

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 15th January 2020 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr John Haywood
Cllr Gloria O'Reilly

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

ABSENT: Cllr Christine Ford
Cllr Peter Kelleher
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Tony Ring

F/5756 PUBLIC PARTICIPATION

There were no members of the public present.

F/5757 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Ford, Kelleher, Rippon-Swaine and Ring.

F/5758 DECLARATIONS OF INTEREST

There were none.

F/5759 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 11th December 2019, having been circulated, be approved and signed by the Chairman as a correct record.

F/5760 MONTHLY FINANCIAL REPORTS

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

The RFO provided details of the larger payments from the Imprest account.

He explained that the variance on the budget balances report, predicted to be around £113,000 in December, was due to the purchase of materials for the replacement boardwalk at Pocket Park and the purchase of a new tractor. As the work to the boardwalk was unable

to be completed at present, Members asked for reassurance that the purchased materials were secure.

In respect of PWLB loans, the RFO was asked to provide information on the outstanding balances to Members.

The Town Clerk provided some clarification on the process of paying invoices. He explained that because of the way the administration works (with safeguards and procedures in place) and due to part-time working, invoices are checked and paid as soon as possible, but it can take up to 7 days. This was considered acceptable. If advance notice was given, it may be possible to make alternative arrangements for an urgent payment.

The RFO had summarised the overall position in paragraph 4.1 of his report and it remains on track with the revised budget 2019/20. He anticipated a moderate reduction in net expenditure and possibly some improvement, by year end.

The Chairman highlighted that there had been two significant payments from the General Reserve during the year and, although justified, overall expenditure had been £50,000 higher than income.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for December be authorised. Cllrs Heron and O'Reilly signed the report;
- 2) That the total amount of Petty Cash payments for December be circulated to Members;
- 3) That the Statement of Town Council Balances be received and the Inter Account Transfers be authorised; and
- 4) That the Finance Manager's budgetary monitoring report be noted.

ACTION R Fitzgerald

F/5761

DRAFT BUDGET AND PRECEPT 2020-21

Members considered the RFO's report on the draft budget and precept for 2020-21 (*Annex B*). He explained that following discussions at the December meeting, and in consultation with the Town Clerk, adjustments had been made to the draft budget.

The base budget proposed for 2020/21, before any new bids are taken into consideration, is £507,688. This represents a decrease of £18,400 from the original budget for 2019/20. Early indications for the Council Tax base rate suggest that a precept of £504,75 would be generated and a small increase to Council Tax or a transfer from the General Reserve would be required to balance the budget (£2,928).

The RFO explained that he had modelled the precept calculations, on the assumption that there would be an increase in Council Tax of 2%. (An increase of 1% would generate an increase to the precept of £5,048.) On that basis, to balance the budget and cover the cost of all new bids, as set out in paragraph 3.6 of his report, a transfer of £11,329 from the General Reserve would be required.

A discussion followed on the Committee bids for 2020/21 and proposals were made as follows:-

- 1) Town Council funded Christmas Tree – to be financed from 'Events' reserve
- 2) Support of REAL Working Party – amended to £1,000

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3) Improvements to A31 roundabout – to remain a future project, but not proceeded with until the A31 widening scheme is completed

These changes would result in a reduction in the amount for new bids by £4,000, to £14,500, and reduce the draw on the General Reserve to around £7,000.

Members were concerned about the impact of continuing to transfer funds from the General Reserve to balance the budget and this was not sustainable going forward. They were mindful of the impact on residents of increasing Council Tax even by a modest amount, but were also concerned that placing too much reliance on the General Reserve would inevitably result in significant increases in Council Tax in the future.

The RFO explained that as part of the budget setting process, the annual transfers to earmarked reserves had been reduced in some cases and this meant there was a greater likelihood of one-off unexpected expenditure during the year, putting greater pressure on the General Reserve. This approach will be kept under review.

Members agreed that an increase in Council Tax of 3% be recommended and that the draft budget be adjusted and presented to Full Council for approval.

RECOMMENDED TO FULL COUNCIL:

That the draft budget 2020-2021 and precept, following adjustments detailed above, which includes an increase in Council Tax of 3%, be approved.

ACTION C Wilkins

F/5762

SCHEDULE OF MEETINGS

RESOLVED: That the schedule of meetings March 2020 – May 2021 (*Annex C*) be approved.

ACTION C Wilkins

F/5763

LGBCE CONSULTATION

The Town Clerk informed Members of the Local Government Boundary Commission for England's consultation, which proposes boundary changes for New Forest District Council and is likely to result in the loss of 12 District Councillors. NFDC's ward boundaries within Ringwood are likely to change, which would require the Town Council wards to change also. It was noted that this will not affect the parish boundary and the number of Ringwood Town Councillors (14) will not change.

He asked for suggestions on how the Council's response might be approached and for any interested Councillors to come forward to assist in this process.

RESOLVED: That a small Working Party of Councillors be invited to look at options and report to the Committee with recommendations.

ACTION C Wilkins

F/5764

EVENTS MANAGEMENT

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Members considered and approved recommendations from Recreation, Leisure and Open Spaces Committee in respect of Events Management (*Annex D*).

- RESOLVED:** 1) That a further 8 radios be acquired at a cost of £300 to be financed from the Events Reserve;
- 2) That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Fireworks Display be set at £10,000;
- 3) That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Christmas Market and Lights Switch-on be set £10,000; and
- 4) That a recommendation be made to the Policy and Finance Committee that expenditure and income budgets for the 2020 VE Day Anniversary event be set at £12,000 in both cases.

ACTION C Wilkins / R Fitzgerald / C Bennett

**F/5765
PROJECTS**

The Town Clerk indicated that overhaul of the Town Council's website would be added to the project report.

Cllr Briers left the meeting briefly at 8.07pm.

RESOLVED: That the update in respect of projects (*Annex E*) be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.10pm.

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

RECEIVED
29th January 2020

APPROVED
19th February 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

15TH JANUARY 2020

Paid Expenditure Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
97	02/12/19	571		£424.00	£0.00	£424.00	PT&E	David Brown Sundials	Work relating to the re-building of the Human Sundial in Ringwood Market Place 4050/1
95	02/12/19	592		£50.00	£0.00	£50.00	P&F	TW Photography	Photographs for RTC website 2000/1/14
95	02/12/19	593		£300.00	£0.00	£300.00	P&F	Squidge and Pop	For performing at the Christmas in Ringwood event 2019 2400/9
95	02/12/19	594		£50.00	£0.00	£50.00	P&F	Marco Di I Gaetano	Live music at Christmas in Ringwood event 2400/9
95	02/12/19	595		£220.00	£0.00	£220.00	P&F	Dizzy Bananaz Entertainment	Entertainment for Christmas Lights Switch on 2400/9
95	02/12/19	596		£120.00	£0.00	£120.00	P&F	Mr. M. N. Painter	Goodwill payment for damaged coat at fireworks display 2400/11
95	02/12/19	597		£100.00	£0.00	£100.00	P&F	Rock Choir	For performing at the Christmas in Ringwood event 219 2400/9
95	02/12/19	598		£30.00	£5.00	£25.00	P&F	Letters & Logos Ltd	For doing flyer for xmas event 2400/9
95	02/12/19	599		£800.00	£133.33	£666.67	P&F	Aurora Fireworks Ltd	Deposit for pyromuscial displays at fireworks event in 2020 2400/11
96	02/12/19	600		£3,696.98	£616.16	£3,080.82	P&F	Concentrate Limited	Website design services (interim account) 2000/1/14
98	02/12/19	601		£165.00	£0.00	£165.00	P&F	Distinction AV	AV equipment for xmas event 2019. mics, engineer, speakers and opera 2400/9
99	02/12/19	602		£200.00	£0.00	£200.00	P&F	Sodapops	Entertainment for Christmas Lights Switch on 2019 2400/9
99	02/12/19	603		£50.00	£0.00	£50.00	P&F	Tommy Ryan Vocalist	For services at Christmas in Ringwood 2019 2400/9
SO	02/12/19	621		£212.40	£35.40	£177.00	P&F	Just Health & Safety	December 2019 2000/1/4
DD	02/12/19	622		£403.00	£0.00	£403.00	RLOS	New Forest District Council	Rates Cemetery December 2019 3200/1/5
DD	02/12/19	623		£190.00	£0.00	£190.00	P&F	New Forest District Council	Rates Carvers C/House December 2019 2802/1/6
SO	02/12/19	624		£80.00	£0.00	£80.00	P&F	TLC Online	December 2019 2000/1/14
		627/1		£6,822.22	£0.00	£6,822.22	P&F	Public Works Loan Board	December 2019 2500/1/2
		627/2		£3,575.77	£0.00	£3,575.77	P&F	Public Works Loan Board	December 2019 2500/1/1
DD	02/12/19	627		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	 2500/1/2
FPO	04/12/19	620		£200.00	£0.00	£200.00	P&F	Chris House	Advance of wages 2600/1/1
BGC	12/12/19	625		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees December 2019 2400/19
BGC	12/12/19	626		£74.00	£12.33	£61.67	P&F	Austin & Wyatt	GA Plumbing 2100/3
100	13/12/19	611		£33.96	£5.66	£28.30	RLOS	Travis Perkins	Stain for seats outside Carvers Clubhouse 2 x 5ltrs. 3000/2/14
		612/1		£146.39	£24.40	£121.99	P&F	Insight Direct (UK) Ltd	Nuance Power PDF 3 Advanced Volume Level A 2000/1/15

Paid Expenditure Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		612/2		£22.79	£3.80	£18.99	P&F	Insight Direct (UK) Ltd	Nuance Power PDF 3 Advanced Volume Support Level A 2000/1/15
100	13/12/19	612	RTC803431	£169.18	£28.20	£140.98		Insight Direct (UK) Ltd	Power PDF 3 as per quotation Q01388958-1 2000/1/15
100	13/12/19	613		£96.00	£16.00	£80.00	P&F	SLCC Enterprises Ltd	Regional Training Seminar - Bournemouth 27.11.19 Chris Wilkins 2310/2
		614/1		£149.76	£24.96	£124.80	RLOS	Churchill Environmental Services	Legionella risk assessment Longlane allotments 3300/2/1
		614/2		£226.56	£37.76	£188.80	RLOS	Churchill Environmental Services	Legionella Risk Assessment Hightown Road Allotments 3300/2/1
		614/3		£149.76	£24.96	£124.80	RLOS	Churchill Environmental Services	Legionella Assessment Southampton Road Allotments 3300/2/1
100	13/12/19	614	RTC803443	£526.08	£87.68	£438.40		Churchill Environmental Services	3300/2/1
100	13/12/19	615		£166.00	£0.00	£166.00	P&F	Rory Fitzgerald	Professional Membership of CIPFA for period 1 January 2020 to 31 December 2020 2000/1/16
100	13/12/19	616		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Management	EF66 AVD Contract Nov 2019 3000/3/4
100	13/12/19	617		£101.40	£16.90	£84.50	RLOS	Peter Noble Ltd	removed and replaced small tyre and disposed of old one. 3000/3/2
100	13/12/19	618		£120.00	£20.00	£100.00	RLOS	Peter Noble Ltd	Disposal of 4 large tyres. 3000/3/2
BP	16/12/19	619		£6,895.13	£0.00	£6,895.13	P&F	Hampshire County Council	Pension - November 2019 2600/1/3
		628/1		£252.00	£42.00	£210.00	P&F	Go New Forest	membership subscription for 2020 2000/1/16
101	16/12/19	628	RTC803448	£252.00	£42.00	£210.00		Go New Forest	Membership subscription for 2020 2000/1/16
		629/1		£180.00	£30.00	£150.00	P&F	RFS Technology	71 Christchurch Road - Routine Maintenance of Fire Alarm System Tested both fire alarm panels 2100/1
101	16/12/19	629	RTC803450	£180.00	£30.00	£150.00		RFS Technology	71 Christchurch Road - maintenance of Fire Alarm System - Re-chargeable to tenants 2100/1
		630/1		£200.00	£0.00	£200.00	P&F	Flower Factory	Christmas tree - Market Place 2019 2400/14
101	16/12/19	630	RTC803456	£200.00	£0.00	£200.00		Flower Factory	Christmas tree 2019 2400/14
		631/1		£100.20	£16.70	£83.50	PT&E	AES Signs Limited	Stainless steel plaque for Human Sundial - revised to change date to 2020 4050/1
		631/2		£12.00	£2.00	£10.00	PT&E	AES Signs Limited	Carriage - please deliver to David Brown Sundials, Gibbs Orchard, Sutton Road, Somerton, TA11 6QP 4050/1

Paid Expenditure Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
101	16/12/19	631	RTC803423	£112.20	£18.70	£93.50		AES Signs Limited	4050/1
		632/1		£25.00	£0.00	£25.00	P&F	Greyfriars	September 2019/20 Affiliation Fee
101	16/12/19	632	RTC803451	£25.00	£0.00	£25.00		Greyfriars	Affiliation Fee Sept 2019/20
101	16/12/19	633		£336.00	£56.00	£280.00	P&F	Edge IT Systems Ltd	Epitaph on-line training - part of initial set up
101	16/12/19	634		£344.88	£57.48	£287.40	P&F	Edge IT Systems Ltd	Epitaph hosted service 1/9/19 - 12/12/19 £65.10 13/12/19 to 12/12/20 £222.30
101	16/12/19	635		£252.00	£42.00	£210.00	P&F	Edge IT Systems Ltd	Epitaph - System set up, data transfer
		636/1		£55.00	£0.00	£55.00	P&F	RJ and AH Turner	RTC buying back NG17 and NG18 £110 (divided between 2 people)
102	16/12/19	636	RTC803452	£55.00	£0.00	£55.00		RJ and AH Turner	RTC buying back grave spaces NG17 and NG18
		637/1		£55.00	£0.00	£55.00	P&F	K F Power	RTC buying back two grave spaces NG17 and NG18 (£110 divided between 2 people)
102	16/12/19	637	RTC803453	£55.00	£0.00	£55.00		K F Power	RTC buying back two grave spaces NG17 AND NG18
Lloyds CC	17/12/19	638		£15.98	£0.00	£15.98	P&F	Lloyds Bank	Lloyds CC
		639/1		£12,988.80	£2,164.80	£10,824.00	RLOS	Oakley Landscapes	materials for duckboard at Danny Cracknell Pocket Park
103	17/12/19	639	RTC803454	£12,988.80	£2,164.80	£10,824.00		Oakley Landscapes	Pocket Park boardwalk materials.
104	17/12/19	640		£22,974.00	£3,829.00	£19,145.00	RLOS	E G Coles	60kW Kubota Tractor plus accessories including part-exchange on Massey Ferguson tractor
		641/1		£0.82	£0.14	£0.68	P&F	Hampshire County Council	670804 - office scissors
		641/2		£98.16	£16.36	£81.80	P&F	Hampshire County Council	819906 - A4 copier paper white
		641/3		£8.18	£1.36	£6.82	P&F	Hampshire County Council	821204 - black pen (box of 50)
		641/4		£1.82	£0.30	£1.52	P&F	Hampshire County Council	858626 - tape dispenser
		641/5		£0.90	£0.15	£0.75	P&F	Hampshire County Council	858822 - sellotape
		641/6		£0.40	£0.07	£0.33	P&F	Hampshire County Council	8046606 - box of staples
105	17/12/19	641	RTC803441	£110.28	£18.38	£91.90		Hampshire County Council	part/split order
		642/1		£35.00	£0.00	£35.00	P&F	Barbara Hall	Craft workshop
105	17/12/19	642	RTC803455	£35.00	£0.00	£35.00		Barbara Hall	Runnign craft workshop for Carvers Clubhouse at Christmas Event
DD	19/12/19	646		£27.54	£0.00	£27.54	P&F	Worldpay	Charges November 2019

Paid Expenditure Transactions

between 01/12/19 and 31/12/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	20/12/19	643		£5,870.23	£0.00	£5,870.23	P&F	Inland Revenue	November 2019 2600/1/2
DD	20/12/19	647		£313.61	£52.27	£261.34	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	November 2019 2501/3
DD	20/12/19	648		£635.75	£0.00	£635.75	P&F	Barclay Card	Carvers Clubhouse November 2019 2802/3/1
DD	24/12/19	644		£23,102.03	£0.00	£23,102.03	P&F	Salaries	December 2019 2600/1/1
PAY	27/12/19	645		£17.68	£0.00	£17.68	P&F	Lloyds Bank	Bank Charges - November 2019 2000/1/18
PAY	27/12/19	656		£12.50	£0.00	£12.50	Counc	Lloyds Bank	December bank charges 10111
SO	30/12/19	649		£212.40	£35.40	£177.00	P&F	Just Health & Safety	January 2020 2000/1/4
		651/1		£12.84	£2.14	£10.70	RLOS	Utility Warehouse	UW Carvers C/House Nov 2019 3000/1/6
		651/2		£31.20	£5.20	£26.00	P&F	Utility Warehouse	UW Carvers C/House Nov 2019 2802/2/5
		651/3		£661.11	£31.48	£629.63	P&F	Utility Warehouse	UW Carvers C/House Nov 2019 2802/1/3
		651/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House Nov 2019 2802/1/3
DD	30/12/19	651		£707.55	£39.22	£668.33		Utility Warehouse	UW Carvers C/House November 2019 3000/1/6
		652/1		£31.88	£5.31	£26.57	RLOS	Utility Warehouse	UW Cemetery Nov 2019 3000/1/6
		652/2		£31.96	£5.33	£26.63	RLOS	Utility Warehouse	UW Cemetery Nov 2019 3200/1/6
		652/3		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery Nov 2019 3200/1/1
		652/4		£64.20	£3.06	£61.14	RLOS	Utility Warehouse	UW Cemetery Nov 2019 3200/1/1
DD	30/12/19	652		£130.44	£14.10	£116.34		Utility Warehouse	UW Cemetery Nov 19 3000/1/6
		650/1		£58.42	£2.78	£55.64	RLOS	Utility Warehouse	UW Sports Pav Nov 2019 3000/1/1
		650/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pav Nov 2019 3000/1/1
DD	31/12/19	650		£60.82	£3.18	£57.64		Utility Warehouse	UW Sports Pav Nov 2019 3000/1/1
NFDC Tfr9	31/12/19	653		£16.20	£0.00	£16.20	P&F	New Forest District Council	NFDC Tfr9 R73654 Café 02/12/19 2802/3/1
NFDC Tfr9	31/12/19	654		£20.52	£0.00	£20.52	P&F	New Forest District Council	NFDC Tfr9 R73653 Café 25/11/19 2802/3/1
NFDC Tfr9	31/12/19	655		£11.60	£0.00	£11.60	P&F	New Forest District Council	NFDC Tfr9 R74019 Café 09/12/19 2802/3/1
Total				£95,165.13	£7,415.69	£87,749.44			

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Dec-19			31-Dec-19	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	113,892	87,999	-50,000		75,000	112,999
Business Account	11,541	11,541				11,541
Investment Accounts	535,000	535,000		-75,000		460,000
Greenways Rent Deposit	10,716	10,704				10,704
Petty Cash - Imprest	80	338				338
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	671,454	645,807	-50,000	-75,000	75,000	595,807

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

15th January 2020

15th January 2020

Investment Accounts	CCLA	Instant access
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Notes:

1 **Imprest Account** £
Anticipated net expenditure in month: 50,000

Net Movement on imprest account 50,000

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

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

4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.

5 With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228

6 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.

7 A nominal account has been implemented to reflect the float held by the Information Desk.

8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

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REPORT TO POLICY & FINANCE COMMITTEE – 15th JANUARY 2020
BUDGETARY CONTROL - 2019/20 QUARTER 3 (TO END DECEMBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first nine months of the year, April to December 2019. A summary budget comparison report is included as Appendix 1.
- 1.2 Income and expenditure to the end of December has been compared against the revised budget forecast which was presented at the December meeting of this Committee. The outturn forecast which was presented at that meeting has been updated in light of these later budget performance figures. Note that the comparison report produced from the general ledger compares expenditure with the original budget pending an upload of the revised budget.

2. REVISED 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. This figure was subsequently increased in the revised budget to £797,837 with the growth mainly accounted for by increased capital expenditure which will largely be funded from reserves.
- 2.2 The revised budget also included a modest increase in income from the original budget of £213,915 to £224,132, mainly accounted for by increased income from Council sponsored events.
- 2.3 The precept is fixed at £497,549 and so a net transfer from reserves of £76,156 is required, an increase of £43,224. Of this increase, £33,077 will be transferred from earmarked reserves with the balance taken from the General Reserve. A summary of movements on reserves is included at Appendix 2.

3. INCOME & EXPENDITURE APRIL 2019 to DECEMBER 2019

- 3.1 Expenditure to the end of December totalled £ 554,241 , or 69.5% of the revised budget for the year which remains broadly in line with budget expectations. The slight underspend is mainly explained by a small number of large payments which typically fall due at year end, such as the Town Council contribution to the Ringwood Gateway building costs, together with a some capital schemes for which expenditure might slip into next year. The latter will not have any significant impact on the overall budget because they are mainly financed from reserves. A budget summary comparison report is included at Appendix 1. Note that the expenditure figures includes a credit balance on the pay control account which represents outstanding tax, NI and pension liabilities of £12,275 which are due to be settled during January. This figure has been added back to the expenditure total.
- 3.2 Income received to date, excluding the precept and CIL receipts which are taken directly to reserves, stands at £177,602, or 79.2% of the revised budget. This continuing improvement is explained partly by better than anticipated receipts from the Fireworks and Christmas events, for which income has reached £14,500, an increase of £4,000 on the revised budget.
- 3.3 Overall, income and expenditure are tracking very close to the revised budget. There remains some uncertainty about the timing of some of the capital expenditure but as this is funded by reserves set aside for the purpose, it will have little impact on the outturn position. The outturn forecast remains as presented in the revised budget albeit with some additional events income as

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noted above. This position will be kept under review in the remaining three months of the year.

- 3.4 A Cashbook summary to the end of December is included at Appendix 3 for information. This presents the financial information in an alternative format and helps to explain the movement on cash balances from the opening position to the present. As previously noted, the expenditure by committee is the cash expenditure and includes accruals from 2018/19 which are excluded from the current year budget comparison.

4. PREDICTED OUTTURN 2019/20

- 4.1 A revised budget was presented at the December meeting. There is currently no reason to change the predictions set out in that budget, although it is probable that there will be some modest improvement in the outturn and possibly some slippage of capital schemes.
- 4.2 The balance of expenditure over income, after allowing for the precept, means that a transfer from the General Reserve of some £38,686 will be required in order to balance the budget.
- 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 to date total £17,341. 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 £85,770. The transfer from the General Fund will reduce total balances to £443,721 by the 31st March, a net reduction on the year of £49,814.

5. FINANCIAL IMPLICATIONS

- 4.1 The budget figures indicate that the Town Council is on track to spend according to the revised budget although a modest decrease in net expenditure seems probable.
- 4.2 Total reserves are expected to reduce by £49,814 to £443,721 by year end. A summary of the current position on reserves is included at Appendix 2.

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget position is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

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

A (d)

Comparison between 01/04/19 and 07/01/20 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	£123,865.04	£4,829.04
280	Carvers Club House Income	£8,500.00	£12,066.86	£3,566.86
999	Suspense	£0.00	£103.50	£103.50
Total Policy & Finance		£127,536.00	£136,035.40	-£8,499.40
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£34,954.00	£24,141.04	-£10,812.96
320	Cemetery Income	£45,123.00	£28,383.96	-£16,739.04
330	Allotment Income	£5,202.00	£5,329.00	£127.00
Total Recreation, Leisure & Open Spaces		£85,279.00	£57,854.00	£27,425.00
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	£12.03	£12.03
110	Client Deposits	£0.00	£0.00	£0.00
Total Council		£497,549.00	£497,561.03	-£12.03
Total Income		<u>£711,464.00</u>	<u>£692,550.43</u>	<u>-£18,913.57</u>

Financial Budget Comparison

Comparison between 01/04/19 and 07/01/20 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	£83,466.56	£16,083.44
2100	Maintenance	£34,394.00	£2,378.22	£32,015.78
2200	Democratic Process (members Costs)	£13,940.00	£12,360.14	£1,579.86
2210	Grants	£9,000.00	£4,000.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£82,289.38	£39,055.62
2310	Employee overhead Costs	£1,824.00	£1,487.46	£336.54
2400	Other	£45,024.00	£27,378.79	£17,645.21
2500	Capital Financing	£31,546.00	£31,545.90	£0.10
2501	Capital	£10,000.00	£21,928.67	-£11,928.67
2600	Wages Control Account	£0.00	-£12,275.03	£12,275.03
2801	Carvers Employee Costs	£44,010.00	£33,551.47	£10,458.53
2802	Carvers Club House-	£16,954.00	£16,737.21	£216.79
9999	Suspense	£0.00	£543.98	-£543.98
Total Policy & Finance		£427,587.00	£305,392.75	-£122,194.25
Recreation, Leisure & Open Spaces				
3000	Recreation & Leisure (Other)	£81,464.00	£63,494.86	£17,969.14
3001	RL&OS -Employee Costs	£141,208.00	£107,201.94	£34,006.06
3002	Employee Costs	£2,000.00	£1,475.00	£525.00
3200	Cemetery	£9,911.00	£6,590.49	£3,320.51
3201	Cemetery -Employee Costs	£36,110.00	£27,530.02	£8,579.98
3300	Allotments	£2,280.00	£2,594.96	-£314.96
3301	Allotments -Employee Costs	£10,035.00	£6,981.75	£3,053.25
3350	Capital Expenditure	£3,000.00	£6,670.89	-£3,670.89
Total Recreation, Leisure & Open Spaces		£286,008.00	£222,539.91	-£63,468.09
Planning, Town & Environment				
4000	Planning, Town & Environment	£14,055.00	£770.95	£13,284.05
4001	Employee Costs	£16,745.00	£11,561.57	£5,183.43
4050	Capital Expenditure	£0.00	£1,668.65	-£1,668.65
Total Planning, Town & Environment		£30,800.00	£14,001.17	-£16,798.83
Council				
10000	Petty Cash - Office	£0.00	-£31.70	£31.70
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	£107.50	-£107.50
Total Council		£0.00	£32.02	£32.02
Total Expenditure		£744,395.00	£541,965.85	£202,429.15

A Financial Budget Comparison

(d) Comparison between 01/04/19 and 07/01/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
Total Income	£711,464.00	£692,550.43	-£18,913.57
Total Expenditure	£744,395.00	£541,965.85	£202,429.15
Funded by reserves		£0.00	
Total Net Balance	-£32,931.00	£150,584.58	

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	-13,058	585	0
Total Provisions	178,481	51,300	-67,678	585	162,688
<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		-7,862	16,756	22,995
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	51,300	-85,770	26,341	204,451
General Reserve	280,955		-41,686		239,269
Total Reserves	493,535	51,300	-127,456	26,341	443,721

Note that the transfer from the general reserve of £-41,686 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

Financial Statement - Cashbook

A (d)

Statement between 01/04/19 and 08/01/20 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	£536,018.76

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Policy & Finance			
200 Revenue Income	144,378.48	6,002.30	150,380.78
210 VAT Received	14,469.67	0.00	14,469.67
280 Carvers Club House Income	12,210.36	2,100.43	14,310.79
999 Suspense	103.50	97.00	200.50
Policy & Finance Total	171,162.01	8,199.73	179,361.74
Recreation, Leisure & Open Spaces			
300 Revenue Income (RLOS)	24,141.04	3,584.75	27,725.79
320 Cemetery Income	28,448.96	206.70	28,655.66
330 Allotment Income	5,329.00	0.00	5,329.00
Recreation, Leisure & Open Spaces Total	57,919.00	3,791.45	61,710.45
Planning, Town & Environment			
400 Income	1,100.00	0.00	1,100.00
Planning, Town & Environment Total	1,100.00	0.00	1,100.00
Council			
100 Precept	497,549.00	0.00	497,549.00
102 Interest Business A/c	12.03	0.00	12.03
110 Client Deposits	0.00	0.00	0.00
Council Total	497,561.03	0.00	497,561.03
Total Receipts	727,742.04	11,991.18	739,733.22
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Policy & Finance			
2000 Establishment	87,248.26	7,631.86	94,880.12
2100 Maintenance	33,031.22	6,572.64	39,603.86
2200 Democratic Process (members Costs)	12,360.14	30.83	12,390.97
2210 Grants	4,000.00	0.00	4,000.00
2300 Employee Costs- Allocated Office Staff	82,289.38	0.00	82,289.38
2310 Employee overhead Costs	1,487.46	285.49	1,772.95
2400 Other	27,378.79	3,713.67	31,092.46
2500 Capital Financing	31,545.90	0.00	31,545.90
2501 Capital	30,112.67	3,427.61	33,540.28

Financial Statement - Cashbook

Statement between 01/04/19 and 08/01/20 inclusive.

2600 Wages Control Account	133.28	0.00	133.28
2801 Carvers Employee Costs	33,551.47	3.34	33,554.81
2802 Carvers Club House- Expenditure	17,923.02	1,381.41	19,304.43
9999 Suspense	543.98	75.60	619.58
Policy & Finance Total	361,605.57	23,122.45	384,728.02

Recreation, Leisure & Open Spaces

3000 Recreation & Leisure (Other)	63,710.58	11,214.12	74,924.70
3001 RL&OS -Employee Costs	107,201.94	0.00	107,201.94
3002 Employee Costs	1,475.00	295.00	1,770.00
3200 Cemetery	6,711.57	439.28	7,150.85
3201 Cemetery -Employee Costs	27,530.02	0.00	27,530.02
3300 Allotments	2,594.96	132.17	2,727.13
3301 Allotments -Employee Costs	6,981.75	0.00	6,981.75
3350 Capital Expenditure	6,670.89	677.18	7,348.07
Recreation, Leisure & Open Spaces Total	222,876.71	12,757.75	235,634.46

Planning, Town & Environment

4000 Planning, Town & Environment	770.95	101.55	872.50
4001 Employee Costs	11,561.57	0.00	11,561.57
4050 Capital Expenditure	1,668.65	248.93	1,917.58
Planning, Town & Environment Total	14,001.17	350.48	14,351.65

Council

10000 Petty Cash - Office	-31.70	16.03	-15.67
10001 Petty Cash - Youth	-43.78	0.00	-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	107.50	0.00	107.50
Council Total	32.02	16.03	48.05

Total Payments	598,515.47	36,246.71	634,762.18
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Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£83,314.01
Petty Cash - General	£205.23
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	£11,541.44
CCLA Public Sector Deposit Fund	£535,000.00
Client Deposit Account	£10,704.12
Total	<u>£640,989.80</u>

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

POLICY & FINANCE COMMITTEE – 15th JANUARY 2020
BUDGET 2020/2021

1. INTRODUCTION

- 1.1 Members considered a draft budget for 2020/21 at the meeting of this Committee in December. This report sets out revised proposals for the 2020/21 budget for approval by this Committee and subsequent submission to Full Council.
- 1.2 This report also includes an update to the revised budget for 2019/20.

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 revised 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 updated proposals for 2020/21.

Appendix C – Summary of budget preparation assumptions, movements and balances.

- 2.2 In December, it was noted that planned expenditure in the current year has increased by £37,856. A further £15,586 was subsequently added to cover the costs of the replacement boardwalk for which approval was given at the December meeting, the costs of which will be met from Earmarked Reserves and Provisions.
- 2.3 It was also noted that income receipts were likely to increase by some £11,000, mainly due to increased revenue from trading activities and events. The revised income budget of £224,132 (excluding receipts such as CIL, taken directly to reserves) is unchanged although income from events has already exceeded the revised budget of £10,500 by £4,000.
- 2.4 The net expenditure, before transfers from reserves, has increased, therefore by £43,224. However, as much of this additional expenditure is to be funded from earmarked reserves, the revised budget requirement shows an increase of £10,147 which it will be met from the General Reserve.
- 2.5 For the current year, therefore, the net impact is an increase in the transfer from earmarked reserves and provisions of £33,077 whilst the transfer from the General Reserve will increase by £10,147. Total reserves are now anticipated to reduce by £49,815 to £443,721 by year end.

3. DRAFT BUDGET 2020/21

- 3.1 As previously noted, the draft budget has been prepared 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 have considered their budgets and any new bids which they might wish to put forward have been

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included in this draft budget for consideration. In the meantime a small number of proposals, including projects within the current project plan, have also been added for consideration, together with any funding if available. An illustration of the underlying budget assumptions is included at Appendix C. This is based on an assumption that the Council Tax will be increased by 2% for 2020/21.

3.2 A number of adjustments were made to the draft budget proposals following discussion at the December meeting. For the most part these covered budget provisions for unplanned or irregular expenditure which would be better met from reserves as and when needed, such as vandalism repairs, which will aid budget planning by smoothing out large variances in expenditure from year to year. In addition there is proposed a targeted reduction in the annual contribution to several of the earmarked reserves for which the current balances appear sufficient. These adjustments to the proposed budget have reduced the draft budget proposals by £23,478.

3.3 The base budget proposed for 2020/21, before any new bids are taken into account, is therefore £507,688. This represents a decrease of £18,400 from the original budget, including new bids, for 2019/20. The reasons for this decrease are :

• Removal of non-recurring items in 19/20 budget	£52,463
• Reduced annual transfers to earmarked reserves	£12,900
• Irregular expenditure to be met from reserves	£ 9,773
• Other budget savings	
o Insurance	£ 2,100
o Increased interest earnings	£ 2,040
o Christmas lights following tendering	£ 1,340
• reduced staffing costs	£ 6,000
• Other miscellaneous savings identified	<u>£ 805</u>
Total Savings and Budget Reductions	£87,421

These decreases have been mitigated by the following budget increases:

• 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	<u>£ -4,121</u>
Total net Inflation	£ 9,743
• 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

Net budget decrease **£18,400**

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 £2,928 in order to achieve a balanced budget and 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 £30,500 of which £12,000 would be funded from earmarked reserves and additional income generated. Nevertheless, the new bids, if they are all approved, will add a further £18,500 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 still be necessary to draw £11,329 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
○ Ash Grove fence replacement	6,000
▪ Less financed from provisions	-11,000
• Planning, Town & Environment Committee	
○ Support of REAL working party	3,000
○ Improvements to A31 Roundabout	2,000

Total net new bids 2020/21 **18,500**

3.7 The budget proposals set out here would result in a net increase in reserves of £14,841 in 2020/21, before any irregular expenditure that may necessitate an additional transfer from reserves. The remaining balance on Earmarked Provisions and reserves would be £241,621 and the balance on the General Reserve would be £227,940, or approximately 43% of the budget requirement. A summary of proposed movements on reserves from April 2019 to March 2021 is included at Appendix B

4. FINANCIAL IMPLICATIONS

4.1 The proposed budget is almost, but not quite, balanced, before any of the new bids are considered. There is a need, therefore, to either increase the precept and hence the Council Tax, or draw funds from the General Reserve (or a combination of the two).

4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases.

4.3 The transfer of "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs,

B

vandalism and so on. Consideration should be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet this additional burden, particularly as it is proposed to reduce the annual contribution to earmarked reserves by £12,900 in 2020/21.

- 4.4 There is a balance to be drawn between satisfying the ambitions of the Council for growth, calling on Council Tax payers to fund that growth (in addition to the base expenditure) and depleting the General Reserve. Note that continued use of the General reserve to fund the base budget is not sustainable.

5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members consider the draft budget and any further additions or adjustments.
- 5.3 Members submit the proposed budget, with any approved adjustments, to Full Council for approval and adoption.

For any further information, please contact:

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

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

1	2	4	5	6	7	8	9	10
	Committee	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation £	Known Changes* £	Draft 20/21 £
	Policy & Finance							
	Expenditure	381,311	424,760	427,587	459,018	8,032	-12,041	423,577
	Income	-135,005	-154,754	-127,536	-145,191	-2,432	-11,000	-140,968
	Net Expenditure	246,306	270,006	300,051	313,827	5,600	-23,041	282,610
	Transfers to Reserves	24,242	31,413	27,400	27,400	0	-10,900	16,500
	Transfers from Reserves	-21,302	-16,750	-14,000	-26,168	0	14,000	0
	Growth bids and adjustments (net of transfers from reserves and income)							9,500
	Committee net expenditure	249,246	284,669	313,451	315,059	5,600	-19,941	308,610
	Recreation & Leisure							
	Expenditure	170,293	248,288	227,672	245,774	4,070	-32,651	199,091
	Income	-38,228	-34,422	-34,953	-35,959	-699	245	-35,407
	Net Expenditure	132,065	213,866	192,719	209,815	3,371	-32,406	163,684
	Transfers to Reserves	18,400	16,900	19,900	19,900	0	-2,000	17,900
	Transfers from Reserves	-2,340	-66,189	-28,463	-44,622	0	28,463	0
	Growth bids and adjustments (net of transfers from reserves and income)							4,000
	Committee net expenditure	148,125	164,577	184,156	185,093	3,371	-5,943	185,584
	Cemeteries							
	Expenditure	42,140	48,218	46,022	46,515	1,048	-1,207	45,863
	Income	-42,982	-53,391	-45,123	-36,682	-886	-22	-46,031
	Net Expenditure	-842	-5,173	899	9,833	162	-1,229	-168
	Transfers to Reserves	0	0	4,000	4,000	0	0	4,000
	Transfers from Reserves	-230	-230	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	-1,072	-5,403	4,669	13,603	162	-1,229	3,602
	Allotments							
	Expenditure	13,818	11,751	12,314	12,330	284	-283	12,316
	Income	-5,051	-4,901	-5,202	-5,200	-104	0	-5,306
	Net Expenditure	8,767	6,850	7,112	7,130	180	-283	7,010
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	8,767	6,850	7,112	7,130	180	-283	7,010
	Planning, Town & Environment							
	Expenditure	16,464	19,849	30,800	34,200	430	-12,748	18,482
	Income	-1,100	-1,850	-1,100	-1,100	0	0	-1,100
	Net Expenditure	15,364	17,999	29,700	33,100	430	-12,748	17,382
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-1,000	-1,215	-13,000	-17,750	0	12,000	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							5,000
	Committee net expenditure	14,364	16,784	16,700	15,350	430	-748	21,382
	Total Base Expenditure	624,026	752,866	744,396	797,837			699,329
	Total Income	-222,366	-249,318	-213,914	-224,132			-228,812
	Total transfer to reserves	42,642	48,313	51,300	51,300			38,400
	Total Transfer from reserves	-24,872	-84,384	-55,693	-88,770			-1,230
	Total New Bids (net of income & transfers)							18,500
	Total Budget Requirement	419,430	467,477	526,088	536,235			526,188
	Precept	468,223	485,196	497,549	497,549			514,859
	Transfer to/-from General Reserve	48,793	17,719	-28,539	-38,686			-11,329

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

1	2	4	5	6	7	8	9	10
	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	-12,041	423,577
	Recreation & Leisure	170,293	248,288	227,672	245,774	4,070	-32,651	199,091
	Cemeteries	42,140	48,218	46,022	46,515	1,048	-1,207	45,863
	Allotments	13,818	11,751	12,314	12,330	284	-283	12,316
	Planning, Town & Environment	16,464	19,849	30,800	34,200	430	-12,748	18,482
Council Total Expenditure		624,026	752,866	744,396	797,837	13,864	-58,930	699,329
Income:								
	Policy & Finance	-135,005	-154,754	-127,536	-145,191	-2,432	-11,000	-140,968
	Recreation & Leisure	-38,228	-34,422	-34,953	-35,959	-699	245	-35,407
	Cemeteries	-42,982	-53,391	-45,123	-36,682	-886	-22	-46,031
	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	-10,777	-228,812
Council Net Expenditure before transfers		401,660	503,548	530,481	573,705	9,743	-69,707	470,518
Add Transfers to Provisions								
	Policy & Finance	24,242	31,413	27,400	27,400			16,500
	Recreation & Leisure	18,400	16,900	19,900	19,900			17,900
	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			38,400
Less Transfers from Provisions								
	Policy & Finance	-21,302	-16,750	-14,000	-26,168			0
	Recreation & Leisure	-2,340	-66,189	-28,463	-44,622			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	-88,770			-1,230
Total Budget Requirement before new bids		419,430	467,477	526,088	536,235	9,743	-69,707	507,688
New Bids 2020/21 (net of income)								
	Policy & Finance							9,500
	Recreation & Leisure							15,000
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							5,000
Less Funded from Provisions								-11,000
Council's Net Budget		419,430	467,477	526,088	536,235			526,188
Transfers from (-) or to General Reserve		48,793	17,719	-28,539	-38,686			-11,329
Council Precept (to be met by Council Tax Payers)		468,223	485,196	497,549	497,549			514,859
Council Tax Base		5225.7	5257.3	5285.2	5285.2			5,361.8
Council Tax		89.60	92.29	94.14	94.14			96.02

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	0		0		-7,567	25,000
Cemetery	10,000	4,000			14,000	4,000		0			18,000
Buildings Reserve	8,000	8,000			16,000	5,000		0		7,567	28,567
Election	11,542	2,900	-4,668		9,774	1,500		0			11,274
Vehicle & Machinery	14,954	13,000	-19,145		8,809	11,000		-5,000			14,809
Play Equipment	10,480	6,900	-3,022		14,358	6,900		-6,000			15,258
Memorials	3,000				3,000			0			3,000
Christmas Lights	10,397				10,397			0		-10,397	0
Carvers Clubhouse	21,551	5,000			26,551	2,500		0			29,051
Ringwood Events	10,965				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	-13,058	585	0	3,000		0		10,397	13,397
Total Provisions	178,481	51,300	-67,678	585	162,688	38,400	0	-11,000	0	0	190,088
<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		-7,862	16,756	22,995			0	0		22,995
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	51,300	-85,770	26,341	204,451	38,400	-1,230	-11,000	0	0	230,621
General Reserve	280,955		-41,686		239,269	0	-11,329				227,940
Total Reserves	493,535	51,300	-127,456	26,341	443,721	38,400	-12,559	-11,000	0	0	458,562

Note that the transfer from the general reserve of £-41,686 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

BUDGET PREPARATION 2020/21 ASSUMPTIONS

APPENDIX C

The Band D equivalent Council Tax for 2019/20 is: 94.14

1 Inflation

	%	Type
- Pay	2.5%	1
- Utilities	2.1%	2
- Other Expenditure	2.0%	3
- Non contractual expenditure	0.0%	4
- Income	2.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : 2.0%
would increase the Council Tax to: 96.02

And require an additional transfer from reserves of: £0
which would reduce total reserves to £ 458,561 by March 2021
(given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase

1.45%
5,285.2

An increase of 1.45% (assumption 2) will increase the Council Tax base to: 5,361.8

£
11,329

3 Use of General Reserve

The General Reserve is expected to be £239,269 at April 1st 2020. This transfer will reduce it to £227,940 by the year end

Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:

	£
Base Budget 2020/2021	470,518
Net transfers to/from earmarked reserves	37,170
Growth Bids & Adjustments	30,500
- Less funded from earmarked reserves (inc. borrowing)	-11,000
- Less additional income generated	-1,000
Net Budget requirement	526,188
Less funded from general reserve	-11,329
Sum to be funded from Council Tax Payers (Precept)	514,859

Summary movement on reserves:

	£
Opening reserves 1/4/2020:	
General Reserve	239,269
Earmarked Reserves & Provisions	204,451
Total Reserves 1/4/2020	443,721
Planned transfers in	38,400
Planned transfers out	-1,230
Plus Capital Receipts 20/21	0
Less Funding for growth	-11,000
Less use of general reserve	-11,329

Band D equivalent Council Tax 2020/21

96.02

The budget requirement and resulting precept, as modelled, represents an increase of 2.00 % in the Council Tax

Predicted reserves 31/3/2021

General Reserve	227,940
Earmarked Reserves	230,621
Predicted Reserves 31/3/2021	458,562

The Council Tax for 2019/20 is £94.14 per Band D Equivalent

An increase of one percent on the Council Tax will generate an increased precept of : £5,048
For each increase of £1,000 in the precept requirement, a further £0.19 will be added to the Band D Council Tax





**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MARCH 2020 – MAY 2021**

MARCH 2020		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
APRIL 2020		
1	Recreation, Leisure and Open Spaces	7.00pm
3	Planning, Town and Environment	10.00am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
MAY 2020		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
13	ANNUAL TOWN ASSEMBLY	7.00pm
20	Policy & Finance	7.00pm
27	ANNUAL MEETING	7.00pm
JUNE 2020		
3	Recreation, Leisure and Open Spaces	7.00pm
5	Planning, Town and Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
JULY 2020		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
AUGUST 2020		
7	Planning, Town & Environment	10.00am
SEPTEMBER 2020		
2	Recreation, Leisure & Open Spaces	7.00 pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm
OCTOBER 2020		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
NOVEMBER 2020		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm

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25	Full Council	7.00pm
DECEMBER 2020		
2	Recreation, Leisure & Open Spaces	7.00 pm
4	Planning, Town & Environment	10.00am
9	P+F	7.00pm
16	Full Council	7.00pm
JANUARY 2021		
6	Recreation, Leisure & Open Spaces	7.00pm
8	Planning, Town & Environment	10.00am
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
FEBRUARY 2021		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
MARCH 2021		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
31	Full Council	7.00pm
APRIL 2021		
7	Recreation, Leisure & Open Spaces	7.00pm
9	Planning, Town & Environment	10.00am
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
MAY 2021		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
12	TOWN ASSEMBLY	7.00pm
19	Policy & Finance	7.00pm
26	ANNUAL MEETING	7.00pm

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

**EXTRACT OF MINUTES
RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 8TH January 2020**

**OS/5943
EVENTS MANAGEMENT**

Cllr Day presented the Events Team's report. He added that final accounts for both the Fireworks and Christmas events were not yet available. He anticipated additional donations, which would need to be included.

The Town Clerk and Christmas Lights Working Party were congratulated on the new Christmas lights which are superb and had brought people into the town.

Further details were provided in respect of the Events Team's recommendations (*Annex C, para 3*), along with provisional plans for future events. In respect of the proposed VE Day event, a street party would be organised in the Market Place, with a big screen to televise events through the day, military vehicle displays and food and drink concessions. Careful consideration would be given to the type of market stalls (if any) and there would be no funfair rides. Although income revenue potential was limited and there was a risk that overall the event would make a loss, Members agreed the Town Council should provide a budget for the event to ensure that the occasion is marked in an appropriate way. The recommendations were agreed.

RESOLVED:

- 1) That the Events Team report (*Annex C*) be received;
- 2) That the Town Council (with the assistance of the Events Team) arrange a Fireworks Display at Carvers Recreation Ground on Sunday 1st November 2020.
- 3) That the Town Council (with the assistance of the Events Team) arrange a Christmas Market and Lights Switch-on in the High Street and Market Place on Sunday 29th November 2020.
- 4) That the Town Council promote an event to take place in the Market Place to celebrate VE Day (Friday 8th May 2020) and to that end create a Working Party to organise the event, consisting of the Town Council's Event Co-ordinator, members of the "Events Team" and such other persons as may be interested in the event.

RECOMMENDED TO POLICY AND FINANCE:

- 1) That a further 8 radios be acquired at a cost of £300 to be financed from the Events Reserve;
- 2) That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Fireworks Display be set at £10,000;
- 3) That a recommendation be made to the Policy and Finance Committee that both the expenditure and income budgets for the 2020 Christmas Market and Lights Switch-on be set £10,000; and
- 4) That a recommendation be made to the Policy and Finance Committee that expenditure and income budgets for the 2020 VE Day Anniversary event be set at £12,000 in both cases.

ACTION C Wilkins / R Fitzgerald
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Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	ICT overhaul	The 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	£32,416	£32,416	Significant	Definite	This project is now effectively complete save for familiarisation with financial year end procedures using the new software, which will make additional demands on staff. Some further training is needed. It may be desirable to invest further in the IT support for our cemetery management functions and our safety management systems as well as installing/improving network access in the First Floor Meeting Room but these should be evaluated on their merits not treated as part of this project.
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.
C2	Town Centre CCTV Partnership Agreement renewal	Monitoring Centre visit arranged for 22 nd January – agreement to be discussed then				Moderate	Probable	No immediate change to the contribution rate is proposed.