

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 11th December 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr John Haywood
Cllr Peter Kelleher
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Rory Fitzgerald, Finance Manager

ABSENT: Cllr Christine Ford
Cllr Gloria O'Reilly

F/5744 PUBLIC PARTICIPATION

There were two members of the public present for the Go New Forest agenda item.

F/5745 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr O'Reilly.

F/5746 DECLARATIONS OF INTEREST

In relation to payment 2400/14 for £21, Cllr Day indicated that this was reimbursement of a fee, which he had paid for, for a licensing application on behalf of the Council.

F/5747 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 20th November 2019, having been circulated, be approved and signed by the Chairman as a correct record.

F/5748 GO NEW FOREST SUBSCRIPTION

Representatives from Go New Forest addressed the Committee in relation to the partnership that could be formed with the Council, to assist with the mutual aim of increasing footfall in the town. Go New Forest's focus is on tourism and new footfall to the town, but it would work with the Council for the benefit of the community also.

An outline was provided of the benefits of membership and Go New Forest's ability to promote the town and support local businesses and events, via its internet and social media presence.

There were some concerns about how membership would work in practice, as it was likely to generate work for officers.

Following further discussion, it was agreed to subscribe to membership of Go New Forest for a year.

RESOLVED: That subscription to Go New Forest membership be approved for a year, at a cost of £210, to be funded from reserves.

ACTION C Wilkins

F/5749

MONTHLY FINANCIAL REPORTS

Members considered the Monthly Financial Reports attached to these minutes as *Annex A*.

The RFO provided details on the larger payments from the Imprest account and confirmed the total amount for petty cash payments as £45.32.

In relation to *Annex A(d)*, he indicated that the report had been prepared earlier in the month, at which point a number of transactions had not been processed, particularly with regard to the Christmas event. A detailed report would be prepared to show the surplus from both that and the Fireworks event, in due course.

Regarding the revised budget, the RFO reported an improved position, due to better than predicted income, however cemetery receipts were still a concern. His report stated a predicted outturn of £10,000 worse than the original anticipated figure, however at the meeting he indicated that whilst the figure was still adverse, that it was more likely to be around £5,000.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for November be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the total amount of Petty Cash payments for November be noted.
- 3) That the Statement of Town Council Balances be received and Inter Account Transfers be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 4) That the Finance Manager's report and Summary Budget Report be received, the budget position be noted and the revised budget for 2019/20 be approved.

ACTION R Fitzgerald

F/5750

POCKET PARK BOARDWALK

Members considered a recommendation from Recreation, Leisure and Open Spaces Committee that CIL receipts be allocated to fund the additional cost of £3,112 for replacement of the boardwalk at Pocket Park (*OS/5933 refers*) (*Annex B*).

It was noted that consent had now been obtained from the Environment Agency to carry out the works. Composite materials would be used, rather than timber, to make the boardwalk more durable. Comparable quotes had been obtained for the specification required and the

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quote, which was considered to be best value, was from a local company. The recommendation was approved.

RESOLVED: That the additional cost of £3,112 for replacement of the boardwalk at Pocket Park be funded from CIL receipts.

ACTION C Wilkins / R Fitzgerald

F/5751

TREE PLANTING AT POULNER LAKES

Members considered a recommendation from Recreation, Leisure and Open Spaces Committee (*OS/5934 refers*) (*Annex C*) that the purchase of trees, at a cost of £400, be funded from reserves.

The Town Clerk reported that the proposal was to buy a pack of saplings, of mixed species, between 60-90 cm in height, with guards and stakes. The total cost exceeds £400, however RACE (Ringwood Actions for Climate Emergency) group will fund the shortfall.

RACE will make arrangements with the Grounds Foreman with regard to the exact location for planting. Members were in agreement that the proposal be supported as it would make a positive impact on the environment for the community of Ringwood and therefore, the recommendation was approved.

RESOLVED: That the purchase of trees for planting at Poulner Lakes, at a cost of £400, be funded from reserves.

ACTION C Wilkins / R Fitzgerald

F/5752

COMMITTEE BUDGET 2020/21

The RFO presented his initial report on the Committee's draft budget for 2020/21 (*Annex D*). His report showed the revised budget with a net increase of £1,608 over the original Committee budget, but indicated at the meeting that the position on predicted outturn had improved slightly, mostly due to event income, and revised that figure to £1,000.

The detailed budget 2020/21 had been produced on an incremental basis, rolling forward the original budget and adjusting for non-recurring expenditure and known inflationary costs changes. The draft budget does not include the three new Committee bids, set out in Appendix A, which will have continuing budgetary implications. The RFO indicated that since his report had been circulated, proposals had been made which would improve the overall picture.

It was suggested that any proposals for surplus income arising from events be considered as part of the budget setting process, in the future.

RESOLVED: 1) That the Committee's draft budget report be received;
2) That the budgets and proposals in Appendices A and B be approved; and
3) That this matter be considered further at the Committee meeting in January.

ACTION R Fitzgerald

**F/5753
BUDGET AND PRECEPT 2020/21**

Members gave initial consideration to the draft budget for 2020/21 (*Annex E*).

The RFO explained that he had approached the preparation of the draft budget on an incremental basis, including the known changes, growth items and making an assumption on pay inflation. As an example, he indicated that should there be an assumption of no transfer from the General Reserve, that the resulting Band D property's Council Tax would rise to £101.58.

Since writing the report, the RFO and Town Clerk had explored some ideas for changes to the draft budget. He outlined the proposals and the likely impact on the overall position. The resulting effect on Council Tax rates could immediately be seen using the 'Sandbox' tool. It was felt that these changes would better reflect planned expenditure. The transfers in to earmarked reserves had also been reviewed, taking into account the current level of each reserve and the likely draw on the reserve in the next year. The RFO would circulate the revised figures for comment.

The Town Clerk had also recently undertaken a review of the 'vehicle and machinery replacement plan', with the Grounds Foreman, to ensure this was provided for adequately and he was confident that the plan was robust. Similar reviews had been undertaken for all Committee income streams, resulting in the same targeted income for the year 2020/21.

The RFO provided calculations for Council Tax rates, given differing amounts to be transferred from the General Reserve to supplement the precept. For example, if all bids are included in the budget and an increase in Council Tax of 2% is applied, a transfer of £11,329 would be required from the General Reserve.

Members thanked the RFO for the 'Sandbox', which was impressive and had engaged them more in the budget setting process. They also thanked the RFO and the Town Clerk for their hard work in revising the figures.

The Town Clerk concluded with a short presentation on ideas for the budget setting process in the future, which included suggestions for a new project planning cycle, clarifying some anomalies within the Committees 'Terms of Reference' and consideration of each Committee's spending powers. The Committee agreed that this be considered further.

- RESOLVED:** 1) That the draft budget 2020/21 be received;
2) That the revised figures be circulated;
3) That the draft budget be considered further at the next meeting in January.

ACTION R Fitzgerald

**F/5754
ICT OVERHAUL**

The Committee received the RFO's report in respect of the ICT overhaul project (*Annex F*). He indicated that costs had risen from the original estimate, however the specification had changed. The overhaul will result in a reduction of the ongoing costs for IT support by around £2,500 per annum.

- RESOLVED:** 1) That the costs of the IT replacement programme be noted; and
2) That the continuing cost of IT provision is noted.

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ACTION C Wilkins / R Fitzgerald

**F/5755
PROJECTS**

RESOLVED: That the update in respect of projects (Annex G) be received.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8:45pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
18th December 2019

APPROVED
15th January 2019

TOWN MAYOR

COMMITTEE CHAIRMAN

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

11TH DECEMBER 2019

Paid Expenditure Transactions

between 01/11/19 and 30/11/19

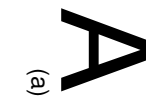
Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO 01/11/19	01/11/19	536		£80.00	£0.00	£80.00	P&F	TLC Online	November 2019 2000/1/14
DD 01/11/19	01/11/19	537		£403.00	£0.00	£403.00	RLOS	New Forest District Council	Rates Cemetery November 2019 3200/1/5
DD 01/11/19	01/11/19	538		£190.00	£0.00	£190.00	P&F	New Forest District Council	Rates Carvers C/House November 2019 2802/1/6
		583/1		£2,815.63	£0.00	£2,815.63	P&F	Public Works Loan Board	Principle 2500/1/2
		583/2		£2,559.33	£0.00	£2,559.33	P&F	Public Works Loan Board	Interest 2500/1/1
DD	01/11/19	583		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	November 2019 2500/1/2
75	05/11/19	500		£100.00	£0.00	£100.00	P&F	TW Photography	Fully edited photos for Carvers Clubhouse website 2000/1/14
75	05/11/19	501		£22.00	£0.00	£22.00	P&F	Royal British Legion	one B Type Wreath for Remembrance Parade 10.11.19 2200/1/5
75	05/11/19	502		£450.00	£75.00	£375.00	P&F	Abbas Cabins	Toilets for fireworks 2400/11
75	05/11/19	503		£690.00	£115.00	£575.00	P&F	Letters & Logos Ltd	Artwork and tickets and banners for fireworks 2400/11
75	05/11/19	504		£102.00	£0.00	£102.00	P&F	Taste Vending Ltd	Coffee for clubhouse 2802/3/1
		505/1		£72.00	£12.00	£60.00	RLOS	Insight Security & Facilities Ltd	call out - Tractor Shed at Carvers 3000/2/3
		505/2		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	Carvers Clubhouse (The Place) 2802/1/1
75	05/11/19	505	RTC803376	£90.00	£15.00	£75.00		Insight Security & Facilities Ltd	split /part order call out charges - August/September 2019 - invoice number 8582 3000/2/3
75	05/11/19	506		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Management	October 2019 3000/3/4
76	05/11/19	507		£200.00	£0.00	£200.00	P&F	Alpha One Medical Services	First aid services at bonfire night 2019 2400/11
77	05/11/19	508		£8.58	£1.43	£7.15	RLOS	Screwfix	Rawplug Bzp U Bolt M10 x 100m 3000/3/1
77	05/11/19	509		£4.36	£0.73	£3.63	RLOS	Screwfix	I Bolt x 4 3000/2/3
		510/1		£3,846.60	£606.10	£3,240.50	P&F	Clyde & Co Claims LLP	Vat only invoice 2000/1/3
		510/2		-£3,240.50	£0.00	-£3,240.50	P&F	Clyde & Co Claims LLP	Vat only inv 2000/1/3
78	05/11/19	510	RTC803337	£606.10	£606.10	£0.00		Clyde & Co Claims LLP	split/part order 2000/1/3
79	05/11/19	511		£1,470.60	£245.10	£1,225.50	P&F	Edge IT Systems Ltd	AdvantEdge Online - 5 year contract 13.12.18 - 12.12.19 (first year) hosted services excluding Epitaph. 2000/1/12
DD	06/11/19	564		£47.68	£7.95	£39.73	RLOS	UK Fuels Ltd	October 2019 3000/1/10
80	11/11/19	512		£175.00	£0.00	£175.00	P&F	Distinction AV	AV equipment hire for fireworks event inc band mic, speakers, engineer 2400/11

Paid Expenditure Transactions

between 01/11/19 and 30/11/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	11/11/19	565		£59.25	£2.82	£56.43	P&F	Southern Electric Power Distribution plc	Ringwood Market Place Qtr3 2019 2400/2
82	12/11/19	515		£159.00	£0.00	£159.00	P&F	Sarah Clift	Consultancy services as detached youth worker Sept 19 2802/2/4
		516/1		£21.60	£3.60	£18.00	RLOS	Aquam Water Services	01.10.19-03.10.19 - standpipe 22mm Water Meter hire 3000/1/8
		516/2		£2.59	£0.43	£2.16	RLOS	Aquam Water Services	18.09.19-03.10.19 standpipe water meter reading 3000/1/8
		516/3		£18.00	£3.00	£15.00	RLOS	Aquam Water Services	03.10.19 - collection 3000/1/8
82	12/11/19	516	RTC803392	£42.19	£7.03	£35.16		Aquam Water Services	split/part order 3000/1/8
82	12/11/19	517		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	Treatment: Moles in Jubilee Gardens. 3000/2/13
82	12/11/19	518		£108.86	£18.14	£90.72	RLOS	Eco Sustainable Solutions	Soil to go around seat bases outside Carvers clubhouse. 3000/2/3
82	12/11/19	519		£328.80	£54.80	£274.00	RLOS	T H White	Travel to site and inspect machine as requested estimate repair costs. W6 Terra. 3000/3/2
82	12/11/19	520		£72.00	£12.00	£60.00	P&F	WW Projects	fixed dripping tap at Carvers Clubhouse kitchen. 2802/1/1
82	12/11/19	521		£180.00	£30.00	£150.00	P&F	WW Projects	Greenways, 71 Christchurch Road:- service boiler system mended 3 radiators reduced pressure in system 2100/1
83	12/11/19	522		£3,285.00	£0.00	£3,285.00	RLOS	Peter Wiseman	Bench bases at Carvers. 3000/2/3
83	12/11/19	523		£2,200.40	£0.00	£2,200.40	RLOS	Little Banks Nursery	assortment of flowers for town planting 2019 and compost. 3000/5/9
BP 14/11/19	14/11/19	539		£7,050.78	£0.00	£7,050.78	P&F	Hampshire County Council	Pension October 2019 2600/1/3
BGC	14/11/19	590		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees - November 2019 2400/19
BGC	14/11/19	591		£99.00	£0.00	£99.00	P&F	Austin & Wyatt	November 2019 Money held on account for Gas check 2100/3
84	18/11/19	527		£27.60	£4.60	£23.00	RLOS	Peter Noble Ltd	2 x fuel bio treatment. 3000/1/10
84	18/11/19	528		£84.00	£14.00	£70.00	RLOS	Peter Noble Ltd	1 x metal and welding @ tennis courts. 3000/5/3
84	18/11/19	529		£404.09	£67.35	£336.74	RLOS	Peter Noble Ltd	mower - strip out the rear roller. Machined by specialist. 3000/3/2
84	18/11/19	530		£24.84	£4.14	£20.70	RLOS	Peter Noble Ltd	9 x flapper grip discs 3000/2/3
84	18/11/19	531		£14,894.40	£2,482.40	£12,412.00	P&F	Status Computers	8 x Toshiba Portege convertible notebooks 9 Toshiba Dynadock docking stations 8 Toshiba notebook table sleeve 1 edCate Core i5 9400 PC Tower (shared PC front desk) 2000/1/15

Paid Expenditure Transactions

between 01/11/19 and 30/11/19

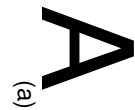
Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			532/1	£11.18	£1.86	£9.32	P&F	Hampshire County Council	582113 - Premiere Products Multi Surface Cleaner	2802/2/1
			532/2	£12.37	£2.06	£10.31	P&F	Hampshire County Council	582203 - Apple fresh disinfectant	2802/2/1
			532/3	£18.00	£3.00	£15.00	P&F	Hampshire County Council	575228 - toilet duck	2802/2/1
			532/4	£27.53	£4.59	£22.94	RLOS	Hampshire County Council	581288 - Shield 3 way toilet cleaner	3200/1/4
			532/5	£22.02	£3.67	£18.35	P&F	Hampshire County Council	819324 - A4 cream copier paper	2000/1/8
			532/6	£10.73	£1.79	£8.94	P&F	Hampshire County Council	816800 - centrefeed wiper - white	2802/2/1
			532/7	£5.26	£0.88	£4.38	P&F	Hampshire County Council	203423 - conference folder	2000/1/8
			532/8	£16.46	£2.74	£13.72	P&F	Hampshire County Council	757977 - transfer/storage case	2000/1/8
84	18/11/19	532	RTC803396	£123.55	£20.59	£102.96		Hampshire County Council	split/part order	2802/2/1
84	18/11/19	533		£449.98	£75.00	£374.98	P&F	Rohen Ltd	Gazebos to be used for events	2400/14
84	18/11/19	534		£466.20	£77.70	£388.50	P&F	Insight Security & Facilities Ltd	For security at fireworks 6 officers	2400/11
Lloyds CC	18/11/19	586		£21.94	£3.66	£18.28	P&F	Amazon	Steel wall mounted basket - document holder.	2000/1/5
Lloyds CC	18/11/19	587		£35.99	£6.00	£29.99	P&F	Amazon	carpet cable cover 120cm x 40cm	2000/1/5
Lloyds CC	18/11/19	588		£14.40	£2.40	£12.00	P&F	Vital Parts UK	15 x LOW027 - Low Profile Adjustable feet. Including delivery cost	2802/2/1
Lloyds CC	18/11/19	589		£48.00	£8.00	£40.00	RLOS	Absolute Hardware	10 x Face fixed barbed wire bracket - galvanised.	3000/2/3
85	19/11/19	540		£1,500.00	£250.00	£1,250.00	P&F	M Media Group Ltd	Digivan Super 11 event screen and fixed camera for fireworks	2400/11
85	19/11/19	541		£1,000.00	£0.00	£1,000.00	P&F	Swing Unlimited Big Band	For playing at Fireworks event on Nov 3rd inc sound engineer and PA system	2400/11
85	19/11/19	542		£71.06	£11.84	£59.22	P&F	Itec	Copies Charged	2000/1/9
85	19/11/19	543		£174.00	£29.00	£145.00	P&F	SLCC Enterprises Ltd	People Management - Eastleigh 12.11.19 Christopher Wilkins	2310/2
85	19/11/19	544		£231.19	£38.53	£192.66	P&F	Status Computers	3 Toshiba PX5279K-1AC3 spare AC adaptor S/No: 2k0816 1 Microsoft Wireless Display Adpt V2	2000/1/15
85	19/11/19	545		£612.00	£102.00	£510.00	P&F	Letters & Logos Ltd	Artwork and printing for Christmas Event	2400/9
85	19/11/19	546		£21.00	£0.00	£21.00	P&F	Philip Day	Refund application fee for TEN for Christmas market stall	2400/14
			547/1	£59.99	£10.00	£49.99	RLOS	Screwfix	Yukon trousers 30-34"w	3000/1/5
			547/2	£14.18	£2.36	£11.82	RLOS	Screwfix	A2 coach bolts M10x80mm pk10	3000/2/3
			547/3	£7.99	£1.33	£6.66	RLOS	Screwfix	M10 large flat washers pk100	3000/2/3

Paid Expenditure Transactions

between 01/11/19 and 30/11/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			547/4	£5.09	£0.85	£4.24	RLOS	Screwfix	M10 Hex Nut	3000/2/3
			547/5	-£59.99	-£10.00	-£49.99	RLOS	Screwfix	Yukon trousers 30-34"	3000/1/5
86	19/11/19	547	RTC803379	£27.26	£4.54	£22.72		Screwfix	split/part order	3000/1/5
			548/1	£59.99	£10.00	£49.99	RLOS	Screwfix	Yukon Chainsaw Trousers Med	3000/1/5
			548/2	£26.99	£4.50	£22.49	RLOS	Screwfix	Hss Drill Bit Sharpener 230v	3000/3/1
86	19/11/19	548	RTC803371	£86.98	£14.50	£72.48		Screwfix	split/part order.	3000/1/5
86	19/11/19	549		£8.00	£1.33	£6.67	RLOS	Screwfix	Line Marking White 750ml	3000/2/9
86	19/11/19	550		£3.62	£0.60	£3.02	RLOS	Screwfix	Mk 13a 2g Dp Socket	3000/3/1
86	19/11/19	551		£2.99	£0.50	£2.49	RLOS	Screwfix	Masonry Drill Bitt 10 x 150mm	3000/2/3
86	19/11/19	552		£14.99	£2.50	£12.49	RLOS	Screwfix	Visegrip 10" Locking Plier.	3000/2/9
			553/1	£3.24	£0.54	£2.70	P&F	Hampshire County Council	822479 - Permanent Marker (pk of 10)	2000/1/8
			553/2	£4.94	£0.82	£4.12	P&F	Hampshire County Council	756706 - clip board	2000/1/8
			553/3	£8.18	£1.36	£6.82	P&F	Hampshire County Council	750425 - Manilla envelopes C4	2000/1/8
			553/4	£10.99	£1.83	£9.16	P&F	Hampshire County Council	714174 - cash tin	2000/1/8
			553/5	£4.02	£0.67	£3.35	P&F	Hampshire County Council	819748 - A4 laminator pouches	2000/1/8
			553/6	£1.82	£0.30	£1.52	P&F	Hampshire County Council	858626 - tape dispenser	2000/1/8
			553/7	£16.85	£2.81	£14.04	P&F	Hampshire County Council	816100 - hand towels	2000/3/4
			553/8	£4.79	£0.80	£3.99	P&F	Hampshire County Council	164829 - vinyl gloves (large)	2000/3/4
			553/9	£12.24	£2.04	£10.20	P&F	Hampshire County Council	598373 - Antibacterial multisurface cleaner	2000/3/4
			553/10	£15.85	£2.64	£13.21	P&F	Hampshire County Council	608060 - glass cleaner	2000/3/4
			553/11	£13.15	£2.19	£10.96	P&F	Hampshire County Council	598114 - Carex hand soap	2000/3/4
87	19/11/19	553	RTC803415	£96.07	£16.00	£80.07		Hampshire County Council	part/split order	2000/1/8
87	19/11/19	554		£102.00	£17.00	£85.00	P&F	Central Southern Security	Annual Maintenane of CCTV System Carvers Clubhouse	2802/1/1
88	19/11/19	555		£238.44	£0.00	£238.44	RLOS	Water2Business	MP Meter 1 Sewerage 12/04/19-17/10/19	3000/1/8
89	19/11/19	556		£126.70	£0.00	£126.70	RLOS	Water2Business	MP Meter 2 Sewerage 12/4/19-17/10/19	3000/1/8
90	19/11/19	557		£203.28	£0.00	£203.28	P&F	Water2Business	Carvers C/House 12/4/19-16/10/19	2802/1/4
91	19/11/19	558		£69.97	£0.00	£69.97	P&F	Bournemouth Water	Greenways 10/4/19-8/10/19	2000/1/2
91	19/11/19	559		£28.29	£0.00	£28.29	RLOS	Bournemouth Water	MP Meter 1 12/4/19-17/10/19	3000/1/8
91	19/11/19	560		£117.94	£0.00	£117.94	RLOS	Bournemouth Water	MP Meter 2 12/4/19-17/10/19	3000/1/8
91	19/11/19	561		£46.75	£0.00	£46.75	RLOS	Bournemouth Water	Standpipe The Bickerley 10/4/19-9/10/19	3000/1/8

Paid Expenditure Transactions

between 01/11/19 and 30/11/19

Start of year 01/04/19

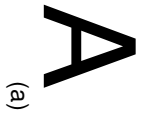
Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
91	19/11/19	562		£120.29	£0.00	£120.29	P&F	Bournemouth Water	Carvers C/House 12/4/19-16/10/19
91	19/11/19	563		£245.75	£0.00	£245.75	RLOS	Bournemouth Water	Cemetery 3/4/19-9/10/19
DD	19/11/19	581		£28.50	£0.00	£28.50	P&F	Worldpay	November 2019
DD	25/11/19	580		£23,532.79	£0.00	£23,532.79	P&F	Salaries	November 2019
DD	25/11/19	582		£312.80	£52.13	£260.67	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2019
92	26/11/19	566		£363.00	£0.00	£363.00	P&F	Society of Local Council Clerks	Membership subscription for Christopher Wilkins
92	26/11/19	567		£94.40	£0.00	£94.40	P&F	TLC Online	10 booklets, containing 50 NCR sets, single sided, top white, middle blue and bottom yellow with continuation numbering.
92	26/11/19	568		£19.98	£3.33	£16.65	P&F	Letters & Logos Ltd	To supply self adhesive vinyl sticker 55mm high with a printed yellow background and black text "1st" For Christmas advanced road closure signs.
92	26/11/19	569		£5.00	£0.00	£5.00	P&F	New Forest National Park Authority	10 x trail maps @ 50p each.
92	26/11/19	570		£216.00	£36.00	£180.00	RLOS	R M Smith Fencing Limited	Replace 2 fence posts on bridge Ash Grove Playpark.
93	26/11/19	572		£500.00	£0.00	£500.00	P&F	Rotary Club of Ringwood	Grant Aid for Christmas Eve event in Ringwood.
93	26/11/19	573		£500.00	£0.00	£500.00	P&F	Rotary Club of Ringwood	Donation following stewarding at Ringwood Grand Fireworks
93	26/11/19	574		£100.00	£0.00	£100.00	P&F	2nd Poulner Scouts	Donation for help at Ringwood Grand Fireworks
93	26/11/19	575		£11.99	£2.00	£9.99	RLOS	Screwfix	Rawplug Bolts 12.5 x 120mm Pk10
93	26/11/19	576		£372.00	£0.00	£372.00	RLOS	Bournemouth Water Business Services	Southampton Road Allots 01/05/19-18/10/19
93	26/11/19	577		£566.01	£0.00	£566.01	RLOS	Bournemouth Water Business Services	Upper Kingston Allots 26/04/19-18/10/19
94	26/11/19	578		£4,667.53	£0.00	£4,667.53	P&F	New Forest District Council	Election Expenses Cost of elections on 2nd May 2019
BP	26/11/19	579		£5,722.06	£0.00	£5,722.06	P&F	Inland Revenue	October 2019
DD	27/11/19	535		£258.80	£12.32	£246.48	P&F	British Gas	15/8/19-5/11/19
		524/1		£54.70	£9.12	£45.58	RLOS	Utility Warehouse	UW CC Oct 2019
		524/2		£31.96	£5.33	£26.63	P&F	Utility Warehouse	UW CC Oct 2019
		524/3		£165.18	£7.87	£157.31	P&F	Utility Warehouse	UW CC Oct 2019



Paid Expenditure Transactions

between 01/11/19 and 30/11/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		524/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW CC Oct 2019	2802/1/3
DD	29/11/19	524		£254.24	£22.72	£231.52		Utility Warehouse	Carvers Clubhouse October 2019	3000/1/6
		525/1		£47.82	£7.97	£39.85	RLOS	Utility Warehouse	UW Cem Oct 2019	3000/1/6
		525/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cem Oct 2019	3200/1/6
		525/3		£55.49	£2.64	£52.85	RLOS	Utility Warehouse	UW Cem Oct 2019	3200/1/1
		525/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cem Oct 2019	3200/1/1
DD	29/11/19	525		£136.91	£16.21	£120.70		Utility Warehouse	UW Cemetery October 2019	3000/1/6
		526/1		£60.26	£2.87	£57.39	RLOS	Utility Warehouse	UW SP Oct 2019	3000/1/1
		526/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW SP Oct 2019	3000/1/1
DD	29/11/19	526		£62.66	£3.27	£59.39		Utility Warehouse	UW Sports Pavilion Oct 2019	3000/1/1
PAY	29/11/19	584		£17.86	£0.00	£17.86	P&F	Lloyds Bank	Bank Charges November 2019	2000/1/18
		585/1		£600.77	£35.38	£565.39	P&F	Barclay Card	B/Card Nov 19	2802/3/1
		585/2		£103.70	£17.06	£86.64	P&F	Barclay Card	B/Card Nov 19	2802/2/1
		585/3		£311.83	£1.83	£310.00	P&F	Barclay Card	B/Card Nov 19	2400/9
		585/4		£50.24	£0.83	£49.41	P&F	Barclay Card	B/Card Nov 19	2400/4
DD	29/11/19	585		£1,066.54	£55.10	£1,011.44		Barclay Card	November 2019	2802/3/1
Total				£84,491.19	£4,684.86	£79,806.33				

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-Nov-19</u>		<u>30-Nov-19</u>	<u>Movement</u>	Cash Out	Cash In	<u>31-Dec-19</u>
	£		£	£	£	£	£
Imprest (Current) Account	82,543		63,892	-50,000		100,000	113,892
Business Account	11,540		11,541				11,541
Investment Accounts	635,000		635,000		-100,000		535,000
Greenways Rent Deposit	10,729		10,716				10,716
Petty Cash - Imprest	59		80				80
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	740,096		721,454	-50,000	-100,000	100,000	671,454

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

11th December 2019

11th December 2019

Investment Accounts	CCLA	Instant access
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Notes:

- Imprest Account**

Anticipated net expenditure in month:	£	50,000
Net Movement on imprest account		50,000
- Investment Maturity**

No investments due to mature
- The bank accounts were reconciled as at 30th November 2019
- 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 deposit of £2,637 plus interest accrued has been increased by £1,228
- 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.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

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REPORT TO POLICY & FINANCE COMMITTEE – 11th DECEMBER 2019
BUDGETARY CONTROL - 2019/20 PERIOD 8 (TO END NOVEMBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first eight months of the year, April to November 2019. A summary budget comparison report is included as Appendix 1.
- 1.2 The latest budget performance information has been used to prepare a revised budget forecast and outturn prediction and this is included at Appendix 2. A budget model has been prepared to enable members to model the consequences of different budget assumptions for 2020/21. The model has been used to prepare a draft budget for each Committee and the draft budget for this Committee is the subject of a separate report. Similarly, a consolidated draft budget for 2020/21 is also now available which sets out the implications for the precept, reserves and balances and this is also the subject of a separate report.

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 Additional expenditure that has been authorised since the annual budget was approved in January includes £6,000 for the upgrade of the Council website, 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. Other unavoidable increases in expenditure include election costs of £4,668 against a budget estimate of £4,000 and an increase in members allowances of £1,350. These and other unavoidable additional expenditure have been included in the revised budget.
- 2.3 Bank reconciliations have been carried out for all accounts and those to the end of August have been witnessed by the Chair of this committee. These reconciliations are, in any event, carried out monthly as part of the maintenance of the accounts and will in future be presented to the Chairman of this Committee quarterly for endorsement.

3. INCOME & EXPENDITURE APRIL 2019 to NOVEMBER 2019

- 3.1 Expenditure to the end of November totalled £ 467,370, or 62.8% of the planned spend for the year which is broadly in line with budget expectations. A budget summary comparison report is included at Appendix 1. Note that the expenditure figures include a credit balance on the pay control account which represents outstanding tax, NI and pension liabilities of £12,765 which are due to be settled during December.
- 3.2 Notable variances against expenditure budgets include expenditure on events which is now likely to exceed the original budget by some £8,000 although this will also generate a corresponding increase in income. Similarly, additional costs incurred by Carvers Clubhouse café will be offset by the additional revenue generated. As previously noted, the reduction in staff at the Gateway will generate some savings however these will largely be absorbed by a combination of the costs of alternative arrangements and increased grounds staff costs. Overall, payroll savings are now expected to be no more than £5,000 for the year.

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- 3.3 In addition to the cost increases noted in 2.2, there has been some additional expenditure on capital schemes carried forward from 2018/19 including the final payment in respect of Carvers playpark and the Human Sundial, although these will be funded from reserves set aside for the purpose. The IT refreshment programme will exceed the planned budget for the year but this will also be funded from reserves. A separate report provides more detail on the expenditure on this project. There are likely to be material underspends on a range of budgets for grounds maintenance, buildings maintenance and tree works, however, as there is also a backlog of work, it is difficult to predict with any certainty the scale of these underspends. These budgets will be kept under review as the year progresses.
- 3.4 Income received to date, excluding the precept and CIL receipts, stands at £154,387, or 72.2% of planned receipts. Whilst this represents a continuing improvement on the figure at the end of October, it should be noted that the figure is increased by the additional receipts from events and Carvers Clubhouse. Receipts otherwise are performing less well than expected with Cemetery receipts remaining a particular concern with less than 50% of the anticipated income achieved. This represents a shortfall of £7,500 to the end of November. However, income from grounds maintenance and sports activities is performing well and Allotments income is being collected as anticipated.
- 3.5 All of the variances noted have been incorporated in the draft revised budget for the year which is summarised at Appendix 2. The net result is an anticipated increase in spend for the year of £37,856 or 5% of gross expenditure whilst income is expected to increase by £10,218. Whilst much of the increased expenditure will be met from earmarked reserves, there remains a balance of £10,137 which will require an increased transfer from the General Reserve unless the predicted position changes.
- 3.6 A Cashbook summary to the end of November is included at Appendix 3 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. 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.

4. DRAFT REVISED BUDGET 2019/20

- 4.1 A summary of the Draft revised budget is appended at Appendix 2. (The budget detail is included with the 2020/21 draft budget report later in the agenda.)
- 4.2 The Council's net budget requirement is likely to increase by £27,639 by the year end although £17,502 of this will be funded from earmarked reserves. The original budget required a transfer from the General Reserve of £28,539 in order to achieve a balanced budget. This call on the General Reserve is now expected to increase to £38,676.
- 4.3 The opening balance on reserves was £493,535 at the 1st April 2019. Planned transfers to Earmarked Reserves total £51,300 whilst CIL receipts and other donations total £16,756. A further £9,000 is anticipated, but not yet received, in respect of the proposals to develop a Local Plan. (for which a further £3,000 is held in the General Reserve, carried over from 2018/19) Transfers from Earmarked Reserves and Provisions are now expected to total £70,195. The increased transfer from the General Fund of £38,676 will reduce total balances to £459,316 by the 31st March, a net reduction on the year of £34,219.

5. FINANCIAL IMPLICATIONS

- 4.1 The budget figures indicate that the Town Council is likely to exceed the approved budget by around £10,000 or 1.9%. This can be funded from the

General Reserve, the balance of which is expected to reduce to £239,279 by the end of March.

- 4.2 Total reserves are expected to reduce by £34,219 to £459,316 by year end. A summary of the current position on reserves is included at Appendix 4. This remains unchanged from the position reported at the September meeting.

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget position is noted.
- 4.2 The revised budget for 2019/20 is approved.

For further information please contact:

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rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

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

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

		2019/2020	Actual Net	Balance
EXPENDITURE				
Policy & Finance				
2000	Establishment	£99,550.00	£75,676.00	£23,874.00
2100	Maintenance	£34,394.00	£1,533.05	£32,860.95
2200	Democratic Process (members Costs)	£13,940.00	£11,613.52	£2,326.48
2210	Grants	£9,000.00	£4,000.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£72,946.24	£48,398.76
2310	Employee overhead Costs	£1,824.00	£1,407.46	£416.54
2400	Other	£45,024.00	£27,046.85	£17,977.15
2500	Capital Financing	£31,546.00	£21,147.91	£10,398.09
2501	Capital	£10,000.00	£21,177.33	-£11,177.33
2600	Wages Control Account	£0.00	-£12,765.36	£12,765.36
2801	Carvers Employee Costs	£44,010.00	£30,585.61	£13,424.39
2802	Carvers Club House- Expenditure	£16,954.00	£14,830.30	£2,123.70
9999	Suspense	£0.00	£30.00	-£30.00
Total Policy & Finance		£427,587.00	£269,228.91	-£158,358.09
Recreation, Leisure & Open Spaces				
3000	Recreation & Leisure (Other)	£81,464.00	£31,259.81	£50,204.19
3001	RL&OS -Employee Costs	£141,208.00	£95,378.97	£45,829.03
3002	Employee Costs	£2,000.00	£820.00	£1,180.00
3200	Cemetery	£9,911.00	£5,701.99	£4,209.01
3201	Cemetery -Employee Costs	£36,110.00	£24,495.11	£11,614.89
3300	Allotments	£2,280.00	£2,156.56	£123.44
3301	Allotments -Employee Costs	£10,035.00	£6,193.77	£3,841.23
3350	Capital Expenditure	£3,000.00	£6,670.89	-£3,670.89
Total Recreation, Leisure & Open Spaces		£286,008.00	£172,677.10	-£113,330.90
Planning, Town & Environment				
4000	Planning, Town & Environment	£14,055.00	£770.95	£13,284.05
4001	Employee Costs	£16,745.00	£10,249.16	£6,495.84
4050	Capital Expenditure	£0.00	£1,575.15	-£1,575.15
Total Planning, Town & Environment		£30,800.00	£12,595.26	-£18,204.74
Council				
10000	Petty Cash - Office	£0.00	£64.55	-£64.55
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	£82.50	-£82.50
Total Council		£0.00	£103.27	£103.27
Total Expenditure		£744,395.00	£454,604.54	£289,790.46

(d) **Financial Budget Comparison**

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

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

	2019/2020	Actual Net	Balance
Total Income	£711,464.00	£669,346.35	-£42,117.65
Total Expenditure	£744,395.00	£454,604.54	£289,790.46
Funded by reserves		£0.00	
Total Net Balance	-£32,931.00	£214,741.81	

(d) **Financial Budget Comparison**

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

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

		2019/2020	Actual Net	Balance
INCOME				
Policy & Finance				
200	Revenue Income	£119,036.00	£109,369.40	-£9,666.60
280	Carvers Club House Income	£8,500.00	£10,379.72	£1,879.72
999	Suspense	£0.00	£10.00	£10.00
Total Policy & Finance		£127,536.00	£119,759.12	£7,776.88
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£34,954.00	£23,391.04	-£11,562.96
320	Cemetery Income	£45,123.00	£22,537.12	-£22,585.88
330	Allotment Income	£5,202.00	£4,999.00	-£203.00
Total Recreation, Leisure & Open Spaces		£85,279.00	£50,927.16	£34,351.84
Planning, Town & Environment				
400	Income	£1,100.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£1,100.00	£0.00
Council				
100	Precept	£497,549.00	£497,549.00	£0.00
102	Interest Business A/c	£0.00	£11.07	£11.07
110	Client Deposits	£0.00	£0.00	£0.00
Total Council		£497,549.00	£497,560.07	-£11.07
Total Income		£711,464.00	£669,346.35	-£42,117.65

RINGWOOD TOWN COUNCIL
BUDGET 2019/20 & REVISED BUDGET 2019/20

1	2	6	7
	Description	Budget 19/20 £	Revised Budget £
Expenditure:			
	Policy & Finance	427,587	459,018
	Recreation & Leisure	227,672	230,189
	Cemeteries	46,022	46,515
	Allotments	12,314	12,330
	Planning, Town & Environment	30,800	34,200
Council Total Expenditure		744,396	782,252
Income:			
	Policy & Finance	-127,536	-145,191
	Recreation & Leisure	-34,953	-35,959
	Cemeteries	-45,123	-36,682
	Allotments	-5,202	-5,200
	Planning, Town & Environment	-1,100	-1,100
Council Total Income		-213,914	-224,132
Council Net Expenditure before transfers		530,481	558,120
Add Transfers to Provisions			
	Policy & Finance	27,400	27,400
	Recreation & Leisure	19,900	19,900
	Cemeteries	4,000	4,000
	Allotments	0	0
	Planning, Town & Environment	0	0
Total transfers to provisions		51,300	51,300
Less Transfers from Provisions			
	Policy & Finance	-14,000	-26,168
	Recreation & Leisure	-28,463	-29,047
	Cemeteries	-230	-230
	Allotments	0	0
	Planning, Town & Environment	-13,000	-17,750
Total transfers from Provisions		-55,693	-73,195
Total Budget Requirement before new bids		526,088	536,225
New Bids 2020/21 (net of income)			
	Policy & Finance		
	Recreation & Leisure		
	Cemeteries		
	Allotments		
	Planning, Town & Environment		
Less Funded from Provisions			
Council's Net Budget		526,088	536,225
Transfers from(-) or to General Reserve		-28,539	-38,676
Council Precept (to be met by Council Tax Payers)		497,549	497,549
Council Tax Base		5285.2	5285.2
Council Tax		94.14	94.14

Financial Summary - Cashbook

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

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	£154,885.73	£6,546.69	£161,432.42
Recreation, Leisure & Open Spaces	£50,992.16	£3,625.08	£54,617.24
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£497,560.07	£0.00	£497,560.07
Total Receipts	<u>£704,537.96</u>	<u>£10,171.77</u>	<u>£714,709.73</u>

PAYMENTS	Net	Vat	Gross
Policy & Finance	£325,475.05	£22,303.42	£347,778.47
Recreation, Leisure & Open Spaces	£173,025.90	£6,094.02	£179,119.92
Planning, Town & Environment	£12,595.26	£331.78	£12,927.04
Council	£57.95	£16.03	£73.98
Total Payments	<u>£511,154.16</u>	<u>£28,745.25</u>	<u>£539,899.41</u>

Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£53,275.91
Petty Cash - General	£58.57
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	£11,540.48
CCLA Public Sector Deposit Fund	£635,000.00
Client Deposit Account	£10,729.12
Total	<u>£710,829.08</u>

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

Signed _____

Chair

Clerk / Responsible Financial Officer

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2019 to 31st March 2020

	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (revised):			Estimated Balance 01/04/20 £
		from Revenue £	to Revenue £	Cash Receipts £	
<u>EARMARKED PROVISIONS</u>					
I.T. & Equipment	26,400	4,500	-21,500		9,400
Gateway	28,567	4,000			32,567
Cemetery	10,000	4,000			14,000
Buildings Reserve	8,000	8,000			16,000
Election	11,542	2,900	-4,668		9,774
Vehicle & Machinery	14,954	13,000	-19,145		8,809
Play Equipment	10,480	6,900	-3,022		14,358
Memorials	3,000				3,000
Christmas Lights	10,397				10,397
Carvers Clubhouse	21,551	5,000			26,551
Ringwood Events	10,965				10,965
Memorial Lantern	1,852				1,852
Carvers Grounds	11,300		-6,285		5,015
Infrastructure & Open Spaces	9,473	3,000	-595	595	12,473
Total Provisions	178,481	51,300	-55,215		175,161
<u>RESERVES</u>					
Earmarked Reserves:					
Dev Contribs	5,203		-1,000		4,203
Cem Maint	1,670		-230		1,440
Dev Cons(CIL)	14,101		-4,750	16,756	26,107
Capital Receipts	13,125				13,125
Grants Unapplied	0	9,000	-9,000		0
Loans Unapplied	0				0
Total Earmarked Reserves and Provisions	212,580	60,300	-70,195	16,756	220,036
General Reserve	280,955		-41,676		239,279
Total Reserves	493,535	60,300	-111,871	16,756	459,316

Note that the transfer from the general reserve of £-41,676 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

**EXTRACT FROM MINUTES OF RECREATION, LEISURE AND OPEN SPACES
4TH DECEMBER 2019**

**OS/5933
POCKET PARK BOARDWALK**

Members considered the Town Clerk's report regarding replacement of the boardwalk at Pocket Park Boardwalk (*Annex B*). He added that should it be agreed to proceed this financial year, that materials should be ordered swiftly as prices are likely to increase in January.

Members agreed that the project be progressed this year and the additional costings provided be funded from CIL receipts.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That CIL receipts be allocated to fund the additional cost of £3,112 for replacement of the boardwalk at Pocket Park

ACTION C Wilkins

Danny Cracknell Pocket Park Boardwalk1. Introduction and reason for report

- 1.1 The Flood Defence Consent for the work to reinstate the boardwalk is expected to be issued shortly but, in the meanwhile, the cost of the works has increased and decisions are needed on how to proceed and fund the works.

2. Background information and options

- 2.1 It had been apparent for some time that the condition of the timber boardwalk installed in 2012 was deteriorating. So, in late 2018 and early 2019 estimates were obtained to replace it. The bid judged most economically advantageous was for £12,473. In April, the boardwalk had to be removed for safety reasons. At its meeting on 5th June this Committee recommended that the Infrastructure and Open Spaces Fund be drawn upon to enable the work to be completed this financial year.
- 2.2 The cost of the project has increased above the original estimate for several reasons:
- The price of the materials (as charged by the manufacturer to the installer) has increased since the date of the estimate;
 - The preferred choice of decking material is more expensive than that assumed in the original estimate; and
 - The need for a Flood Defence Consent was not appreciated until recently and the application for it has incurred fees totalling £261.
- 2.4 The revised estimate of the total cost of the project is now £15,585. The Infrastructure & Open Spaces Fund began the year with a balance of £9,473 and the budget provides for a transfer into it of £3,000. Proceeding with the work as soon as practicable (i.e. within the current financial year) would therefore require use of all of this money plus a further £3,112. That shortfall would have to be drawn from the general reserve (currently predicted to end the year at £252,051, down £28,904 on the year) unless it is met from another source. The obvious alternative would be the Developer Contributions (CIL) Fund, which currently stands at £20,156 and is specifically intended to fund infrastructure projects for public benefit of precisely this kind.
- 2.5 Alternatively, the work could be delayed until next financial year. Please note, however, that if the work is delayed the cost of the materials is very likely to increase again.

3. Issues for decision and any recommendations

Whether to proceed with the work this financial year at the increased cost indicated and, if so, what recommendation to make to the Policy & Finance Committee about how it should be funded.

For further information, contact:

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

**EXTRACT FROM MINUTES OF RECREATION, LEISURE AND OPEN SPACES
4TH DECEMBER 2019**

**OS/5934
TREE PLANTING AT POULNER LAKES**

Members considered Cllr Deboos report (*Annex C*). He indicated that the Council was an organisation eligible for free tree packs from the Woodland Trust.

RACE (Ringwood Action for Climate Emergency) group was working with several land-owners and had also identified a suitable plot of Council land at Poulner Lakes. The proposal should come via the REAL (Ringwood Environmental Action Leadership) Working Party, however there had been a tight deadline for any application. He indicated that the next round of applications would be accepted in Spring, for delivery of tree packs in Autumn 2020.

The proposal was for a copse of native species to be planted, to create a corridor running north to south, to provide wildlife with a crossing and suntraps for residents to enjoy. The 420 trees provided by the Woodland Trust would be supplemented with larger saplings provided by RACE. Planting would be undertaken by RACE volunteers and it would also cover any subsequent costs.

The Committee agreed with the proposal. It was suggested that the Council could initiate the project by purchasing £400 worth of trees now and apply when possible for a free Woodland Trust tree pack. This would enable planting to take place now and in the next season. Members agreed that this be recommended to Policy and Finance Committee.

RESOLVED: 1) That the Council apply for a free Woodland Trust tree pack of 420 saplings
2) That the trees be planted as a copse at the Poulner Lakes site

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That trees be purchased at a cost of £400, from reserves.

ACTION C Wilkins / Cllr Deboos



RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th November 2019

Tree planting at Poulner Lakes

1. Introduction and reason for report

- 1.1 The '20,000 Trees in 2020' project is looking for sites to plant trees to help mitigate against climate change and to enhance biodiversity. The project is one of the actions being taken by Ringwood Actions for the Climate Emergency (RACE), an informal group of local residents which is keen to work with this Council to implement the recent resolution on responding to climate change.
- 1.2 The Woodland Trust has a scheme that provides up to 420 native tree saplings for planting and they would be delivered in March 2020. To have a chance of securing free saplings under the scheme, applications need to be put forward now and must specify the intended planting site.

2. Background information and options

- 2.1 The Poulner Lakes land owned by the Council is a natural habitat consisting of some trees and large areas of scrub land. It covers around 60,000 square metres.
- 2.2 Procurement of 420 native tree saplings would allow a copse to be planted of around 500 square metres. This is equivalent to less than 1% of the available land or about the size of a football pitch. Preference would be given for a tree package appropriate for the ground conditions and that would provide food for birds and animals.
- 2.3 Full schematic plans for the copse would be submitted for approval of this committee when the tree pack is secured.
- 2.4 Planting would be carried out by community volunteers under direction of RACE members (with appropriate experience in the field) and Council groundsmen.
- 2.5 Biennial inspection of the copse would be carried out by a qualified professional paid for by RACE.
- 2.6 It would be hoped that the scheme would be opened by the Town Mayor and appropriately publicised.
- 2.7 Climate change – The scheme will have a positive impact.
- 2.8 Budget – No pecuniary resource is required for the project. A small amount of the Clerk's time will be required to order the tree pack and the groundsmen's time to supervise planting. Costs related to stakes, guards, etc will be underwritten by RACE, if required.

3. Issues for decision and any recommendations

- 3.1 Whether to recommend that a Woodland Trust tree pack of 420 saplings is applied for by the Council.**
- 3.2 Whether to recommend the planting of these trees as a copse at the Poulner Lakes site.**

For further information, contact:

Cllr. Gareth Deboos

07904 195605

gareth.deboos@live.com

POLICY & FINANCE COMMITTEE
11th DECEMBER 2019

DRAFT BUDGET 2020/2021

1. INTRODUCTION

1.1 Members are required to consider the budget proposals for 2020/21 for this Committee and to make recommendations for inclusion in the consolidated Town Council Budget.

1.2 To assist Members, the following draft documents are attached:-

Appendix A: Shows the progress made on the new expenditure items approved for inclusion in the 2019/20 budget together with proposals for new expenditure bids for 2020/21.

Appendix B: Shows the approved original budget 2019/20 of £313,451 (including non-recurring growth of £10,000, all of which is to be funded from grants and reserves), the draft revised budget 2019/20 of £315,059 which reflects the forecast outturn for 2019/20 together with the first draft budget for 2020/21 of £307,106 which excludes any new bids.

For comparison, actual net expenditure in 2018/19 was £270,006 before transfers to and from provisions and £284,669 after transfers.

2. REVISED BUDGET 2019/20

2.1 The revised budget (column 4 Appendix B) shows a net increase of £1,608 over the original budget (column 3). Whilst this is the result of a large number of changes, the main reasons are listed below :-

Details	£
1. Reduced Employee costs	-4,593
2. Reduced Insurance premium (part year impact)	-894
3. Reduced cost of Christmas lights following tendering	-1,340
4. Website redesign (approved in June)	6,000
5. Increased aggregate IT costs (full year savings not yet realised)	3,950
6. Additional Member's costs including election	1,918
7. Ringwood Events (net of additional income)	2,500
8. Carvers Club House, (net of additional income)	955
9. Additional Investment Interest	-2,000
10. Insurance receipt (used to pay for replacement equipment)	-4,500
11. Increased cost of IT Replacement programme	11,500
12. Less increased transfer from reserves (IT & Elections)	-12,168
13. Other minor net increases in expenditure	280
Total	1,608

2.2 It should be noted that whilst the net costs of events have increased, not all of the income has been received and recorded in the ledger at the end of November and it seems probable that there will be more income than currently suggested.

2.3 The revised budget includes an adjustment to the aggregate revenue costs of IT provision. This covers the budgets for telephone & fax, Computer maintenance and computer equipment & software. Following the decision to upgrade the IT infrastructure and separate from NFDC, an ambitious savings target of £5,500 was

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included in the original budget. (Aggregate IT costs were £11,382 in 2018/19 and £11,495 in 2017/18). The necessity of dual running has meant that all of that saving cannot be achieved in the current year although costs will reduce to around £9,500 and expected to fall to £8,610 in 2020/21. The additional cost of IT implementation will be met from earmarked reserves which have been set aside for this purpose. A separate paper on IT costs is included later on the agenda.

- 2.4 All of these budgets will be kept under review and revised outturn forecasts will be presented to this committee as the year progresses.

3. FIRST DRAFT BUDGET 2020/21

- 3.1 The base budget for 2020/21 has been prepared on an incremental basis by rolling forward the 2020/21 original budget and adjusting for non recurring expenditure and known inflationary cost changes. Other than for pay costs, there will only be general inflationary increases of 2.0% applied where budgets are typically largely spent or overspent. Other specific adjustments for inflation have been applied where these are known and unavoidable.
- 3.2 Appendix B show sets out the detailed budget figures for the Committee. The draft budget excludes any new expenditure bids. At present, three separate new bids have been brought forward for consideration, all of which will have continuing budgetary implications totalling £9,500 per annum. These bids are summarised in Appendix A.
- 3.4 The Committee is asked to consider the draft budget proposals in Appendix B. These will then be included in the Council's total budget. Members will also have received, by email, a copy of a budget "model" to enable the modelling of different budget assumptions, budget changes and funding options. Members are encouraged to use this model and provide feedback to assist with the further development of the 2020/21 budget.
- 3.5 There will be a further opportunity to review the budget proposals at the next meeting of this Committee in January 2020.

4. RECOMMENDATIONS

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) Members use the budget model to explore further opportunities and provide feedback and suggestions for further amendments to the proposed budget.

For further information please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

POLICY & FINANCE COMMITTEE**PROGRESS ON APPROVED BUDGET PROPOSALS FOR 2019/20**

NO.	ITEM	REASON	BUDGET 19/20 £	COMMENTS
1.	IT Replacement Programme (Year two of a two year project)	To replace IT systems including finance and administrations systems, telephones, internet access, desktop equipment and storage solutions.	10,000	This work is almost complete and with the decision to upgrade the desktop provision, costs have increased to £21,500. The total project costs are £32,415
		To be funded from the IT replacement reserve	-10,000	
		TOTAL NET COSTS	0	

NEW BUDGET PROPOSALS FOR 2020/21

NO.	ITEM	REASON	20/21 £	21/22 £	22/23 £	Priority
1.	Carvers Clubhouse additional staff provision	To increase the opening hours and provision of service from the clubhouse. The gross cost is expected to be £4,000 pa but it is expected that this will generate a further net income from the café of £1,000	3,000	3,000	3,000	1
2.	Provision of 2 x peripatetic part time youth workers	These would provide some outreach youth services in the Town	5,500	5,500	5,500	2
3.	Provision of an annual Town Council Christmas Tree	Previously the Town Council has relied on grants and donations. It is felt that a more formal and reliable budget provision be established	1,000	1,000	1,000	3
		TOTAL NET COSTS	9,500	9,500	9,500	



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POLICY & FINANCE COMMITTEE											
Edge Codes	2 Description	3 Budget Manager	4 Actual 17/18 £	5 Actual 18/19 £	6 Budget 19/20 £	7 Revised Budget £	8 Inflation		9 Known Changes* £	10 Draft 20/21 £	
							Type	%	£		
2000/1	EXPENDITURE-Establishment										
2000/1/3	--Insurance Premium	CW	10,415	10,722	10,500	9,606	3	2.0%	210	-2,100	8,610
2000/1/4	--Health & Safety	CW	85	3,069	2,399	2,400	4	0.0%	0		2,399
2000/1/5	--Office Equipment	MO	6	99	200	200	4	0.0%	0		200
2000/1/6	--Furniture	MO	88	65	300	300	4	0.0%	0		300
2000/1/7	--Books & Publications	MO	100	104	200	200	4	0.0%	0		200
2000/1/8	--Stationery	MO	703	941	1,250	1,000	4	0.0%	0		1,250
2000/1/9	--Photocopy/scanner	JH	2,648	2,570	2,250	2,000	3	2.0%	45		2,295
2000/1/10	--Postage	MO	1,057	1,493	1,500	1,500	3	2.0%	30		1,530
2000/1/11	--Telephone & Fax	CW	8,360	8,428	3,500	5,000	3	2.0%	70	-250	3,320
2000/1/12	--Computer Maintenance	CW	3,075	2,951	2,000	800	3	2.0%	40	-500	1,540
2000/1/13	--G.I.S. Mapping	CW	500	510	510	531	3	2.0%	10		520
2000/1/14	--Web Site Maintenance	CW	960	960	1,000	7,000	3	2.0%	20		1,020
2000/1/15	--Computer equipment/s-ware	CW	60	3	100	3,750	4	0.0%	0	3,650	3,750
2000/1/16	--Subscriptions	JH	2,569	2,777	3,049	3,000	3	2.0%	61		3,110
2000/1/17	--Adverts	CW	1,249	169	780	750	4	0.0%	0		780
2000/1/18	--Bank Charges	RF	222	236	300	300	3	2.0%	6		306
2000/1/19	--Audit	CW	2,830	2,800	2,846	2,846	3	2.0%	57		2,903
2000/1/20	--Travel Expense	CW	704	654	600	750	4	0.0%	0		600
2000/2/1	--Office Exps Gtwy	CW	99	12	250	250	3	2.0%	5		255
2000/2/2	--Hospitality/Refreshments	CW	286	268	260	300	4	0.0%	0		260
2000/3/1	Caretaker Gtwy-Rechargeable	CW	7,012	7,537	7,286	7,286	1	2.5%	182		7,469
2000/3/2	Cleaning Gtwy-Rechargeable	CW	4,799	5,124	5,962	5,962	1	2.5%	149		6,111
2000/3/3	Info Officers Gtwy-Rechargeable	CW	48,795	50,921	51,988	56,000	1	2.5%	1,300		53,287
2000/3/4	Supplies Gtwy-Rechargeable	CW	1,438	2,216	520	2,000	3	2.0%	10		531
	Total Establishment		98,060	104,629	99,550	113,731			2,195	800	102,545
2100	Maintenance										
2100/4	--Vandalism	CW	696	318	200	500	4	0.0%	0		200
2100/5	--Gateway	CW	28,173	30,653	32,194	32,500	3	2.0%	644		32,838
2100/1	--Greenways	CW	907	1,598	1,000	1,500	4	0.0%	0		1,000
2100/3	--92 Southampton Road	CW	755	612	1,000	1,000	4	0.0%	0		1,000
	Total Maintenance		30,531	33,181	34,394	35,500			644	0	35,038
2300	Employee Costs										
2300/1	--Allocated Office Staff	CW	96,637	111,949	116,948	106,000	1	2.5%	2,924	-3,690	116,182
2300/2	--Allocated Groundstaff	CW	1,076	4,248	4,397	4,500	1	2.5%	110		4,507
2310/1	--Payroll Outsourcing	CW	967	931	970	970	3	2.0%	19		989
2310/2	--Staff Training	CW	654	1,224	750	900	4	0.0%	0		750
2310/3	--Eye Tests	CW	13	482	104	120	4	0.0%	0		104
	Total Employee Costs		99,347	118,834	123,169	112,490			3,053	-3,690	122,532

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	2	3	4	5	6	7	8		9	10	
	Description	Budget Manager	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation Type	%	£	Known Changes* £	Draft 20/21 £
2200/1	Members Costs										
2200/1/1	--Mayoral Regalia	CW	0	0	0	0	4	0.0%	0		0
2200/1/2	--Election Expenses	CW	6,479	0	4,000	4,668	4	0.0%	0		4,000
2200/1/3	--Members Allowances	CW	5,441	5,861	7,350	8,700	1	2.5%	184	1,325	8,858
2200/1/4	--Mayor's Allowance Allocated	CW	1,000	0	1,040	1,040	4	0.0%	0		1,040
2200/1/5	--Civic Expenses	CW	313	300	1,000	1,000	4	0.0%	0		1,000
2200/1/6	--Members' Training	CW	150	63	350	350	4	0.0%	0		350
2200/1/7	--Members Travel & Subsist	CW	0	0	200	100	4	0.0%	0		200
	Total Members Costs		13,383	6,224	13,940	15,858			184	1,325	15,448
2210	Grants										
2210/1	--Discretionary grants	CW	4273	5400	9,000	9,000	4	0.0%	0		9,000
	Total Grants		4,273	5,400	9,000	9,000			0	0	9,000
2400	Other										
2400/15	--CCTV	CW	8,790	8,790	9,000	9,000	3	2.0%	180		9,180
2400/16	--Car Park Clock Refurbishment	CW	230	1,395	260	260	4	0.0%	0		260
2400/17	--Legal Fees	CW	151	950	1,000	500	4	0.0%	0		1,000
2400/18	--Consultants Fees	CW	4,040	7,376	2,650	3,500	4	0.0%	0		2,650
2400/19	--92 Southampton Road Agents fees	CW	1,365	1,375	1,400	1,400	3	2.0%	28		1,428
2400/2	--Christmas Lights Instal & Stor	CW	13,965	13,481	17,000	15,660	3	2.0%	340	-1,340	16,000
	--Youth Workers	CB	38,355	35,461	44,010	46,250	1	2.5%	1,100		45,111
	--Carvers Club House	CB	13,564	18,908	16,954	23,309			159	0	17,113
2400/4	--Millenium Clock	CW	70	0	0	50	4	0.0%	0		0
2400/5/1	--Visitor Info Cntr - Purchases	CW	1,069	2,596	1,500	1,500	3	2.0%	30		1,530
2400/5/2	--Visitor Information Centre	CW	2,716	3,782	4,714	4,714	1	2.5%	118		4,832
2400/6	--Jubilee Lamp	CW	0	3	0	0	4	0.0%	0		0
2400/8	--Bad Debts Write Off	RF	156	0	0	0	4	0.0%	0		0
2400/9	--Support for Christmas activities	CW	0	356	0	0	4	0.0%	0		0
2400/20	--WW1 Commemoration	CW	46	5,632	2,500	0	4	0.0%	0		2,500
2400/12	--Ringwood Market - Advertising	CW	318	0	0	250	4	0.0%	0		0
2400/13	--Support for Town Twinning	CW	0	38	0	0	4	0.0%	0		0
2400/14	--Civic Events / Celebrations	CW	4,513	14,694	5,000	13,000	4	0.0%	0		5,000
	Total Other		89,348	114,837	105,988	119,393			1,956	-1,340	106,603
2500/1	Debt Charges										
2500/1/1	--Interest	RF	13,635	13,040	12,426	12,426	6	0.0%	0		12,426
2500/1/2	--Loan Repaid	RF	17,911	18,506	19,120	19,120	6	0.0%	0		19,120
	--New Borrowing 2020/21									0	0
	Total Debt Charges		31,546	31,546	31,546	31,546			0	0	31,546
	Total Revenue Expenditure		366,488	414,651	417,587	437,518			8,032	-2,905	422,713
2501	Capital Expenditure										
2501/1	--Gateway Project	RF	5,249	-1,390	0	0	6	0.0%	0		0
2501/4	--The Place Youth Facility	RF	9,574	0	0	0	6	0.0%	0		0
2501/3	--Computer Hardware	RF	0	11,499	10,000	21,500	6	0.0%	0	-21,000	-11,000
	Total Capital Expenditure		14,823	10,109	10,000	21,500			0	-21,000	-11,000
	COMMITTEE EXPENDITURE		381,311	424,760	427,587	459,018			8,032	-23,905	411,713

2	3	4	5	6	7	8		9	10
Description	Budget Manager	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation		Known Changes* £	Draft 20/21 £
						Type	% £		
200									
REVENUE INCOME									
200/1 --Insurance Premium Income	CW	-6,913	-200	0	-4,500	6	0.0%	0	0
200/2 --Interest Received	RF	-1,074	-1,508	-960	-3,000	6	0.0%	-2,040	-3,000
200/3/1 --Rent: Ground Floor Greenways	CW	-16,380	-16,455	-16,500	-16,500	3	2.0%	-330	-16,830
200/3/2 --Rent: 1st Floor Greenways	CW	-10,497	-10,613	-10,856	-10,856	3	2.0%	-217	-11,073
200/3/3 --Southampton Road Rent	CW	-13,100	-13,200	-13,200	-13,200	3	2.0%	-264	-13,464
280									
--Carvers Club House Income	CB	-3,594	-10,613	-8,500	-13,900			-170	-8,670
200/4 --VIC Sales	CW	-1,564	-4,295	-1,785	-2,500	5	2.0%	-36	-1,821
200/5 --Recharge to NFDC	RF	-67,537	-70,251	-68,735	-68,735	3	2.0%	-1,375	-70,110
200/6 --Christmas Events	CW	-1,900	-2,588	0	-2,500	6	0.0%	0	0
200/7 --WW1 Commemoration Grant	CW	0	-4,975	0	0	6	0.0%	0	0
200/8 --Market Stall Income	CW	-2,550	-1,970	-2,000	-1,500	5	2.0%	-40	-2,040
200/9 --Civic Events / Celebrations	CW	-9,896	-18,086	-5,000	-8,000	6	0.0%	0	-5,000
Total Revenue Income		-135,005	-154,754	-127,536	-145,191			-2,432	-132,008
TOTAL COMMITTEE INCOME		-135,005	-154,754	-127,536	-145,191			-2,432	-132,008
		246,306	270,006	300,051	313,827			5,600	279,706
Transfer To Provisions									
--Transfer To Provisions	RF	19,242	26,413	22,400	22,400				22,400
--Transfer To Provisions	RF	5,000	5,000	5,000	5,000				5,000
Total Transfer To Provisions		24,242	31,413	27,400	27,400			0	27,400
Transfer From Provisions									
--Trans From Provs (Rev)	RF	-14,823	0	-4,000	-4,668			4,000	0
--Trans From Provs (Cap)	RF	-6,479	-16,750	-10,000	-21,500			10,000	0
Total Transfer From Provisions		-21,302	-16,750	-14,000	-26,168			14,000	0
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		249,246	284,669	313,451	315,059			5,600	307,106

POLICY & FINANCE COMMITTEE – 11th DECEMBER 2019
DRAFT BUDGET 2020/2021

1. INTRODUCTION

- 1.1** This report sets out draft proposals for the 2020/21 budget subject to any amendments agreed at this meeting. The other two Committees are also currently considering their own draft budgets and any amendments that they request will be brought forward for consideration by this Committee. In the meantime, this Committee is asked to consider this preliminary draft budget and provide guidance on any further changes they would like to introduce before the budget is finalised in January.

2. REVISED BUDGET 2019/20

- 2.1** Attached for the Committee's consideration are the following documents:-

Appendix A – Draft summary Council budget, including actual spend 2017/18, and 2018/19 original and revised budgets 2019/20 and draft proposals for 2020/21.

Appendix B – Provisions at 1st April 2019, and estimated balances at 31st March 2020 and 2021, based on the revised budget 2019/20 and the proposals for 2020/21.

- 2.2** Planned expenditure in the current year has increased by £37,856. Most of this is due to capital schemes including replacement of IT and systems, £11,500, Carvers Grounds improvements, £3,785, the Human Sundial, £4,750 and residual payment for the Carvers Playground upgrade, £3,022. In addition, a further £6,000 has been approved during the year for an upgrade to the Council Website. All of these items will be funded from earmarked reserves with no impact on the Council budget requirement. Other cost increases are mainly due to trading activities at Carvers Club House and the Visitor Information Centre and Council run events which together have added around £14,500 to overall spend whilst generating around £11,650 in additional income. Further income from Council events is expected.
- 2.3** Total income is expected to increase by £11,615. However, this increase masks a large drop in cemetery receipts of which are expected to decline by around £8,500 if current trends continue. Most of the total increase in income is accounted for by trading activities and events, but notable increases have also been seen in non contract grounds maintenance and investment income following the decision to invest funds with the CCLA. The Town Council is also in receipt of CIL funds of £16,756 and a donation towards the cost of hedge planting of £585, both of which have been taken straight to reserves.
- 2.4** The net expenditure, before transfers from reserves, has increased, therefore by £27,639. However, as much of the additional expenditure is to be funded from reserves, the revised budget requirement shows an increase of £10,137 which it is anticipated will be met from the General Reserve.
- 2.5** Transfers from earmarked reserves and provisions will increase by £17,502. This is due to the capital schemes mentioned in 2.2, mitigated by a reduction in the

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transfer required from the Vehicles and Machinery Reserve for the replacement of the tractor for which the cost was more than £6,000 lower than anticipated.

- 2.6 For the current year, therefore, the net impact is an increase in the transfer from earmarked reserves and provisions of £17,502 whilst the transfer from the General Reserve will increase by £10,137. Total reserves are now anticipated to reduce by £34,220 to £459,316 by year end.

3. DRAFT BUDGET 2020/21

- 3.1 The draft budget has been prepared, as in previous years, on an incremental basis. The original budget for 2019/20 has been adjusted for known and unavoidable changes, one off items approved for the current year have been removed and an estimate for inflation has been applied. The other committees are considering their budgets and any new bids which they might wish to put forward will be brought to the January meeting for consideration. In the meantime a small number of proposals, including projects within the current project plan, have been added for consideration, together with any funding if available.

- 3.2 The base budget for 2020/21, before any new bids are taken into account, is £531,167. This represents an increase of £5,078 over the original budget, including new bids, for 2019/20. The reasons for this increase are :

• Reduction in annual transfer from reserves	£54,463
• Inflation of £9,743 of which:	
o Pay inflation, 2.5%,	£10,985
o Other non-pay inflation	£ 2,879
o Income inflation	£ -4,121
Total Inflation	<u>£ 9,743</u>
• Other unavoidable budget increases	
o Aggregate IT costs	£ 2,900
o Members Allowances	£ 1,325
o Environment Agency	<u>£ 590</u>
Total other budget Increases	£ 4,815
Total Budget Increases	£69,021

These increases have been mitigated by the following reductions:

• Removal of non-recurring items in 19/20 budget	£52,463
• Other budget savings	
o Insurance	£ 2,100
o Increased interest earnings	£ 2,040
o Christmas lights following tendering	£ 1,340
• reduced staffing costs	<u>£ 6,000</u>
Total Savings and Budget Reductions	£63,943

Net budget cost increase **£ 5,078**

- 3.4 Early indications are that the Council Tax base will increase by just under 1.5% for 2020/21, to 5361.8. The current band D equivalent Council Tax is £94.14 which would generate a precept of £504,760 in 2020/21. This would require a transfer from General reserves of £26,407 in order to achieve a balanced budget, before any of the new bids are considered. An increase in the Council Tax of 1% will

generate an increase to the precept of just over £5,000. For every increase of £1 on the Council Tax, the precept will increase by £5,361.

3.5 New bids proposed to date amount to £19,500 of which £6,000 would be funded from earmarked reserves and additional income generated. Nevertheless, the new bids, if they are all approved, will add a further £13,500 to the budget requirement and, in the absence of any additional alternative funding, would require a corresponding increase in subsidy from the General Reserve. If all the proposed bids are approved and the increase in the Council Tax is held at 2%, it will be necessary to draw £29,808 from the General Reserve in order to balance the budget. The new bids are summarised in 3.6, below.

3.6 New bids for consideration in the 2020/21 budget.

New Bids:

• Policy & Finance Committee (all recurring bids)	£
○ Carvers Clubhouse - additional staffing	4,000
▪ (less additional net income)	-1,000
○ Youth Outreach Workers	5,500
○ Town Council funded Christmas Tree	1,000
• Recreation, Leisure & Open Spaces Committee	
○ Poulner Lakes Access rd repairs (non recurring)	2,000
○ Waste bin replacement programme (3 year prog)	2,000
○ Aerator refurbishment (non recurring)	5,000
▪ Less financed from provisions	-5,000

Total net new bids 2020/21 **13,500**

3.7 The budget proposals set out here would result in a increase in reserves of £45,070 in 2020/21, before any draw from the General Reserve is taken into account. The remaining balance on Earmarked Provisions and reserves would be £265,106 and the balance on the General Reserve would be £239,279, or approximately 44% of the budget requirement (before any transfer from the General Reserve). A summary of proposed movements on reserves from April 2019 to March 2021 is included at Appendix B

4. RECOMMENDATIONS

4.1 Subject to any amendments made at this meeting, **it is recommended that:-**

4.2 Members consider the draft budget and any further additions or adjustments. A revised draft budget, incorporating any such requests, together with updated bids from the other Committees will be presented to the January meeting of this Committee.

For any further information, please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

RINGWOOD TOWN COUNCIL
ORIGINAL & REVISED BUDGETS 2019/20 AND DRAFT BUDGET 2020/21

Description	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation £	Known Changes* £	Draft 20/21 £
Expenditure:							
Policy & Finance	381,311	424,760	427,587	459,018	8,032	-12,905	422,713
Recreation & Leisure	170,293	248,288	227,672	230,189	4,070	-31,073	200,669
Cemeteries	42,140	48,218	46,022	46,515	1,048	-294	46,776
Allotments	13,818	11,751	12,314	12,330	284	-276	12,323
Planning, Town & Environment	16,464	19,849	30,800	34,200	430	-12,540	18,690
Council Total Expenditure	624,026	752,866	744,396	782,252	13,864	-57,088	701,172
Income:							
Policy & Finance	-135,005	-154,754	-127,536	-145,191	-2,432	-2,040	-132,008
Recreation & Leisure	-38,228	-34,422	-34,953	-35,959	-699	0	-35,652
Cemeteries	-42,982	-53,391	-45,123	-36,682	-886	0	-46,009
Allotments	-5,051	-4,901	-5,202	-5,200	-104	0	-5,306
Planning, Town & Environment	-1,100	-1,850	-1,100	-1,100	0	0	-1,100
Council Total Income	-222,366	-249,318	-213,914	-224,132	-4,120	-2,040	-220,075
Council Net Expenditure before transfers	401,660	503,548	530,481	558,120	9,743	-59,128	481,097
Add Transfers to Provisions							
Policy & Finance	24,242	31,413	27,400	27,400			27,400
Recreation & Leisure	18,400	16,900	19,900	19,900			19,900
Cemeteries	0	0	4,000	4,000			4,000
Allotments	0	0	0	0			0
Planning, Town & Environment	0	0	0	0			0
Total transfers to provisions	42,642	48,313	51,300	51,300			51,300
Less Transfers from Provisions							
Policy & Finance	-21,302	-16,750	-14,000	-26,168			0
Recreation & Leisure	-2,340	-66,189	-28,463	-29,047			0
Cemeteries	-230	-230	-230	-230			-230
Allotments	0	0	0	0			0
Planning, Town & Environment	-1,000	-1,215	-13,000	-17,750			-1,000
Total transfers from Provisions	-24,872	-84,384	-55,693	-73,195			-1,230
Total Budget Requirement before new bids	419,430	467,477	526,088	536,225	9,743	-59,128	531,167
New Bids 2020/21 (net of income)							
Policy & Finance							9,500
Recreation & Leisure							9,000
Cemeteries							0
Allotments							0
Planning, Town & Environment							0
Less Funded from Provisions							-5,000
Council's Net Budget	419,430	467,477	526,088	536,225			544,667
Transfers from(-) or to General Reserve	48,793	17,719	-28,539	-38,676			0
Council Precept (to be met by Council Tax Payers)	468,223	485,196	497,549	497,549			544,667
Council Tax Base	5225.7	5257.3	5285.2	5285.2			5,361.8
Council Tax	89.60	92.29	94.14	94.14			101.58

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES											
1st April 2019 to 31st March 2021											
	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (revised):			Estimated Balance 01/04/20 £	Planned and Proposed Movements 2020/21:					Estimated Balance 31/03/21 £
		from Revenue £	to Revenue £	Cash Receipts £		from Revenue £	to revenue		Capital Receipts £	between provisions £	
							base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>											
I.T. & Equipment	26,400	4,500	-21,500		9,400	4,500		0			13,900
Gateway	28,567	4,000			32,567	4,000		0			36,567
Cemetery	10,000	4,000			14,000	4,000		0			18,000
Buildings Reserve	8,000	8,000			16,000	8,000		0			24,000
Election	11,542	2,900	-4,668		9,774	2,900		0			12,674
Vehicle & Machinery	14,954	13,000	-19,145		8,809	13,000		-5,000			16,809
Play Equipment	10,480	6,900	-3,022		14,358	6,900		0			21,258
Memorials	3,000				3,000			0			3,000
Christmas Lights	10,397				10,397			0			10,397
Carvers Clubhouse	21,551	5,000			26,551	5,000		0			31,551
Ringwood Events	10,965				10,965			0			10,965
Memorial Lantern	1,852				1,852			0			1,852
Carvers Grounds	11,300		-6,285		5,015			0			5,015
Infrastructure & Open Spaces	9,473	3,000	-595	595	12,473	3,000		0			15,473
Total Provisions	178,481	51,300	-55,215		175,161	51,300	0	-5,000	0	0	221,461
<u>RESERVES</u>											
Earmarked Reserves:											
Dev Contribs	5,203		-1,000		4,203		-1,000	0			3,203
Cem Maint	1,670		-230		1,440		-230	0			1,210
Dev Cons(CIL)	14,101		-4,750	16,756	26,107			0	0		26,107
Capital Receipts	13,125				13,125			0	0		13,125
Grants Unapplied	0	9,000	-9,000		0			0	0		0
Loans Unapplied	0				0			0	0		0
Total Earmarked Reserves and Provisions	212,580	60,300	-70,195	16,756	220,036	51,300	-1,230	-5,000	0	0	265,106
General Reserve	280,955		-41,676		239,279	0	0				239,279
Total Reserves	493,535	60,300	-111,871	16,756	459,316	51,300	-1,230	-5,000	0	0	504,386

Note that the transfer from the general reserve of £-41,676 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

1. BACKGROUND

- 1.1 The IT replacement programme was initiated during 2018/19 as a result of NFDC withdrawing support for IT and systems at Ringwood.
- 1.2 A new finance management system was implemented at the end of 2018/19 and this has been followed by systems for managing allotments and cemeteries. More recently the Town Council migrated to an up to date Office system (Office 365) and concluded the rollout of new hardware.
- 1.3 The capital cost was estimated to be around £25,000 split broadly evenly between 2018/19 and 2019/20. An earmarked reserve, established over a number of years was available to fund the project. The balance on the reserve was £33,400 at April 2018.
- 1.4 The project has now largely concluded and this report sets out the costs to date.

2. IT REPLACEMENT PROGRAMME COSTS

- 2.1 The total costs to date of the project are set out in Appendix 1.
- 2.2 The costs include some revenue costs because of the requirement for "dual running" where it has been necessary to run two similar systems in parallel whilst one is commissioned and the other is decommissioned.
- 2.3 Implementation costs to date have been £32,415.97 and are expected to increase slightly to £33,000. The figure has increased mainly because of a decision earlier this year to move from static "tower" desktop provision to a more flexible notebook provision for individual access to the Council's IT systems. Costs have also increased because of the necessity for some dual running.
- 2.4 The Town Council makes an annual transfer from the revenue account to the IT reserve of £4,500. This means that the reserve is now expected to be around £9,400 by the end of 2019/2020.

3. IT REVENUE BUDGETS

- 3.1 Prior to the IT replacement programme the IT budgets were split over 3 headings - Telephone & Fax, Computer Maintenance and Computer Equipment & Software. In aggregate, the annual budget and spend was around £11,800.
- 3.2 An assessment of continuing costs following the IT replacement programme indicated substantial annual savings, mainly through the replacement of the HPSN data and phone connections. As a result, an original budget provision for 2019/20 of £5,600 was considered adequate. However there remained some residual costs in the current year and whilst there will be a saving against earlier budgets, it will be less than the £6,200 that had been expected. Revenue costs in the current year are now expected to be £9,550 although this includes a disputed amount of almost £2,000 for the annual maintenance fee paid to NFDC which includes services withdrawn at the beginning of the year.
- 3.3 The future continuing costs of IT have been re-assessed to be £8,500 pa, which is an increase on the current year original budget, but is still around £3,000 less per annum than in previous years.
- 3.4 The annual contribution to the IT reserve has been maintained at £4,500. It is possible that the future costs of change will be somewhat less as more of the systems are hosted remotely and provided as a service. The IT reserve will be reviewed in due course.

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4. RECOMMENDATIONS

It is **recommended** that:-

- 5.1 Members note the costs of the IT replacement programme.
- 5.2 Members note the continuing cost of IT provision.

For further information, please contact:

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Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

or

Chris Wilkins, Town Clerk

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chris.wilkins@ringwood.gov.uk

IT System Replacement Project costs 2018/2019 & 2019/2020

Description	Supplier	£	Notes:
Supply & installation of phones & Broadband	Elite Business Systems, UK (EBS)	700.00	
Supply of 8 notebooks, 9 docking stations & 1 tower PC	Status Computers	12,412.00	
Supply of 3 x spare notebook power adaptors	Status Computers	192.66	
Replacement file server & operating system licences	Status Computers	5,722.00	
Supply of Asus notebook, for Carvers	Status Computers	450.00	
Supply, configuration and installation of M\$ Office 365 email & related software	Status Computers	1,440.00	
Total Capital spend in 2019/20		20,916.66	
Advant Edge - Finance & Allotments	Edge	1,206.50	Included because of dual running (still paying for Agresso)
Advant Edge set up & training	Edge	510.00	
Preplanning & installation of network Hardware equipment & switches, cables & power	Status Computers	1,440.00	
Preplanning & installation of network Hardware equipment & switches, cables & power	Status Computers	2,895.00	
Installation of Broadband & 1st monthly charge	Elite Business Systems, UK (EBS)	189.33	Still paying for HPSN
New IT equipment & set up charges	Status Computers	2,031.00	
Communication services	Elite Business Systems, UK (EBS)	62.49	Still paying for HPSN
Telephone/PC separation works	Status Computers	172.00	
D Link assist support install	Status Computers	583.50	
Analogue business line, FTTC Broadband monthly charge	Elite Business Systems, UK (EBS)	62.49	Still paying for HPSN
New storage device, steel shelf and backup assist	Status Computers	2,347.00	
Total Capital Spend in 2018/19		11,499.31	(£11,500 transferred from IT replacement reserve in 2018/19)
Total Project costs to November 2019		32,415.97	



IT Annual Revenue Costs

	<u>2018/19 budget</u>	<u>Actual Spend to</u> <u>date 2019/20</u>	<u>Proposed Revised</u> <u>budget 2019/20</u>	<u>Proposed Budget</u> <u>2020-21:</u>	Edge Code
	£	£	£	£	
Telephone & Broadband	8,466	4,838	5,000	3,250	2000/1/11
Computer Maintenance	3,137	707	800	1,500	2000/1/12
Computer Equipment & Software	300	3,634	3,750	<u>3,750</u>	2000/1/15
Aggregate IT Budget	11,903	9,179	9,550	8,500	

Description	Supplier	Spend to Nov 2020	Code	
		£		
Broadband/telephone	EBS	1,500	2000/1/11	
Horizon VM ware	EBS	1,620	2000/1/11	
IT Support	Status	450	2000/1/12	
Office 365	M\$/Status	2,187	2000/1/15	
Edge - Finance & Allotments	Edge IT	1,225	2000/1/15	
Edge - Epitaph	Edge IT	222	2000/1/15	
Status "management licences"	Status	257	2000/1/12	
Continuing spend		7,461		
2019/20 only:				
NFDC residual IT costs	NFDC	1,668	2000/1/11	disputed
- Phone call charges (HPSN)	NFDC	50	2000/1/11	
		9,179		



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 new notebooks and other hardware are all now in use, as are the new software applications.	£37,147 (Total for 2018-19 & 2019-20) Earmarked reserve	See Separate report	See separate report	Significant	Definite	This project is nearing completion. There are a few teething problems to resolve and some further training on new software is needed. Familiarisation with financial year end procedures using the new software will also make additional demands on staff.
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. The Town Clerk gave a briefing to new councillors on 25 th September.	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						