

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 21st November 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Andy Briers
Cllr Anne Murphy (*until 8pm*)
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Michael Thierry
Cllr Angela Wiseman (*from 7.05pm*)

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Rory Fitzgerald, Finance Manager
Oliver Magor, Student Advisor
Jonathan Skirton, Student Advisor

ABSENT: Cllr Philip Day
Cllr Christine Ford
Cllr Steve Rippon-Swaine
Cllr Chris Treleaven
Tom Weetman, Student Advisor

F/5620 PUBLIC PARTICIPATION

There was none.

F/5621 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Day, Ford, Rippon-Swaine and Treleaven and Tom Weetman, Student Advisor.

F/5622 DECLARATIONS OF INTEREST

Cllr Thierry indicated that he was an Honorary Rotarian. However, as this was not a disclosable pecuniary interest, it did not permit him from joining in with the debate and voting on the Grant Aid application submitted by Ringwood Rotary Club.

F/5623 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 17th October 2018, having been circulated, be approved and signed by the Chairman as a correct record.

Cllr Wiseman joined the meeting at 7.05pm.

F/5624 GRANT AID

Members considered three Grant Aid applications (*Annex A*).

Citizen Advice New Forest (CANF)

The application for £3,000 had been made partly to assist with the costs of updating signage in the Town Centre, for the relocated office in Ringwood library, and partly to contribute towards the core running costs of Citizens Advice New Forest, in providing free, confidential and independent advice for the community. Members agreed that £1,300 be awarded and that CANF allocate the funds as it sees fit.

Revitalise Respite Holiday

The application for £1,062 had been made to assist with the provision of respite breaks for disabled people and their carers. Members praised the worthwhile work that the organisation does, however felt that this was not an application that the Town Council could support and no award was made.

Ringwood Rotary Club

The application for £150 had been made to cover some of the expenses for Christmas Eve Festivities in the Market Place. A representative from Rotary presented the application highlighting the work of the volunteers involved, the number of residents and children who benefit and the increase in costs for the event. The total cost of the event is £500 and Members wished to show their appreciation of Ringwood Rotary Club's support of Town Council events, particularly with the recent fireworks and remembrance day service, and agreed to make an award to cover the full cost.

RESOLVED:

- 1) That, in exercise of the Power of General Competence, a grant of £1,300 be awarded to Citizen Advice New Forest towards the new signage and running costs;
- 2) That no grant be made to Revitalise Respite Holidays, as this is a national charity and there did not appear to be sufficient local benefit;
- 3) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Ringwood Rotary Club to cover the costs of Christmas Eve Festivities in the Market Place.

ACTION A Greenfield

F/5625

MONTHLY FINANCIAL REPORTS

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

Regarding the transfer authorisation report, the RFO indicated, that agreements with the other two financial institutions were in progress, but not yet in place.

In relation to the budget monitoring report, he highlighted the increase in expenditure in the revised budget of £68,000, resulting from the play equipment overhaul, Long Lane feasibility study and the estimated expenditure on the replacement IT systems this year, although the exact timing of this is not known.

The RFO anticipated that, by year end, the call on the General Reserve would be reduced by £18,000 and overall transfers from reserves will increase by £40,000, mainly due to the investment in the play equipment at Carvers, which was planned expenditure from earmarked reserves.

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It was noted, at para 3.5, that costs incurred by the Council were yet to be reflected in the figures for the Fireworks event and that the information provided in respect of the Christmas event, showed the current position, with a number of transactions yet to be processed.

The Chairman commented that the overall position expected was a reasonably good outturn this year with minor changes made (relating to the play equipment), and some significant savings achieved.

- RESOLVED:**
- 1) That the list of cheque payments on the Imprest account for October be authorised. Cllrs Heron and Ring signed the report.
 - 2) That the list of Petty Cash payments for October be authorised. Cllrs Heron and Ring signed the report.
 - 3) That the Statement of Town Council Balances be received and the Inter Account Transfer be authorised. Cllrs Heron and Ring signed the report.
 - 4) That the Finance Manager's budget report be received and noted.
 - 5) That the revised budget for 2018/19 be approved.

ACTION R Fitzgerald

**F/5626
PROJECTS**

The Town Clerk provided an update on projects (*Annex C*).

A3 - ICT Overhaul – This item had been updated to show a figure of £15,000, as the estimated cost this year and £10,000 for 2019/20 budget. It was hoped that this would be considerably less. Officers are liaising closely with NFDC and HCC and meetings are planned to review the principles involved in the replacement of the IT systems, before there is any significant and irrevocable investment in hardware. The needs of the council will be met, whilst ensuring that these are consistent with the other councils' plans.

A delivery implementation plan will be prepared to ensure the timely purchase, installation and smooth transfer over to the new system.

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

ACTION C Wilkins

**F/5627
COMMITTEE BUDGET**

The Town Clerk reported that next year's budget process had started and Members were asked to consider future projects for possible inclusion in the budget bids for 2019/20.

RESOLVED: That this item be considered further at the next meeting,

ACTION R Fitzgerald

**F/5628
BUDGET 2019/20**

Members considered the first draft budget produced by the Finance Manager (*Annex D*). The RFO detailed the approach used in producing the draft budget, savings achieved and additional cost pressures identified. The net result is an increase in the budget requirement of £17,400 or 3.5%. It was noted that the Council Tax base rate for 2019/20 had not been

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notified and any increase to this figure could offset the increase in expenditure. (Assuming no change to the tax base, a 1% increase in the precept, would yield £4,852.)

It was suggested that the description of TA126 Civic Events/Celebrations be changed to Town Events, to save any confusion with TA105 Civic Expenses.

RESOLVED: That the draft budget be noted and reconsidered at the December meeting, along with updated information on the Council Tax base.

ACTION R Fitzgerald

Cllr Murphy left the meeting at 8pm.

**F/5629
FINANCE SOFTWARE**

Members considered the Finance Manager's report on replacement of the Council's finance software (*Annex E*). He detailed the options investigated (para 4.8) and his assessment of their suitability, considering the council's requirements. The host would be UK based and a service level agreement would be in place in respect of availability and 'fix' time responsiveness.

RESOLVED: 1) That the AdvantEDGE financial software, including the allotments module be acquired to replace the Agresso system, from April 2019;
2) That the emerging costs of the wider IT and Systems replacement, detailed in the report, be noted;
3) That regular updates be provided as specifications, requirements and costs are clarified.

ACTION R Fitzgerald

**F/5630
TOWN CLERKS PERFORMANCE APPRAISAL AND ANNUAL REVIEW**

Members considered the report on the Town Clerk's performance appraisal and appointed Committee Members to undertake the annual review in December (*Annex F*).

RESOLVED: That Cllr Day and Cllr O'Reilly be appointed to undertake the Town Clerk's performance review in December.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.21pm.

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

RECEIVED
28th November 2018

APPROVED
12th December 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

Page 4 of 4
Chairman's initials



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	Citizens Advice New Forest
Charity Registration Number (if appropriate)	1132425
Postal Address	Newcourt House, 28a New Street, Lymington SO41 9BQ
Name of Contact	Alison Talbot
Contact's telephone number	██████████
Contact's email:	ceo@newforest.cabnet.org.uk

Details of Grant Request

Amount requested	£ 3,000
What is the purpose of the grant?	<p>The grant would be used for the following:</p> <ol style="list-style-type: none"> 1. To update the signage in the Town Centre to direct people to our new offices now relocated in Ringwood library. Quoted costs The total cost to supply and install 2 new fingers, by deleting Citizens Advice Bureau from the south facing one and amending the east facing one to add Citizens Advice, is £1,779.00 2. To contribute towards the core running costs of Citizens Advice New Forest so the service continues to have a strong local presence in the town and can provide free, confidential , impartial and independent advice for the community.
How would the people of Ringwood benefit from your receiving this grant?	<p>CANF Ringwood office is open 4 days a week . The new Ringwood office is based in the library making our service more accessible to a wider audience. A self service kiosk and telephone advice line mean you can speak to a local trained adviser is 5 days a week. From Sept 17 – Sept 18 the Ringwood office helped 430 clients with 1.171 issues.</p>

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How many Ringwood people would benefit?	500 – 1,000
Total cost of project	£ Signage £1,779
If a grant is awarded, to whom should the cheque be payable?	Citizens Advice New Forest
Account information for BACS payment	Sort code [REDACTED] Account number [REDACTED]

Information about your Organisation

Membership:	What facilities do you provide?
Subscription: £	
Names of competing or similar organisations	

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ see attached accounts	
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Not for Ringwood town signage project	
Signature of Applicant	A. Talbot	Date 16/10/18
Position within the Organisation:	Chief Officer	

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	

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.

New Forest Citizens Advice Bureau

Statement of Financial Activities for the Year Ended 31 March 2018
(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income and Endowments from:					
Donations and legacies	3	279,284	(7,749)	271,535	280,660
Charitable activities	4	30,235	33,128	63,363	53,505
Other trading activities	5	1,065	-	1,065	1,666
Investment income	6	1,023	-	1,023	1,516
Total Income		<u>311,607</u>	<u>25,379</u>	<u>336,986</u>	<u>337,347</u>
Expenditure on:					
Charitable activities	7	<u>(318,031)</u>	<u>(26,740)</u>	<u>(344,771)</u>	<u>(343,665)</u>
Total Expenditure		<u>(318,031)</u>	<u>(26,740)</u>	<u>(344,771)</u>	<u>(343,665)</u>
Net movement in funds		(6,424)	(1,361)	(7,785)	(6,318)
Reconciliation of funds					
Total funds brought forward		<u>129,121</u>	<u>7,226</u>	<u>136,347</u>	<u>142,665</u>
Total funds carried forward	16	<u><u>122,697</u></u>	<u><u>5,865</u></u>	<u><u>128,562</u></u>	<u><u>136,347</u></u>

Statement of Financial Activities - Comparative Data for the Year Ended 31 March 2017

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
Income and Endowments from:				
Donations and legacies	3	280,660	-	280,660
Charitable activities	4	27,703	25,802	53,505
Other trading activities	5	1,666	-	1,666
Investment income	6	1,516	-	1,516
Total Income		<u>311,545</u>	<u>25,802</u>	<u>337,347</u>
Expenditure on:				
Charitable activities	7	<u>(317,335)</u>	<u>(26,330)</u>	<u>(343,665)</u>
Total Expenditure		<u>(317,335)</u>	<u>(26,330)</u>	<u>(343,665)</u>
Net movement in funds		(5,790)	(528)	(6,318)
Reconciliation of funds				
Total funds brought forward		<u>134,911</u>	<u>7,754</u>	<u>142,665</u>
Total funds carried forward	16	<u><u>129,121</u></u>	<u><u>7,226</u></u>	<u><u>136,347</u></u>

All of the charity's activities derive from continuing operations during the above two periods.



New Forest Citizens Advice Bureau

**(Registration number: 06983394)
Balance Sheet as at 31 March 2018**

	Note	2018 £	2017 £
Current assets			
Debtors	13	19,270	21,073
Cash at bank and in hand		<u>139,750</u>	<u>130,213</u>
		159,020	151,286
Creditors: Amounts falling due within one year	14	<u>(13,318)</u>	<u>(14,939)</u>
Total assets less current liabilities		145,702	136,347
Provisions	15	<u>(17,140)</u>	<u>-</u>
Net assets		<u>128,562</u>	<u>136,347</u>
Funds of the charity:			
Restricted funds		5,865	7,226
Unrestricted income funds			
Unrestricted funds		<u>122,697</u>	<u>129,121</u>
Total funds	16	<u>128,562</u>	<u>136,347</u>

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

Directors' responsibilities:

- 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.

The financial statements on pages 11 to 21 were approved by the trustees, and authorised for issue on 23 August 2018 and signed on their behalf by:

.....
E S Read
Trustee

Ms Christine Smith
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
Hampshire
BH24 1AT

Revitalise
212 Business Design Centre
52 Upper Street
London N1 0QH

Tel: 0303 303 0145
Fax: 0207 354 8786
info@revitalise.org.uk
www.revitalise.org.uk

26 October 2018

Together, we can provide a lifeline

Dear Ms Smith

I am writing to you on behalf of Revitalise to ask for support from Ringwood Town council to enable us to provide much needed respite breaks for disabled people and their carers.

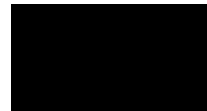
3/4 of carers have reached breaking point due to the pressure of their roles

The service Revitalise provides is unique, it is more than simply respite, it is a complete break. We believe disabled people should have the same rights and independence to enjoy a break which may otherwise be out of reach and understand that carers desperately need a break from their caring responsibilities. This approach sets Revitalise apart from other care providers. No one else does what we do.

I have enclosed with this letter the application form, along with a budget and a story from one of our recent guests.

Please let me know if you require any further information and I look forward to hearing from you.

Yours Sincerely



Oliver Sisman
Trusts and Grants Executive
020 7288 6895
osisman@revitalise.org.uk

Chairman Mindy Sawhney **Chief Executive** Chris Simmonds
Patron Samantha Cameron

Vice Presidents: Sir Andrew Buchanan Bt, The Rt. Hon. The Lord Crawshaw, Dame Judi Dench CH DBE, Denis Green, Hugh Kemsley OBE, Tim Prideaux JP DL, Dame Esther Rantzen DBE, Arthur Smith, John Spence OBE. **Honorary Ambassadors:** Dan Bentley, Nick Skelton CBE, David Smith MBE



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	Revitalise Respite Holidays
Charity Registration Number (if appropriate)	295072
Postal Address	212 Business Design Centre, 52 Upper Street, London, N1 0QH
Name of Contact	Mr Oliver Sisman
Contact's telephone number	020 7288 6895
Contact's email:	osisman@revitalise.org.uk

Details of Grant Request

Amount requested	£ 1,062
What is the purpose of the grant?	<p>Everybody needs a break, yet for many disabled people and their carers, this can seem impossible. Our breaks help to improve the wellbeing and quality of life of our guests by alleviating the daily challenges that living with disability and caring for a loved one can bring.</p> <p>The average cost of a Revitalise break is £1,813, with our target fundraising contribution of £354 per break. In 2018/19 we have provided 4 essential respite breaks for disabled people and their carers from Ringwood at our centres, equating to a commitment to fundraise £1,416.</p> <p>A grant of £1,062 could be used to ease the financial burden of care on our guests, fund upgrades to facilities, make improvements to the quality of care or to the overall enjoyment of the Revitalise experience.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>96% of disabled people and carers believe that respite breaks are essential to sustaining strong and healthy relationships, and our breaks make a great impact on our guests.</p> <p>Disabled people and carers from Ringwood will benefit from an improvement in their wellbeing, improved relationships with their carer/family and friends that support them, and a reduction in any feelings of isolation and loneliness they may have.</p>

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How many Ringwood people would benefit?	This grant would help us to provide 3 breaks, therefore between 1-3 people would benefit.
Total cost of project	£ 5,439
If a grant is awarded, to whom should the cheque be payable?	Revitalise Respite Holidays
Account information for BACS payment	Sort code [REDACTED] Account number [REDACTED]

Information about your Organisation

Membership: We are not a members organisation, however we provide around 4,500 breaks per year	What facilities do you provide? We provide reassurances to those who need 24 hour nurse led care, catering for all disabilities at our three fully accessible centres in Essex, Southampton and Southport. All of our centres are registered as 'Good' with the Care Quality Commission and provide all inclusive accommodation including en-suite wet rooms, along with equipment such as hoists and profiling beds.
Subscription: We do not have a subscription, however guests pay a fee for their break	
Names of competing or similar organisations	No one provides the complete service we do, however there are similar organisations such as 'Park House Hotel' and 'Disaway'.

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

Cash in hand: £4,546,000	Annual income: £9,682,000
Other sponsoring bodies and amounts donated by them	We have not applied to any other funding bodies specifically for guests from Ringwood.
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have an on-going fundraising programme that aims to secure around £1 million each year in order to support the work that we undertake with disabled people and carers. Funds are sourced from a variety of funding streams including Trusts and Foundations, local authorities, individual donors, corporate partners, legacy bequests and a calendar of fundraising events.
Signature of Applicant	[REDACTED] Date 26/10/2018
Position within the Organisation:	Trusts and Grants Executive

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	

Please refer to the separate Notes for Applicants document.

REVITALISE RESPITE HOLIDAYS

**Consolidated Statement of Financial Activities (SOFA)
Incorporating Income and Expenditure Account
for the Year to 31st January 2018**

		Un- restricted funds (Note 17) £'000	Restricted funds (Note 16) £'000	Total year ended 31 Jan 2018 £'000	Un- restricted funds (Note 17) £'000	Restricted funds (Note 16) £'000	Total year ended 31 Jan 2017 £'000
	Notes						
Income and endowments from:							
Donations & legacies	2	1,464	490	1,954	754	1,028	1,782
Charitable activities	1e	6,785	-	6,785	6,497	-	6,497
Other trading activities		869	-	869	812	-	812
Investment income	3	7	7	14	7	5	12
Other Income		60	-	60	46	-	46
Total income from continuing activities		9,185	497	9,682	8,116	1,033	9,149
Discontinued Activities:							
Continuing and longer-term care		-	-	-	248	-	248
Goodwill		-	-	-	30	-	30
Total income from discontinued activities		-	-	-	278	-	278
Total income		9,185	497	9,682	8,394	1,033	9,427
Expenditure on:							
Raising funds		348	-	348	349	-	349
Charitable activities		7,723	743	8,466	6,536	1,011	7,547
Other trading activities		664	-	664	659	-	659
Business Development Costs		64	-	64	38	-	38
Total expenditure on continuing operations		8,799	743	9,542	7,582	1,011	8,593
Discontinued Activities:							
Continuing and longer-term care		-	-	-	325	-	325
Total expenditure from discontinued activities		-	-	-	325	-	325
Total expenditure	4, 6	8,799	743	9,542	7,907	1,011	8,918
Net income/(expenditure)		386	(246)	140	487	22	509
Other recognised gains/(losses):							
Profit on Sale of Investment		75	-	75	-	-	-
Net movement in funds		461	(246)	215	487	22	509
Reconciliation of funds:							
Total funds brought forward		5,215	1,846	7,061	4,728	1,824	6,552
Total funds carried forward	16, 17	5,676	1,600	7,276	5,215	1,846	7,061

There were no other recognised gains or losses, other than the above.

The accompanying notes are an integral part of this statement of consolidated financial activities.

REVITALISE RESPITE HOLIDAYS

Company No. 2044219

Balance Sheets

as at 31st January 2018

	Notes	Consolidated		Charity	
		2018 £'000	2017 £'000	2018 £'000	2017 £'000
Fixed assets					
Tangible assets	10	3,585	3,831	3,585	3,824
Investments	11	-	45	-	45
		3,585	3,876	3,585	3,869
Current assets					
Stocks	12	24	25	24	7
Debtors	13	450	616	450	953
Bank deposits and cash	14	4,546	3,932	4,546	3,617
		5,020	4,573	5,020	4,577
Liabilities					
Creditors - amounts falling due within one year	15	(1,071)	(1,073)	(1,071)	(1,036)
Net current assets		3,949	3,500	3,949	3,541
Total assets less current liabilities		7,534	7,376	7,534	7,410
Creditors - amounts falling due after more than one year	15	(258)	(315)	(258)	(315)
Total net assets		7,276	7,061	7,276	7,095
The funds of the charity:					
Restricted funds					
Fixed assets	16	510	523	510	523
Other restricted funds	16	1,090	1,323	1,090	1,323
		1,600	1,846	1,600	1,846
Unrestricted funds					
Fixed assets	17	3,075	3,352	3,075	3,352
Working capital	17	2,601	1,859	2,601	1,897
Non-charitable trading funds	17	-	4	-	-
		5,676	5,215	5,676	5,249
Total charity funds		7,276	7,061	7,276	7,095

As permitted by section 408(3) of the Companies Act 2006, the statement of financial activities of the parent charity by itself is not presented as part of these accounts. The parent company's income for the financial year amounted to £9,682,000 (2017: £8,615,000) and it had a surplus for the year of £177,000 (2017: £509,000)

Approved by the Board of Trustees on 10th July 2018 and signed on its behalf by:


Mindy Sawhney
Chairman

REVITALISE RESPITE HOLIDAYS

Consolidated Cash Flow Statement for the Year Ended 31st January 2018

	2018 £'000	2017 £'000
Cash flows from operating activities:		
Net Cash Provided	642	628
Cash flows from investing activities:		
Dividends, interest and rent from investments	14	12
Purchase of plant, plant and equipment	<u>(19)</u>	<u>(54)</u>
Net cash used in investing activities	(5)	(42)
Cash flows from financing activities:		
Disposal Of Fixed Asset	4	2
Repayment of borrowings	<u>(27)</u>	<u>(27)</u>
Net cash used in financing activities	(23)	(25)
Change in cash and cash equivalents in the reporting period	614	561
Cash and cash equivalents at the beginning of the reporting period	3,932	3,371
Cash and cash equivalents at the end of the reporting period	<u>4,546</u>	<u>3,932</u>

	2018 £'000	2017 £'000
Reconciliation of net income to net cash flow from operating activities:		
Net income for the reporting period as per the statement of financial activities	215	509
Adjusted for:		
Depreciation charge	261	275
Dividends, interest and rent from investments	(14)	(12)
Decrease in Investments	45	-
Decrease stocks	1	5
Decrease / (increase) in debtors	166	(110)
(Decrease) in creditors	(4)	(22)
(Decrease) in defined benefit pension scheme liability	<u>(28)</u>	<u>(17)</u>
Net cash provided / (utilised) by operating activities	<u>642</u>	<u>628</u>



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Ringwood Town Council

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

APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council. Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied. Note: the information provided by applicants may be published on the Council's website. Signatures will be redacted; please indicate on the form if any contact information is private.

Applicant's Details

Name of Organisation requesting grant	RINGWOOD ROTARY CLUB
Postal Address	c/o The Malt House, 84a Christchurch Road, Ringwood, Hampshire, BH24 1DR
Name of Contact	Dick Sheerin
Contact's telephone number	[REDACTED]
Contact's email:	rs.ms@btinternet.com

Details of Grant Request

Amount requested	£ 150.00
What is the purpose of the grant?	To cover expenses for Christmas Eve Festivities in Ringwood Market Place
How would the people of Ringwood benefit from your receiving this grant?	This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area.
How many Ringwood people would benefit?	About 2000
Total cost of project	£ 500

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If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Rotary Club
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Information about your Organisation

Membership: 35	What facilities do you provide? Salvation Army & R+B Band provide music, Father Christmas, Santa's Grotto, Horses, Lights, PA system. All covered by Insurance and First Aid provider
Subscription: £ 120	
Names of competing or similar organisations	Lions

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

Cash in hand: £	Annual income: £ See accounts	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No	
Signature of Applicant	R. A. Sheerin	Date 29 th October 2018
Position within the Organisation:	Community and Vocational Committee	

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

Additional comments

Please write any additional comments on a separate sheet.

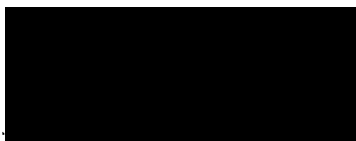
If you wish to attend the Committee meeting at which your application will be considered, please contact us. For further information on public participation at meetings of the Council, please see:

www.ringwood.gov.uk/Your_Council/Leaflets/Public_Participation_Leaflet.pdf

THE ROTARY CLUB OF RINGWOOD
01.07.17 to 30.06.18

	CLUB A/C	TWINNING A/C
Balances brought forward	3,531.57	642.24
Subscriptions	6,405.00	
Weekly raffle receipts		1,054.01
Cost of weekly raffle prizes		-306.19
Harvest Supper surplus		284.00
Twining expenses		
RIBI subscription	-2,111.67	
Disrict subscription	-578.00	
Hire of Greyfriars	-2,197.40	
Meetings & Function losses	-233.15	
Bar profit	415.00	
Charter Night	-319.49	
President's honorarium	-500.00	
Jewels and badges	-84.15	
Rotary website	-50.00	
Other expenses	-732.87	
Balances carried forward	<u>3,544.84</u>	<u>1,674.06</u>
Fanfare for Spring		
Surplus carried forward	<u>4,313.40</u>	
TOTAL BALANCE IN CLUB ACCOUNT	<u>9,532.30</u>	

Audited 14 September 2018



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THE ROTARY CLUB OF RINGWOOD
01.07.17 to 30.06.18

CHARITY A/C

Balance brought forward	2,353.86
RECEIPTS	
Ellingham Show	5,940.00
Soiree	1,083.00
Golf Day	718.00
Christmas Cards	330.00
Quiz Evening	839.09
Christmas street collection	1,124.09
Painters Picnic	5,208.96
Photographic Competition sponsorship	500.00
End Polio Now collection	119.12
Shelter Box collection	453.42
Christmas Eve - Grant	150.00
Sundry Income	95.00
PAYMENTS	
Ringwood Judo Club	-500.00
Shelter Boxes	-1,500.00
New Forest Night Stop	-1,700.00
Arts Dementia New Forest	-1,700.00
Avon Valley Concerts	-1,700.00
Prostate Cancer	-370.00
Polio - Crocuses	-95.00
Rotary Club of Verwood	-76.00
Rotary Club of Winchester	-250.00
Rotary Club of Lymington	-200.00
Alternative RYLA	-126.00
Rotary Jaipur Limb	-1,000.00
Photographic competition	-513.12
Old Folks Outing	-566.65
Ringwood First Responders	-600.00
MacMillan Caring Locally	-600.00
Operation Smile	-500.00
Sian Sparkes	-200.00
Christmas Eve - Expenses	-291.90
Tiyeni Fund	-500.00
Sundry donations	-23.50
RI Foundation	-2,880.00
Balance carried forward	<u>3,022.37</u>

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21ST NOVEMBER 2018

POLICY AND FINANCE COMMITTEE 21ST NOVEMBER 2018**LIST OF PAYMENTS FROM IM PREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST OCTOBER 2018**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Oct						
2018-10-16	3002980	Zurich Insurance Plc	Premis	P&F	Gateway - Annual insurance 1/10/18 - 30/9/19	10,859.12
2018-10-16	3002981	Elliott Brothers Ltd	Premis	Cem	Cemetery - Paving Slabs	91.50
2018-10-16	3003015	New Forest Ice Cream	S&S	P&F	Carver C/house - Food for resale	80.62
2018-10-16	3002982	Itec	S&S	P&F	Gateway - Monthly copy charge	90.46
2018-10-16	3002983	RFS Technology	Premis	P&F	Carvers C/House - Alarm system	78.00
2018-10-16	3002984	Economy Van Hire	Trans	R&L	Vehicles - Truck hire	115.20
2018-10-16	3003010	Glen Acres Nursery	Premis	R&L	Flowers Beds - Bedding flowers	462.40
2018-10-16	3002985	Peter Noble	S&S	R&L	Machinery - Machine consumables	48.06
2018-10-16	3002986	Newlands Training	Employs	R&L	Groundsmen - Tractor/Mowing training BG & D	1,560.00
2018-10-16	3002987	Hampshire C.C.	Trans	R&L	Vehicles - Truck maintenance August 2018	75.60
2018-10-16	3002988	Hampshire C.C.	Trans	R&L	Vehicles - Truck maintenance July 2018	75.60
2018-10-16	3002989	Daniel Shutler	S&S	Plan	Crow Stream - Annual flail	504.00
2018-10-16	3002990	The Stationery Office	S&S	R&L	Groundsmen - 'Don't lose your hearing' cards	7.50
2018-10-16	3002991	Taste Vending Ltd	S&S	P&F	Carver C/house - Food for resale	34.00
2018-10-16	3002992	Great Dorset Steam Fair	S&S	P&F	Gateway - Sale of tickets	2,854.80
2018-10-16	3002993	Hampshire C.C.	S&S	P&F	Gateway - Stationery	83.63
2018-10-16	3003024	Screwfix	Premis	P&F	Carvers C/House - Wireless plug in chime	26.49
2018-10-16	3002994	Screwfix	S&S	R&L	Machinery - Metal cutting discs	11.98
2018-10-16	3002995	New Forest DIS	S&S	P&F	Gateway - Grant	250.00
2018-10-16	3002998	Sick Events	S&S	P&F	Gateway - Sale of Air Festival programmes	143.00
2018-10-16	3002999	Romsey Show	S&S	P&F	Gateway - Sale of tickets	294.50
2018-10-16	3003000	Steve Blackwell	S&S	Plan	Friday's Cross sign - Deposit	690.00
2018-10-16	3003001	Sheerin Bettle	S&S	Plan	Sundial, Market Place - Architectural services	600.00
2018-10-17	3003029	Rob Jerome	S&S	P&F	Gateway - Sale of book	3.50
2018-10-17	3003003	Peter Noble	S&S	R&L	Machinery - Stihl hedge trimmer fixings	34.80
2018-10-17	3003033	Peter Noble	Trans	R&L	Kubota flail mower - Service kit	491.72
2018-10-17	3003043	Peter Noble	S&S	R&L	Machinery - Cutter blade, blade & bolt	106.56
2018-10-17	3003006	Hampshire C.C.	S&S	P&F	Gateway - Copier paper	38.50
2018-10-17	3003037	NFFM	S&S	R&L	Groundsmen - Ear muffs	22.50
2018-10-17	3003042	NFFM	S&S	R&L	Machinery - Spool insert	77.80
2018-10-17	3003004	Pete Best	Premis	R&L	Pocket Park - Emergency tree work	550.00
2018-10-12	3002978	Insight Security	Premis	R&L/Cem	Carvers/Cemetery - Alarm response	54.00
2018-10-17	3003041	Itec	S&S	P&F	Gateway - Monthly copy fee	194.11
2018-10-17	3003031	Metroplan Ltd	S&S	P&F	Carvers C/House - Eco colour notice board	48.90
2018-10-17	3003038	Portsdown	S&S	P&F	Gateway - 4 Drawer filing cabinet for back office	118.80
2018-10-17	3003039	Ellis Whittam	S&S	P&F	Gateway - HR consultancy insurance	150.67
2018-10-17	3003040	Ellis Whittam	S&S	P&F	Gateway - Employment services Year 3 of 5	2,370.00
2018-10-30	3003064	New Forest D.C.	S&S	P&F	Christmas event - Road closure application	150.00
2018-10-30	3003060	Richard Ryan HRM 7	S&S	Allots	Allotments - Ground rent deposit refund	24.00
2018-10-30	3003052	Riley Dunn & Wilson Ltd	S&S	P&F	Gateway - Easy bind for minutes	154.00
2018-10-30	3003049	Peter Noble	Premis	R&L	The Bickerley - Welding on gate	70.54
2018-10-30	3003062	Purchase Power	S&S	P&F	Gateway - Franking machine	463.00
2018-10-30	3003048	Rwd & Fbridge Skip Hire	Premis	Cem	Cemetery - Skip hire	306.00
2018-10-30	3003059	Central Comp Manage	S&S	P&F	Gateway - Payroll processing	276.90
2018-10-30	3003065	NF Agricultural Show	S&S	P&F	Gateway - Show ticket sales	653.22
2018-10-30	3003050	NFNPA	S&S	P&F	Gateway - Cycle trail maps for resale in VIC	10.00
2018-10-30	3003061	Abbas Cabins	S&S	P&F	Fireworks events - Toilets	648.00
2018-10-30	3003051	RBL Ringwood	S&S	P&F	Gateway - Poppy wreath	22.00
2018-10-30	3003058	1st Stop Clean	S&S	P&F	Gateway - Office cleaning cover	70.42
2018-10-30	3003057	Aquam Water Services	Premis	R&L	Open Spaces - Aquam standpipe & water meter	146.74
2018-10-30	3003054	Charmaine Bennett	S&S	P&F	Carvers C/House - Facebook advertising	18.00
2018-10-30	3003046	Insight Security	Premis	R&L/Cem	Carvers/Cemetery - Alarm response	126.00
2018-10-31	3003069	Glowtopia	S&S	P&F	Fireworks event - Glow sticks	1,246.00

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2018-10-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - October 2018	80.00
2018-10-01	SO	Just Health & Safety	S&S	P&F	October 2018	268.80
2018-10-30	SO	Just Health & Safety	S&S	P&F	November 2018	268.80
2018-10-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - October 2018	394.00
2018-10-01	DD	New Forest D.C.	Premis	P&F	Carvers C/ House Rates - October 2018	186.00
2018-10-10	DD	UK Fuels	Trans	R&L	Fuel - September 2018	79.75
2018-10-05	DD	Fintech	S&S	P&F	Gateway - Photocopier quarterly charge	478.80
2018-10-12	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 3	95.92
2018-10-22	DD	Worldpay	S&S	P&F	Carvers C/ House	48.76
2018-10-22	DD	Zurich	Employs	P&F	AVC - September 2018	668.00
2018-10-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Sept 2018	25.00
2018-10-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - Sept 2018	24.60
2018-10-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Sept 2018	33.51
2018-10-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Sept 2018	2.40
2018-10-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Sept 2018	37.79
2018-10-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Sept 2018	2.40
2018-10-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Sept 2018	11.95
2018-10-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ ship - Sept 2018	2.40
2018-10-31	DD	Utility Warehouse	S&S	P&F	Carvers C/ House mobile phones - Sept 2018	10.00
2018-10-31	DD	Utility Warehouse	S&S	P&F	Carvers C/ House - Sept 2018	24.84
2018-10-31	DD	Utility Warehouse	Premis	P&F	Carvers C/ House electricity - Sept 2018	231.46
2018-10-31	DD	Utility Warehouse	Premis	P&F	Carvers Club/ House club mem/ ship - Sept 2018	2.40
2018-10-26	PAY	Lloyds	S&S	P&F	Bank charges September 2018	10.61
2018-10-12	BGC	Austin & Wyatt	S&S	P&F	Agents fees - October 2018	136.00
2018-10-17	LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	210.19
2018-10-17	LloydsCC	New Forest Gov UK	S&S	Plan	Gateway - Planning for Memorial Lantern	117.00
2018-10-17	LloydsCC	CPS Group	S&S	P&F	Fireworks event - C4 System	36.00
2018-10-17	LloydsCC	CPS Group	S&S	P&F	Fireworks event - C4 System	588.00
2018-10-17	LloydsCC	Annual Fee	S&S	P&F	Gateway	32.00
2018-10-17	LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	158.46
2018-10-17	LloydsCC	The Key Safe Company	S&S	P&F	Carvers C/ House - Key safe	59.94
2018-10-16	BP	Hampshire C.C.	Employs	P&F	Pension September 2018	6,678.15
2018-10-22	DD	Inland Revenue	Employs	P&F	September 2018	5,108.33
2018-10-25	Telepay	Staff	Employs	P&F	October 2018	22,480.46
					TOTAL	66,275.86

AUTHORISATIONS

DATE

21st November 2018

21st November 2018

POLICY AND FINANCE COMMITTEE 21ST NOVEMBER 2018

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

Date	Voucher No	Details	Location	Description	Amount £
Oct					
2018-10-03	07/01	Sainsburys	Gateway	Milk	1.60
2018-10-09	07/02	Sainsburys	Gateway	Milk	1.60
2018-10-10	07/03	Macro	Carvers C/ House	Degreaser	9.00
2018-10-11	07/04	Ms Cox UK41A&42A	Allotments	Return of key deposit	10.00
2018-10-12	07/05	Mr Domanski SR12	Allotments	Return of key deposit	10.00
2018-10-15	07/06	Waitrose	Gateway	Milk & Teabags	4.10
2018-10-15	07/07	Waitrose	Gateway	Dishwasher tablets	10.00
2018-10-16	07/08	Waitrose	Gateway	Milk	1.10
2018-10-24	07/09	Patricia's Florist	Gateway	Compassionate gift	35.00
2018-10-24	07/10	Post Office	Gateway	Special delivery to Sovereign House	1.77
2018-10-24	07/11	Waitrose	Gateway	Milk	1.99
2018-10-25	07/12	Macro	Carvers C/ House	Mop head clips	7.18
TOTAL					93.34

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

Date	Voucher No	Details	Location	Description	Amount £
TOTAL					0.00

AUTHORISATIONS

DATE

21st November 2018

21st November 2018

B

POLICY AND FINANCE COMMITTEE 21st NOVEMBER 2018

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Oct-18			31-Oct-18	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	103,189	484,064		-300,000		184,064
Business Account	51,517	51,519				51,519
Investment Accounts 1	100,000				100,000	100,000
Investment Accounts 2	250,000				200,000	200,000
Investment Accounts 3	250,000	250,000				250,000
Greenways Rent Deposit	10,872	10,862				10,862
Petty Cash - Imprest	75	153				153
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	765,828	796,772	0	-300,000	300,000	796,772

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

21st November 2018

21st November 2018

Investment Accounts 1	Lloyds Bank	32 day notice
Investment Accounts 2	Santander tbc	Term Deposit
Investment Accounts 3	CCLA	Instant access

Notes:

1 **Imprest Account** £
Anticipated net expenditure in month:

Net Movement on imprest account 0

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

3 The bank accounts were reconciled as at 31st October 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 – 21st NOVEMBER 2018
BUDGETARY CONTROL - 2018/19 PERIOD 7 (TO END OCTOBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first seven months of the year, April to October 2018. This report also includes a revised outturn forecast and revised budget which is mirrored in the draft 2019/20 budget proposals together with preliminary analysis of the events hosted by the Town Council during the year to date.

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 A number of budget adjustments have been approved since the original budget was approved. These have now all been incorporated into a revised budget. In addition, analysis of spend to date and likely activity to year end has identified a number of other areas where it is sensible to reduce or otherwise realign budgets.
- 2.3 The overall net impact is to reduce the call on the General Reserve by some £18,700. However, overall transfers from reserves will increase by £41,807, mainly due to the investment in play equipment at Carvers which was approved in February.

3. INCOME & EXPENDITURE APRIL 2018 to OCTOBER 2018

- 3.1 Expenditure to the end of October totalled £ 430,849, or 61% of the original budget. This modest overspend against the original budget is explained by a number of additional items that have been taken into account in the revised budget, the most significant of which are listed below :
- ζ Memorial Lantern, £4,000 covered by donations & contributions
 - ζ Carvers Club House £6,200 mainly for the purchase of stock for resale and more than matched by income generated of £9,500.
 - ζ Feasibility Study, Long Lane, £5,250 funded by developer's contributions
 - ζ Visitor Information Centre, purchase of event tickets for resale £2,500, (generating additional income of £3,250)
 - ζ Civic events such as the Fireworks display and the royal wedding have increased costs by around £5,000 whilst generating additional revenue of around £5,750.
 - ζ Systems replacement. A provisional sum of £15,000 has been added to the revised budget in anticipation of incurring some costs in the current financial year to replace hardware and purchase software. This sum will be met from the IT & Equipment reserve.
 - ζ Work at Carvers Sheds to supply electricity, £3,700, funded from Carvers Grounds development reserve.
 - ζ Playground Equipment replacement at Carvers. The estimated cost of this is £44,000, of which £40,000 will be funded from the Play Equipment reserve.

B

The revised budget matches the forecast outturn and both are presented in the budget report which is included at Appendix 1.

- 3.2 Income received to date, excluding the precept, stands at £159,600, or 77% of the original schedule of planned receipts. As previously reported, the positive variance is largely explained by a few, significant receipts which are received at the beginning of the year together with some larger than anticipated receipts and some unplanned income. Much of the additional income is explained above and results from activities such as Carvers Clubhouse and Council run events. Overall, Income is expected to increase by £26,574 over the original budget. 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 but are shown in the analysis of income received. At the end of October the amount deposited with the Town Council stood at £4,595.26. Further receipts are expected.
- 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. In addition, £44,000 has subsequently been approved for playground improvements at Carvers. The expenditure to date against each item is as follows:

Description	Budget	Expenditure
¿ Millenium Clock	£1,000	£895
¿ WW1 Armistice Commemoration	£1,500	£4,500
¿ Cemetery Improvements	£3,000	£1,400
¿ Mansfield Road Verge	£1,160	£0
¿ Carvers Recreation Ground Imps	£10,000	£4,300
¿ Replacement Front Deck Mower	£20,000	£16,346
¿ Long Lane Feasibility Study	£0	£5,250
¿ Human Sundial	£8,000	£500
¿ Sign Painting Fridays Cross	£400	£873
¿ Neighbourhood Plan	£3,000	£0
¿ Carvers Playground	£44,000	£25,055
Total	£92,060	£59,119 (64.2%)

Note that it is expected that Carvers Recreation Ground Improvements will be funded by CIL receipts which have not yet been received. In the absence of CIL receipts sufficient funds are held in the Carvers Grounds Development reserve.

- 3.5 The Town Council has hosted several civic events and celebrations during the year, the most recent being the Fireworks event. A brief summary of the finances of each event is included here for information, but members should note that as of the end of October, not all of the transactions had been processed through the general ledger. A more comprehensive analysis of events will be provided at future meetings.

Event	Income	Expenditure	Net Surplus
Royal Wedding	£6,876.99	£6,319.88	£557.11
Fireworks	£11,315.75	£6,106.77	£5,209.08
Christmas	£365	£150	£215

Note that the costs do not include any of the Town Council's own costs in respect of Grounds staff or the events coordinator. These costs will be included in the more detailed analysis.

4. FINANCIAL IMPLICATIONS

- 4.1 The revised budget and outturn projections indicate that overall, whilst both income and expenditure have increased, the Town Council remains on target to spend within budget and the call on the General Fund will reduce by some £18,700, although overall, reserves will reduce by £46,025. (A summary of reserves is included at Appendix 3)
- 4.2 Reserves stood at £496,935.67 at the 1st 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 £450,910.52 (of which £184,370.48 are earmarked and £266,540.04 in the General Reserve).

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.
- 4.2 The revised budget for 2018/19 be approved.

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

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

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£		Actual	Unspent Budget	Outturn
			£	£	£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	406,246	414,958	229,121	177,125	414,958
RECREATION, LEIS & O/S COM	261,658	262,012	160,604	101,054	262,012
PLANNING TOWN & ENVIRON	21,801	22,117	11,269	10,532	22,117
TOTAL REVENUE EXPENDITURE	689,706	699,087	400,994	288,711	699,087
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	15,000	0	0	15,000
RECREATION, LEIS & O/S COM	10,000	54,000	29,355	-19,355	54,000
PLANNING TOWN & ENVIRON	8,000	8,000	500	7,500	8,000
TOTAL CAPITAL EXPENDITURE	18,000	77,000	29,855	-11,855	77,000
TOTAL EXPENDITURE	707,706	776,087	430,849	0	776,087
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-100,370	-19,347	-141,566
RECREATION, LEIS & O/S COM	-85,969	-89,954	-57,380	-28,589	-89,954
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850	740	-1,850
TOTAL REVENUE INCOME	-206,796	-233,370	-159,600	-47,196	-233,370
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL INCOME & FINANCE	0	0	0	0	0
TOTAL INCOME	-206,796	-233,370	-159,600	-47,196	-233,370
COUNCIL'S NET COMMITTEE EXPEND	500,910	542,717	271,249	229,660	542,717
Add Transfers To Provisions	41,300	41,300	24,091	0	41,300
Deduct Transfers from Provisions	-41,570	-102,121	-53,617	0	-102,121
Transfer to/ from(-) General Reserve	-15,444	3,300	875	0	3,300
Budget Required before new bids & grants	485,196	485,196	242,598	0	485,196
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2018/19	485,196	485,196	242,598	242,598	485,196
Non recurring bids for 2018/19 included above					
POLICY & FINANCE COMMITTEE	2,500	2,675	2,080	420	2,675
RECREATION, LEIS & O/S COM	34,160	2,810	19,184	14,976	2,810
PLANNING TOWN & ENVIRON	11,400	11,500	66	11,334	11,500
Less transfer from provisions	-38,000	-38,000	-16,346	-21,654	-38,000

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance From O.B. £	
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	105,283	108,180	69,389	0	35,894	108,180
Maintenance	38,603	34,603	1,819	0	36,784	34,603
Employee Direct Costs	2,053	1,901	1,149	0	904	1,901
Employee Allocated Costs	112,783	113,007	65,377	0	47,405	113,007
Member Costs	9,930	8,750	3,734	0	6,196	8,750
Grants	9,000	9,000	2,400	0	6,600	9,000
Other (includes THE PLACE, figures below)	97,048	107,971	64,105	0	32,943	107,971
Debt Charges	31,546	31,546	21,148	0	10,398	31,546
Capital	0	15,000	0	0	0	15,000
COMMITTEE EXPENDITURE	406,246	429,958	229,121	0	177,125	429,958

INCOME

INCOME

Revenue Income (Including THE PLACE)	-119,717	-141,566	-100,370	0	-19,347	-141,566
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-119,717	-141,566	-100,370	0	-19,347	-141,566

TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	286,529	288,392	128,751	0	157,778	288,392
Add Transfers To Provisions	24,400	24,400	14,233	0	10,167	24,400
Deduct Transfers From Provisions	0	-20,250	-5,250	0	5,250	-20,250
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	310,929	292,542	137,734	0	173,195	292,542

HOLDING ACCOUNTS

EXPENDITURE

Employee Direct Costs	416,951	402,862	237,049	0	179,902	402,862
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HOLDING ACCOUNTS EXPEND.	416,951	402,862	237,049	0	179,902	402,862
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HOLDING ACCOUNTS INCOME	-416,951	-402,862	-237,049	0	-179,902	-402,862
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TOTAL NET EXPENDITURE	0	0	0	0	0	0
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	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance From O.B. £	
THE PLACE						
EXPENDITURE						
Establishment	9,462	10,462	5,954	0	3,508	10,462
Maintenance	1,760	2,500	1,029	0	731	2,500
Employee Direct Costs	500	500	32	0	468	500
Employee Allocated Costs	46,015	35,056	19,132	0	26,883	35,056
Other	0	4,000	2,702	0	-2,702	4,000
COMMITTEE EXPENDITURE	57,737	52,518	28,849	0	28,888	52,518

INCOME

INCOME

Revenue Income	0	-9,540	-6,693	0	6,693	-9,540
TOTAL COMMITTEE INCOME	0	-9,540	-6,693	0	6,693	-9,540

TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	57,737	42,978	22,156	0	35,581	42,978
Add Transfers To Provisions	5,000	5,000	2,500	0	2,500	5,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	62,737	47,978	24,656	0	38,081	47,978

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	11,115	11,083	5,725	0	5,390	11,083
Maintenance	19,567	24,685	15,279	0	4,288	24,685
Machinery	29,504	27,846	22,906	0	6,598	27,846
Employee Direct Costs	1,600	2,000	1,707	0	-107	2,000
Employee Allocated Costs	130,604	127,719	78,067	0	52,537	127,719
Planters	510	0	0	0	510	0
Activities Expenses	8,566	8,704	2,304	0	6,262	8,704
Other	1,173	1,150	426	0	747	1,150
Capital Expenditure	10,000	54,000	29,355	0	-19,355	54,000
CEMETERY						
Establishment	5,205	5,349	3,330	0	1,875	5,349
Maintenance	8,376	9,420	4,448	0	3,928	9,420
Employee Allocated Costs	33,380	32,479	19,964	0	13,416	32,479
ALLOTMENTS						
Establishment	1,000	750	73	0	927	750
Maintenance	1,216	1,300	782	0	434	1,300
Employee Allocated Costs	9,608	9,292	5,593	0	4,014	9,292
Other	235	235	0	0	235	235
COMMITTEE EXPENDITURE	271,658	316,012	189,959	0	81,700	316,012
INCOME						
Recreation, Leisure & O/S	-34,870	-38,202	-22,823	0	-12,047	-38,202
Cemetery	-45,999	-46,652	-29,557	0	-16,442	-46,652
Allotments	-5,100	-5,100	-5,000	0	-100	-5,100
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-85,969	-89,954	-57,380	0	-28,589	-89,954
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,689	226,058	132,579	0	53,111	226,058
Add Transfers To Provisions	16,900	16,900	9,858	0	7,042	16,900
Deduct Transfers From Provisions	-32,570	-72,616	-47,200	0	14,630	-72,616
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,019	170,342	95,237	0	74,783	170,342

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
PLANNING, TOWN & ENVIRONMENT COMMITTEE EXPENDITURE						
Establishment	5,656	6,842	1,925	0	3,731	6,842
Employee Allocated Costs	16,145	15,275	9,344	0	6,801	15,275
Capital Expenditure	8,000	8,000	500	0	7,500	8,000
COMMITTEE EXPENDITURE	29,801	30,117	11,769	0	18,032	30,117
INCOME						
Capital Income & Finance	-1,110	-1,850	-1,850	0	740	-1,850
COMMITTEE INCOME	-1,110	-1,850	-1,850	0	740	-1,850
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,691	28,267	9,919	0	18,772	28,267
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	-7,833	-9,255
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,691	19,012	8,752	0	10,939	19,012

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

	2018/19 Original	2018/19 Revised	Period 7 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	40,272	40,381	23,041	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,370	
Civic Celebrations	5,000	10,500	10,197	Income from the Royal Wedding , Fireworks, Remembrance and Christmas events.
Other Grants & Donations *	0	4,250	4,250	Only to the extent that they are applied to the revenue account
VIC Sales	1,750	5,000	4,156	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	6,693	includes a donation of £40 for equipment
Interest on investments	960	960	505	
Other Income	0	200	200	
Recreation & Leisure Committee				
Ringwood Schools	15,612	15,400	7,050	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,390	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	4,799	
Rugby	2,000	2,000	440	
Tennis (including Floodlighting)	200	100	0	collected by NFDC and remitted at year end
Castleman Trail	700	700	0	Paid by HCC towards year end.
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
Cemeteries	45,999	46,652	29,557	Income receipts have generally been above anticipated
Allotments	5,100	5,100	5,000	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
Total Revenue Income:	206,796	233,370	159,600	
Capital				
s106	0	5,250	5,250	Re Long Lane improvements
CIL		3,746	3,746	
Grants	0		0	
Loans			0	
Other		4,000	4,595	Includes £4,595 re the lantern memorial fund
Total Capital Income	0	12,996	13,591	
Total Budgetted Income	206,796	246,366	173,191	
Precept and other income taken to reserves				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	485,196	485,196	485,196	
Total Income	691,992	731,562	658,387	



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
	£			£	£	£	£	£
EAR-MARKED PROVISIONS & RESERVE								
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00		-15,000.00	22,900.00
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 Reserve 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	-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00	-40,000.00	11,550.50
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	-3,700.00	11,300.00
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
Sub Totals	163,432.40		0.00	41,300.00	204,732.40	37,500.00	-75,046.00	167,186.40
Dev Contribs TM680	5,436.13		5,250.00		10,686.13		-8,590.00	2,096.13
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,246.00		18,292.95		-18,000.00	292.95
Capital Receipts TM684	13,125.00				13,125.00			13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00	-255.00	0.00
Loans Unapplied TM686	0.00				0.00			0.00
Total Earmarked Provisions & Reserve	197,695.48		11,496.00	41,300.00	250,491.48	36,000.00	-102,121.00	184,370.48
--Gen Reserve B010 TM699	299,240.19				299,240.19	-36,000.00	3,299.85	266,540.04
Total Provisions and Reserves	496,935.67	0.00	11,496.00	41,300.00	549,731.67	0.00	-98,821.15	450,910.52
Decrease(-) or Increase in Reserves & Provisions during 2018/19:-								-46,025.15

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

i) Graffitti Wall	£1,000 rec'd December 2012	Transfer to Play Equipment
ii) Interpretation Board	£ 500 rec'd Feb 2010	Transfer to Play Equipment
iii) SSE Grant for flood defence replacement pump	£ 255 rec'd July 2016	Transfer to Revenue re purchase of

Note CIL receipt of £3,746 received. Anticipated further amount of £2,500 required to enable Carvers project to proceed.



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	The display was installed and has now been removed. This item will not be updated further.
A3	ICT overhaul	The Finance Manager has prepared a report on alternative finance management software for consideration by members at the committee meeting on 21 November.	£0	£0	£15,000	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	Revised Standing Orders adopted by full Council on 26 th September.				Moderate	Probable	Work continues on a revised Scheme of Delegation.



POLICY & FINANCE COMMITTEE – 21st NOVEMBER 2018
DRAFT BUDGET 2019/2020

1. INTRODUCTION

- 1.1** Members considered a revised budget for 2018/19 at the September meeting with an update tabled at this meeting. The other two Committees are currently considering their own budgets and this report sets out draft proposals for the 2018/19 budget subject to any amendments agreed at those meetings. This Committee is now asked to consider this preliminary draft budget and provide guidance on any changes they would like to introduce before the budget is finalised in January.

2. DRAFT BUDGET 2019 TO 2020

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

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

Appendix B – Provisions at 31st March 2018, and estimated balances at 31st March 2019 and 2020, based on the revised budget 2018/19 and the proposals for 2019/20.

- 2.2** Budget preparation has been carried out, as in previous years, on an incremental basis with no judgement taken on whether a budget is, in itself, justified. However, a detailed appraisal has been carried out, line by line, to assess whether the budget is sufficient or greater than necessary to meet anticipated spend. This approach has exposed savings of £24,000 within the overall budget.
- 2.3** Inflation, based on a default figure of 2.0%, (September RPI was 2.4%), will add £24,300 to costs. Most of this increase is within payroll and is not strictly due to inflation. The Council's historic liability for pension deficits, together with a 1% increase in the employer's contribution to the pension fund, will add around £5,000 to payroll costs whilst the annual pay award will add around £11,000. With other adjustments and changes, the total payroll bill is expected to increase by £22,450.
- 2.4** Analysis of the budget for this Committee has revealed savings of £15,793 mainly arising from reducing the buildings maintenance and vandalism budgets on the basis that a provision now exists for major repairs and reducing the anticipated spend on IT and systems following our separation from NFDC. Additional costs are anticipated, including further one off investment in IT of £10,000 and election costs of £4,000 both of which will be funded from reserves. There is a further expectation that costs for Christmas lights will increase by £5,500. With inflation of around £10,500 (including this Committee's share of staff costs) the net increase budget requirement is expected to be £2,472 or 0.8% above the original 2018/19 budget. This is before any additional growth items are considered.
- 2.5** The Carver's club house and youth provision budget is likely to underspend by around £14,000 in the current year, of which more than £3,000 is attributable to the café and trading activities. With members approval, it is proposed that a sum

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be set aside in reserves to enable the manager to broaden the range of activities on offer at the clubhouse and thereby increase usage of the building.

- 2.6 With respect to the other Committees, savings of £7,049 have been identified within Recreation and Leisure budgets, against additional cost pressures of £3,962. Within cemeteries budgets, the elimination of income for memorial benches together with a less optimistic forecast of burial receipts, mitigated by savings of £880 has resulted in a small increase in the budget requirement of £879. Small savings have also been identified within Allotments and Planning budgets.
- 2.7 Members previously decided to increase the annual contribution to reserves by £11,000. (£4,000 machinery replacement, £4,000 Cemeteries development and £3,000 Infrastructure and open spaces.
- 2.8 Overall demands on the budget, therefore have increased by £24,300 with inflation (including changes to payroll), £11,000 with additional transfers to reserves, and £16,160 with other cost pressures. Against this, savings of £24,000 have been identified and one off expenditure approved in the 2018/19 budget has been taken out. The net result is an increase in the budget requirement of £17,400 or 3.5%. Note this doesn't take into account any additional funding which may become available.
- 2.9 No precept increase has been assumed and, at this stage, the Council Tax base for 2019/20 has not been notified. However, assuming no change to the tax base, a 1% increase in the precept, currently £485,196, will yield £4,852. With no increase in the precept, a transfer from the general fund of £32,749 will be required.
- 2.10 The balance of reserves at the 31st of March 2019 is expected to be £450,911 of which £266,540 is in the General Reserve, Appendix B. Planned transfers to reserves in 2019/20 are £52,300 including the additional £11,000 detailed in 2.7 above. The planned drawdown on reserves is £16,230 including the £10,000 in respect of Systems Replacement. With no other transfers, there would be a modest increase of £3,321 in overall reserves by March 2020.

3. BUDGET IMPLICATIONS

- 3.1 This preliminary draft budget excludes any new budget bids from the other committees, but includes both the systems replacement project (subject to committee approval) and a significant increase in the Christmas lights budget, which is subject to a tender.
- 3.2 However, some increase in the council tax base may be expected which will mitigate the impact on the Council Tax. A 2% increase in the Council Tax will generate £9,700 and reduce the call on the General Fund accordingly.

4. RECOMMENDATIONS

- 4.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 4.2 Members consider the draft budget and any further additions or adjustments. A revised draft budget, incorporating any such requests, together with updated

information on the Council Tax base will be presented to the December meeting of this Committee.

For any further information, please contact:

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

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
AC	Code CC	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
		EXPENDITURE-Establishment					
P004	TA101	--Window Cleaning Greenways	CW	0	0	0	0
P100	TA101	--Electricity	CW	6	50	50	0
P150	TA101	--Water	CW	0	50	50	0
P220	TA101	--Insurance Premium	CW	10,415	10,557	10,722	10,500
P553	TA101	--Health & Safety	CW	85	2,375	3,200	2,399
S002	TA101	--Office Equipment	CS	0	250	250	200
S006	TA101	--Furniture	CS	88	500	250	300
S010	TA101	--Books & Publications	CS	100	265	200	200
S030	TA101	--Stationery	CS	703	1,046	1,250	1,250
S031	TA101	--Photocopy/scanner	JH	2,648	2,602	2,750	2,250
S033	TA101	--File Management System	CW	0	0	0	0
S046	TA101	--Postage	CS	1,057	1,750	1,500	1,500
S059	TA101	--Telephone & Fax	CW	8,360	8,466	8,300	3,500
S062	TA101	--Computer Maintenance	CW	3,075	3,137	3,026	2,000
S063	TA101	--G.I.S. Mapping	CW	500	500	500	510
S066	TA101	--Web Site Maintenance	CW	960	1,035	1,000	1,000
S067	TA101	--Computer equipment/s-ware	CW	60	300	100	100
S074	TA101	--Subscriptions	JH	2,569	2,989	2,989	3,049
S084	TA101	--Adverts	CW	1,249	765	765	780
S212	TA101	--Bank Charges	RF	222	250	300	300
S616	TA101	--Audit	CW	2,830	2,398	2,800	2,846
T211	TA101	--Travel Expense	CW	704	750	500	600
S002	TA102	--Office Exps Gtwy	CW	99	500	250	250
S073	TA102	--Hospitality/Refreshments	CW	286	255	255	260
E692	TA115	Caretaker Gtwy-Rechargeable	CW	7,012	7,423	6,863	7,286
E693	TA115	Cleaning Gtwy-Rechargeable	CW	4,799	5,991	5,530	5,962
E694	TA115	Info Officers Gtwy-Rechargeable	CW	48,795	50,569	53,280	51,988
S002	TA115	Supplies Gtwy-Rechargeable	CW	1,438	510	1,500	520
		Total Establishment		98,060	105,283	108,180	99,550
		Maintenance					
P012	TA101	--Vandalism	CW	696	1,530	1,530	200
P003	TA102	--Gateway	CW	28,173	31,563	31,563	32,194
P002	TA103	--Greenways	CW	907	5,000	1,000	1,000
P002	TA108	--92 Southampton Road	CW	755	510	510	1,000
		Total Maintenance		30,531	38,603	34,603	34,394
		Employee Costs					
E690	TA181	--Allocated Office Staff	CW	96,637	108,729	109,094	116,948
E691	TA181	--Allocated Groundstaff	CW	1,076	4,055	3,913	4,397
S040	TA101	--Payroll Outsourcing	CW	967	951	951	970
E505	TA101	--Staff Training	CW	654	1,000	750	750
E120	TA101	--Eye Tests	CW	13	102	200	104
		Total Employee Costs		99,347	114,837	114,907	123,169

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Members Costs					
S002	TA105 --Mayoral Regalia	CW	0	0	0	0
S040	TA105 --Election Expenses	CW	6,479	0	0	4,000
S076	TA105 --Members Allowances	CW	5,441	6,630	6,630	10,300
S077	TA105 --Mayor's Allowance Allocated	CW	1,000	1,020	1,020	1,040
S078	TA105 --Mayor's Allowance Unalloc	CW	0	0	0	0
S520	TA105 --Civic Expenses	CW	313	1,530	750	1,000
S522	TA105 --Members Training	CW	150	500	250	350
S522	TA105 --Members Travel & Subsist	CW	0	250	100	200
	Total Members Costs		13,383	9,930	8,750	16,890
	Grants					
S080	TA101 --Discretionary grants	CW	4273	9000	9000	9,000
	Total Grants		4,273	9,000	9,000	9,000
	Other					
P593	TA101 --CCTV	CW	8,790	9,180	8,790	9,000
P594	TA101 --Car Park Clock Refurbishment	CW	230	1,255	1,500	260
S480	TA101 --Legal Fees	CW	151	1,530	1,530	1,000
S756	TA101 --Consultants Fees	CW	4,040	2,750	8,000	2,650
S753	TA108 --92 Southampton Road Agents fee	CW	1,365	1,341	1,400	1,400
S754	TA108 --92 Southampton Road	CW	0	0	0	0
S040	TA109 --Christmas Lights Instal & Stor	CW	13,965	11,220	11,220	17,000
E695	TA110 --Youth Workers	CB	38,355	46,015	35,056	44,010
S040	TA110 --Carvers Club House	CB	13,564	11,222	17,462	16,954
S040	TA111 --Millenium Clock	CW	70	0	0	0
S036	TA112 --Visitor Info Cntr - Purchases	CW	1,069	1,500	4,000	1,500
E696	TA112 --Visitor Information Centre	CW	2,716	4,433	4,361	4,714
S040	TA116 --Jubilee Lamp	CW	0	0	0	0
B206	TA120 --Bad Debts Write Off	RF	156	0	0	0
S040	TA121 --Support for Christmas activities	CW	0	0	0	0
S040	TA122 --WW1 Commemoration	CW	46	1,500	4,500	2,500
S084	TA124 --Ringwood Market - Advertising	CW	318	102	102	0
S002	TA125 --Support for Town Twinning	CW	0	0	50	0
S002	TA126 --Civic Events / Celebrations	CW	4,513	5,000	10,000	5,000
	Total Other		89,348	97,048	107,971	105,989
	Debt Charges					
C070	TA113 --Interest	RF	13,635	12,957	12,957	12,957
C080	TA113 --Loan Repaid	RF	17,911	18,589	18,589	18,589
	Total Debt Charges		31,546	31,546	31,546	31,546
	Total Revenue Expenditure		366,488	406,246	414,957	420,538
	Capital Expenditure					
C320	TA901 --Gateway Project	RF	5,249	0	0	0
C320	TA902 --The Place Youth Facility	RF	9,574	0	0	0
C384	TA903 --Computer Hardware	RF	0	0	15,000	10,000
	Total Capital Expenditure		14,823	0	15,000	10,000
	COMMITTEE EXPENDITURE		381,311	406,246	429,957	430,538

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	REVENUE INCOME					
R062 TA101	--Insurance Premium Income	CW	-6,913	0	-200	0
R063 TA101	--Interest Received	RF	-1,074	-960	-960	-960
R001 TA103	--Rent: Ground Floor Greenways	CW	-16,380	-16,325	-16,325	-16,500
R000 TA104	--Rent: 1st Floor Greenways	CW	-10,497	-10,856	-10,856	-10,856
R031 TA108	--Southampton Road Rent	CW	-13,100	-13,091	-13,200	-13,200
R008 TA110	--Carvers Club House Income	CB	-3,594	0	-9,540	-8,500
R032 TA110	--Grant for Youth Workers	CB	0	0	0	0
R035 TA112	--VIC Sales	CW	-1,564	-1,750	-5,000	-1,785
R061 TA115	--Recharge to NFDC	RF	-67,537	-68,735	-68,735	-68,735
R080 TA121	--Christmas Events	CW	-1,900	0	-250	0
R080 TA122	--WW1 Commemoration Grant	CW	0	0	-4,000	0
R000 TA124	--Market Stall Income	CW	-2,550	-3,000	-2,000	-2,000
R080 TA126	--Civic Events / Celebrations	CW	-9,896	-5,000	-10,500	-5,000
	Total Revenue Income		-135,005	-119,717	-141,566	-127,536
	CAPITAL INCOME/FINANCE					
R555 TA114	--Trans From Unapplied Cap rec	RF	0	0	0	0
R583 TA904	--The Place Project Grant Income	RF	0	0	0	0
	Total Capital Income/Finance		0	0	0	0
	TOTAL COMMITTEE INCOME		-135,005	-119,717	-141,566	-127,536
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		246,306	286,529	288,391	303,002
	Transfer To Provisions					
M410 TA114	--Transfer To Provisions	RF	24,242	24,400	24,400	24,400
	Total Transfer To Provisions		24,242	24,400	24,400	24,400
	Transfer From Provisions					
R551 TA114	--Trans From Provs (Rev)	RF	-14,823	0	0	-4,000
R550 TA114	--Trans From Provs (Cap)	RF	-6,479	0	-20,250	-10,000
	Total Transfer From Provisions		-21,302	0	-20,250	-14,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		249,246	310,929	292,541	313,402

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

	£
1. --Millenium Clock (Furlong Car Park)	1,000
2. --WW1 Armistice Centenary commemoration - lasting addition to remembrance	500
3. --WW1 Armistice Centenary commemoration - to support a commemoration eve	1,000
4. 0	0
5. 0	0
6. 0	0
Total	2,500

Non Recurring Items for consideration for 2019/20 Budget

Priority

11. --Investment in IT replacement	0
12. --Christmas Lights replacement?	0
13. 0	0
Less Financed from Provisions	0
Total	0

Recurring Items for consideration for 2019/20 Budget

21. --New IT and systems licensing requirements	0
22. 0	0
23. 0	0
24. 0	0
Total	0

The Estimated Total Net Budget for 2018/19, including all new bids, will be

Total Net Budget for 2017/18 with new bids	£	£
Total Net Budget for 2018/19 <u>without</u> new bids	310,929	
Add new bids		313,402
Total Net Budget for 2018/19 <u>with</u> new bids		313,402

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Establishment					
P100 TB101	--Electricity	KW	844	1,000	1,000	1,020
P210 TB101	--Cleaning mats/consumables	KW	9	100	100	102
P552 TB101	--Environmental Agency	KW	447	479	447	460
P553 TB101	--Health & Safety	KW	483	204	204	208
S012 TB101	--Protective Clothes	KW	1,134	852	852	869
S052 TB101	--Mobile Phones	KW	392	530	600	611
T211 TB101	--Travel Expense	KW	129	150	100	150
P150 TB229	--Water	KW	1,661	1,530	1,530	1,561
P553 TB272	--Playground Inspections	JH	250	270	250	275
T022 TB280	--Fuel	KW	5,653	6,000	6,000	6,000
	Total Establishment		11,002	11,115	11,083	11,255
	Maintenance					
S042 TB201	--Bickerley Toilets	KW	0	0	0	0
P002 TB202	--Buildings	KW	414	2,975	6,675	3,035
P002 TB203	--Carvers Pavilion maintenance	KW	172	0	300	0
P550 TB204	--Grounds - Carvers	KW	841	2,000	2,000	2,040
P006 TB207	--Maint in Closed Churchyard	KW	224	1,000	1,500	500
P002 TB208	--Dr. Littles Garden	KW	0	0	0	0
P002 TB213	--Long Lane Mtn	KW	522	2,000	1,500	1,500
P002 TB217	--The Bickerley/Pocket Park	KW	0	0	500	0
P002 TB218	--Poulner Lakes	KW	0	0	400	0
P002 TB224	--War Memorial	KW	31	0	150	0
P006 TB229	--Grounds - Other	KW	4,656	5,160	5,160	4,080
P542 TB229	--Fencing	KW	950	1,020	500	1,040
P545 TB229	--Tree Safety Work	KW	3,440	3,000	3,000	3,060
P546 TB229	--Tree Safety Consultant	KW	0	408	400	416
P006 TB254	--Pest Control	KW	248	300	500	500
P550 TB255	--St Furn paint	KW	29	204	600	400
P002 TB271	--Ash Grove Play Area	KW	250	0	0	0
P002 TB272	--Play Areas	KW	926	1,500	1,500	1,530
	Total Maintenance		12,703	19,567	24,685	18,101
	Machinery					
S002 TB280	--Small Tools Purchase	KW	5,495	1,000	1,000	1,000
T010 TB280	--Machine Maintenance	KW	6,044	7,000	9,000	7,140
T100 TB280	--Machine Purch	KW	0	20,000	16,346	0
T110 TB280	--Hiring Costs	KW	1	204	200	208
T010 TB281	--tipper truck service/maint	KW	1,356	1,300	1,300	1,326
	Total Machinery Costs		12,896	29,504	27,846	9,674
	Employee Costs					
E310 TB101	--Staff Recruitment	CW	0	0	0	0
E505 TB101	--Staff Training	CW	224	1,600	2,000	2,000
E690 TB181	--Office Staff Allocated Costs	CW	32,365	36,353	34,865	37,661
E691 TB181	--Groundstaff Allocated Costs	CW	91,533	94,251	92,854	103,547
	Total Employee Costs		124,122	132,204	129,719	143,208

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
S002	TB253					
	Planters					
	--Planters For Floral Displays	KW	3	510	0	0
	Total Planters		3	510	0	0
	Activities Expenses					
P006	TB204	KW	0	510	250	250
P103	TB204	KW	0	0	0	0
P006	TB205	KW	150	306	150	150
P006	TB219	KW	255	510	250	250
P006	TB221	KW	1,878	1,530	2,500	1,561
P006	TB225	KW	0	0	0	0
P006	TB228	KW	0	102	100	100
P007	TB251	KW	2,827	2,754	2,754	2,809
P006	TB251	KW	1,057	714	700	750
P002	TB274	KW	572	100	0	0
S040	TB302	TBD	2,000	2,040	2,000	0
	Total Activities Expenses		8,739	8,566	8,704	5,870
	Other					
P006	TB256	KW	828	918	900	900
S380	TB256	KW	0	255	250	200
P002	TB257	KW	0	0	0	0
	Total Other		828	1,173	1,150	1,100
	Total Revenue Expenditure		170,293	202,639	203,187	189,209
	Capital Expenditure					
C320/321	TB903	CW	0	10,000	10,000	0
S002	TB904	CW	0	0	44,000	0
	Total Capital Expenditure		0	10,000	54,000	0
	COMMITTEE EXPENDITURE		170,293	212,639	257,187	189,209

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	REVENUE INCOME					
R028	TB101 --Wayleaves	RF	-91	-90	-90	-92
R026	TB201 --The Bickerley	RF	0	-300	-100	-100
R018	TB204 --Carvers	RF	-3,217	-3,000	-3,000	-3,060
R019	TB204 --Cricket	RF	-1,215	-2,000	-1,500	-1,540
R021	TB204 --Floodlighting	RF	0	0	0	0
R025	TB204 --Tennis	RF	-98	-200	-100	-100
R027	TB206 --Castleman Trail	RF	-981	-700	-700	-714
R011	TB219 --Poulner Junior School	RF	-12,368	-13,500	-13,500	-12,270
R029	TB220 --Poulner Infant School	RF	-2,509	-1,500	-1,500	-1,500
R022	TB221 --Football	RF	-8,226	-6,750	-6,750	-6,885
R012	TB225 --Ringwood School	RF	-3,559	0	-100	0
R013	TB226 --Ringwood Junior School	RF	-230	-612	-300	-300
R017	TB227 --Bowling	RF	-1,681	-1,530	-1,530	-1,561
R023	TB228 --Rugby	RF	-1,863	-2,000	-2,000	-2,040
R040	TB229 --Grounds - Other Income	RF	-194	-200	-5,000	-2,704
R014	TB251 --Roundabouts Flower Beds	RF	-1,996	-2,488	-2,032	-2,088
	Total Revenue Income		-38,228	-34,870	-38,202	-34,953
	CAPITAL INCOME/FINANCE					
R583	TB114 --Capital Grants	RF	0	0	0	0
	Total Capital Income/Finance		0	0	0	0
	TOTAL COMMITTEE INCOME		-38,228	-34,870	-38,202	-34,953
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		132,065	177,769	218,985	154,256
	Transfer To Provisions					
M410	TB114 --Machinery	RF	10,000	10,000	10,000	17,000
S002	TB114 --Play Equipment	RF	8,400	6,900	6,900	6,900
	Total Transfers To Provisions		18,400	16,900	16,900	23,900
	Transfer From Provisions					
R551	TB114 --Transfer from Provisions (rev)	RF	0	-20,000	-20,046	0
R550	TB114 --Transfer from Provisions (cap)	RF	0	-10,000	-50,000	0
R552	TB114 --Transfer from Devlprs contrib (rev)	RF	-2,340	-2,340	-2,340	-2,000
	Total Transfers From Provisions		-2,340	-32,340	-72,386	-2,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		148,125	162,329	163,499	176,156

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Non Recurring Items Included in 2017/18 Budget, deducted from 2018/19 Budget

	£
1. --Mansfield Road Verge	1,160
1. --Carvers Recreation Ground Improvements	10,000
1. --Plant & Machinery - replacement of 7 year old front deck mower	20,000
1. --Long Lane Sports Field (to be financed by developer's contributions NFDC)	0
Net Total	31,160
Less financed from provisions	-30,000
Net non recurring bids	1,160

Non Recurring Items for consideration for 2018/19 Budget

	£	Priority
11 --Tree survey and safety work R&L 7/11/18	0	1
12 --Grounds Department Workshop and storage - feasibility study	0	2
13 --Pocket Park	0	3
14 --Groundsstaff Vehicle	0	4
15 0	0	5
16 0	0	6
17 0	0	7
Total	0	
Less financed from provisions	0	
Net new non recurring bids	0	

Recurring Items for consideration for 2018/19 Budget

21 --	0	
Total	0	

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20

CEMETERY

Col. 1	2	3	4	5	6	7	
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £	
Establishment							
P100	TB401	--Electricity	KW	535	454	454	463
P150	TB401	--Water	KW	293	204	204	208
P155	TB401	--Sewerage Expenses	KW	0	153	153	156
P210	TB401	--Cleaning materials	KW	30	102	200	104
P556	TB401	--Business Rates	CW	3,784	4,088	4,088	4,170
S059	TB401	--Telephone	KW	252	204	250	208
Total Establishment				4,894	5,205	5,349	5,309
Maintenance							
P006	TB421	--Buildings	KW	1,737	510	2,500	520
P211	TB422	--Chemicals	KW	6	0	0	0
P545	TB422	--Trees & Tree Planting Prog	KW	200	1,020	750	750
P547	TB422	--Memorial Safety	KW	0	510	350	500
S040	TB422	--Grounds	KW	46	4,020	4,020	1,000
P550	TB423	--War Graves Maintenance	KW	0	816	800	832
S040	TB424	--Columbarium	KW	0	0	0	0
S040	TB425	--Refuse Collection	KW	1,919	1,500	1,000	1,000
Total Maintenance				3,908	8,376	9,420	4,604
Employee Costs							
E690	TB481	--Allocated Office Staff	CW	9,891	8,853	8,329	9,172
E691	TB481	--Allocated Groundstaff	CW	23,447	24,527	24,150	26,938
Total Employee Costs				33,338	33,380	32,480	36,110
TOTAL EXPENDITURE				42,140	46,961	47,249	46,022
INCOME							
R050	TB401	--Burials	CW	-18,795	-20,400	-18,000	-18,000
R051	TB401	--Purchase of Plots	CW	-11,640	-13,260	-16,000	-15,525
R052	TB401	--Grave Maintenance	CW	-390	-179	-250	-254
R053	TB401	--Legacy	CW	-109	-102	-102	-102
R054	TB401	--Memorials	CW	-11,216	-10,200	-11,000	-10,404
R056	TB401	--War Graves	CW	-832	-838	-800	-838
R054	TB422	--Memorial Benches	CW	0	-1,020	-500	0
TOTAL INCOME				-42,982	-45,999	-46,652	-45,123
TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS				-842	962	597	899
M410	TB414	Transfer To Provisions --Memorials Provision	RF	0	0	0	4,000
R551	TB414	Transfer From Provisions --Transfer from Provisions (rev)	RF	0	0	0	0
R486	TB414	--Transfer from Reserve (Maint)	RF	-230	-230	-230	-230
Total Transfers From Provisions				-230	-230	-230	-230
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS				-1,072	732	367	4,669

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Budget

	£
--Cemetery Improvements	3,000
Total	3,000

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
ALLOTMENTS**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
P150 TB501	EXPENDITURE Establishment --Water	KW	739	1,000	750	800
	Total Establishment		739	1,000	750	800
	Maintenance					
S100 TB510	--Allotments Maintenance	KW	841	400	400	408
P420 TB510	--Pest Control	KW	408	816	900	832
	Total Maintenance		1,249	1,216	1,300	1,240
	Employee Costs					
E690 TB501	--Allocated Office Staff	CW	10,414	8,352	8,056	8,658
E691 TB501	--Allocated Groundstaff	CW	1,186	1,255	1,236	1,377
	Total Employee Costs		11,600	9,607	9,292	10,034
	Other					
S043 TB501	--Competition	CS	230	235	235	240
	Total Other		230	235	235	240
	TOTAL EXPENDITURE		13,818	12,058	11,577	12,314
	INCOME					
R070 TB501	--Allotment Rents	CW	-5,051	-5,100	-5,100	-5,202
	TOTAL INCOME		-5,051	-5,100	-5,100	-5,202
	TOTAL NET EXPENDITURE		8,767	6,958	6,477	7,112

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
PLANNING, TOWN & ENVIRONMENT**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	EXPENDITURE					
	Maintenance					
S040 TC110	--Built Environment-Furniture	JH	19	300	100	100
P100 TC111	--Carvers Street Lighting	JH	443	536	536	547
S002 TC117	--Flood defence	JH	0	0	250	0
P006 TC122	--Bus Shelters	JH	233	400	400	408
S754 TC130	--Sign Painting Fridays Cross	JH	0	400	1,556	0
0 0	--Neighbourhood Plan		0	3,000	3,000	0
S040 TC903	--Crow Lane Maintenance		1,172	1,020	1,000	0
	Total Maintenance		1,867	5,656	6,842	1,055
	Employee Costs					
E690 TC181	--Allocated Office Staff	CW	14,597	16,145	15,275	16,745
	Total Employee Costs		14,597	16,145	15,275	16,745
	Total Revenue Expenditure		16,464	21,801	22,117	17,800
	Capital Expenditure					
C320 TC905	--Human Sundial	JH	0	8,000	8,000	0
	Total Capital Schemes		0	8,000	8,000	0
	TOTAL EXPENDITURE		16,464	29,801	30,117	17,800
	INCOME/FINANCE					
R080 TC101	--Grants Received	JH	-1,100	-1,110	-1,850	-1,100
	TOTAL INCOME		-1,100	-1,110	-1,850	-1,100
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		15,364	28,691	28,267	16,700
	Transfer To Provisions					
R551 TC114	--Transfer To Provisions	RF	0	0	0	0
	Total Transfer To Provisions		0	0	0	0
	Transfer From Provisions					
R551 TC114	--Transfer from Provisions (cap)	RF	-1,000	0	-255	0
R561 TC114	--Transfer from Provisions (revp)	RF	0	0	0	0
R552 TC114	--Transfer from Dev Cont	RF	0	-9,000	-9,000	0
	Total Transfer From Provisions		-1,000	-9,000	-9,255	0
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		14,364	19,691	19,012	16,700

Non Recurring Items Included in 2017/18 Budget, deducted from 2018/19 Budget

1.	--Human Sundial	8,000
2.	--Sign Painting @ Friday's Cross (use code TC130)	400
3.	--Neighbourhood Plan	3,000
	Less financed from provisions	
		11,400

Non Recurring Items for consideration for 2018/19 Budget

			Priority
12	0	0	1
13	0	0	2
14	0	0	3
15	0	0	
	Less financed from provisions	0	
	Net Non Recurring Bids	0	

Recurring Items for consideration for 2018/19 Budget

	0	0
	Less financed from provisions	0
	Net Recurring Bids	0

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
AND PRECEPT SUMMARY (Including New Bids)**

Col. 1	2	3	4
Description	Original 18/19 £	Revised 18/19 £	Original 19/20 £
REVENUE	406,246	414,957	420,538
EXPEND.	202,639	203,187	189,209
POLICY & FINANCE COM.	46,961	47,249	46,022
RECREATION, LEIS & O/S	12,058	11,577	12,314
CEMETERY	21,801	22,117	17,800
ALLOTMENTS			
PLANNING, TOWN & ENVIR.			
TOTAL REVENUE EXPENDITURE	689,706	699,087	685,884
CAPITAL	0	15,000	10,000
EXPEND.	10,000	54,000	0
POLICY & FIN COM.-CAP EXP	8,000	8,000	0
REC, LEIS & O/S-CAP EXP			
PLAN, TOWN & ENV.-CAP EXP			
TOTAL CAPITAL EXPENDITURE	18,000	77,000	10,000
TOTAL EXPENDITURE	707,706	776,087	695,884
REVENUE	-119,717	-141,566	-127,536
INCOME	-34,870	-38,202	-34,953
POLICY & FINANCE COM.	-45,999	-46,652	-45,123
RECREATION, LEIS & O/S	-5,100	-5,100	-5,202
CEMETERY	-1,110	-1,850	-1,100
ALLOTMENTS			
PLANNING, TOWN & ENVIR.			
TOTAL REVENUE INCOME	-206,796	-233,370	-213,914
CAPITAL	0	0	0
FINANCE	0	0	0
POLICY & FIN COM.-CAP EXP	0	0	0
REC, LEIS & O/S-CAP EXP	0	0	0
PLAN, TOWN & ENV.-CAP EXP	0	0	0
TOTAL CAPITAL FINANCE	0	0	0
TOTAL INCOME & FINANCE	-206,796	-233,370	-213,914
Less reduction in budget	0	0	0
NET EXPENDITURE BEFORE TRANSFERS	500,910	542,717	481,970
ADD TRANSFERS TO PROVISIONS			
POLICY & FINANCE COM.	24,400	24,400	24,400
RECREATION, LEIS & O/S	16,900	16,900	23,900
CEMETERY	0	0	4,000
PLANNING, TOWN & ENVIR.	0	0	0
TOTAL TRANSFERS TO PROVISIONS	41,300	41,300	52,300
LESS TRANSFERS FROM PROVISIONS			
POLICY & FINANCE COM.	0	-20,250	-14,000
RECREATION, LEIS & O/S	-32,340	-72,386	-2,000
CEMETERY	-230	-230	-230
PLANNING, TOWN & ENVIR.	-9,000	-9,255	0
TOTAL TRANSFERS FROM PROVISIONS	-41,570	-102,121	-16,230
BUDGET REQUIRE BEFORE NEW BIDS	500,640	481,896	518,040
Add recurring bids for 2018/19			
Policy & Finance			0
Recreation, Leis & O/S			0
Planning, Town & Env			0
Add non-recurring bids for 2018/19			
Policy & Finance			0
Recreation, Leis & O/S			0
Planning, Town & Env			0
P&F R&M Buildings			0
Less transfers from provisions			
SUB TOTAL NET NEW BIDS			0
COUNCIL'S NET BUDGET	500,640	481,896	518,040
Additional Transfers from(-) or to Provisions	0	0	0
Transfers from(-) or to General Reserve	-15,444	3,300	-32,749
COUNCIL'S PRECEPT BEFORE GRANTS	485,196	485,196	485,291
To be met from Identifiable Grant from NFDC	0	0	0
To be met from Transitional Grant from NFDC	0	0	0
COUNCIL TAX PAYERS IN RINGWOOD	485,196	485,196	485,291

COUNCIL TAX LEVELS FOR 2015/16, 2016/17, 2017/18 & 2018/19

	2016/17	2017/18	2018/19	2019/20	Per Year	Per month
Council Precept before Grant	462,992	468,223	485,196	485,291		
Council Tax Base	5,146.6	5,225.7	5,257.3	5,257.3		
Council Tax Per Band D Dwelling before grants	89.96	89.60	92.29	92.31	£0.02	0.00
Grant	-1.94	0.00	0.00	0.00	£0.00	0.00
Council Tax Per Band D Dwelling after grants	88.02	89.60	92.29	92.31	£0.02	0.00

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES														
1st April 2018 to 31st March 2020														
		Actual	Planned Transfers 2018/19:					Est.	Planned Transfers 2019/20:					Est.
		Bal	from	to	Cash	between	to General	Bal	from	to	Cash	between	to General	Bal
		01/04/18	Revenue	Revenue	Receipts	provisions	Reserve	31/03/19	Revenue	Revenue	Receipts	provisions	Reserve	31/03/20
		£	£	£	£	£	£	£	£	£	£	£	£	£
<u>EARMARKED PROVISIONS</u>														
I.T. & Equipment	TM602	33,400.00	4,500.00					22,900	4500	-10000				17,400
Gateway	TM604	23,177.00	4,000.00					27,177	4000					31,177
Maint in Closed Churchyard	TM605	4,800.00				5,200.00		10,000						10,000
Greenways/Southampton Road Buildings Reserve	TM607	0.00	8,000.00					8,000	8000					16,000
Election	TM608	8,641.88	2,900.00					11,542	2900	-4000				10,442
Mach Replace	TM610	16,300.02	10,000.00	-16,346.00		5,000.00		14,954	14000					28,954
Play Equipment	TM611	38,150.50	6,900.00	-40,000.00		6,500.00		11,551	6900					18,451
Cemeteries Development Fund	TM612	3,000.00						3,000	4000					7,000
Christmas Lights	TM613	397.00				10,000.00		10,397						10,397
The Place - future development	TM625	16,551.00	5,000.00					21,551	5000					26,551
Ringwood Events	TM627	5,342.00						5,342						5,342
Carvers Grounds development	TM631	0.00		-3,700.00		15,000.00		11,300						11,300
Infrastructure and Open Spaces Fund	TM632	0.00				9,473.00		9,473	3000					12,473
Historic reserves which have been transferred	various	13,673.00				-13,673.00		0						0
Total Provisions		163,432.40	41,300.00	-60,046.00	0.00	22,500.00	0.00	167,186.40	52,300.00	-14,000.00	0.00	0.00	0.00	205,486.40
<u>RESERVES</u>														
General Reserve		299,240.19	3,300	0		-36,000		266,540	0	-32,749				233,792
Dev Contribs	TM680	5,436.13		-8,590	5,250			2,096		-2,000				96
Cem Maint	TM681	1,900.00		-230				1,670		-230				1,440
Dev Cons(CIL)	TM682	12,046.95		-18,000	6,246			293						293
Capital Receipts	TM684	13,125.00						13,125						13,125
Grants Unapplied	TM685	1,755.00		-255		-1500		0						0
Loans Unapplied	TM686	0.00						0						0
Total Reserves		333,503	3,300	-27,075	11,496	-37,500	0	283,724	0	-34,979	0	0	0	248,746
TOTALS														
		496,936	44,600	-87,121	11,496	-15,000	0	450,911	52,300	-48,979	0	0	0	454,232
Earmarked Reserves & Provisions		197,695	41,300	-87,121	11,496	21,000	0	184,370	52,300	-16,230	0	0	0	220,440
General Reserve		299,240	3,300	0	0	-36,000	0	266,540	0	-32,749	0	0	0	233,792
Total Reserves		496,936	44,600	-87,121	11,496	-15,000	0	450,911	52,300	-48,979	0	0	0	454,232

REPORT TO POLICY & FINANCE COMMITTEE – 21st November 2018
SYSTEMS REPLACEMENT

1. BACKGROUND

- 1.1 New Forest District Council have announced that, from April 1st 2019, they will no longer be in a position to host IT systems on behalf of the Town Council. Furthermore, the Town Council will also be required to make separate provision for telephone and data. This paper sets out the emerging issues and costs and seeks approval for the purchase of a replacement finance system.

2. IT & TELEPHONY SYSTEMS – CURRENT ARRANGEMENTS

- 2.1 The IT systems currently used by Ringwood Town Council are hosted by NFDC. These include “Office” Software, i.e. email, calendaring, word processing and Excel Spreadsheets and the Financial System, Agresso. NFDC also provide data backup and storage facilities to support these applications.
- 2.2 The annual cost of this IT support is £3,000, but the Town Council are also expected to pay for any hardware if and when it needs to be replaced. In the last five years the average additional annual spend on hardware, software and peripherals has been around £500.
- 2.3 All telephony and access to data is provided through the Hampshire Public Services Network contract with NFDC for which the Town Council pay an annual fee of £8,100. All “on-net” calls are included, but any calls outside the network remain chargeable and the average annual phone charges amount to £300. Note this only covers lines at the Gateway building.
- 2.4 The total spend on telephony, data and systems hosting over the last 6 years has amounted to just over £71,000, or £11,850 per annum. In addition, the Town Council make an annual contribution to reserves in order to build up a fund for IT hardware replacement of £4,500. The IT replacement provision stood at £33,400 at the beginning of April 2018.
- 2.5 NFDC also provide separate systems for the Information officers which are directly linked to their own systems. These are used to a limited extent by the Town Council in taking cash and card payments from customers, for example. Such transactions are processed by NFDC and any remittance made over to the Town Council on a monthly basis.

3. Office Systems Replacement – Options

- 3.1 There is limited choice in the office software. Microsoft Office is widely used and is what is currently in place. There are, however, a range of offerings and ways in which to acquire the software.
- 3.2 Office software has traditionally been bought outright for a one-off fee. This may appear cost effective in the medium term but does have some drawbacks. Typically, software support lasts only until the next version is established and software can rapidly go out of date. This is a particularly concern where the software is linked to other applications which will tend to require that software is kept up to date. Also, the software will need to be installed locally and there would be hardware implications.
- 3.3 An alternative is to buy the software “as a service”. This is essentially renting the software and typically means that the applications are hosted in the cloud. Whilst this approach may cost a little more each year, the advantage is that the

software is maintained and kept up to date and being hosted off-site will make remote access possible. The Microsoft offering is called Office 365.

- 3.4 The annual cost of an Office 365 licence is £72. The RTC requirement will be for 10 such licences at an annual cost of £720. One off software purchase prices are not available.

4. Finance Systems Replacement – Options

- 4.1 The Town Council currently use a financial package called Agresso. This is a high specification, integrated financial system which is used by NFDC and, because of its complexity, requires considerable support. Also, whilst the system is undoubtedly very versatile, much of the functionality is simply not required by the Town Council. Furthermore, the system was implemented with a number of tailored reports for the Town Council which have not been maintained and are no longer fit for purpose. The result is that the system is inefficient in use. Access to Agresso is being withdrawn by NFDC at the end of the year.

- 4.2 Three alternative financial systems have been investigated, each with merits and limitations. The main criteria established to compare these systems were:

- Availability and responsiveness of support
- Ease of Use and interrogation
- Availability of reports
- Integration of ordering and invoicing with the general ledger
- Support for bank reconciliation, debtor analysis etc.
- Compatibility & alignment with the Annual Return
- Real time reporting
- Support for VAT accounting and statutory returns
- Cost

It was also deemed desirable that any system should have should make use of workflow to manage and control purchases.

- 4.3 The three systems that were investigated were RBS Rialtas “Omega”, Edge IT Systems “AdvantEDGE” and Sage Accounting. Of these, Sage was the only system that was not designed for, or tailored to, small councils, but rather is aimed at small business enterprises. As such, it lacked many of the features of the other two systems which would be of considerable benefit to the Town Council.
- 4.4 The Omega finance software appeared very straightforward to use but lacked any workflow application. Orders would have to be placed and manually entered on the system through associated modules. This, in itself, is not critical, but it does mean that there is no system control on who might place and authorise an order. The general ledger could be structured around a chart of accounts that follows the CIPFA standard presentation although the degree of sub division, and therefore detailed analysis of spend, was limited. The system offering is based on local installation, but hosting in the cloud is available, using a third party and at extra cost, and licensing is based on single installation or multiple installation (up to 5 PCs) model.
- 4.5 The AdvantEDGE system appeared slightly more advanced than the Omega system and includes a rudimentary workflow application with the ability to control who may place orders and who may authorise them. Similarly, access to the system may be set at different levels for different users. In other respects the two systems are similar although the Edge system had a somewhat more developed suite of add-on applications such as an asset manager, allotments, facilities management and cemeteries management. The pricing is based on concurrent usage which suits an organisation like the Town Council in which many users

work part time and is hosted in the cloud (although local installation is possible, if required and at slightly higher cost). Notably, since 2013, all clients have opted for the cloud version. This has the significant added benefit of allowing users to access the system from any device and not just terminals in the Gateway Building.

- 4.6 Both systems are supplied on the basis of a single charge based on the number of concurrent users or the number of discreet installations if installed locally and a single additional charge for any extra modules irrespective of the number of users. The Omega software pricing model is based on the user purchasing the software and then paying an annual support fee to cover the costs of telephone support and software upgrades. The Edge software is provided as a service and so there is a much reduced initial cost, although annual service charges are consequently higher. However, the number of user licences required is lower because of the concurrent user approach to pricing, and any additional modules are supplied with additional user concurrent user licences, reducing the need for additional user licences.
- 4.7 The number of concurrent users will be lower than the number of local installations, i.e. the number of devices on which the software is to be installed. The Town Council will require at least 8 local installations (more if Grounds staff or members require access other than at the Gateway.) However, because many staff work part time, and not all time is spent on Financial systems, it is likely that 5, or fewer, concurrent licences will be sufficient. Cost comparisons have therefore been calculated on the basis of 5 concurrent users (Edge) and 5 local installations (Omega).
- 4.8 Cost Comparisons:

	AdvantEDGE		RBS Omega	
	One Off £	Recurring £	One Off £	Recurring £
Purchase of Software	0	0	1,185	0
Set Up	70	0	350	0
On-site training	567	0	1,197	0
Annual Support Charge	0	980	0	648
Purchase Order processing	0	Included	295	141
Allotments	0	306	295	141
Asset Register	0	included	295	141
Total Costs	637	1,286	3,617	1,071

There are further add-on modules, each with an additional cost, such as Cemeteries management, Facilities booking, Planning and Playgrounds. They may be added at any time but these are not considered necessary at present.

- 4.9 It is clear from this analysis that the AdvantEDGE system is both more versatile and whilst the ongoing costs are higher, the difference is such that it would take more than 16 years to pay back the initial one off costs of the Omega software. A further consideration is that the cloud solution reduces the hardware requirements for hosting the system.

5. Telephony Replacement

- 5.1 Work to specify and price up the telephony and data replacement system is underway. Early indications are that the implementation costs will be around £3,000 including consultancy support in specifying and implementing the solution. Continuing costs are expected to be in the region of £2,000 per annum

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for a similar specification service to that which we currently receive (around 60mb/s download speeds) Telephone call charges will, however, increase.

- 5.2 There are a number of components for which both the requirement and the cost are uncertain. These include back-up systems, local storage, additional security for remote access and the cost of migration from existing systems. Further reports will be provided as these costs become clearer.

6. Recommendations

- 5.1 Members are asked to endorse the decision to acquire the AdvantEDGE financial software, including the allotments module to replace the Agresso system from April 2019.
- 5.2 Members are also asked to note the emerging costs of the wider IT and Systems replacement, for which regular updates will be provided as specifications, requirements and costs are clarified.

For further information please contact:

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POLICY & FINANCE COMMITTEE

21st November 2018

Town Clerk's Performance Appraisal and Annual Review

At the meeting on 16th May 2018 the committee resolved (minute ref. no. F/5574) to schedule a further review meeting with the Clerk in December 2018.

Cllrs. Day and Treleaven, who conducted the review in April, suggested that the next review take place toward the end of the year (say, December) and be undertaken by one of themselves and another councillor appointed by the committee (so as to secure for the process the advantages of having some continuity but also a fresh perspective and widening opportunity for members to be involved in it).

Issues for decision and any recommendations

The committee is respectfully invited to consider appointing councillors from its membership to undertake the review in December.

For further information, contact:

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