

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 19th February 2020 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

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

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

ABSENT: Cllr John Haywood
Cllr Peter Kelleher
Cllr Steve Rippon-Swaine

F/5766 PUBLIC PARTICIPATION

There were 4 members of the public present.

The applicant wished to speak on agenda item 11. Right of way request. He provided reasons for the request and difficulties he had encountered with the water authority and it gaining access to the town drain (which is on his land) and requested the Council's support.

F/5767 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Haywood, Kelleher and Rippon-Swaine.

F/5768 DECLARATIONS OF INTEREST

Although it was not a declarable pecuniary interest, Cllr Day indicated a personal interest in the First Poulner Scouts Grant Aid application, as he knows one of the beneficiaries. He felt that the relationship was sufficiently close that he should not take part in the discussion or the decision made.

Cllrs Heron and Ring are also District Councillors and they felt this should be noted when considering Item 8. Town Centre CCTV.

F/5769 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 15th January 2020, having been circulated, be approved and signed by the Chairman as a correct record.

**F/5770
GRANT AID**

Members considered applications for Grant Aid from Buzz Action Foundation CIO Circus Wessex and First Poulner Scout Group (*Annex A*).

Buzz Action Foundation CIO Circus Wessex – The applicant was not present at the meeting. Members agreed that the application be deferred to a later date, to give an opportunity for financial information to be submitted and for a representative to attend and answer questions.

First Poulner Scout Group – Members received a presentation from one of the Explorer Scouts who will be taking part in the expedition to Malawi. She explained the purpose of the trip, the costs involved and the benefits of the community projects planned. Members wished to support the application and made an award of £500.

RESOLVED:

- 1) That Buzz Action Foundation CIO Circus Wessex's Grant Aid application be deferred and reconsidered when financial information is provided and a representative can attend the Committee meeting to answer questions;
- 2) That, in exercise of the Power of General Competence, a grant of £500 be awarded to First Poulner Scout Group towards the costs of community projects planned for its trip to Malawi 2020.

ACTION A Greenfield

**F/5771
MONTHLY FINANCIAL REPORTS**

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

In response to questions from Members, the Town Clerk confirmed that investigations are continuing into the unexpectedly high electricity consumption at Carvers Clubhouse and explained, in respect of the tree works at Poulner Lakes, that the opportunity was taken to call down work under the District Council's SLA (which meant engaging non-local contractors), to enable the fixed prices thereunder, and the quality of work to be compared with equivalent services procured from local firms.

The RFO reported that he expected the draw on reserves, at year end, to be less than anticipated due to an underspend on some budget headings. Net expenditure was £15,000 less compared to the revised budget, but this was due to slippage of projects into the next financial year. This would have no impact on the revenue budget as the projects will be funded from earmarked reserves.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for January be authorised. Cllrs Heron and O'Reilly signed the report;
- 2) That the total of Petty Cash payments for January be noted;
- 3) That the Statement of Town Council Balances be received and the Inter Account Transfers be authorised. Cllrs Heron and O'Reilly signed the report; and
- 4) That the Finance Manager's report and Summary Budget Reports be received.

ACTION R Fitzgerald

--

F/5772
ANNUAL FINANCIAL RISK ASSESSMENT

The RFO explained that the annual review of the Financial Risk Assessment was due. Some changes had occurred, since the last review, and these were due to the new finance software, changes in how balances were dealt with and the decision to invest with CCLA.

In order to address the levels of earmarked reserves held, a different approach had been taken in preparing the 2020/21 budget, because the level required for some budgets, for example, maintenance, had historically been unpredictable. For 2020/21, the levels of reserves and transfer to reserves has been set in accordance with planned expenditure and a greater reliance placed on the general reserve for unanticipated costs. This will be monitored and reviewed, as this approach places a greater risk on the General Reserve.

A Councillor queried the adequacy of reserves to meet the potential costs of an election, if one arises from the recent casual vacancy and other possible developments. Officers replied that the reserve is adequate at present, but will need to be kept under review.

The Town Clerk indicated that work on an 'annual programme' of Policy and Finance Committee tasks, the Scheme of Delegation and review of Standing Orders is ongoing and will be brought forward in due course.

RESOLVED: That the RFO's report (*Annex C*) in respect of the Annual Financial Risk Assessment be received.

RECOMMENDED: That the Annual Risk Assessment be received and approved.

ACTION C Wilkins / R Fitzgerald
--

F/5773
TOWN CENTRE CCTV

Members considered the Town Clerk's report (*Annex D*) on Town Centre CCTV and were content to extend the service under the proposed new partnership. It was noted that costs should reduce significantly when the technology transfers to 'WiFi' and that NFDC had a rolling programme to achieve this. Members requested that NFDC replace CCTV cameras in Ringwood as a priority.

RESOLVED: That the Town Clerk be authorised to proceed with the proposed New Forest CCTV Partnership agreement.

ACTION C Wilkins

F/5774
PROJECTS

A2 - Website refresh – The Town Clerk provided some detail on the aims of the project and decisions to be made in the future about archiving of information.

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

ACTION C Wilkins

--

**F/5775
EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature (*Confidential Annex F*)

**F/5776
RIGHT OF WAY REQUEST**

The applicant had addressed the Committee in the public participation section of the meeting (*F/5766 refers*).

The Town Clerk presented his report (*Confidential Annex G*) and Members considered the request.

RESOLVED: That the request for an additional right of way on the Bickerley be refused.

ACTION C Wilkins

**F/5777
RINGWOOD BOWLS CLUB LEASE**

Members considered a recommendation from the Recreation, Leisure and Open Spaces Committee (*OS/5954 refers - Confidential Annex H*).

RESOLVED: That the recommendation from Recreation, Leisure and Open Spaces Committee in relation to the Bowls Club lease renewal be approved.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.08 pm.

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

RECEIVED
26th February 2020

APPROVED
18th March 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

--

RINGWOOD TOWN COUNCIL

POLICY & FINANCE COMMITTEE 19TH FEBRUARY 2019

A

GRANTS 2019/2020

<u>GRANTS REQUESTED</u>	<u>PREVIOUS GRANTS PAID</u>			
	2016/17	2017/18	2018/19	REQD
	£	£	£	£
Buzz Action Foundation CIO Circus Wessex				175
First Poulner Scout Group				500
			Total	675

2019/20 FUNDS AVAILABLE

	£
2019/20 Budget	9,000
Total Funds available	9,000
Less Paid	4,000
Total Unspent @ 19/02/20	5,000

2019/20 GRANTS PAID TO DATE

	Min Ref	£
Ringwood School	F/5679	1,000
Sgt Raymond Dean & the Pilots of Ibsley day	F/5710	250
Forest Forge Theatre Co	F/5720	1,000
Avon Valley Concerts	F/5720	500
Poulner Junior School PTA	F/5732	750
Rwd Rotary Club for Christmas Eve Festivities	F/5739	500
	TOTAL	4,000

2019/20 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2019/20 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
New Forest Disability Information Service	18/09/19	F/5720(3)	Sufficient funds



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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Circus Wessex
Charity Registration Number (if appropriate)	1171937
Postal Address for the organisation (if there is one)	51 Avon Drive, Alderbury, Wilts, SP5 3TA
Please tick to confirm that contact details have been provided on page 1	YES <input type="checkbox"/>

Details of Grant Request

Amount requested	£175.00
What is the purpose of the grant?	The Grant is to buy an Aerial Hoop to be used by Ringwood Operatic Society for their production of Barnum. The Hoop will then be used by Circus Wessex for use at a variety of community events by various circus groups in and around the Ringwood Area.

A

<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>After the performance of Barnum by Ringwood Operatic Society, the hoop will become part of an equipment pool managed by Circus Wessex. Circus Wessex, Steamship Circus and Bournemouth Skill Up all have members who live in Ringwood. For community events there is a good will exchange of circus equipment.</p> <p>Buzz Action Foundation are loaning a large selection of equipment for this production and for the groups mentioned. We do however lack an aerial hoop and the Caribiner and strops which is an essential part of this performance.</p>	
<p>How many Ringwood people would benefit?</p>	<p>More than 1,000 people will benefit from this item.</p>	
<p>Total cost of project</p>	<p>£250.00</p>	

Information about your Organisation

<p>Membership:</p>	<p>What facilities do you provide?</p>	
<p>Subscription: £</p>	<p>The Buzz Action Foundation provide positive activities in the region and support several voluntary run Youth Clubs. These include a community Circus and The Buzz Action Roadshow.</p>	
<p>Names of competing or similar organisations</p>	<p>Steamship Circus, Skill Up Bournemouth</p>	
<p>Please tick to confirm that payment details have been provided on page 1</p>	<p>YES <input type="checkbox"/></p>	

Funds available to your organisation

(apart from this grant application)

<p>Cash in hand: £zero</p>	<p>Annual income: £15,000</p>	
<p>Other sponsoring bodies and amounts donated by them</p>		

Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No. All of the equipment loaned in this project is the property of Buzz Action Foundation CIO.
--	--

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



A

Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	FIRST POWLNER SCOUT GROUP
Charity Registration Number (if appropriate)	280271
Postal Address for the organisation (if there is one)	264 SOUTHAMPTON ROAD, RINGWOOD, HANTS. BH24 1JQ
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 500.00
What is the purpose of the grant?	<p>Fourteen Explorer Scouts (along with 9 Scout Leaders) from Ringwood will travel to Malawi for three weeks in the summer of 2020. They need to raise a total of £20000 to cover the costs of the projects and their in-country costs whilst they are there. They also need to individually contribute over a £1000 each towards the cost of their flights.</p> <p>What we will be hoping to achieve in 2020</p> <p>Whilst in Malawi, we will be living in local homes. During the visit we will be working with the Malawi Scouts on a number of community projects, including furniture building Desks and benches, shelving and doors (with locks), campsite enhancement works, school room building work (concreting and bricklaying) and lake-side store and composting toilets. We will also be building and installing simple hand pumps so there is an always supply of drinking water on site. The skills needed to do this will be learned by the Scouts over a number of weekends prior to the trip.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>On returning, the Scouts will have a greater awareness of other cultures and community, as well as gaining new skills. Additionally, there are a number of aims that the Ringwood Scouts are expected to benefit from :-</p> <ul style="list-style-type: none">• To develop young people's knowledge, skills and attitudes in shared experiences.• To encourage and foster an ethos of volunteering and community self-help.• To train young leaders to do the same. To educate young people in the widest sense in order to make them effective and responsible citizens.

A

How many Ringwood people would benefit?	14 + 9 = 23
Total cost of project	£ 49000

Information about your Organisation

Membership: 150 5 → 18 yrs	What facilities do you provide? The purpose of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The Poulner Group tries to offer many varied events and activities to the young people from Climbing and Sailing, to annual summer camps, weekend camps, cycle expeditions, Skiing in Switzerland, expeditions to Malawi and much, much more.
Subscription: £ 120	
Names of competing or similar organisations	Girl Guides, Sea Scouts, YMCA, YWCA, Boys' Brigade and Girls' Brigade, Air cadets, Junior Leaders
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

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

*

Cash in hand: £ 16,000.00	Annual income: £ ✓
Other sponsoring bodies and amounts donated by them	ELLINGHAM, HARBRIDGE & ISLEY PARISH £ 600.00
	LESLIE SELL CHARITABLE TRUST £ 500.00
	SCOUT DISTRICT £ 2000.00
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	APPLIED TO HAMPSHIRE SCOUTS HAMPSHIRE CC PLEDGED TO MATCH ELLINGHAM GRANT

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19TH FEBRUARY 2020

Paid Expenditure Transactions

between 01/01/20 and 31/01/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	02/01/20	658		£403.00	£0.00	£403.00	RLOS	New Forest District Council	NFDC Rates Cemetery January 2020	3200/1/5
DD	02/01/20	659		£190.00	£0.00	£190.00	P&F	New Forest District Council	NFDC Rates Carvers C/House January 2020	2802/1/6
SO	02/01/20	660		£80.00	£0.00	£80.00	P&F	TLC Online	January 2020	2000/1/14
DD	03/01/20	657		£404.40	£67.40	£337.00	P&F	CF Corporate Finance Ltd	Lease rental 01/01/20-31/03/20 & Annual service charge	2000/1/9
106	07/01/20	661		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Management	Contract rental 01/12/19-31/12/19	3000/3/4
		662/1		£202.00	£0.00	£202.00	P&F	Society of Local Council Clerks	Full Membership	2000/1/16
		662/2		£15.00	£0.00	£15.00	P&F	Society of Local Council Clerks	Joining Fee	2000/1/16
106	07/01/20	662	RTC803468	£217.00	£0.00	£217.00		Society of Local Council Clerks	Full Membership for Jo Hurd - Membership Number 218688	2000/1/16
		663/1		£203.00	£33.83	£169.17	P&F	Itec	copies charged - invoice 310935	2000/1/9
106	07/01/20	663	RTC803466	£203.00	£33.83	£169.17		Itec	Copies charged	2000/1/9
106	07/01/20	664		£558.00	£93.00	£465.00	RLOS	Dale Valley Training	1-Day Lantra Awards Basic Tree Survey & Inspection course Friday 21st February - Ampfield, Romsey Paul Venthams, Stephen Smith and Duncan Thompson	3002/1
		665/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	03.11.19 - Tractor Shed Full patrol inside and outside found no problems.	3000/2/3
106	07/01/20	665	RTC803449	£18.00	£3.00	£15.00		Insight Security & Facilities Ltd	Alarm Response during November 2019.	3000/2/3
106	07/01/20	666		£360.00	£60.00	£300.00	RLOS	R M Smith Fencing Limited	Repair Fence Jubilee Gardens.	3000/2/10
106	07/01/20	667		£228.00	£38.00	£190.00	RLOS	Newlands Training	Woodchipper one day training course 21/11/2019 Duncan Thompson	3002/1
		668/1		£48.60	£8.10	£40.50	P&F	Solent Fire Safety Services	Fire Extinguisher Service - Carvers Clubhouse	2802/1/5
		668/2		£139.38	£23.23	£116.15	RLOS	Solent Fire Safety Services	Fire Extinguisher Service - Carvers (Kelvin)	3000/1/4
106	07/01/20	668	RTC803438	£187.98	£31.33	£156.65		Solent Fire Safety Services	split/part order.	2802/1/5
		669/1		£453.60	£75.60	£378.00	P&F	Gregory Adams Roofing	Remove broken roof sheet and capping Supply and fit new roof sheet and capping Remove rubbish	9999
106	07/01/20	669	RTC803330	£453.60	£75.60	£378.00		Gregory Adams Roofing	To repair roof on Cemetery sheds after attempted break in.	9999



Paid Expenditure Transactions

between 01/01/20 and 31/01/20

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
106	07/01/20	670		£1,140.00	£190.00	£950.00	RLOS	R M Smith Fencing Limited	To supply and install new red self-closing pedestrian gate and ground self-closer at Carvers Play Area	3000/2/16
106	07/01/20	671		£780.00	£130.00	£650.00	P&F	Graffiti Removal (South) Ltd	Removal of graffiti from Ringwood Skate Park, Carvers Recreation Ground	2100/4
		672/1		£527.03	£87.84	£439.19	RLOS	New Forest District Council	Dog Waste Collection Dog Bin emptying Service	3000/6/1
106	07/01/20	672	RTC803460	£527.03	£87.84	£439.19		New Forest District Council	Dog Waste Collection	3000/6/1
		673/1		£6.99	£1.16	£5.83	P&F	Screwfix	X8 Hybrid Sealant Grey 290ml	2802/1/2
107	07/01/20	673	RTC803447	£6.99	£1.16	£5.83		Screwfix	Groundstaff - Repair to window sill of Carvers Clubhouse.	2802/1/2
		678/1		£50.24	£8.37	£41.87	RLOS	UK Fuels Ltd	Unleaded Fuel - 28.11.19 - Moortown	3000/1/10
DD	08/01/20	678	RTC803467	£50.24	£8.37	£41.87		UK Fuels Ltd	Unleaded Fuel 28.11.19 Moortown.	3000/1/10
DD	10/01/20	674		£141.96	£6.76	£135.20	PT&E	Southern Electric Power Distribution plc	Street Lighting Qtr3 2019/20	4000/1/2
FPO	13/01/20	676		£6,792.98	£0.00	£6,792.98	P&F	Hampshire County Council	Pension - December 2019	2600/1/3
BGC	14/01/20	677		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees - January 2020	2400/19
Lloyds CC	20/01/20	679		£262.50	£0.00	£262.50	RLOS	DVLA	Vehicle Tax Ford Light Goods Vehicle EF66 AVD 01.01.20 for 1 year.	3000/3/2
		680/1		£9.99	£0.00	£9.99	P&F	Amazon	Byttron USB 3.0 to VGA adapter	2000/1/15
Lloyds CC	20/01/20	680	RTC803458	£9.99	£0.00	£9.99		Amazon	USB to VGA adapter	2000/1/15
		681/1		£1,200.00	£0.00	£1,200.00	P&F	New Forest District Council	10 long stay parking clocks 2020	2600/1/4
		681/2		£50.00	£0.00	£50.00	P&F	New Forest District Council	2 short stay parking clocks	2600/1/4
Lloyds CC	20/01/20	681	RTC803457	£1,250.00	£0.00	£1,250.00		New Forest District Council	Parking Clocks 2020	2600/1/4
		682/1		£42.63	£0.57	£42.06	P&F	Waitrose	Mayor's food for Christmas gathering 2019 (Cllrs & staff)	2200/1/5
Lloyds CC	20/01/20	682	RTC803471	£42.63	£0.57	£42.06		Waitrose	Mayor's food for Christmas gathering 2019	2200/1/5
Lloyds CC	20/01/20	683		£7.99	£0.00	£7.99	P&F	Lloyds Bank	Lloyds CC	9999
DD	21/01/20	684		£20.40	£0.00	£20.40	P&F	Worldpay	Worldpay Charges January 2020	2802/2/4
		686/1		£3,300.00	£550.00	£2,750.00	PT&E	Good Directions Ltd	To supply 5no 1800mm Avenue Wood & Metal benches (ends to be slayed to follow radius)	4050/1
		686/2		£480.00	£80.00	£400.00	PT&E	Good Directions Ltd	To supply 5no Bespoke fixings kits (to allow benches to be removable)	4050/1
		686/3		£84.00	£14.00	£70.00	PT&E	Good Directions Ltd	Delivery (address TBC)	4050/1

Paid Expenditure Transactions

between 01/01/20 and 31/01/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
108	21/01/20	686	RTC803163	£3,864.00	£644.00	£3,220.00		Good Directions Ltd	4050/1
		687/1		£280.23	£46.70	£233.53	P&F	Central Computer Management Ltd	Payroll Processing RTC Quarterly (01/01/2020 - 31/03/2020)
108	21/01/20	687	RTC803472	£280.23	£46.70	£233.53		Central Computer Management Ltd	Payroll Processing 01.01.2020 - 31.03.2020
		688/1		£20.14	£3.36	£16.78	P&F	Itec	copies charged 10.01.2020
108	21/01/20	688	RTC803470	£20.14	£3.36	£16.78		Itec	Copies Charged
		689/1		£108.00	£18.00	£90.00	P&F	Concentrate Limited	Carvers Club House Website Hosting (one year)
		689/2		£108.00	£18.00	£90.00	P&F	Concentrate Limited	Carvers Club House SL Certificate (one year)
108	21/01/20	689	RTC803473	£216.00	£36.00	£180.00		Concentrate Limited	Services for Carvers Clubhouse
108	21/01/20	690		£480.00	£80.00	£400.00	RLOS	Pete Best	To reduce tree in Cemetery that had started to lose big branches and had become unstable.
		691/1		£16.85	£2.81	£14.04	RLOS	Hampshire County Council	816100 - blue paper towels
		691/2		£8.09	£1.35	£6.74	RLOS	Hampshire County Council	816200 - toilet roll
109	21/01/20	691	RTC803462	£24.94	£4.16	£20.78		Hampshire County Council	split/part order
		692/1		£5.90	£0.98	£4.92	P&F	Hampshire County Council	763526 - 5 part dividers (20 sets)
		692/2		£5.27	£0.88	£4.39	P&F	Hampshire County Council	763227 - 10 part dividers (10 sets)
		692/3		£2.09	£0.35	£1.74	P&F	Hampshire County Council	926555 - Emergency survival foil blanket
		692/4		£7.85	£1.31	£6.54	P&F	Hampshire County Council	731703 - Year planner 2020
109	21/01/20	692	RTC803446	£21.11	£3.52	£17.59		Hampshire County Council	split/part order
		693/1		£11.18	£1.86	£9.32	P&F	Hampshire County Council	582113 - premiere products multi-purpose cleaner
		693/2		£13.85	£2.31	£11.54	RLOS	Hampshire County Council	570148 - evans bleach
109	21/01/20	693	RTC803469	£25.03	£4.17	£20.86		Hampshire County Council	split/part order.
		694/1		£226.56	£37.76	£188.80	RLOS	Churchill Environmental Services	Water Hygiene Risk Assessment - Cemetery
110	21/01/20	694	RTC803475	£226.56	£37.76	£188.80		Churchill Environmental Services	Water Hygiene Risk Assessment - Cemetery.
		695/1		£274.03	£45.67	£228.36	P&F	Churchill Environmental Services	Water Hygiene Risk Assessment - Carvers Clubhouse
110	21/01/20	695	RTC803476	£274.03	£45.67	£228.36		Churchill Environmental Services	Water Hygiene Risk Assessment - Carvers Clubhouse



Paid Expenditure Transactions

between 01/01/20 and 31/01/20

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		696/1		£149.76	£24.96	£124.80	RLOS	Churchill Environmental Services	Water Hygiene Risk Assessment for Pavilion, Carvers
110	21/01/20	696	RTC803474	£149.76	£24.96	£124.80		Churchill Environmental Services	Water Hygiene Risk Assessment - Pavilion
PAY	21/01/20	697		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges - January 2020
DD	22/01/20	698		£5,682.06	£0.00	£5,682.06	P&F	Inland Revenue	December 2020
DD	24/01/20	699		£21,675.07	£0.00	£21,675.07	P&F	Salaries	January 2020
DD	24/01/20	700		£316.37	£52.73	£263.64	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January 2020
		701/1		£10.29	£1.72	£8.57	P&F	Hampshire County Council	916300 - Jumbo toilet rolls
		701/2		£21.46	£3.58	£17.88	P&F	Hampshire County Council	816800 - centrefeed wiper (white)
		701/3		£17.77	£2.96	£14.81	P&F	Hampshire County Council	816500 - white paper towels
		701/4		£49.00	£8.17	£40.83	P&F	Hampshire County Council	598732 - soft care mild H2, 6 x 800ml
111	28/01/20	701	RTC803479	£98.52	£16.43	£82.09		Hampshire County Council	split/part order
		702/1		£62.10	£10.35	£51.75	P&F	Tampen & Tampen	Defoamer for floor machine at Clubhouse
111	28/01/20	702	RTC803483	£62.10	£10.35	£51.75		Tampen & Tampen	Defoamer for floor cleaner at Clubhouse.
111	28/01/20	703		£121.62	£0.00	£121.62	P&F	Water2Business	Greenways Sewerage 10/04/19-08/10/2019
		704/1		£1,047.14	£174.52	£872.62	RLOS	Gristwood & Toms Ltd	Poulner Lakes - December 2019
112	28/01/20	704	RTC803490	£1,047.14	£174.52	£872.62		Gristwood & Toms Ltd	Completed tree work December 2019
		705/1		£4,197.00	£699.50	£3,497.50	P&F	Clyde & Co Claims LLP	Fees on services rendered - VAT payment only
		705/2		-£3,497.50	£0.00	-£3,497.50	P&F	Clyde & Co Claims LLP	Fees on services rendered - VAT payment only
113	28/01/20	705	RTC803477	£699.50	£699.50	£0.00		Clyde & Co Claims LLP	VAT payment only.
DD	28/01/20	709		£17.56	£0.00	£17.56	P&F	Lloyds Bank	Bank Charges January 2020
		711/1		£115.95	£2.69	£113.26	P&F	Barclay Card	Barclaycard Jan 20
		711/2		£5.29	£0.88	£4.41	P&F	Barclay Card	Barclaycard Jan 20
DD	29/01/20	711		£121.24	£3.57	£117.67		Barclay Card	January 2020
DD	30/01/20	710		£212.40	£35.40	£177.00	P&F	Just Health & Safety	February 2020
	31/01/20	712		£82.56	£0.00	£82.56	Counc	Ringwood Town Council	Petty Cash - January 2020
NFDC Tfr10	31/01/20	713		£7.10	£0.00	£7.10	P&F	New Forest District Council	NFDC Tfr10 R76048 Carvers Café 16/12/19
NFDC Tfr10	31/01/20	714		£32.64	£0.00	£32.64	P&F	New Forest District Council	NFDC Tfr10 R76049 Carvers Café 30/12/19

Paid Expenditure Transactions

between 01/01/20 and 31/01/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
NFDC Tfr10	31/01/20	715		£10.80	£0.00	£10.80	P&F	New Forest District Council	NFDC Tfr10 R175644 Carvers Café 06/01/20 2802/3/1
NFDC Tfr10	31/01/20	716		£11.34	£0.00	£11.34	P&F	New Forest District Council	NFDC Tfr10 R76468 Carvers Café 13/01/20 2802/3/1
		717/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW Carvers C/House Dec 19 3000/1/6
		717/2		£31.45	£5.24	£26.21	P&F	Utility Warehouse	UW Carvers C/House Dec 19 2802/2/5
		717/3		£596.31	£28.40	£567.91	P&F	Utility Warehouse	UW Carvers C/House Dec 19 2802/1/3
		717/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House Dec 19 2802/1/3
DD	31/01/20	717		£640.16	£35.71	£604.45		Utility Warehouse	Carvers C/House December 2019 3000/1/6
		718/1		£61.51	£2.93	£58.58	RLOS	Utility Warehouse	UW Sports Pavilion Dec 19 3000/1/1
		718/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion Dec 19 3000/1/1
DD	31/01/20	718		£63.91	£3.33	£60.58		Utility Warehouse	Sports Pavilion December 2019 3000/1/1
		719/1		£30.48	£5.08	£25.40	RLOS	Utility Warehouse	UW Cemetery Dec 19 3000/1/6
		719/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cemetery Dec 19 3200/1/6
		719/3		£77.21	£3.68	£73.53	RLOS	Utility Warehouse	UW Cemetery Dec 19 3200/1/1
		719/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery Dec 19 3200/1/1
DD	31/01/20	719		£141.29	£14.36	£126.93		Utility Warehouse	Cemetery December 2019 3000/1/6
Total				£51,192.37	£2,839.56	£48,352.81			



POLICY AND FINANCE COMMITTEE 19th JANUARY 2020

B (c)

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>31-Jan-20</u>		<u>31-Jan-20</u>	<u>Movement</u>	Cash Out	Cash In	<u>29-Feb-20</u>
	£		£	£			£
Imprest (Current) Account	112,999		123,487	-50,000		60,000	133,487
Business Account	11,541		11,542				11,542
Investment Accounts	460,000		460,000		-60,000		400,000
Greenways Rent Deposit	10,704		10,692				10,692
Petty Cash - Imprest	338		93				93
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	595,807		606,039	-50,000	-60,000	60,000	556,039

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19th February 2020

19th February 2020

Investment Accounts	CCLA	Instant access
---------------------	-------------	----------------

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 January 2020
- 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

B (d)

REPORT TO POLICY & FINANCE COMMITTEE – 19th FEBRUARY 2020
BUDGETARY CONTROL - 2019/20 PERIOD 10 (TO END JANUARY)

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 2019 to January 2020. 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 first 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.

2. INCOME & EXPENDITURE APRIL 2019 to JANUARY 2020

- 2.1 Expenditure to the end of January totalled £ 604,140, or 75.7% of the revised budget for the year which is slightly less than budget expectations. The underspend is due to three main factors
- large payments which typically fall due at year end, such as the Town Council contribution to the Ringwood Gateway building costs.
 - Capital projects for which expenditure might slip into next year. These include the proposed Neighbourhood Plan, the Boardwalk in the pocket park and the Carvers Workshop replacement feasibility study. These will not have any significant impact on the overall budget because they are mainly financed from reserves.
 - Budget underspends. As the year end approaches, there is more certainty that some budgets will not be fully expended in the current year. Notably, aggregate payroll costs are currently some £5,000 below expected levels at the end of January and the projection is that the payroll budget will be underspent by around £9,000 at year end. The other significant variance is on Recreation and Leisure maintenance budgets. This covers twelve discrete budgets for which total spend is currently some £7,000 below expected levels, although spend may increase towards year end.

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 pension liabilities of £10,318 which is due to be settled during February. This figure has been added back to the expenditure total.

- 3.2 Income received to date, excluding the precept and CIL receipts of £17,399 which are taken directly to reserves, stands at £190,995, or 85.2% of the revised budget. This is slightly ahead of budget and is explained by increased events income, interest receipts, and room hire at Carvers Clubhouse. The increased revenue is mitigated by lower than expected receipts from sport activities and a continuing reduction in cemeteries receipts.
- 3.2 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. It also includes expenditure incurred in the current year which will be accounted for in 2020/21.

3. PREDICTED OUTTURN 2019/20

- 3.1 It is likely that there will be an increased underspend on the revenue budget at year end. The outturn forecast now suggests a net underspend against the revised budget of around £15,000.
- 3.2 The balance of expenditure over income, after allowing for the precept, means that the transfer from the General Reserve, required in order to balance the budget, will reduce to around £23,500.
- 3.3 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 £458,906 by the 31st March, a net reduction on the year of £34,629.

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 decrease in net expenditure of around £15,000 is likely.
- 4.2 Total reserves are expected to reduce by £34,629 to £458,906 by year end. A summary of the current position on reserves is included at Appendix 2.

4. 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

B (d)

Comparison between 01/04/19 and 13/02/20 inclusive.

Appendix 1

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

		2019/2020	Revised	Actual Net	Balance
INCOME					
Policy & Finance					
200	Revenue Income	£119,036.00	£148,690.00	£128,843.11	£-19,846.89
280	Carvers Club House Income	£8,500.00	£13,900.00	£13,033.34	£-866.66
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£127,536.00	£162,590.00	£141,876.45	£-20,713.55
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£34,954.00	£35,959.00	£30,848.91	£-5,110.09
320	Cemetery Income	£45,123.00	£36,682.00	£29,226.49	£-7,455.51
330	Allotment Income	£5,202.00	£5,200.00	£5,329.00	£129.00
Total Recreation, Leisure & Open Spaces		£85,279.00	£77,841.00	£65,404.40	£-12,436.60
Planning, Town & Environment					
400	Income	£1,100.00	£1,100.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£1,100.00	£1,100.00	£0.00
Council					
100	Precept	£497,549.00	£497,549.00	£497,549.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£13.03	£13.03
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Council		£497,549.00	£497,549.00	£497,562.03	£13.03
Total Income		£711,464.00	£739,080.00	£705,942.88	£-33,137.12

Financial Budget Comparison

Comparison between 01/04/19 and 13/02/20 inclusive.

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

B

 (d)

Appendix 1

		2019/2020	Revised	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£99,550.00	£113,731.00	£90,294.68	£23,436.32
2100	Maintenance	£34,394.00	£35,500.00	£2,796.22	£32,703.78
2200	Democratic Process (members Costs)	£13,940.00	£15,858.00	£13,148.82	£2,709.18
2210	Grants	£9,000.00	£9,000.00	£4,000.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£110,500.00	£90,610.37	£19,889.63
2310	Employee overhead Costs	£1,824.00	£1,990.00	£1,720.99	£269.01
2400	Other	£45,024.00	£49,834.00	£32,516.52	£17,317.48
2500	Capital Financing	£31,546.00	£31,546.00	£31,545.90	£0.10
2501	Capital	£10,000.00	£21,500.00	£21,406.66	£93.34
2600	Wages Control Account	£0.00	£0.00	-£10,316.81	£10,316.81
2801	Carvers Employee Costs	£44,010.00	£46,250.00	£36,224.41	£10,025.59
2802	Carvers Club House- Expenditure	£16,954.00	£23,309.00	£18,099.61	£5,209.39
9999	Suspense	£0.00	£0.00	£23.97	-£23.97
Total Policy & Finance		£427,587.00	£459,018.00	£332,071.34	£126,946.66
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£81,464.00	£76,682.00	£57,380.51	£19,301.49
3001	RL&OS -Employee Costs	£141,208.00	£142,200.00	£118,658.82	£23,541.18
3002	Employee Costs	£2,000.00	£2,000.00	£1,475.00	£525.00
3200	Cemetery	£9,911.00	£10,015.00	£7,133.06	£2,881.94
3201	Cemetery -Employee Costs	£36,110.00	£36,500.00	£30,474.71	£6,025.29
3300	Allotments	£2,280.00	£3,130.00	£2,714.96	£415.04
3301	Allotments -Employee Costs	£10,035.00	£9,200.00	£7,692.93	£1,507.07
3350	Capital Expenditure	£3,000.00	£24,892.00	£17,494.89	£7,397.11
Total Recreation, Leisure & Open Spaces		£286,008.00	£304,619.00	£243,024.88	£61,594.12
Planning, Town & Environment					
4000	Planning, Town & Environment	£14,055.00	£13,950.00	£906.15	£13,043.85
4001	Employee Costs	£16,745.00	£15,500.00	£12,724.61	£2,775.39
4050	Capital Expenditure	£0.00	£4,750.00	£4,888.65	-£138.65
Total Planning, Town & Environment		£30,800.00	£34,200.00	£18,519.41	£15,680.59
Council					
10000	Petty Cash - Office	£0.00	£0.00	£130.34	-£130.34
10001	Petty Cash - Youth	£0.00	£0.00	-£43.78	£43.78
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£120.00	-£120.00
Total Council		£0.00	£0.00	£206.56	-£206.56
Total Expenditure		£744,395.00	£797,837.00	£593,822.19	£204,014.81

Financial Budget Comparison

Comparison between 01/04/19 and 13/02/20 inclusive.

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

Appendix 1	2019/2020	Revised	Actual Net	Balance
Total Income	£711,464.00	£739,080.00	£705,942.88	-£33,137.12
Total Expenditure	£744,395.00	£797,837.00	£593,822.19	£204,014.81
Total Net Balance	-£32,931.00	-£58,757.00	£112,120.69	£170,877.69

Reserve Movements

Start of year 01/04/19

B

(d)

Developer Contribution s106

£5,203.32 Start of year value

£5,203.32 Current value

Developer Contribution CIL

£14,100.69 Start of year value

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

31/10/19 £10,700.83 6 : Income transaction 500349, CIL Receipt taken to Reserves

£30,856.98 Current value

Cemetery Maintenance

£1,670.00 Start of year value

£1,670.00 Current value

Capital Receipts

£13,125.00 Start of year value

£13,125.00 Current value

Grants Unapplied

£0.00 Start of year value

£0.00 Current value

IT & Systems Provision

£26,400.00 Start of year value

£26,400.00 Current value

Gateway Building Provision

£28,567.00 Start of year value

£28,567.00 Current value

Cemetery Provision

£10,000.00 Start of year value

£10,000.00 Current value

Buildings Repair Provision

£8,000.00 Start of year value

£8,000.00 Current value

Elections Provision

£11,541.88 Start of year value

£11,541.88 Current value

Machinery Renewal Provision

£14,954.02 Start of year value

£14,954.02 Current value

Play equipment Provision

£10,479.50 Start of year value

£10,479.50 Current value

B^(d)

Memorials Provision

Appendix 2	£3,000.00	Start of year value
	£3,000.00	Current value

Christmas Lights Provision

	£10,397.00	Start of year value
	£10,397.00	Current value

Carvers Clubhouse Provision

	£21,551.00	Start of year value
	£21,551.00	Current value

Carvers Grounds Dev Provision

	£11,300.00	Start of year value
	£11,300.00	Current value

Ringwood Events Reserve

	£10,965.43	Start of year value
	£10,965.43	Current value

Infrastructure & Open Spaces

	£9,473.00	Start of year value
08/11/19	£485.00	9 : Income transaction 500433,
13/11/19	£100.00	8 : Income transaction 500434,
	£10,058.00	Current value

Memorial Lantern Fund

	£1,852.03	Start of year value
	£1,852.03	Current value

	£229,921.16	Current Reserves total
--	-------------	------------------------

Financial Summary - Cashbook

Summary between 01/04/19 and 31/01/20 inclusive.

Balances at the start of the year

B (d)

Appendix 3

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	£174,986.26	£8,323.54	£183,309.80
Recreation, Leisure & Open Spaces	£63,421.50	£4,778.15	£68,199.65
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£497,561.52	£0.00	£497,561.52
Total Receipts	<u>£737,069.28</u>	<u>£13,101.69</u>	<u>£750,170.97</u>

PAYMENTS	Net	Vat	Gross
Policy & Finance	£383,016.71	£24,186.64	£407,203.35
Recreation, Leisure & Open Spaces	£240,228.21	£13,109.19	£253,337.40
Planning, Town & Environment	£18,519.41	£1,001.24	£19,520.65
Council	£206.56	£16.03	£222.59
Total Payments	<u>£641,970.89</u>	<u>£38,313.10</u>	<u>£680,283.99</u>

Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£123,486.56
Petty Cash - General	-£39.37
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	£11,541.93
CCLA Public Sector Deposit Fund	£460,000.00
Client Deposit Account	£10,691.62
Total	<u>£605,905.74</u>

Uncleared and Unpresented effects

Imprest - Lloyds Bank	£693.00
-----------------------	---------

Statement Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£122,793.56
Petty Cash - General	-£39.37

B

(d) Appendix 3

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	£11,541.93
CCLA Public Sector Deposit Fund	£460,000.00
Client Deposit Account	£10,691.62
Total	<u>£605,212.74</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

REPORT TO POLICY & FINANCE COMMITTEE – 19th FEBRUARY 2020**FINANCIAL RISK ASSESSMENT****1. Background**

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in a number of areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2016 and subsequently reviewed in April 2018.
- 1.2 The risk assessment was last carried out as part of the overall risk assessment for the Town Council in March 2018.

2. Financial risk Assessment 2019/20

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The introduction of these systems has meant that some of the financial control processes have had to be adjusted.
- 2.2 Most of the changes have been managed within the framework of Financial Regulations and as such, require no change to the risk assessment as the risks have previously been identified and managed. The most significant changes are around workflow processes contained within the finance system.
- 2.4 There are some other matters which arose and were dealt with during the last year and which also have a bearing on the risk assessment. These include the decision to adopt the CCLA as preferred investment house for council funds and the decision to transfer funding for some unplanned expenditure, such as vandalism repairs, from the revenue budget to reserves.
- 2.5 These matters have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.Wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2019/20

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	2
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	1
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	1
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	2
Financial	Failure to keep proper Financial records	Full access to Finance software and records restricted to qualified staff. Standing Orders and Financial Regulations include suitable controls and are reviewed periodically. Responsibilities defined through appointment of a Responsible Finance Officer (RFO). Commission effective independent internal audit. Provide regular financial reports for scrutiny at Policy & Finance Committee.	Low	Low	1
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations.	Low	Low	1





Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable.	Low	Medium	2
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of annual spend. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy.	Low	Medium	2
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1.	Low	Medium	2
Financial	Reduction/Loss of Income	Insurance in place to cover loss of rental income. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets.	Low	Medium	2
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure.. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure.	Low	Low	1
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions)	Low	Medium	2
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Low	1
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Low	1
Financial	Loss of money	Financial Regulations and payment processes instituted by RFO.	Low	High	3

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
	through phishing scams, CEO fraud bogus account details change, or other fraud	All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger.			
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2



POLICY & FINANCE COMMITTEE

19th February 2020

Town centre CCTV

1. Introduction and reason why decision required

- 1.1 As reported to this Committee in April last year, New Forest District Council has invited participating town and parish councils (which includes this Council) to enter into new “partnership agreements” in place of the previous “service level agreements”.
- 1.2 Members decided to defer the matter then so that Sgt. Mitchley of Hampshire Constabulary could be asked about the benefits of the system at her following quarterly attendance at a Town Council meeting. Members were also offered the opportunity to visit the monitoring centre and view the system in operation. That visit took place on 22nd January.

2. Background information, options, impact assessment and risks

- 2.1 The proposed new agreement is attached in draft form as Appendix 1.
- 2.2 The proposed cost to this Council for 2019-20 will be calculated at the rate of £732 per camera per annum; the same as previous years. This will be invoiced six-monthly in advance with the first invoice expected shortly.
- 2.3 It has now been clarified that there is no “tie-in”; this Council could decide to withdraw upon giving three months’ notice.
- 2.4 The aspiration to improve the reporting of outcomes remains but is not an immediate prospect.

3. Issues for decision and any recommendations

- 3.1 *Are members content to extend the service under the proposed new partnership and therefore to authorize the Town Clerk to enter into the proposed agreement in the attached form?***

For further information, contact:

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

Name of Partnership **New Forest CCTV Partnership**

1. Details of partners

- *New Forest District Council*
- *Hampshire Constabulary*
- *Town / Parish Council*

2. Context

Town & Parish Councils, NFDC and Hampshire Police all have a 'Community Safety' responsibility along with being key stakeholders in CCTV Service delivery. Since the CCTV system was introduced, each partner has seen the benefits for their communities and shown commitment to CCTV as a significant collaborative aid in preventing and detecting crime

2.1 Purpose

This partnership is set up to acknowledge the individual contributions of Partners towards Public Space CCTV in the New Forest area, providing a clear understanding of roles and responsibilities, communication and alignment with overarching Community Safety responsibilities.

2.2 Objectives

The objectives of the New Forest District Council CCTV System (recognised by partners) as determined by the New Forest Community Safety Partnership which forms the lawful basis for the processing of data are:-

- To help reduce the fear of crime.
- To help deter crime.
- To help detect crime and provide evidential material for court proceedings.
- To assist in the overall management of Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst
- To enhance community safety, assist in developing the economic well-being of the New Forest area and encourage greater use of the Town Centres, shops, car parks, and community and tourist facilities.
- To assist the Local Authority in its enforcement and regulatory functions within Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst.
- To assist in Traffic Management.

D

- To assist in supporting civil proceedings - which will help detect crime.
- To reduce incidents of public disorder and anti-social behaviour.

2.3 Background

Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities, which include Town and Parish Councils, have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area. The Act also introduced a partnership approach to local crime reduction and platforms should be established to ensure local issues are not ignored.

The already established 'Safer New Forest Partnership' brings together partners in accordance with the Act, with an annual Strategic Plan directing focus yearly on clear objectives.

Since 2002, Public Space CCTV has been in operation, funded by New Forest District Council with contributions made from those Town and Parish Councils who directly benefit from it. The CCTV system continues to meet the objectives for which it was installed, as clarified in regular Privacy Impact Assessments and incident statistics.

The presence of Public Space CCTV should be recognised as a partnership approach to tackling Crime and Disorder in the New Forest. This agreement serves to document this approach and provide additional clarity aiming to improve the effectiveness of the partnership.

3. Period covered

This agreement commences on *1st October 2019* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6. A review of this agreement will take place at each CCTV Partnership meeting.

4. Relationships

4.1 Principles of partnership

All members are expected to agree to our principles of partnership. These are set out at Annex A.

4.2 Membership

The partnership consists of the organisations listed above under *details of partners*.

4.3 Communications

The CCTV partnership will formally convene on a Bi-Annual basis and this meeting will be chaired by New Forest District Council. Monthly statistic reports will be sent out by New Forest District Council summarising the performance of the CCTV cameras in each location.

5. Membership roles and responsibilities

5.1 Individual Partner Responsibilities

Partner: New Forest District Council
Delivery of a 24 hour Public Space CCTV Service to include staffing, operation and maintenance of the control room and the network of cameras around the district. Produce statistics on a monthly basis relating to the performance of each camera and incidents recorded for each Town/Parish

Partner: Hampshire Constabulary
To provide resources, by way of a Policing response to crime in the New Forest area. This includes a response if deemed appropriate to incidents monitored on the NFDC CCTV System.

Partner: Town and Parish Councils
To financially contribute towards the operation of the CCTV Service as part of the local Community Safety strategy.

5.2 Collective Partner Responsibilities

Each partner will collectively deliver the services as set out in Annex B

5.3 Attendance at partnership meetings & sub groups

All partners are expected to attend partnership meetings (or an update in their absence) and where possible send the same representative each time to ensure continuity

D

6 Financial arrangements

6.1 Details of funding

NFDC will operate the CCTV system, Town and Parish Councils will agree to an annual contribution per camera towards transmission and maintenance of cameras in their area to be agreed annually between partners. Termination of this arrangement can be made by either party and must be given in writing 3 months prior.

Signed on behalf of:

New Forest District Council

Town/Parish Council

Hampshire Police

.....

.....

.....

Cllr Diane Andrews

Town /Parish Clerk/Chairman

(New Forest Commander)

Annex A

Partnership Guiding Principles

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

Openness and transparency

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

Sharing good and best practice

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

Commitment to high standards and continuous quality improvement

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards

Operate sound business practices.

Partners will work as a collective, ensuring efficiency in our shared service delivery, using best practice to meet our Community Safety responsibilities. Partners will maintain appropriate records in accordance with General Data Protection Regulations 2018 and the Data Protection Act 2018.

Commitment to flexibility

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

Annex B

Collective Partner Responsibilities

Partners will meet their Section 17 (Crime and Disorder Act 1998) objectives through the below actions

- B1. The Partnership will adopt a cohesive approach to the investigation of ASB in areas covered by CCTV. The CCTV and Community Alarms management team will support Town and Parish Clerks with reviews of recorded incidents in their areas. Evidential material will only be shared with the Police for action in accordance with Operational Procedures for Data Release.
- B2. The Partnership will share and communicate relevant intelligence or information that may inform the setup of CCTV cameras and therefore assist in the prevention and detection of crime.

D

- B3. Partnership organisations will endeavour to make members of their management team available at the request of other Partners to discuss issues concerning the provision of CCTV.
- B4. Partners will adopt a shared risk approach to CCTV, with experience and resources being shared for mutual benefit. For example, the CCTV Manager at NFDC may offer assistance to Town / Parish Council's with regard to their own stand-alone camera system and requirements.
- B5. The 'Safer New Forest Partnership' co-ordinates the strategic response to new or ongoing issues in the New Forest area. They will therefore highlight potential locations where a re-deployable camera would be suitable. This recommendation would be based on a 'pressing need' with clear evidence of on-going issues having exhausted other interventions at prevention/detection. All Partners can provide information or intelligence to inform the strategic response with the CCTV System Manager making the final decision in accordance with current legislation and guidance. See Annex C for Re-deployable CCTV Camera procedure (to follow).



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. This item will not be updated further.
A2	Website refresh		£6,000 Annual budget				Uncertain	
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	Possible	Work continues on a revised Scheme of Delegation.

C2	Town Centre CCTV Partnership Agreement renewal	See specific report to committee				Moderate	Probable	No immediate change to the contribution rate is proposed.
----	--	----------------------------------	--	--	--	----------	----------	---

