leisure and Open Spaces Committee Detailed Budget Monitoring April 2017 to January 2018

EXPENDITURE			Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
					Actual £	Profiled Orig Bud £	Variance £	
Establishment								
P100	TB101	--Electricity	1,040	750	557		-193	750
P210	TB101	--Cleaning mats/consumables	150	100			-100	50
P552	TB101	--Environmental Agency	470	447	447		0	447
P553	TB101	--Health & Safety	200	400	431		31	2,400
S012	TB101	--Protective Clothes	835	900	831		-69	1,000
S052	TB101	--Mobile Phones	520	520	369		-151	520
T211	TB101	--Travel Expense	200	200	53		-147	100
P150	TB229	--Water	1,500	1,500	1,661		161	2,000
P553	TB272	--Playground Inspections	265	250	250		0	250
T022	TB280	--Fuel	6,300	6,300	4,287		-2,013	6,000
Total Establishment			11,480	11,367	8,886	0	-2,481	13,517
Maintenance								
S042	TB201	--Bickerley Toilets	0	0			0	0
P002	TB202	--Buildings	1,250	6,000	414		-5,586	3,000
P002	TB203	--Carvers Pavilion maintenance	0	250	172		-78	250
P550	TB204	--Grounds - Carvers	2,050	1,500	841		-659	1,500
P006	TB207	--Maint in Closed Churchyard	2,050	2,000	127		-1,873	750
P002	TB208	--Dr. Littles Garden	0	0			0	0
P002	TB213	--Long Lane Mtn	2,665	2,000	200		-1,800	750
P002	TB217	--The Bickerley/Pocket Park	0	0			0	0
P002	TB218	--Poulner Lakes	0	0			0	0
P002	TB224	--War Memorial	0	0	16		16	50
P006	TB229	--Grounds - Other	3,800	3,800	3,768		-32	4,000
P542	TB229	--Fencing	1,000	1,000	950		-50	1,000
P545	TB229	--Tree Safety Work	4,000	3,000	1,960		-1,040	3,000
P546	TB229	--Tree Safety Consultant	400	400			-400	200
P006	TB252	--Footpaths-repair root damage	0	0			0	0
P006	TB254	--Rodent Control	200	300	248		-52	300
P550	TB255	--St Furn paint	200	200	27		-173	100
P002	TB271	--Ash Grove Play Area	0	250	250		0	250
P002	TB272	--Play Areas	1,000	1,000	1,176		176	1,500
P550	TB423	--War Graves Maintenance	0	0			0	0
Total Maintenance			18,615	21,700	10,149	0	-11,551	16,650
Machinery								
P013	TB280	--Security Marking	0	0			0	0
S002	TB280	--Small Tools Purchase	522	7,000	5,092		-1,908	6,000
T010	TB280	--Machine Maintenance	8,250	6,000	3,171		-2,829	5,000
T100	TB280	--Machine Purch	0	0			0	0
T110	TB280	--Hiring Costs	200	100	1		-99	100
T010	TB281	--Cabstar service/maint	0	1,250	1,167		-83	1,300
Total Machinery Costs			8,972	14,350	9,431	0	-4,919	12,400
Employee Costs								
E310	TB101	--Staff Recruitment	0	0			0	0
E505	TB101	--Staff Training	3,410	2,000	194		-1,806	500
E690	TB181	--Office Staff Allocated Costs	34,905	32,365	26,888		-5,476	32,365
E691	TB181	--Groundstaff Allocated Costs	94,043	94,155	77,864		-16,290	94,155
Total Employee Costs			132,358	128,519	104,947	0	-23,573	127,019
Planters								
S002	TB253	--Planters For Floral Displays	500	250	3		-247	250
Total Planters			500	250	3	0	-247	250

Recreation, Leisure and Open Spaces Committee Detailed Budget Monitoring April 2017 to January 2018

Appendix 2

B

		Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
				Actual £	Profiled Orig Bud £	Variance £	
Activities Expenses							
P006	TB204	--Cricket	500	400		-400	200
P103	TB204	--Floodlighting	0	0		0	0
P006	TB205	--Tennis Courts	300	300	150	-150	300
P006	TB219	--Poulner School Expenses	500	500	255	-245	500
P006	TB221	--Football	1,500	2,000	1,700	-300	2,000
P006	TB225	--Ringwood School Expenses	470	400		-400	200
P006	TB228	--Rugby	100	100		-100	100
P007	TB251	--Roundabout Flower Beds	2,700	3,000	2,827	-173	3,000
P006	TB251	--Flower Beds	700	700	1,057	357	1,250
P002	TB274	--Skate Park Expenses	250	0	572	572	600
S040	TB301	--Under 18s Entertainment	0	0		0	0
S040	TB302	--Young Childrens' Entertain	2,000	2,000	2,000	0	2,000
Total Activities Expenses		9,020	9,400	8,561	0	-839	10,150
Other							
P006	TB256	--Dog Waste Collection NFDC	900	900	828	-72	900
S380	TB256	--Dog Waste Bins	250	250		-250	250
P002	TB257	--Travellers	0	0		0	0
Total Other		1,150	1,150	828	0	-322	1,150
Capital							
C320/321	TB902	Skatepark re-development	0	0		0	0
			0	0		0	0
			0	0		0	0
Total Capital		0	0	0	0	0	0
COMMITTEE EXPENDITURE		182,095	186,736	142,805	0	-43,932	181,136
INCOME							
R028	TB101	--Wayleaves	-10	-100	-91	9	-91
R026	TB201	--The Bickerley	-1,252	-500		500	-100
R018	TB204	--Carvers	-1,300	-3,500	-3,217	283	-3,500
R019	TB204	--Cricket	-2,700	-2,000	-1,215	785	-2,000
R021	TB204	--Floodlighting	0	0		0	0
R025	TB204	--Tennis	-475	-400	-98	302	-150
R027	TB206	--Castleman Trail	-835	-683	-701	-18	-700
R011	TB219	--Poulner Junior School	-14,608	-14,608	-9,393	5,215	-14,000
R029	TB220	--Poulner Infant School	-1,500	-1,500	-1,996	-496	-2,000
R022	TB221	--Football	-6,150	-6,150	-8,132	-1,982	-8,150
R012	TB225	--Ringwood School	-5,217	-4,000	-4,001	-1	-4,000
R013	TB226	--Ringwood Junior School	-600	-600	-230	370	-600
R017	TB227	--Bowling	-1,500	-1,500	-1,681	-181	-1,681
R023	TB228	--Rugby	-750	-2,000	-1,863	137	-2,000
R040	TB229	--Grounds- Other income	-25	-25	-194	-169	-200
R014	TB251	--Roundabouts Flower Beds	-2,439	-2,000	-1,996	4	-2,000
R015	TB274	--Skatepark	0	0		0	0
Total Revenue Income		-37,836	-39,566	-34,808	0	4,758	-41,172
CAPITAL INCOME/FINANCE							
R583	TB902	--Section 106 - Skatepark	0	0		0	0
Total Capital Income		0	0	0	0	0	0
TOTAL COMMITTEE INCOME		-37,836	-39,566	-34,808	0	4,758	-41,172
TOTAL NET EXPENDITURE BEFORE TRANSFERS							
		144,259	147,170	107,996	0	-39,174	139,964

B

Recreation, Leisure and Open Spaces Committee Detailed Budget Monitoring April 2017 to January 2018

Appendix 2

			<u>Original Budget</u> £	<u>Revised Budget</u> £	<u>Year To Date</u>			<u>Annual Forecast</u> <u>Outturn</u> £
					<u>Actual</u> £	<u>Profiled Orig Bud</u> £	<u>Variance</u> £	
TRANSFERS TO PROVISIONS								
M410	TB114	--Machinery	10,000	10,000	8,334		-1,666	10,000
M410	TB114	--Play Equipment + Skatepark + war	6,900	8,400	7,000		-1,400	8,400
Total Transfers To Provisions			16,900	18,400	15,334	0	-3,066	18,400
TRANSFERS FROM PROVISIONS								
R551	TB114	--Transfer from Provisions(rev)	0				0	0
R553	TB114	--Transfer from Provisions(cap)					0	
R552	TB114	--Transfer from Dev con(rev)	-2,340	-2,340	-1,950		390	-2,340
			0	0			0	0
Total Transfers From Provisions			-2,340	-2,340	-1,950	0	390	-2,340
TOTAL NET EXPENDITURE AFTER TRANSFERS			158,819	163,230	121,380	0	-41,850	156,024

**Recreation, Leisure and Open Spaces Committee - Cemetery Appendix 2
Detailed Budget Monitoring April 2017 - January 2018**

B

EXPENDITURE			Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
					Actual £	Profiled Orig Bud £	Variance £	
	Establishment							
P100	TB401	--Electricity	445	445	367		-78	445
P150	TB401	--Water	200	200	293		93	350
P155	TB401	--Sewerage Expenses	150	150			-150	150
P210	TB401	--Cleaning materials	100	100	30		-70	75
P556	TB401	--Business Rates	4,008	4,008	3,784		-224	4,008
S040	TB401	--New Plan					0	
S059	TB401	--Telephone	200	200	186		-14	250
			5,103	5,103	4,660	0	-443	5,278

Maintenance								
P006	TB421	--Buildings	1,500	1,500	1,520		20	1,600
P211	TB422	--Chemicals	1,000	500	6		-494	200
P545	TB422	--Trees & Tree Planting Prog	500	250	200		-50	250
P547	TB422	--Memorial Safety	1,000	750			-750	400
S040	TB422	--Grounds	800	600	46		-554	400
S040	TB424	--Columbarium					0	
S040	TB425	--Refuse Collection	1,250	1,500	1,727		227	2,100
		Total Maintenance	6,050	5,100	3,499	0	-1,601	4,950

Employee Costs								
E690	TB481	--Office Staff Allocated Costs	10,667	9,891	8,217		-1,674	9,891
E691	TB481	--Groundstaff Allocated Costs	24,090	24,119	19,946		-4,173	24,119
		Total Employee Costs	34,757	34,009	28,163	0	-5,846	34,009

COMMITTEE EXPENDITURE	45,910	44,212	36,322	0	-7,890	44,237
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INCOME								
R050	TB401	--Burials	-20,000	-18,000	-15,235		2,765	-17,500
R051	TB401	--Purchase of Plots	-13,000	-11,000	-10,760		240	-11,000
R052	TB401	--Grave Maintenance	-175	-350	-390		-40	-400
R053	TB401	--Legacy	-100	-100	-83		17	-100
R054	TB401	--Memorials	-10,000	-13,000	-10,891		2,109	-12,500
R056	TB401	--War Graves	-822	-822	-832		-10	-832
R054	TB422	--Memorial Benches	-1,000	-500			500	-250
		COMMITTEE INCOME	-45,097	-43,772	-38,191	0	5,581	-42,582

CEMETERY								
TOTAL NET EXPENDITURE BEFORE TRANSFERS	813	440	-1,869	0	-2,309	1,655		

TRANSFERS TO/FROM PROVISIONS								
R551	TB414	--Trans From Prov-Rev					0	
R486	TB414	--Trans From Cem Maint Res	-230	-230	-192		38	-230
M410	TB414	--Trans to Provisions Cap					0	
		Total Transfers To Provision	-230	-230	-192	0	38	-230

TOTAL NET EXPENDITURE AFTER TRANSFERS	583	210	-2,061	0	-2,271	1,425
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Recreation, Leisure and Open Spaces Committee - Allotments Detailed Budget Monitoring April 2017 to January 2018

			Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
					Actual £	Profiled Orig Bud £	Variance From O.B. £	
EXPENDITURE								
Establishment								
P150	TB501	--Water	1,100	1,000	932		-168	1,100
Total Establishment			1,100	1,000	932	0	-168	1,100
Maintenance								
S100	TB510	--Allotments Maintenance	500	500	643		143	650
P420	TB510	--Pest Control	800	800	408		-392	600
P151	TB510	--Hightown Rd Water Supply					0	
Total Maintenance			1,300	1,300	1,051	0	-249	1,250
Employee Costs								
E690	TB501	--Office Staff Allocated Costs	11,231	10,414	8,652		-2,579	10,414
E691	TB501	--Groundstaff Allocated Costs	1,219	1,220	1,009		-210	1,220
Total Employee Costs			12,450	11,634	9,661	0	-2,789	11,634
Other								
S043	TB501	--Competition	230	230	230		0	230
Total Other			230	230	230	0	0	230
COMMITTEE EXPENDITURE			15,080	14,164	11,874	0	-3,206	14,214
INCOME								
R070	TB501	--Allotment Rents	-4,400	-4,900	-5,050		-650	-5,050
COMMITTEE INCOME			-4,400	-4,900	-5,050	0	-650	-5,050
TRANSFERS TO/FROM PROVISIONS								
		--Transfer to Provs (Cap)			0	0	0	0
		--Transfer from Dev Contribs			0	0	0	0
TOTAL TRANS FROM PROVS			0	0	0	0	0	0
TOTAL NET EXPENDITURE			10,680	9,264	6,824	0	-3,856	9,164

**Planning, Town and Environment Committee
Detailed Budget Monitoring April 2017 to January 2018**

B

EXPENDITURE			Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
					Actual £	Profiled Orig Bud £	Variance £	
Establishment								
S040	TC110	--Built Environment-Furniture	500	400	19		-481	200
P100	TC111	--Carvers Street Lighting	525	525	443		-82	600
		--Traffic Consultant	7,000	7,000			-7,000	0
		--Cycle Stands	500	500			-500	0
S758	TC115	--Soton Rd envr enhance					0	0
S002	TC117	--Sandbags	0				0	0
P006	TC122	--Bus Shelters	600	600	233		-367	400
S040	TC903	--Crow Lane continuing mntnce	1,000	1,000	1,172		172	1,200
Total Establishment			10,125	10,025	1,867	0	-8,258	2,400
Employee Costs								
E690	TC181	--Office Staff Allocated Costs	15,743	14,597	12,127		-3,616	14,597
Total Employee Costs			15,743	14,597	12,127	0	-3,616	14,597
Capital Schemes								
		Butler's Lane footpath imp	4,000	4,000		0	-4,000	2,500
			0	0		0	0	0
			4,000	4,000	0	0	-4,000	2,500
COMMITTEE EXPENDITURE			29,868	28,622	13,994	0	-15,874	19,497
INCOME								
R080	TC101	--Grants Received	-1,000	-1,100	-1,100		-100	-1,100
COMMITTEE INCOME			-1,000	-1,100	-1,100	0	-100	-1,100
TOTAL NET EXPENDITURE BEFORE TRANSFERS			28,868	27,522	12,894	0	-15,974	18,397
TRANSFERS TO/FROM PROVISIONS								
R551	TC114	--Transfer to Provs (Cap)			0	0	0	
R552	TC114	--Transfer from Dev Contribs	-1,000	-1,000	-1,000	0	0	-1,000
TOTAL TRANS FROM PROVS			-1,000	-1,000	-1,000	0	0	-1,000
TOTAL NET EXPENDITURE AFTER TRANSFERS			27,868	26,522	11,894	0	-15,974	17,397



ANALYSIS OF INCOME AGAINST BUDGET
PERIOD APRIL 2017 - JANUARY 2018

	2017/18 Original	2017/18 Revised	Period 10 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	39,482	39,482	32,512	Some paid quarterly
Gateway Re-charges	68,735	68,735	48,978	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,320	
Civic Celebrations	150	9,811	9,811	Income from the firework event. Further income (and expenses) are likely to materialise with the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,699	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,475	Includes event ticket sales
The Place - Café sales	0	4,500	3,302	This will depend on the continuation of the café
Interest on investments	1,200	900	1,121	
Other Income	0	6,020	6,017	Insurance £6020
Recreation & Leisure Committee				
Ringwood Schools	20,425	20,708	15,620	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,681	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	8,132	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	98	collected by NFDC and remitted at year end
Castleman Trail	835	683	701	Paid by HCC towards year end.
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
Cemeteries	45,097	43,772	38,191	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
Allotments	4,400	4,900	5,050	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
Total Revenue Income:	202,300	226,106	186,384	
Capital				
s106	0	12,047	9,459	£12,046.95 has been promised so far in 2017/18
Grants	0			
Loans			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Other				
Total Capital Income	0	12,047	9,659	
Total Budgetted Income	202,300	238,153	196,043	
Precept and other income taken to reserves				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	468,223	468,223	468,223	
Total Income	670,523	706,376	664,266	

**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MAY 2018 – MAY 2019**

MAY 2018		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Annual Meeting & Town Assembly	7.00pm
JUNE 2018		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
JULY 2018		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
AUGUST 2018		
3	Planning, Town & Environment	10.00am
SEPTEMBER 2018		
5	Recreation, Leisure & Open Spaces	7.00 pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
OCTOBER 2018		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
31	Full Council	7.00pm
NOVEMBER 2018		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
DECEMBER 2018		
5	Recreation, Leisure & Open Spaces	7.00 pm
7	Planning, Town & Environment	10.00am
12	Policy & Finance	7.00pm
19	Full Council	7.00pm
JANUARY 2019		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm

C

FEBRUARY 2019		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
MARCH 2019		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
APRIL 2019		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
MAY 2019	**Dates to be advised once the date of the Local Elections has been announced***	

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

The Forest Suite
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

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

Website: www.ringwood.gov.uk

Replacement of front-deck mower

1. Introduction and reason for report

1.1 The council has included provision in its 2018-19 budget for replacement of its ride-on front-deck mower. The Grounds Foreman recommends making the replacement in April to reduce servicing costs. Further information has been obtained and a final decision is therefore being sought now.

2. Background information, options, impact assessment and risks

2.1 The machine to be replaced is the Kubota F3680 ride-on mower registration number HF11 AOZ bought in 2011 for £13,600 (see Figure 1 below).

2.2 The proposal is to buy a replacement which is substantially identical save that trials have shown that a “flail” type deck would be an improvement on the “rotary” type fitted to the current machine (it is more versatile yet produces a similar quality of cut). Quotations have been obtained as follows from suppliers operating locally as follows:

Supplier	Machine	Net cost after trade-in (ex. VAT)
“A”	John Deere 1570 front mower c/w Trimax FX155 flail deck, road lighting and registration	£17,800
“A”	John Deere 1580 front mower c/w Trimax FX155 flail deck, road lighting and registration	£18,900
“B”	Kubota F3890 front mower c/w Trimax FX155 flail deck, brackets for strimmers, road lighting and registration	£11,526

Supplier names have been with-held for commercial reasons; councillors may apply to the Town Clerk to be told them if desired.

2.3 Officers seek authority to proceed with the purchase of the Kubota machine (see Figure 2 below) from Supplier “B” giving the existing machine in part-exchange.



Figure 1 - Kubota F3680



Figure 2 - Kubota F3890

D

3. Issues for decision and any recommendations

- 3.1 ***Whether to authorize the purchase of the Kubota F3890 in part-exchange for the Kubota F3680 at a net cost of £11,526 as early as practicable in the next financial year. (RECOMMENDATION: Authorize the purchase and disposal)***

For further information, contact:

Chris Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk



Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2017-18 budget)								
A1	File Management System	Clerk met with an NFDC ICT services manager	£2,500	£0	£0	Minimal	Unlikely	ICT services are currently supplied by NFDC but the service level agreement has expired. Members agreed to move the budget to an earmarked provision until there is staff capacity to implement it.
A2	Training – Staff	The full cost of training this year is now expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£2,035	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk and the revised health and safety management arrangements now agreed.
A3	Training – Members	The full cost of training this year is expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£640	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk.
Projects with budgetary implications (not included in 2017-18 budget but added since)								
B1	Gateway – heating & cooling upgrade	Outcome of re-tendering on revised spec awaited from NFDC.		£0	£13,500	Minimal	Unlikely	NFDC is project manager. Cost to be met from reserves. Contract awarded. Pre-start meeting on 15 th Feb
Projects with no budgetary implications								
C1	Post-audit action plan	Guiding principles for the review of the Financial Regulations were agreed at the September meeting.				Significant	Definite	Further updates will be given by the RFO (or Clerk) at committee meetings.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)									
A1	Millennium Clock (in Furlong Car Park)	Re-paint pillars and surround and repair clock mechanism.	£0	£1,000	£0	Minimal	Moderate	None	
A2	92 Southampton Rd. & Greenways	Build provision for future maintenance and repairs by earmarking 20% of rental income	£8,000 pa	£0	£0	None	Minimal	None	
A3	WWI Armistice Centenary Commemoration	A lasting addition to remembrance to be funded from a one-off increase in the recurrent budget for civic celebrations	£0	£500	£0	Moderate	Significant	Moderate	
A4	WWI Armistice Centenary Commemoration	One-off provision for enhanced Remembrance event(s) support (if required)	£0	£1,000	£0	Minimal	Minimal	Significant	
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. Has potential to generate a significant capital receipt.	£0	£?	£0	None	Significant	None	
B2	Technical Officer	Recruitment of a 0.2FTE employee	£?	£?	£0	Minimal	Significant	None	
Projects with no or neutral budgetary implications									
	None								