

OPEN SESSION: There were no members of the public present.

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 19<sup>th</sup> September 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr Christine Ford  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Michael Thierry  
Cllr Chris Treleaven

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Tom Weetman, Student Advisor  
Oliver Magor, Student Advisor  
Jonathan Skirton, Student Advisor

*At the start of the meeting, the Chairman welcomed the new Student Advisors to their first meeting.*

### **F/5600 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Murphy and Wiseman. New Forest Disability Information Service had also apologised that its representative was not able to attend the meeting.

### **F/5601 DECLARATIONS OF INTEREST**

There were none.

### **F/5602 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 18<sup>th</sup> July 2018, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5603 GRANT AID**

Members considered the Grant Aid application from New Forest Disability Information Service (*Annex A*) and agreed to award £250.

**RESOLVED:** That, in exercise of the Powers of General Competence, a grant of £250 be awarded to New Forest Disability Information Service to support the costs of the service provided.

**F/5604**  
**MONTHLY FINANCIAL REPORTS**

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

The RFO detailed the larger payments from the Imprest account.

In respect of the Town Council balances, the RFO explained the difficulties he had encountered in setting up alternate investment accounts, as required. There was now an arrangement in place with CCLA for a 30 day notice investment account and an account was being set up with a third institution. However, in order to make transfers, the bank required two Members to attend the bank, in person, to authorise the transactions. He envisaged that this would be required twice a year, when the precept was received.

Referring to his report (*Annex B(e)*), the RFO indicated that the figures represented a reasonably accurate picture, despite being prepared before the month end and using predicted figures for payroll, etc. There had been additional expenditure of £7,000 and income of £4,000. 40% of the budget had been spent, compared to the expected 41.7% and this was overstated, due to expenditure to be reimbursed (for example, the Long Lane feasibility study) and expenditure on slippage items, already budgeted for last year, with earmarked reserves. The forecasted draw down from the General Reserve of £11,790, at the end of the financial year, is expected to reduce.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for July and August be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for July and August be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the Statement of Town Council Balances be received and noted and the Inter Account Transfer be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 4) That the Finance Manager's report and Summary Budget Report be received and noted.

**F/5605**  
**PLAY EQUIPMENT OVERHAUL BUDGET**

The Town Clerk asked Members to consider the report on play equipment overhaul budget and consider the recommendation to increase the available budget by £4,000 (*Annex C*).

He indicated that the original bid proposal included replacing the two multi-play areas, an in-ground trampoline, see-saw, roundabout and an extension to the swing set. However, the disability inclusive aspect would be removed and this raised concerns.

The bidder had been asked to provide quotes to include some sensory play, a wheelchair accessible roundabout and a swing seat, with a harness. These extra features would add an additional £4,000 to the cost and Members were asked to approve the expenditure.

**RESOLVED:** That an increase of £4,000 to the play equipment overhaul budget, of £40,000, be approved and funded from the general reserve, or other funds made available.

**ACTION C Wilkins**

**F/5606  
FRIDAYS SIGN RE-PAINTING**

*It was noted that Cllr Day had pledged money towards the project, but this was not a disclosable pecuniary interest.*

Members considered the recommendation from the Planning, Town and Environment Committee to suspend Financial Regulations for the purpose of procuring the sign painting at Fridays Cross and whether to approve an increase to the budget (*Annex D*).

Cllr Day updated Members on Ringwood Society's project to re-paint the sign at Friday's Cross. A second quote had been obtained and a third company had been suggested. If a third quote is obtained, there would be no requirement for Financial Regulations to be suspended.

In relation to costs, it appeared that they would increase beyond the original estimate but not to exceed £1,600. Whilst Cllr Day indicated that further donations would be forthcoming, he asked that the Council's contribution be increased, to enable the project to progress. He was optimistic that the additional funding requested would not all be required.

**RESOLVED:** 1) That a departure from Financial Regulations be approved to enable officers to award a contract (or contracts) in respect of the work from a choice of only two bidders should they judge this to be expedient and reasonable.  
2) That the budget increase of £900 be approved and funded from the general reserve.

**ACTION C Wilkins**

**F/5607  
PAYMENT CARD USE**

Members considered the report on credit card use (*Annex E*).

The RFO explained that purchases were now more regularly being made for Carvers Clubhouse (and events) and although the Manager had use of the office credit card, this did not enable the flexibility needed and impacted on the level of credit available. A duplicate credit card had been requested, however, the combined purchases were still subject to the current limit.

The Town Clerk and RFO would look into the options available, including an additional card with an increase of the credit limit, a new credit card, a separate bank account with a debit card used to access funds deposited and a government procurement card. Cost effectiveness, appropriateness and security would be assessed and the most appropriate options considered further. Members agreed with the recommendations in the report.

**RESOLVED:** That an application for a new payment card for the Manager of Carvers Clubhouse/Events Co-Ordinator be approved, in principle, on the understanding that this may be:

- a) an additional card on the existing credit card account (possibly including an uplift in the overall credit limit to £5,000) or
- b) a card on a new credit card account (with the existing supplier or a different supplier) subject to a credit limit of £2,000 and similar provision for automatic payment of the monthly balance in full.

<b>ACTION C Wilkins</b>
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**F/5608  
PROJECTS**

Members were referred to the update on projects (*Annex F*).

A1 – Millennium Clock – The Town Clerk was pleased to report that the refurbishment of the clock was now complete.

A2 – WW1 Armistice Remembrance Service – This is technically a Town Council project, although led by the Royal British Legion. It was noted that the cost of this year's event with a marquee, seating and P.A. system, is likely to exceed the planned budget. Further information will be presented to the Committee, when available.

A3 – ICT overhaul – The Town Clerk indicated that this item now appeared on this year's project report, as a priority. The timescales involved with NFDC's overhaul of its IT structure and withdrawal of support services to the Town Council, had now been flagged up and were much sooner than expected. He thanked Cllr Heron for bringing this to his attention.

The implications are that the Town Council will be required to be running its ICT (back-up system, E-mails, internet, etc.) independently from NFDC, by early 2019. The financial accounting system would be turned off in July and telephone system later in the year.

He indicated that there was a lot of work to do in identifying a new financial package and procuring new hardware and software, in the short timeframe, stretching members of staff and impacting on work. The authorisation of overtime may be unavoidable.

Ideally a measured approach would be taken to assess all of the available options, however as a decision will need to be made by November, there is a need to telescope options. The RFO is researching industry leading software packages, that similar sized councils use, to see how they work in practice and a meeting with the consultants, who installed the existing set up, has been arranged. It was suggested that software aimed at medium sized businesses be considered also. The Town Clerk would present options, costs and implications to the next Committee meeting. The project may be achievable within the current earmarked reserve.

The Chairman indicated that this project would be challenging to achieve within the timeframe and questioned whether external expertise would be required. There was also some discussion about data storage, migration of data and the need for the front desk to access NFDC and HCC systems.

It is anticipated that at the end of the process, a much better solution will be in place and that support provided will enable use of the system to suit the Town Council needs and provide Members with the reports they require.

**RESOLVED:** That the update in respect of projects be received.

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**ACTION C Wilkins**

*There being no further business, the Chairman closed the meeting at 8.03 pm.*

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

RECEIVED  
26<sup>th</sup> September 2018

APPROVED  
17<sup>th</sup> October 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

# RINGWOOD TOWN COUNCIL



## POLICY & FINANCE COMMITTEE 19TH SEPTEMBER 2018

### GRANTS 2018/2019

**GRANTS REQUESTED**

	PREVIOUS GRANTS PAID			REQD
	2015/16	2016/17	2017/18	
	£	£	£	£
New Forest Disability Information Service	100.00			250.00
<b>Total</b>				<b>250.00</b>

**2018/19 FUNDS AVAILABLE**

	£
2018/19 Budget	9,000
<b>Total Funds available</b>	<b>9,000</b>
Less Paid	1,650
<b>Total Unspent @ 19/09/2018</b>	<b>7,350</b>

**2018/19 GRANTS PAID TO DATE**

	Min Ref	£
Breast Cancer Haven Wessex	F/5569	100
Avon Valley Dementia Pals	F/5569	300
Ringwood Junior School PTA	F/5582	500
Ringwood Carnival Society	F/5594	750
<b>TOTAL</b>		<b>1,650</b>

**2018/19 GRANTS DEFERRED**

	Meeting	Min Ref	Reason deferred
Poulner Baptist Chapel	20/06/18	F/5582	Promoting religious ideals/Cash discrepancies

**2018/19 GRANTS REJECTED**

	Meeting	Min Ref	Reason Rejected





# 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	
Charity Registration Number (if appropriate)	11045807 New Forest Disability Information Service
Postal Address	6 Osborne Road New Milton Hampshire BH25 6AD
Name of Contact	JACKI KEABLE
Contact's telephone number	[REDACTED]
Contact's email:	jacki@newforestdis.org.uk

### Details of Grant Request

Amount requested	£250 or at your discretion please see enc Expansion info
What is the purpose of the grant?	TO SUPPORT THE COSTS OF HOME VISITS OUTREACH MONTHLY IN RINGWOOD LIBRARY & TELEPHONE HELPLINE SUPPORT FOR RINGWOOD CLIENTS, WE SPECIALISE IN DISABILITY RELATED WELFARE BENEFITS AND SUPPORT CLIENTS FROM APPLICATION TO TRIBUNAL AND ALL THE STAGES AND WE ARE THE ONLY CHARITY THAT REPRESENTS CLIENTS AT TRIBUNAL, WE RAISED OVER £850,000 IN EACH OF LAST TWO YEARS FOR CLIENTS IN UNCLAIMED OR ORIGINALLY REFUSED BENEFITS MAKING A HUGE INCREASE IN THEIR FINANCES. WE HELPED 21300+ PEOPLE LAST YEAR
How would the people of Ringwood benefit from your receiving this grant?	RECEIVING OUR ADVICE & EXPERTISE, FOR DISABLED PEOPLE, FAMILY, CAREERS & PROFESSIONALS. FREE TO ALL RESIDENTS, ANY AGE, ANY DISABILITY. 62 RINGWOOD RESIDENTS WERE ADVISED IN 2017/18, AND 29 SO FAR IN THREE MONTHS THIS YEAR 2018/19.



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How many Ringwood people would benefit?	APPROX 70 PER ANNUM
Total cost of project	£89,750 for whole of service across the NEW Forest
If a grant is awarded, to whom should the cheque be payable?	NFDLS
Account information for BACS payment	[REDACTED]

**Information about your Organisation**

Membership:	What facilities do you provide? N/A
Subscription: £	FREE SERVICE
Names of competing or similar organisations	NO OTHER ORGANISATION GIVES OUR LEVEL OF SERVICE & EXPERTISE, - ESPECIALLY IN WELFARE BENEFITS AND EQUIPMENT

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

Cash in hand: £	Annual income: £ 26,268.03	
Other sponsoring bodies and amounts donated by them	NADC	£ 10,000
	TOWN	£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	ALL TOWN & PARISH COUNCILS AWARDS BETWEEN £50 - £2,500 DEPENDANT UPON SIZE OF PARISH, HIWCF COMIC RELIEF HENRY SMITH	
Signature of Applicant	[REDACTED]	Date 21/8/2018
Position within the Organisation:	CHIEF EXECUTIVE	

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

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

RINGWOOD  
30 AUG 2018  
TEWAY

# New<sup>A</sup> Forest Disability

21 August 2018

Dear Councillors

This year may I ask you to take a few moments to read why we are seeking  
- *'a little bit more please'*

Over the past 18 months the New Forest Disability Service has seen another increase in demand for our disability advice service with a strong emphasis on welfare benefit tribunal casework from all areas of the New Forest. We also continue to provide free, impartial, confidential disability related information and advice to those of any age living with any disability, including running our very busy advice helpline.


We have long acknowledged the need for larger premises with good access to our interview rooms that need to be quiet, airy and big enough to house a variety of seating to suit different client's needs. Although we would like more volunteers we cannot recruit at the moment because we do not have enough space for them to sit, staff the helpline or handle client enquiries!

After careful consideration we have decided to rent the vacant flat above our premises. We secured planning permission for change of use to offices and have launched a fundraising target for our *'Give Us a Lift'* campaign of £27,761. To date we have secured 10% plus sponsors for most of the desks, chairs etc that are required to furnish the rooms.

Our biggest expense will be £19,545 for the lift required for everyone to access our interview rooms and advisor's offices upstairs.

This is why we are asking everyone who supports us to kindly consider awarding us *'a little bit more please'* this year, so we may expand and help an estimated 30% more casework clients over the next twelve months.

Yours sincerely

  
Jacki Keable  
Chief Executive

Head Office 6 Osborne Road New Milton Hampshire BH25 6AD



helpline: 01425 628750  
info@newforestdis.org.uk  
Registered Charity no: 1104589

fax: 01425 638626  
www.newforestdis.org.uk  
Registered Company no: 05124781

New Forest Disability  
Information Service  
NF\_Disability





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New Forest Disability Information Service Limited  
trading as  
New Forest Disability  
(Registration number: 5124781)  
Balance Sheet as at 31 March 2018

	note	2018 £	2017 £
Fixed assets			
Tangible assets	10	3,466	4,247
Current assets			
Cash at bank and in hand		75,656	55,817
Creditors: Amounts falling due within one year	11	<u>(21,290)</u>	<u>(6,641)</u>
Net current assets		<u>54,366</u>	<u>49,176</u>
Net assets		<u>57,832</u>	<u>53,423</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>57,832</u>	<u>53,423</u>
Total funds	13	<u>57,832</u>	<u>53,423</u>

For the financial year ended 31 March 2018, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board on 13 August 2018 and signed on its behalf by:

D Wansbrough, Trustee and Treasurer and Mrs P Lacey, Trustee and Company Secretary

Our Reserves Policy is to maintain a sum equivalent to 3 months running expenses.

We have Designated Funds of £29,575 and General funds of £28,257.

Our Reserves Policy is to maintain a sum equivalent to 6 months running expenses.

New Forest Disability Information Service Limited  
known as  
New Forest Disability  
Statement of Financial Activities (including Income and Expenditure  
Account) for the Year Ended 31 March 2018

	note	£	Unrestricted Funds	Total Funds 2018
				£
<b>Income from:</b>				
Voluntary income	3		88,977	88,977
Investment income	4		84	84
Total income			<u>89,061</u>	<u>89,061</u>
<b>Expenditure on:</b>				
Charitable activities	5		(84,652)	(84,652)
Total expenditure			<u>(84,652)</u>	<u>(84,652)</u>
Net income			<u>4,409</u>	<u>4,409</u>
Net movement in funds			4,409	4,409
<b>Reconciliation of funds</b>				
Total funds brought forward			<u>53,423</u>	<u>53,423</u>
Total funds carried forward	13		<u>57,832</u>	<u>57,832</u>
	note	£	Unrestricted Funds	Total Funds 2017
				£
<b>Income from:</b>				
Voluntary income	3		87,939	87,939
Investment income	4		81	81
Total income			<u>88,020</u>	<u>88,020</u>
<b>Expenditure on:</b>				
Charitable activities	5		(80,380)	(80,380)
Total expenditure			<u>(80,380)</u>	<u>(80,380)</u>
Net income			<u>7,640</u>	<u>7,640</u>
Net movement in funds			7,640	7,640
<b>Reconciliation of funds</b>				
Total funds brought forward			<u>45,783</u>	<u>45,783</u>
Total funds carried forward	13		<u>53,423</u>	<u>53,423</u>

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for 2017 is shown in note 13

Amount deferred in the year as at 31 March 2018    £7,972

## We can advise:

if your daily living is affected by conditions such as:

- ❖ angina
- ❖ arthritis
- ❖ bad back or spinal damage
- ❖ breathlessness
- ❖ cancer
- ❖ continence problems
- ❖ dementia
- ❖ depression
- ❖ diabetes
- ❖ dizzy spells
- ❖ epilepsy
- ❖ falls risk
- ❖ hearing loss
- ❖ heart problems
- ❖ learning difficulties
- ❖ manual dexterity problems
- ❖ mental health issues
- ❖ mobility issues
- ❖ multiple sclerosis
- ❖ neuralgia
- ❖ neurological problems
- ❖ polymyalgia
- ❖ recovery from an accident
- ❖ rheumatism
- ❖ sight loss
- ❖ stroke
- ❖ vertigo
- ❖ walking difficulties

and many more conditions

anyone - any age - any disability

Head Office and Shop  
6 Osborne Road  
New Milton  
Hampshire  
BH25 6AD

Helpline: 01425 628750



New Forest Disability  
Information Service



NF\_Disability

e-mail: [info@newforestdis.org.uk](mailto:info@newforestdis.org.uk)  
[www.newforestdis.org.uk](http://www.newforestdis.org.uk)



charity no: 1104589

company no: 05124781

2018

# New Forest Disability

Helpline:  
01425 628750

New Forest Disability Information Service



Brochure sponsored by  
The Rotary Club of New Milton  
[www.newmiltonrotary.org.uk](http://www.newmiltonrotary.org.uk)



## Opening hours:

Helpline: 01425 628750  
Mon; Tue; Thur; Fri 10am - 5pm  
Wednesdays 10am - 1pm

Head Office and Shop  
Mon; Tue; Thur; Fri 10am - 5pm  
Wednesdays 10am - 1pm

Hythe Outreach  
The Grove, St John's Street  
Wednesdays 11.30 - 4pm  
(by appointment)

Lymington Hospital for  
in-patients 3 times a week  
&  
for anyone every Wednesday  
10am - 4pm in the main foyer  
with small equipment on display.  
Large range of leaflets  
available at all times.

Monthly Outreach locations  
meet one of our Advisors in  
numerous New Forest venues  
please check social media,  
our website or contact us for details.

In certain circumstances a  
home visit may be possible for  
welfare benefit applications.

## We are a charity:

Providing free, confidential, impartial  
disability related information,  
advice and guidance throughout  
the New Forest and surrounding  
areas.

We sell a range of new and  
lightly used donated daily living aids  
and mobility equipment  
for example:  
wheelchairs and walking aids  
bathing equipment and dressing aids  
feeding aids and beakers  
perching stools and over chair tables  
range of grab rails & safety equipment  
handy manual dexterity gadgets  
and much more.

A speaker is available for clubs  
groups etc  
we do not have a fixed fee  
however a donation is very welcome.

Please phone for more details  
or visit our website  
details overleaf.

## We have information on:

- ❖ access
- ❖ alarms
- ❖ bathing aids
- ❖ benefit applications
- ❖ Blue Badge applications
- ❖ car adaptations
- ❖ care agencies
- ❖ carer issues
- ❖ charitable funding
- ❖ club & leisure activities
- ❖ community care
- ❖ disability discrimination
- ❖ education & training
- ❖ employment & support
- ❖ equipment & suppliers
- ❖ holidays & leisure
- ❖ home adaptations
- ❖ legal rights
- ❖ meal delivery
- ❖ mobility aids
- ❖ ramps & access solutions
- ❖ residential & nursing homes
- ❖ safety rails and grab bars
- ❖ signposting to other services
- ❖ sport & recreation
- ❖ stairlifts & vertical lifts
- ❖ transport & accessibility
- ❖ voluntary organisations
- ❖ welfare benefit 'health checks'
- ❖ wheelchairs & scooters  
and much more

**RINGWOOD TOWN COUNCIL**

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19TH SEPTEMBER 2018





## POLICY AND FINANCE COMMITTEE 19TH SEPTEMBER 2018

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Jul						
2018-07-03	3002816	Hampshire C.C.	S&S	P&F	Gateway - Coloured copier paper	92.30
2018-07-03	3002820	Aquam Water Servs	S&S	R&L	Open Spaces - Standpipe delivery and hire	97.20
2018-07-10	3002824	Rwd & Fbridge Skip	S&S	Cem	Cemetery - Remove & replace skip	234.00
2018-07-10	3002825	M J Coakley Elect.	Premis	R&L	Carvers Pavilion - Investigate and replace wiring	85.00
2018-07-10	3002823	Screwfix	S&S	R&L	Small Tools - Ratchet strap and hook x 4	29.99
2018-07-10	3002822	Screwfix	Trans	R&L	Vehicles - Screen wash	3.99
2018-07-17	3002834	Peter Noble	Trans	R&L	Stihl blower - Fan housing and starter	49.78
2018-07-17	3002835	Peter Noble	Trans	R&L	Massey Ferguson Tractor - Spring	45.90
2018-07-17	3002841	Peter Noble	Trans	R&L	Water pump - Repairs	75.98
2018-07-17	3002842	Peter Noble	Trans	R&L	Mower - Shear bolt	11.40
2018-07-17	3002843	Peter Noble	Trans	R&L	Roller mower - Blades	156.40
2018-07-17	3002828	Hampshire C.C.	Trans	R&L	Transit - Maintenance June 2018	75.60
2018-07-17	3002830	Hampshire C.C.	S&S	P&F	Gateway - Copier paper and hand towels	102.77
2018-07-17	3002839	Elliott Brothers Ltd	Premis	R&L	Bench - Post fix	30.60
2018-07-17	3002840	Elliott Brothers Ltd	S&S	P&F	Carvers C/house shower - Drain cleaner	9.16
2018-07-17	3002837	Pete Best	Premis	R&L	Gravel Lane/Dr Little Gardens - Remove tree	220.00
2018-07-17	3002833	Letters & Logos Ltd	S&S	P&F	Gateway - Lettering on Mayor's Board	42.00
2018-07-17	3002838	SCS Testing Ltd	Trans	R&L	Sprayer - test and certificate	164.40
2018-07-17	3002844	Central Comp. Man.	S&S	P&F	Gateway - Payroll processing April-June 2018	279.69
2018-07-17	3002845	Central Comp. Man.	S&S	P&F	Gateway - Payroll processing July-Sept 2018	280.36
2018-07-17	3002836	Site Safety Ltd	S&S	R&L	Groundsmen - Polo shirts & high viz waistcoats	38.16
2018-07-17	3002831	Insight Sec. & Facs.	Premis	R&L/Cem	Carvers Sheds and Cemetery - Alarm activations	180.00
2018-07-17	3002829	Urban Greening Co	Premis	P&F	Gateway - Sedum Roof Maintenance	840.00
2018-07-23	3002850	Screwfix	Premis	P&F	Carvers C/house shower - Washers	2.44
2018-07-23	3002872	Screwfix	Premis	R&L	Pavilion & Carvers play park - Magnolia emulsion	6.99
2018-07-23	3002873	Screwfix	Premis	R&L	Pavilion and Carvers Play Park - Painting equip.	153.57
2018-07-23	3002853	Good Directions Ltd	Premis	P&F	Gateway - Clock Maintenance 1.5.18 - 30.4.19	288.00
2018-07-23	3002848	Hampshire C.C.	S&S	P&F	Gateway - Stationery	29.82
2018-07-23	3002851	Elliott Brothers Ltd	Premis	R&L	Southampton Road seats - Hardwood	126.00
2018-07-23	3002852	Elliott Brothers Ltd	Premis	R&L	Pocket Park Board Walk - Arbordeck twin grip	219.02
2018-07-23	3002854	Central Southern Sec.	Premis	P&F	Carvers C/house - CCTV Supply & fit 2amp PSU	24.00
2018-07-23	3002865	Itec	S&S	P&F	Gateway - Photocopying	171.60
2018-07-23	3002866	Nick Wilson	Premis	R&L	Southampton Road seats - Mach. h/wood timber	40.00
2018-07-23	3002847	New Forest Ice Cream	S&S	P&F	Carvers C/house - Ice creams	71.62
2018-07-23	3002875	Site Safety Ltd	S&S	Planning	Groundsmen - Waterproof Chest waders	46.80
2018-07-30	3002880	Screwfix	Premis	R&L	Open Spaces - Hammerite and Matt Paint	29.98
2018-07-30	3002882	Ringwood Carnival	S&S	P&F	Gateway - Grant towards Carnival project	750.00
2018-07-30	3002879	Elliott Brothers Ltd	Premis	R&L	Open Spaces - Cement and Post fix	26.10
2018-07-30	3002883	Upton Oil	Trans	R&L	Vehicles - Diesel	1,317.48
2018-07-30	3002884	Pete Best	Premis	Cem	Cemetery - Tree work	120.00
2018-07-30	3002878	Eco Sustainable Sols.	Premis	R&L	Football Pitch - Rootzone soil for repairing goals	80.71
2018-07-30	3002885	RFS Technology	Premis	P&F	Carvers C/house - Maintenance fire alarm system	392.40
2018-07-30	3002881	Ollie Angell	S&S	P&F	Gateway - Open Air Coun. Meet 25/07/18 PA sys.	85.00
2018-07-30	3002886	Don't Rain	S&S	P&F	Carvers - Skateboard taster session	60.00

# B

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Jul						
2018-07-02	SO	TLC On-line	S&S	P&F	Web Site Maintenance - July 2018	80.00
2018-07-02	SO	Just Health & Safety	S&S	P&F	July 2018	268.80
2018-07-30	SO	Just Health & Safety	S&S	P&F	August 2018	268.80
2018-07-02	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - July 2018	394.00
2018-07-02	DD	New Forest D.C.	Premis	P&F	The Place Rates - July 2018	186.00
2018-07-04	DD	UK Fuels	Trans	R&L	Fuel - June 2018	99.86
1948-07-05	DD	Fintech	S&S	P&F	Gateway - Photocopier quarterly charge	478.80
2018-07-16	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 2	104.97
2018-07-18	DD	Zurich	Employs	P&F	AVC - June 2018	600.00
2018-07-20	DD	Worldpay	S&S	P&F	Carvers Clubhouse - Worldpay fee	5.45
2018-07-31	DD	ICO	S&S	P&F	Gateway - Annual Subscription	35.00
2018-07-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - June 2018	30.00
2018-07-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - June 2018	24.60
2018-07-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - June 2018	27.34
2018-07-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - June 2018	2.40
2018-07-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - June 2018	32.34
2018-07-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - June 2018	2.40
2018-07-31	DD	Utility Warehouse	S&S	P&F	Carvers C/house mobile phones - June 2018	18.82
2018-07-31	DD	Utility Warehouse	S&S	P&F	Carvers C/house landline - June 2018	25.35
2018-07-31	DD	Utility Warehouse	Premis	P&F	Carvers C/house electricity - June 2018	139.67
2018-07-31	DD	Utility Warehouse	Premis	P&F	Carvers C/house club membership - June 2018	2.40
2018-07-27	PAY	Lloyds	S&S	P&F	Bank charges - June 2018	14.26
2018-07-12	BGC	Austin & Wyatt	S&S	P&F	Southampton Road Agents fees - July 2018	136.00
2018-07-17	LloydsCC	Amazon	S&S	P&F	Gateway - Franking ink	60.99
2018-07-17	LloydsCC	Amazon	S&S	R&L	Groundsmen - Clothing	44.97
2018-07-17	LloydsCC	Amazon	S&S	P&F	Carvers C/house - Floor safety signs	10.49
2018-07-17	LloydsCC	Amazon	S&S	P&F	Carvers C/house - Accident book	2.90
2018-07-17	LloydsCC	Booker	S&S	P&F	Carvers C/house - Food for resale	214.09
2018-07-17	LloydsCC	Credit Due From Previous Months				-333.44
2018-07-16	BP	Hampshire C.C.	Employs	P&F	Pension June 2018	6,719.42
2018-07-20	DD	Inland Revenue	Employs	P&F	June 2018	4,929.58
2018-07-25	Telepay	Staff	Employs	P&F	July 2018	22,583.51
					<b>TOTAL JULY</b>	<b>44,395.98</b>

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Aug						
2018-08-24	3002915	LK2 Sport & Leisure Ltd	S&S	P&F	Long Lane - Feasibility study of football facilities	3,300.00
2018-08-07	3002902	Ringwood Pest Control	Premis	R&L	Carvers C/house - Treatment of rats/wasps nest	170.00
2018-08-07	3002904	Ringwood Pest Control	Premis	Allots	Hightown Road Allotments - Treatment of rats	120.00
2018-08-07	3002907	Peter Noble	Trans	R&L	Roller mower - Right and left hand mounts	504.66
2018-08-07	3002908	Peter Noble	S&S	R&L	Machinery - Grease gun	42.12
2018-08-07	3002909	Peter Noble	S&S	R&L	Machinery - Flap wheel	4.26
2018-08-07	3002896	Hampshire C.C.	Premis	R&L/C/P&F	Carvers C/house/Cemetery & Gateway - Cleaning	60.44
2018-08-07	3002910	Hampshire C.C.	S&S	P&F	Gateway - Under charge of audit services	300.00
2018-08-07	3002905	Elliott Brothers Ltd	Premis	R&L	Seats - Cemetery and Wood adhesive	68.40
2018-08-07	3002898	TLC Online	S&S	P&F	Gateway - Compliment Slips	37.10
2018-08-07	3002893	Pete Best	Premis	R&L	Churchyard - Remove dead cherry tree	180.00
2018-08-07	3002903	Pete Best	Premis	R&L	War Memorial Gardens - Stump/grind cherry tree	40.00
2018-08-07	3002911	Alda	S&S	P&F	Twining - Engraved brass plaque - P.Audemmer	110.00
2018-08-07	3002912	Status Computers	S&S	P&F	Gateway - Antivirus Software	31.50
2018-08-07	3002895	Aquam Water Services	Premis	R&L	Open Spaces - Standpipe hire 1.7.18 - 31.7.18	158.40
2018-08-07	3002899	New Forest Ice Cream	S&S	P&F	Carvers C/house - Ice creams	245.65
2018-08-07	3002900	New Forest Ice Cream	S&S	P&F	Carvers C/house - Ice creams	281.16
2018-08-07	3002892	Aurora Fireworks Ltd	S&S	P&F	Firework Display - Deposit	630.00
2018-08-07	3002894	Charmaine Bennett	S&S	P&F	Carvers C/house - Toys & equipment	277.43
2018-08-07	3002897	Taste Vending Ltd	S&S	P&F	Carvers C/house - Blue Mountain coffee	34.00
2018-08-07	3002901	Belinda's Bakery	S&S	P&F	Carvers C/house - Cakes & bread	29.60
2018-08-24	3002914	Hampshire C.C.	S&S	P&F	Gateway - Batteries & stationery	11.57
2018-08-24	3002935	Hampshire C.C.	S&S	P&F	Carvers C/house - Stationery & misc.	48.35
2018-08-24	3002936	Hampshire C.C.	S&S	P&F	Gateway - Cleaning products	59.20
2018-08-24	3002923	Elliott Brothers Ltd	Premis	R&L	Dog bin/Seats - Post fix & wood	137.88
2018-08-24	3002918	NFFM	Trans	R&L	Hedge trimmer - Screws and washers	5.04
2018-08-24	3002939	NFFM	Trans	R&L	John Deere tractor - Service	393.71
2018-08-24	3002933	Central Southern Sec.	Premis	Cem	Cemetery - CCTV annual maintenance	78.00
2018-08-24	3002934	Central Southern Sec.	Premis	P&F	Carvers C/house - CCTV annual maintenance	102.00
2018-08-24	3002937	Letters & Logos Ltd	Trans	R&L	Truck - Fluorescent rear panel	188.20
2018-08-24	3002921	Itec	S&S	P&F	Gateway - Photocopying	162.94
2018-08-24	3002932	The Play Inspection Co	Premis	R&L	Playgrounds - Annual inspections	300.00
2018-08-24	3002916	Tampen & Tampen	S&S	P&F	Carvers C/house - Dishwasher fluid	45.53
2018-08-24	3002920	1st Stop Clean	Premis	P&F	Gateway - Cleaning	70.42
2018-08-24	3002938	New Forest Ice Cream	S&S	P&F	Carvers C/house - Ice creams	66.70
2018-08-24	3002919	New Forest Ice Cream	S&S	P&F	Carvers C/house - Ice creams	65.53
2018-08-24	3002922	Insight Sec. & Facilities	Premis	R&L	Carvers sheds - Call out	18.00

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LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
Aug						
2018-08-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - Aug 2018	80.00
2018-08-30	SO	Just Health & Safety	S&S	P&F	Sept 2018	268.80
2018-08-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - Aug 2018	394.00
2018-08-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - Aug 2018	186.00
2018-08-08	DD	UK Fuels	Trans	R&L	Fuel - July 2018	102.04
2018-08-20	DD	Zurich	Employs	P&F	AVC - July 2018	600.00
2018-08-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - July 2018	30.00
2018-08-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - July 2018	24.60
2018-08-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - July 2018	25.14
2018-08-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - July 2018	2.40
2018-08-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - July 2018	37.67
2018-08-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - July 2018	2.40
2018-08-31	DD	Utility Warehouse	S&S	P&F	Carvers C/house mobile phones - July 2018	10.00
2018-08-31	DD	Utility Warehouse	S&S	P&F	Carvers C/house landline - July 2018	25.04
2018-08-31	DD	Utility Warehouse	Premis	P&F	Carvers C/house electricity - July 2018	247.70
2018-08-31	DD	Utility Warehouse	Premis	P&F	Carvers C/house club membership - July 2018	2.40
2018-08-28	PAY	Lloyds	S&S	P&F	Bank charges - July 2018	15.23
2018-08-14	BGC	Austin & Wyatt	S&S	P&F	Southampton Road Agents fees - August 2018	136.00
2018-08-14	BGC	Austin & Wyatt	S&S	P&F	Southampton Road - Boiler expenses	388.20
2018-08-14	BGC	Austin & Wyatt	S&S	P&F	Southampton Road - Boiler expenses	67.20
2018-09-19	LloydsCC	The Soccer Store	Premis	R&L	Football Ground - Goal package	685.00
2018-09-19	LloydsCC	Nationwide	Trans	P&F	Truck - Repair excess & vat	516.30
2018-09-19	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	170.94
2018-09-19	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	113.18
2018-09-19	LloydsCC	Ebay	S&S	P&F	Gateway - Stationery	2.99
2018-09-19	LloydsCC	2CO	Employs	P&F	Carvers C/House - Food safety course	12.00
2018-09-19	LloydsCC	Booker	S&S	P&F	Carvers C/House - Food for resale	168.20
2018-09-19	LloydsCC	Machine Mart	S&S	Planning	Machinery - Water pump	249.98
2018-09-19	LloydsCC	Amazon	Premis	P&F	Gateway - Air fresheners for vacuum	2.65
2018-09-19	LloydsCC	Samsung	S&S	R&L	Groundsmen - Mobile phone	159.00
2018-09-19	LloydsCC	Grant Haze	S&S	P&F	Carvers - Master keys	97.20
2018-09-19	LloydsCC	Credit Due From Previous Months				-107.98
2018-08-14	BP	Hampshire C.C.	Employs	P&F	Pension July 2018	6,553.88
2018-08-22	DD	Inland Revenue	Employs	P&F	July 2018	5,106.18
2018-08-24	Telepay	Staff	Employs	P&F	August 2018	23,305.68
					<b>TOTAL AUGUST</b>	<b>48,057.81</b>

AUTHORISATIONS

DATE

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19th September 2018

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19th September 2018

POLICY AND FINANCE COMMITTEE 19TH SEPTEMBER 2018

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Voucher No	Details	Location	Description	Amount £
Jul					
2018-07-03	04/01	Iceland	Gateway	Tea bags	3.50
2018-07-01	04/02	Makro	Carvers C/House	Degreaser	8.86
2018-07-04	04/03	Waitrose	Gateway	Milk	0.89
2018-07-04	04/04	Post Office	Gateway	Special delivery Annual Return	7.30
2018-07-06	04/05	Waitrose	Gateway	Milk	1.10
2018-07-13	04/06	Waitrose	Gateway	Milk	1.75
2018-07-16	04/07	Mr Harper UK37A	Allotments	Key deposit return	10.00
2018-07-19	04/08	Post Office	Gateway	Letter to France a31 grave space	1.25
2018-07-20	04/09	Sainsburys	Gateway	Battery for mic in Forest Suite & milk	4.85
2018-07-23	04/10	Waitrose	Gateway	Coffee & milk	4.19
2018-07-26	04/11	Rwd Surplus Stores	Carvers C/House	Waste bin	9.99
2018-07-27	04/12	Sainsburys	Gateway	Milk	1.10
2018-07-27	04/13	Post Office	Gateway	Letter to France	1.55
2018-07-27	04/14	Tesco	Gateway	Coffeemate	1.79
2018-07-30	04/15	Grange Athletics	Gateway	Key deposit return	25.00
2018-07-31	04/16	Makro	Carvers C/House	Cleaning products	13.28
				TOTAL	96.40

Date	Voucher No	Details	Location	Description	Amount £
Aug					
2018-08-01	05/01	Waitrose	Gateway	Dishwasher salt & milk	4.14
2018-08-06	05/02	Rwd Surplus Stores	Carvers C/house	Pedal Bin Liners	1.29
2018-08-06	05/02	Rwd Surplus Stores	Gateway	Forks	1.29
2018-08-06	05/03	Steadfast Security	Allotments	Keys	18.00
2018-08-07	05/04	Sainsburys	Carvers C/house	Glass cleaner	1.40
2018-08-08	05/05	Waitrose	Gateway	Milk	0.89
2018-08-08	05/06	Waitrose	Gateway	Tea spoons	4.58
2018-08-08	05/07	Post Office	Gateway	Postage	0.79
2018-08-09	05/08	Waitrose	Gateway	Milk	1.10
2018-08-13	05/09	Waitrose	Gateway	Washing up liquid & hand cleaner	2.86
2018-08-15	05/10	Waitrose	Gateway	Milk	1.10
2018-08-17	05/11	Waitrose	Gateway	Tea bags	4.98
2018-08-20	05/12	Waitrose	Gateway	Milk	0.89
2018-08-21	05/13	Waitrose	Gateway	Milk & tea bags	2.69
2018-08-22	05/14	Steadfast Security	Cemetery	Bollard key	6.00
2018-08-28	05/15	Sainsburys	Gateway	Air freshener & milk	2.40
2018-08-30	05/16	Rwd Surplus Stores	Gateway	Wall scraper for caretaker	2.99
2018-08-31	05/17	Rwd Surplus Stores	Open Spaces	Battery for marker	2.49
				TOTAL	59.88

LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2018

Date	Voucher No	Details	Location	Description	Amount £
Jul-Aug					
				TOTAL	0.00

AUTHORISATIONS

DATE

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19th September 2018

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19th September 2018

# B

## POLICY AND FINANCE COMMITTEE 19TH SEPTEMBER 2018

### BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted 31-Aug-18	Actual at 31-Aug-18	Predicted Movement	Proposed Transfers		Predicted 30-Sep-18
	£			£	Cash Out	
Imprest (Current) Account	84,579	544,454	207,598	-650,000	150,000	102,052
Business Account	51,510	51,514				51,514
Investment Accounts 1	100,000	0				150,000
Investment Accounts 2	150,000	0				250,000
Investment Accounts 3	200,000	0				250,000
Greenways Rent Deposit	9,673	10,882				10,882
Petty Cash - Imprest	90	102				102
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>596,027</b>	<b>607,127</b>				<b>207,598</b>

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

#### PROPOSED TRANSFER AUTHORISATIONS:

DATE

19th September 2018

19th September 20:

Investment Accounts 1	Lloyds Bank	Instant access
Investment Accounts 2	Santander tbc	TBD
Investment Accounts 3	CCLA	30 day notice

#### Notes:

- 1 **Imprest Account**

Anticipated net expenditure in month:	£ -35,000
Anticipated receipt of precept (50%) due end September:	242,598
<b>Net Movement on imprest account</b>	<b>207,598</b>
- 2 **Investment Maturity**  
No investments due to mature
- 3 The bank accounts were reconciled as at 31st August 2018.
- 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

**REPORT TO POLICY & FINANCE COMMITTEE – 19<sup>th</sup> SEPTEMBER 2018****BUDGETARY CONTROL - 2018/19 PERIOD 5 (TO END AUGUST)****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first five months of the year, April to August 2018. Due to staff leave, this report has been prepared in the last week of August, before the month end. However, estimates have been made of anticipated expenditure, including payroll. Revised budget forecasts and outturn predictions will be made as the financial year progresses.

**2. BUDGET 2018/19**

- 2.1 The Council approved a base expenditure budget for 2018/19 of £655,820. In addition, members approved recurring growth of £3,825 per annum and one off additional spend for the year of £48,060, giving a total expenditure budget of £707,705. Income is predicted to be £206,796 and net transfers from earmarked reserves were to be £270 giving a net budget for the year of £500,640. This will be funded by a draw on the general reserve of £15,444 and a precept of £485,196.
- 2.2 In June 2017 approval was given to carry out some work to upgrade the electricity supply to the sheds on Carvers. This work was to be funded from reserves but the work did not commence until the current year. As a result, expenditure will increase by £3,700 although this will not impact the net budget as funds were set aside in reserves.
- 2.3 The original budget also included plans to carry out a feasibility study at Long Lane recreation ground. The study was to be conditional on the receipt of developer's contributions and no expenditure provision was made in the budget. This work has now commenced and the funding has been pledged.
- 2.4 In addition, the café at Carvers Clubhouse has resumed operation and it is estimated that this will incur costs of £3,000 to purchase stock, whilst generating revenue of £3,500. These figures will be updated as the year progresses and will be included in the revised budget in the autumn.

**3. INCOME & EXPENDITURE APRIL 2018 to AUGUST 2018**

- 3.1 Expenditure to the end of August totalled £ 283,073, or 40% of the budget. This suggests a modest underspend given that the expenditure includes £5,250 in respect of the feasibility study at Long Lane, £3,700 in respect of electricity supply works at Carvers and £1,909 in respect of the purchase of stock for re-sale at Carvers Clubhouse. A summary budget report is included at Appendix 1.
- 3.2 Income received to date, excluding the precept, stands at £96,866, or 47% of planned receipts. This is largely explained by a few, significant receipts which are received at the beginning of the year together with some larger than anticipated receipts which were reported previously and some unplanned income. Note that rental income from Greenways is less than expected because the tenants are awaiting the formal renewal of their lease before continuing their monthly rental payments. Income is summarised in Appendix 2.
- 3.3 The Town Council are holding funds collected on behalf of the Memorial Lantern Replacement Fund. These sums are not included in the revenue account or in the analysis of income received. However, at the end of August the amount deposited with the Town Council stood at £3,523.64.



# B

- 3.4 The additional one off growth items approved for the current year totalled £48,060 to be funded from a combination of developer's contributions, reserves and revenue. The expenditure to date against each item is as follows:

Description	Budget	Expenditure
i Millenium Clock	£1,000	£820
i WW1 Armistice Commemoration	£1,500	£1,500
i Cemetery Improvements	£3,000	£0
i Mansfield Road Verge	£1,160	£0
i Carvers Recreation Ground Imps	£10,000	£0
i Replacement Front Deck Mower	£20,000	£16,346
i Long Lane Feasibility Study	£0	£5,250
i Human Sundial	£8,000	£0
i Sign Painting Fridays Cross	£400	£66
i Neighbourhood Plan	£3,000	£0
Total	£48,060	£23,982 (50%)

Note that the Long Lane feasibility study will be funded by developer's contributions which have been pledged but have not yet been received.

- 3.5 Members agreed at the July meeting, to rationalise reserves and provisions. An updated schedule of reserves is included at appendix 3. Note that the projected movements are in accordance with the original budget, but do not take account of known slippage from 2017/18, nor the work to upgrade the electricity supply at Carvers. Together, these are expected to deplete reserves by a further £5,000, having been mitigated to some extent by the lower than expected cost of the replacement front deck mower.

## 4. FINANCIAL IMPLICATIONS

- 4.1 It is still too early in the year to draw any firm conclusions about outturn performance against the budget, however, the figures do suggest that broadly the Town Council remains on target to spend within budget.
- 4.2 Reserves stood at £496,935.67 at the 1<sup>st</sup> of April (£197,695.48 of Earmarked Reserves and Provisions and £299,240.19 in the General Reserve). Following rationalisation and taking into account the planned transfers between reserves and the revenue account, this figure is expected to reduce to £490,971.67 (of which £220,732.40 are earmarked and £247,796.19 in the General Reserve). The additional unbudgeted items described above are expected to reduce overall reserves by a further £5,000.

## 5. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:  
Rory Fitzgerald, Finance Manager or  
Tel: 01425 484723  
[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:  
Chris Wilkins, Town Clerk  
Tel: 01425 484720  
[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2018 - AUGUST 2018**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Year To Date</b>		<b>Annual Forecast</b>
	<b>£</b>	<b>Actual</b>	<b>Unspent Budget</b>	<b>Outturn</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>				
POLICY & FINANCE COMMITTEE	406,246	155,386	250,860	406,246
RECREATION, LEIS & O/S COM	261,658	120,776	140,883	261,704
PLANNING TOWN & ENVIRON	21,801	6,911	14,890	22,051
<b>TOTAL REVENUE EXPENDITURE</b>	<b>689,706</b>	<b>283,073</b>	<b>406,633</b>	<b>690,002</b>
<b>CAPITAL EXPENDITURE</b>				
POLICY & FINANCE COMMITTEE	0	0	0	0
RECREATION, LEIS & O/S COM	10,000	0	10,000	10,000
PLANNING TOWN & ENVIRON	8,000	0	8,000	8,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>18,000</b>
<b>TOTAL EXPENDITURE</b>	<b>707,706</b>	<b>283,073</b>	<b>0 424,633</b>	<b>708,002</b>
<b>REVENUE INCOME</b>				
POLICY & FINANCE COMMITTEE	-119,717	-52,868	-66,849	-119,717
RECREATION, LEIS & O/S COM	-85,969	-42,898	-43,071	-85,969
PLANNING TOWN & ENVIRON	-1,110	-1,100	-10	-1,110
<b>TOTAL REVENUE INCOME</b>	<b>-206,796</b>	<b>-96,866</b>	<b>-109,930</b>	<b>-206,796</b>
<b>CAPITAL INCOME &amp; FINANCE</b>				
POLICY & FINANCE COMMITTEE	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-206,796</b>	<b>-96,866</b>	<b>-109,930</b>	<b>-206,796</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>500,910</b>	<b>186,207</b>	<b>314,703</b>	<b>501,206</b>
<b>Add Transfers To Provisions</b>	<b>41,300</b>	<b>17,209</b>	<b>0 24,091</b>	<b>41,300</b>
<b>Deduct Transfers from Provisions</b>	<b>-41,570</b>	<b>-17,417</b>	<b>0 -24,153</b>	<b>-45,520</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-15,444</b>	<b>56,599</b>	<b>0 -72,043</b>	<b>-11,790</b>
<b>Budget Required before new bids &amp; grants</b>	<b>485,196</b>	<b>242,598</b>	<b>0 242,598</b>	<b>485,196</b>
Transitional & Identifiable grant from NFDC	0	0	0	0
Net Precept 2018/19	<b>485,196</b>	<b>242,598</b>	<b>242,598</b>	<b>485,196</b>
<b>Non recurring bids for 2018/19 included above</b>				
POLICY & FINANCE COMMITTEE	2,500	2,080	420	2,500
RECREATION, LEIS & O/S COM	34,160	16,346	17,814	34,160
PLANNING TOWN & ENVIRON	11,400	66	11,334	11,400
Less transfer from provisions	-38,000	-16,346	-21,654	-38,000

**B**

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance From O.B. £	
<b>POLICY &amp; FINANCE COMMITTEE</b>					
<b>EXPENDITURE</b>					
Establishment	105,283	45,038	0	60,245	105,283
Maintenance	38,603	560	0	38,043	38,603
Employee Direct Costs	2,053	844	0	1,209	2,053
Employee Allocated Costs	112,783	45,603	0	67,179	112,783
Member Costs	9,930	2,761	0	7,169	9,930
Grants	9,000	1,650	0	7,350	9,000
Other (includes THE PLACE, figures below)	97,048	43,157	0	53,891	97,048
Debt Charges	31,546	15,773	0	15,773	31,546
Capital	0	0	0	0	0
<b>COMMITTEE EXPENDITURE</b>	<b>406,246</b>	<b>155,386</b>	<b>0</b>	<b>250,860</b>	<b>406,246</b>
<b>INCOME</b>					
<b>INCOME</b>					
Revenue Income (Including THE PLACE)	-119,717	-52,868	0	-66,849	-119,717
Capital Income/Finance	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-119,717</b>	<b>-52,868</b>	<b>0</b>	<b>-66,849</b>	<b>-119,717</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>286,529</b>	<b>102,518</b>	<b>0</b>	<b>184,011</b>	<b>286,529</b>
Add Transfers To Provisions	24,400	10,167	0	14,233	24,400
Deduct Transfers From Provisions	0	0	0	0	0
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>310,929</b>	<b>112,685</b>	<b>0</b>	<b>198,244</b>	<b>310,929</b>
<b>HOLDING ACCOUNTS</b>					
<b>EXPENDITURE</b>					
Employee Direct Costs	416,951	167,310	0	249,641	416,951
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>416,951</b>	<b>167,310</b>	<b>0</b>	<b>249,641</b>	<b>416,951</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-416,951</b>	<b>-167,310</b>	<b>0</b>	<b>-249,641</b>	<b>-416,951</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>THE PLACE</b>					
<b>EXPENDITURE</b>					
Establishment	8,962	3,639	0	5,323	8,962
Maintenance	1,760	710	0	1,050	1,760
Employee Direct Costs	500	20	0	480	500
Employee Allocated Costs	46,015	13,231	0	32,785	46,015
Other	0	1,909	0	-1,909	0
<b>COMMITTEE EXPENDITURE</b>	<b>57,237</b>	<b>19,509</b>	<b>0</b>	<b>37,729</b>	<b>57,237</b>
<b>INCOME</b>					
<b>INCOME</b>					
Revenue Income	0	-3,798	0	3,798	0
<b>TOTAL COMMITTEE INCOME</b>	<b>0</b>	<b>-3,798</b>	<b>0</b>	<b>3,798</b>	<b>0</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>57,237</b>	<b>15,711</b>	<b>0</b>	<b>41,527</b>	<b>57,237</b>
Add Transfers To Provisions	5,000	2,083	0	2,917	5,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>62,237</b>	<b>17,794</b>	<b>0</b>	<b>44,444</b>	<b>62,237</b>

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>					
Establishment	11,115	4,510	0	6,605	11,115
Maintenance	19,567	12,128	0	7,439	23,267
Machinery	29,504	21,944	0	7,560	25,850
Employee Direct Costs	1,600	407	0	1,193	1,600
Employee Allocated Costs	130,604	55,284	0	75,320	130,604
Planters	510	0	0	510	510
Activities Expenses	8,566	1,733	0	6,833	8,566
Other	1,173	426	0	747	1,173
Capital Expenditure	10,000	0	0	10,000	10,000
<b>CEMETERY</b>					
Establishment	5,205	2,028	0	3,177	5,205
Maintenance	8,376	3,607	0	4,769	8,376
Employee Allocated Costs	33,380	14,142	0	19,238	33,380
<b>ALLOTMENTS</b>					
Establishment	1,000	73	0	927	1,000
Maintenance	1,216	584	0	632	1,216
Employee Allocated Costs	9,608	3,910	0	5,698	9,608
Other	235	0	0	235	235
<b>COMMITTEE EXPENDITURE</b>	<b>271,658</b>	<b>120,776</b>	<b>0</b>	<b>150,884</b>	<b>271,704</b>
<b>INCOME</b>					
Recreation, Leisure & O/S	-34,870	-16,728	0	-18,142	-34,870
Cemetery	-45,999	-23,756	0	-22,243	-45,999
Allotments	-5,100	-2,414	0	-2,686	-5,100
Capital Expend Finance	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-85,969</b>	<b>-42,898</b>	<b>0</b>	<b>-43,071</b>	<b>-85,969</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>185,689</b>	<b>77,878</b>	<b>0</b>	<b>107,813</b>	<b>185,735</b>
Add Transfers To Provisions	16,900	7,042	0	9,858	16,900
Deduct Transfers From Provisions	-32,570	-17,417	0	-15,153	-36,270
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,019</b>	<b>67,503</b>	<b>0</b>	<b>102,518</b>	<b>166,365</b>

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE</b>					
<b>EXPENDITURE</b>					
Establishment	5,656	399	0	5,257	5,906
Employee Allocated Costs	16,145	6,512	0	9,633	16,145
Capital Expenditure	8,000	0	0	8,000	8,000
<b>COMMITTEE EXPENDITURE</b>	<b>29,801</b>	<b>6,911</b>	<b>0</b>	<b>22,890</b>	<b>30,051</b>
<b>INCOME</b>					
Capital Income & Finance	-1,110	-1,100	0	-10	-1,110
<b>COMMITTEE INCOME</b>	<b>-1,110</b>	<b>-1,100</b>	<b>0</b>	<b>-10</b>	<b>-1,110</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,691</b>	<b>5,811</b>	<b>0</b>	<b>22,880</b>	<b>28,941</b>
Add Transfers To Provisions	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	0	0	-9,000	-9,250
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>19,691</b>	<b>5,811</b>	<b>0</b>	<b>13,880</b>	<b>19,691</b>

**ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2018 - AUGUST 2018**

	2018/19 Original	2018/19 Revised	Period 5 Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	40,272	0	14,696	Some paid quarterly. Quantumna stopped paying in July pending formal renewal of their lease.
Gateway Re-charges	68,735	0	24,979	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	0	890	
Civic Celebrations	5,000	0	6,852	Income from the Royal Wedding Event
Other Grants & Donations *	0	0	0	Only to the extent that they are applied to the revenue account
VIC Sales	1,750	0	1,444	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	0	3,798	
Interest on investments	960	0	9	
Other Income	0	0	200	
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	15,612	0	3,545	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	0	1,167	
Bowling	1,530	0	785	
Cricket	2,000	0	1,195	
Football	6,750	0	3,674	
Rugby	2,000	0	440	
Tennis (including Floodlighting)	200	0	0	collected by NFDC and remitted at year end
Castleman Trail	700	0	0	Paid by HCC towards year end.
Other use of recreation grounds	3,500	0	5,831	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	0	91	Wayleaves £91
<b>Cemeteries</b>	45,999	0	23,756	Income receipts have generally been above anticipated
<b>Allotments</b>	5,100	0	2,414	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,110	0	1,100	
<b>Total Revenue Income:</b>	<b>206,796</b>	<b>0</b>	<b>96,866</b>	
<b>Capital</b>				
s106	0			
Grants	0			
Loans				
Other				
<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Budgetted Income</b>	<b>206,796</b>	<b>0</b>	<b>96,866</b>	
<b>Precept and other income taken to reserves</b>				
Precept	485,196		242,598	
Other Grants & Donations *	0	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>485,196</b>	<b>0</b>	<b>242,598</b>	
<b>Total Income</b>	<b>691,992</b>	<b>0</b>	<b>339,464</b>	

**PROVISIONS AND RESERVES**

Title & Code	Balance 31/03/2018		Cash Receipts	Transfer fr Revenue	Sub Total	Transfer btwn resv (P&F Jul 18)	Transfer to Revenue	Balance 31/03/2019
	£			£	£	£	£	£
<b>EAR-MARKED PROVISIONS &amp; RESERVE</b>								
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00			37,900.00
Gateway TM604	23,177.00			4,000.00	27,177.00			27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00		10,000.00
Greenways/Southampton Road Buildings Reserv TM607	0.00			8,000.00	8,000.00			8,000.00
Election TM608	8,641.88			2,900.00	11,541.88			11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00	-20,000.00	11,300.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	5,000.00		50,050.50
Memorials TM612	3,000.00				3,000.00			3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00		10,397.00
The Place - future development TM625	16,551.00			5,000.00	21,551.00			21,551.00
Ringwood Events TM627	5,342.00				5,342.00			5,342.00
Carvers Grounds development TM631	0.00				0.00	15,000.00		15,000.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00		9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00		0.00
<b>Sub Totals</b>	<b>163,432.40</b>		<b>0.00</b>	<b>41,300.00</b>	<b>204,732.40</b>	<b>36,000.00</b>	<b>-20,000.00</b>	<b>220,732.40</b>
Dev Contribs TM680	5,436.13				5,436.13		-3,340.00	2,096.13
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95				12,046.95		-8,000.00	4,046.95
Capital Receipts TM684	13,125.00				13,125.00			13,125.00
Grants Unapplied TM685	1,755.00				1,755.00		-250.00	1,505.00
Loans Unapplied TM686	0.00				0.00			0.00
<b>Total Earmarked Provisions &amp; Reserve</b>	<b>197,695.48</b>		<b>0.00</b>	<b>41,300.00</b>	<b>238,995.48</b>	<b>36,000.00</b>	<b>-31,820.00</b>	<b>243,175.48</b>
--Gen Reserve B010 TM699	299,240.19				299,240.19	-36,000.00	-15,444.00	247,796.19
<b>Total Provisions and Reserves</b>	<b>496,935.67</b>	<b>0.00</b>	<b>0.00</b>	<b>41,300.00</b>	<b>538,235.67</b>	<b>0.00</b>	<b>-47,264.00</b>	<b>490,971.67</b>
<b>Decrease( - ) or Increase in Reserves &amp; Provisions during 2018/19:-</b>								<b>-5,964.00</b>

**Grants Unapplied (TM685) Balance of £1,755 made up as follows:**

- |                                   |                            |
|-----------------------------------|----------------------------|
| i) Graffiti Wall                  | £1,000 rec'd December 2012 |
| ii) Interpretation Board          | £ 500 rec'd Feb 2010       |
| iii) SSE Grant for flood defence  | £ 255 rec'd July 2016      |
| <b>Balance at 31st March 2017</b> | <b>£1,755</b>              |

## Play equipment overhaul project

### 1. Introduction and reason why decision required

- 1.1 Having completed the procurement process by formal tender and made an award officers recommend that adjustments be made to the specification that require an increase in the budget.

### 2. Background information, options, impact assessment and risks

- 2.1 The current budget includes a non-recurrent provision of £40,000 in respect of planned upgrades to the Council's play equipment. As the procurement process has progressed, it has become increasingly apparent that a backlog of repairs (beyond the capacity of in-house staff) and replacements has accumulated with the result that this exercise will need to be repeated within the foreseeable future. We have also learned that this kind of procurement process (which involves complying with the relatively new 2015 Procurement Regulations) is, in itself, quite time-consuming for both officers and those members involved. It is therefore generally going to be more efficient to do this kind of thing less frequently and at scale, rather than little and often.
- 2.2 The bid chosen impressed the selection panel (Cllrs. Heron, Ward and Wiseman). The scale and quality of new equipment and features (achieved by concentrating on Carvers) were judged to offer exceptional value for money rendering it the most economically advantageous tender. It promises significant benefits and "impact" for a relatively modest outlay at a time when the Council is seeking to re-define the provision at Carvers. However, the bid suffered one shortcoming in that it included no play facilities suitable for children with disabilities. Officers asked for design changes to remedy this defect and these have now been offered (see drawing attached to this report). The drawback is that implementing this amended design would add £4,000 to the contract price.
- 2.3 The bidder could be instructed to proceed with the original design (lacking the facilities for children with disabilities) or to suggest other economies to bring the cost within budget. However, officers recommend increasing the budget to enable the revised design to be implemented. Deferring provision for children with disabilities to some later round of improvements is not considered acceptable. Whereas a ten per cent budget increase is considered relatively modest especially in the context of the value for money and overall benefits that the project will bring.

### 3. Issues for decision and any recommendations

- 3.1 *Whether to approve the budget increase to £44,000. [RECOMMENDATION: Officers recommend that the increase be approved (at the expense, effectively, of the end of year general reserve balance).]***

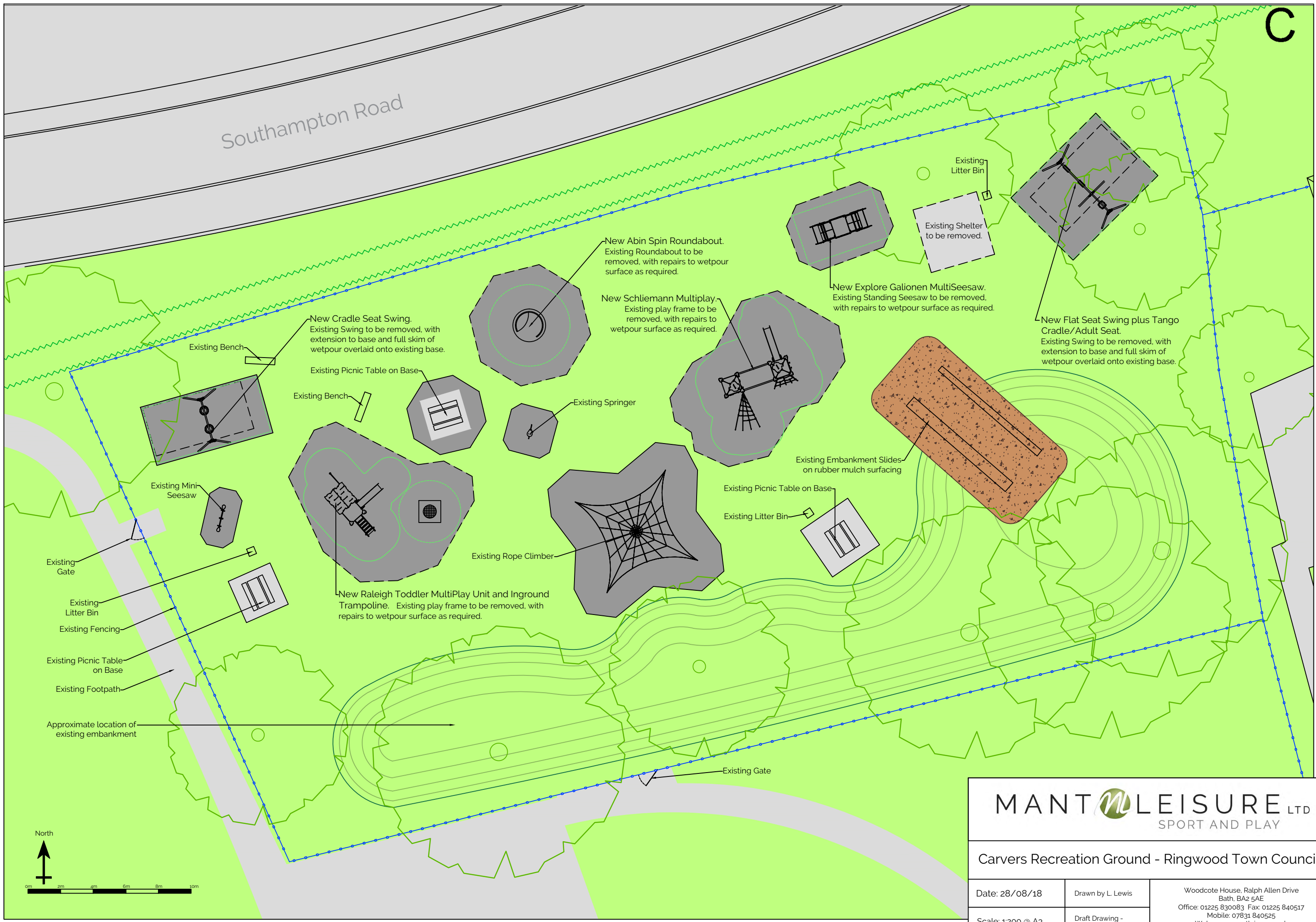
For further information, contact:

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

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

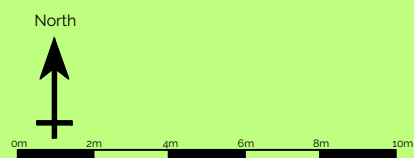
C

Southampton Road



- Existing Gate
- Existing Litter Bin
- Existing Fencing
- Existing Picnic Table on Base
- Existing Footpath
- Approximate location of existing embankment

- New Cradle Seat Swing. Existing Swing to be removed, with extension to base and full skim of wetpour overlaid onto existing base.
- Existing Bench
- Existing Picnic Table on Base
- Existing Bench
- Existing Mini Seesaw
- Existing Rope Climber
- New Raleigh Toddler MultiPlay Unit and Inground Trampoline. Existing play frame to be removed, with repairs to wetpour surface as required.
- Existing Springer
- Existing Rope Climber
- Existing Picnic Table on Base
- Existing Litter Bin
- Existing Embankment Slides on rubber mulch surfacing
- Existing Picnic Table on Base
- Existing Litter Bin
- New Abin Spin Roundabout. Existing Roundabout to be removed, with repairs to wetpour surface as required.
- New Schliemann Multiplay. Existing play frame to be removed, with repairs to wetpour surface as required.
- Existing Springer
- Existing Rope Climber
- Existing Picnic Table on Base
- Existing Litter Bin
- Existing Embankment Slides on rubber mulch surfacing
- Existing Picnic Table on Base
- Existing Litter Bin
- New Explore Galionen MultiSeesaw. Existing Standing Seesaw to be removed, with repairs to wetpour surface as required.
- Existing Litter Bin
- Existing Shelter to be removed.
- New Flat Seat Swing plus Tango Cradle/Adult Seat. Existing Swing to be removed, with extension to base and full skim of wetpour overlaid onto existing base.



<b>MANT  LEISURE LTD</b> SPORT AND PLAY		
Carvers Recreation Ground - Ringwood Town Council		
Date: 28/08/18	Drawn by L. Lewis	Woodcote House, Ralph Allen Drive Bath, BA2 5AE Office: 01225 830083 Fax: 01225 840517 Mobile: 07831 840525 Web: www.mantleisure.co.uk
Scale: 1:200 @ A3	Draft Drawing - Version 2	



## Fridays Cross sign re-painting

### 1. Introduction and reason why decision required

- 1.1 It has become necessary for the Council to assume the role of “client” in respect of this work so that regulatory and licensing requirements can be met.
- 1.2 Officers may need some relaxation of normal procurement rules and additional funding to enable the work to proceed without delay.

### 2. Background information, options, impact assessment and risks

- 2.1 The proposal originated with Ringwood Society whose members have done most of the design, planning and preparatory work. This has been overseen throughout by the Town Centre Working Party. The current budget includes a non-recurrent provision of £400 in respect of it. Following discussion and agreement of the design, planning permission was granted in July. Arrangements are being made with the owner and the occupier of the building to enable the work to proceed.
- 2.2 To date, two suitable contractors have been identified locally and provided estimates. Whilst a third bidder is being sought, owing to the specialist nature of the work (especially the conservation conditions attached to the permission) it may not be possible to identify one that is both suitable and local. Officers therefore seek permission to depart from Financial Regulations and award the contract from a choice of only two providers, if necessary.
- 2.3 As matters have progressed, it has become apparent that the costs are likely to exceed the original estimate. It is now estimated that the total cost will be about £1,600. £500 has been pledged by another source leaving about £1,100 to be found. Officers will look to minimize costs and explore other sources of funding but to avoid delays invite members to approve an increase of £900 in the relevant budget, altering it from £400 to £1,300 (meeting both the whole of the shortfall as presently anticipated plus a £200 contingency reserve, in the expectation that it is unlikely that all of this will be needed in practice) to enable this work to proceed without delay in accordance with the Council's previously stated policy to facilitate this town centre enhancement.

### 3. Issues for decision and any recommendations

- 3.1 ***Whether to approve a departure from Financial Regulations to enable officers to award a contract (or contracts) in respect of the work from a choice of only two bidders should they judge this to be expedient and reasonable. [RECOMMENDATION: Officers recommend that this departure be authorised.]***
- 3.2 ***Whether to approve the budget increase. [RECOMMENDATION: Officers recommend that the increase be approved (at the expense, effectively, of the end of year general reserve balance).]***

For further information, contact:

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Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

# D

## EXTRACT FROM THE DRAFT MINUTES ARISING FROM THE PLANNING, TOWN AND ENVIRONMENT COMMITTEE

7<sup>th</sup> September 2018

**P/5538**

### **SIGN PAINTING AT FRIDAYS CROSS**

*It was noted that Cllr Day had a financial interest in this item, as he had made a donation to the project, but this was not a disclosable pecuniary interest. He remained in the room, spoke on the matter, but did not vote.*

The Deputy Town Clerk indicated that the item had arisen as Ringwood Society had obtained a single quote for the sign painting at Friday's Cross. As the Council would manage the project, and the total expected cost would exceed £1,000, Financial Regulations dictate that three quotes should be obtained.

As a specialist contractor was required for the traditional hand painting, it was suggested that it would be appropriate, in these circumstances, for Financial Regulations to be suspended.

Members agreed to recommend to the Policy and Finance Committee that Financial Regulations be suspended, although it was possible that another two quotes would be forthcoming by its next meeting. It was noted that there were concerns with the increasing costs of the project as a whole and that the Council may be asked to contribute funds.

#### **RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That Financial Regulations be suspended for the purposes of procuring the sign painting at Fridays Cross.

<b>ACTION</b> <b>Jo Hurd</b>
------------------------------

## Payment card use

### 1. Introduction and reason why decision required

- 1.1 Officers are finding, increasingly, that necessary purchases can only be made efficiently, or in some cases at all, by means of some kind of debit, credit or payment card.

### 2. Background information, options, impact assessment and risks

- 2.1 The Council currently has a single credit card, which can only be used by the Office Manager and has a credit limit of £3,000. The balance on the card is cleared in full each month to avoid interest charges. This arrangement has served the Council reasonably well until recently. However, now that frequent purchases need to be made for Carvers Clubhouse and events it would be much more efficient if a suitable card could be issued to the relevant manager too.
- 2.2 Arranging an additional card on the existing account is proving disappointingly time-consuming and would, in any event, leave both officers constrained by the single overall credit limit (which may not be sufficient at peak times). A Government Procurement Card may be a cheaper option that is easier to arrange but would have a separate credit limit.
- 2.3 Officers will present proposals in due course for further refinement of Financial Regulations to enable members to consider and apply more flexible arrangements subject to appropriate controls. However, in order to meet immediate needs, officers respectfully invite members to approve in principle an application on terms for a new payment card for the Manager of Carvers Clubhouse/Events Co-ordinator.

### 3. Issues for decision and any recommendations

#### **3.1 *Whether to approve in principle an application for a new payment card for the Manager of Carvers Clubhouse/Events Co-ordinator on the understanding that this may be:***

**3.1.1 *An additional card on the existing credit card account (possibly including an uplift in the overall credit limit to £5,000) or***

**3.1.2 *A card on a new credit card account (with the existing supplier or a different supplier) subject to a credit limit of £2,000 and similar provision for automatic payment of the monthly balance in full.***

***[RECOMMENDATION: Officers recommend that such application be authorised.]***

For further information, contact:

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Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	The columns and surround have been re-painted, completing the current project.	£1,000	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The Town Clerk has made arrangements with Royal British Legion and Knights Brown for installation of a poppy display on the town roundabout.	£500	£0	£0	Minimal	Definite	
A3	ICT overhaul	Timescale now accelerated for implementation by end of March 2019	£0	£0	£33,400	Significant	Probable	This will require so much officer time and attention that some disruption of other projects and functions is highly likely. However, it is hoped that the cost can be met in full from the relevant earmarked reserve.
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications in 2018-19								
C1	Review of Standing Orders	Output from Working Party deliberations currently expected to be presented to full Council on 26 <sup>th</sup> September.				Moderate	Probable	

