

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

12th March 2020

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18th March 2020** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 19th February 2020

5. GRANT AID

To consider Grant Aid applications from (*Report A*):

- a. Buzz Action Foundation CIO Circus Wessex
- b. Ringwood Men's Shed

6. FINANCIAL REPORTS (*Report B attached*):

- a. To receive and authorise list of payments made on Imprest Account for February
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements for January and to nominate a Councillor to undertake this in future
- c. To note the total amount of Petty Cash payments for February
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- e. To receive the Finance Manager's budgetary monitoring report
- f. To review Community Infrastructure Levy (CIL) receipts

7. WAR MEMORIAL REFURBISHMENT

To consider a recommendation from Recreation, Leisure and Open Spaces Committee in respect of refurbishment of the War Memorial (*OS/5962 refers*)(*Report C*)

8. SKATE PARK SURFACING

To consider a recommendation from Recreation, Leisure and Open Spaces Committee in respect of skate park surfacing (*OS/5963 refers*) (*Report D*)

9. DISTRIBUTION OF MEETING AGENDAS

To consider the Town Clerk's report and consider the issues for discussion therein
(*Report E*)

10. GREENWAYS – PLANNING RENEWAL

To consider the Town Clerk's report (*Report F*)

11. CLEANING EQUIPMENT AT CARVERS CLUBHOUSE

To consider Carvers Clubhouse Manager's report (*Report G*)

12. PROJECTS

To receive an update in relation to projects (*Report H*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring

Student Advisors

Copied by e-mail to other members for information



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

APPLICATION FOR GRANT AID

Applicant's Details

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

Details of Grant Request

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

A

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

Information about your Organisation

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

Funds available to your organisation

(apart from this grant application)

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

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

Profit Loss 2018/19

Income

Circus Donations	11,359
Youth Cafe grant	5,000
Ludgershall grant	1,000
TTC Grant	599
TTC subs	560
LCC subs	792

Total **19,310**

Exp

Pavillion	£940
Lud Y Centre	£600
Subcontractors.. Darren	£630
Andrea	180
Jonathan	2400
Adam	£120
Pauline	£420
Minibus Servicing and repairs	£1347
Fuel	
Insurance	950
Volunteer subsistence	£1036
Camp Food supplies	785
Storage	1420
Office Supplies	385
Aerial rig	745
Workshop	730
Hula hoops	100
Liability Insurance	
show time Circus	819
Peacock Inflatable	132
Charity Youth work	317.52
Training	£325
Subcontractor Alan	£120
Catering Trailer	£200
Camp Equipment	£175
ARt Supplies	£44.25
Deisal	4389.23

Total **19,310**

Balance **19,310**

In 2018 to 29 we provided the following projects

Salisbury Community Circus
The Element Cafe
Amesbury Youth Cafe
Amesbury Festival of Youth
Ludgershall Circus Club
Ludgershall Youth Centre

We also delivered the "I Will" project funded by Comic Relief, working with Wessex Community Action.

There were 2 residential camps in Suffolk Family Festival and Purbeck Folk Festival.
We attended over 100 day events.

In September of 2018 we moved in to Ludgershall Youth Centre where we set up 3 youth clubs for differing ages in Ludgershall.

We have valuable support both in kind (use of premises) and in cash from Wiltshire Council, Amesbury Town Council, Salisbury City Council and Comic Relief.

We took over governance for the Cafe Projects by mutual agreement with Wessex Community Action, who have continued to support us in other ways.

We had regular engagement with over 200 young people and during the year had meaningful engagements with over 2000 young people at our events and workshops.

All was delivered within budget thanks to the generous support of our volunteers, who were our single biggest donors delivering thousands of hours of skilled service.



Ringwood Town Council Grant Aid

A

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	RINGWOOD MEN'S SHED
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£1,000
What is the purpose of the grant?	SEED MONEY PAY FOR PRINTING PUBLICITY HIRE OF ROOMS TOOLS SAFETY EQUIPMENT INSURANCE EMAIL WEBSITE PAGE
How would the people of Ringwood benefit from your receiving this grant?	MAIN AIM OF ORGANISATION IS TO COMBAT LONELINESS FELT BY RETIRED, REDUNDANT, BEREAVED AND VETERANS, BY PROVIDING FRIENDSHIP AND PURPOSE, UNDERTAKING PROJECTS FOR BENEFIT OF MEMBERS AND WIDER COMMUNITY.

A

How many Ringwood people would benefit?	60/100 MEMBERS PLUS OTHER INDIVIDUALS AND ORGANISATIONS
Total cost of project	£

Information about your Organisation

Membership: 60/100	What facilities do you provide? WEEKLY SOCIAL GATHERINGS. WORKSHOP FACILITIES.
Subscription: £20.00	
Names of competing or similar organisations	NONE
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ _____	Annual income: £ ?
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.	WHEN ESTABLISHED AS CHARITY WILL APPLY FOR GRANTS

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



RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19TH FEBRUARY 2020

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	03/02/20	720		£190.00	£0.00	£190.00	RLOS	New Forest District Council	Rates Cemetery February 2020	3200/1/5
SO	03/02/20	721		£80.00	£0.00	£80.00	P&F	TLC Online	February 2020	2000/1/14
114	04/02/20	722		£476.76	£79.46	£397.30	RLOS	Prees Heath Forest Nurseries	Trees for planting at Poulner Lakes	3000/2/7
115	04/02/20	723		£92.59	£15.43	£77.16	P&F	Letters & Logos Ltd	Correx signs for market promotion	2400/12
		724/1		£40.00	£0.00	£40.00	P&F	Forest Edge Electrical Services	To supply and fit new LED light damaged by vandalism in cemetery	2100/4
115	04/02/20	724	RTC803481	£40.00	£0.00	£40.00		Forest Edge Electrical Services	New light in cemetery - damaged by vandalism	2100/4
		725/1		£110.00	£0.00	£110.00	RLOS	Forest Edge Electrical Services	Carvers Sheds - Testing circuit and to supply and fit new LED light.	3000/2/1
115	04/02/20	725	RTC803482	£110.00	£0.00	£110.00		Forest Edge Electrical Services	Carvers Sheds - testing circuit and supply and fit new LED light.	3000/2/1
		726/1		£340.00	£0.00	£340.00	P&F	Forest Edge Electrical Services	3 phase power point at Clubhouse.	2400/11
115	04/02/20	726	RTC803480	£340.00	£0.00	£340.00		Forest Edge Electrical Services	electrical work at Clubhouse.	2400/11
		727/1		£176.04	£29.34	£146.70	P&F	1st Stop Cleaning	Cleaning Cover Carvers Clubhouse - 30th March, 3rd/6th/10th April 2019	2802/2/1
115	04/02/20	727	RTC803485	£176.04	£29.34	£146.70		1st Stop Cleaning	Cleaning Cover - Carvers Clubhouse 30th March, 3rd/6th/10th April 2019	2802/2/1
		728/1		£333.38	£15.88	£317.50	RLOS	WP Group (Upton Oil)	Red Diesel - 500ltrs	3000/1/10
		728/2		£827.82	£137.97	£689.85	RLOS	WP Group (Upton Oil)	White Diesel - 630ltrs	3000/1/10
115	04/02/20	728	RTC803504	£1,161.20	£153.85	£1,007.35		WP Group (Upton Oil)	Red Diesel - 500ltrs White Diesel - 630ltrs	3000/1/10
		729/1		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	Amount due - 6 monthly contribution towards line rental costs to CCTV - 01/10/2019-31/03./2020	2400/15
115	04/02/20	729	RTC803510	£4,395.00	£0.00	£4,395.00		New Forest District Council	Line rental contribution costs - CCTV	2400/15
		730/1		£0.89	£0.15	£0.74	P&F	Hampshire County Council	747703 - diary (week to view)	2000/1/8
		730/2		£26.46	£4.41	£22.05	P&F	Hampshire County Council	819017 - A4 copier paper (intensive yellow)	2000/1/8
		730/3		£5.77	£0.96	£4.81	P&F	Hampshire County Council	701888 - Pritt Stick (pk of 5)	2000/1/8
		730/4		£0.90	£0.15	£0.75	P&F	Hampshire County Council	858822 - sellotape	2000/1/8
		730/5		£2.16	£0.36	£1.80	P&F	Hampshire County Council	759905 - Tipp Ex	2000/1/8
		730/6		£2.59	£0.43	£2.16	P&F	Hampshire County Council	784321 - post-it notes (12 pk)	2000/1/8
		730/7		£3.20	£0.53	£2.67	P&F	Hampshire County Council	784213 - post-it notes (12pk)	2000/1/8
		730/8		£6.90	£1.15	£5.75	P&F	Hampshire County Council	960812 - sanitiser wipes	2000/1/8



Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
115	04/02/20	730	RTC803478	£48.87	£8.14	£40.73		Hampshire County Council	split/part order	2000/1/8
		731/1		£16.18	£2.70	£13.48	P&F	Hampshire County Council	816200 - toilet rolls	2000/3/4
		731/2		£16.85	£2.81	£14.04	P&F	Hampshire County Council	816100 - blue paper towels	2000/3/4
		731/3		£14.83	£2.47	£12.36	P&F	Hampshire County Council	589574 - Dishwasher Tablets	2000/3/4
		731/4		£9.58	£1.60	£7.98	P&F	Hampshire County Council	164829 - vinyl gloves (large)	2000/3/4
115	04/02/20	731	RTC803503	£57.44	£9.58	£47.86		Hampshire County Council	split/part order	2000/3/4
		732/1		£19.50	£3.25	£16.25	RLOS	Site Safety Ltd	Green cut Level 5 Nitrile Gloves	3000/1/5
116	04/02/20	732	RTC803494	£19.50	£3.25	£16.25		Site Safety Ltd	Green cut level 5 Nitrile glove (size 9) Green cut level 5 Nitrile glove (size 8)	3000/1/5
		733/1		£5.52	£0.92	£4.60	RLOS	Site Safety Ltd	Delta Thermal Waterproof gloves	3000/1/5
116	04/02/20	733	RTC803493	£5.52	£0.92	£4.60		Site Safety Ltd	Delta Thermal Waterproof glove - size 11	3000/1/5
		734/1		£5.52	£0.92	£4.60	RLOS	Site Safety Ltd	Delta Thermal/Waterproof Plyamide Glove - size 9	3000/1/5
116	04/02/20	734	RTC803491	£5.52	£0.92	£4.60		Site Safety Ltd	Delta Thermal/waterproof glove - size 9	3000/1/5
		735/1		£25.50	£4.25	£21.25	RLOS	Site Safety Ltd	Delta Plus Colourless Safety Google Clear	3000/1/5
		735/2		£16.56	£2.76	£13.80	RLOS	Site Safety Ltd	Delta Thermal Waterproof glove	3000/1/5
116	04/02/20	735	RTC803492	£42.06	£7.01	£35.05		Site Safety Ltd	Delta Plus Galeras Colourless Safety Google clear Delta Thermal Waterproof glove (size 9)	3000/1/5
		736/1		£25.50	£4.25	£21.25	RLOS	Insight Security & Facilities Ltd	5015 - 06/06/19 - Hightown Road cemetery - hole in container - police called and incident reported	3200/2/1
117	04/02/20	736	RTC803489	£25.50	£4.25	£21.25		Insight Security & Facilities Ltd	Alarm Reponse - on arrival found hole in container - police called and incident reported.	3200/2/1
		737/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	1325 - 02/10/19 - Tractor Shed	3000/2/3
		737/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.62 - 02/10/19 - Carvers Recreation.	3000/2/3
		737/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	1970 - 17/10/19 - Tractor Shed	3000/2/3
		737/4		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	1971 - 18/10/19 - Tractor Shed	3000/2/1
117	04/02/20	737	RTC803487	£72.00	£12.00	£60.00		Insight Security & Facilities Ltd	Alarm responses during October 2019	3000/2/3

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			738/1	£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	4886 - 14/12/19 - Tractor Shed 3000/2/3
			738/2	£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	4887 - 14/12/19 - Tractor Shed 3000/2/1
			738/3	£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	4888 - 15/12/19 - Tractor Shed 3000/2/1
			738/4	£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	4890 - 19/12/19 - Tractor Shed 3000/2/1
			738/5	£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	1992 - 24/12/19 - Hightown Road Cemetery 3000/2/1
117	04/02/20	738	RTC803488	£90.00	£15.00	£75.00		Insight Security & Facilities Ltd	Call out for alarm responses during December 2019. 3000/2/3
			739/1	£4.99	£0.83	£4.16	RLOS	Screwfix	Ready to use screen wash - 5ltrs 3000/3/2
118	04/02/20	739	RTC803495	£4.99	£0.83	£4.16		Screwfix	Ready to use screen wash - 5ltrs (van) 3000/3/2
			740/1	£16.99	£2.83	£14.16	RLOS	Screwfix	Zep Multi-Task Wipes (van) 3000/3/2
118	04/02/20	740	RTC803496	£16.99	£2.83	£14.16		Screwfix	Zep Multi-Task Wipes (pk 300) for van 3000/3/2
			741/1	£11.99	£2.00	£9.99	RLOS	Screwfix	Norton Cutting Discs 4" (pk10) 3000/3/1
118	04/02/20	741	RTC803497	£11.99	£2.00	£9.99		Screwfix	Norton cutting discs 4" (pk10) for van 3000/3/1
119	10/02/20	685		£26.96	£4.49	£22.47	RLOS	Eco Sustainable Solutions	1 load of top soil for Cemetery where graves have sunk due to wet weather we need good soil for top dressing. 3200/2/5
			742	£22.28	£0.00	£22.28	RLOS	Elliott Brothers Ltd	wellington boots 3000/1/5
			743/1	£192.20	£32.03	£160.17	RLOS	Peter Noble Ltd	Replacement and fitting of belt on John Deere Mower 3000/3/2
			743/2	£61.50	£10.25	£51.25	RLOS	Peter Noble Ltd	supply adblue and fuel biocide 3000/1/10
119	10/02/20	743	RTC803501	£253.70	£42.28	£211.42		Peter Noble Ltd	Replacement of belt on John Deere Mower and supply adblue and fuel biocide. 3000/3/2
			744/1	£28.00	£4.67	£23.33	RLOS	Kustom Covers Ltd	Cover - Hunter Green (1240mm x 925mm x 75mm) 3000/1/3
			744/2	£8.95	£1.49	£7.46	RLOS	Kustom Covers Ltd	Delivery 3000/1/3
119	10/02/20	744	RTC803505	£36.95	£6.16	£30.79		Kustom Covers Ltd	Bespoke Cover - Hunter Green colour 1240mm x 925mm x 75mm) 3000/1/3
119	10/02/20	745		£210.00	£35.00	£175.00	RLOS	R M Smith Fencing Limited	Repair damage to compound fence and gate post by unknown van in Cemetery. 3200/2/5
119	10/02/20	746		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip at Cemetery for general rubbish from council sites. 3000/2/3
			747/1	£108.00	£18.00	£90.00	RLOS	Site Safety Ltd	Anti-vibration glove - Size 9 (all ground staff) 3000/1/5

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			747/2	£29.40	£4.90	£24.50	RLOS	Site Safety Ltd	Xenon Bib & Brace Yellow/Navy KS62 - 4XL	3000/1/5
			747/3	£22.32	£3.72	£18.60	RLOS	Site Safety Ltd	Highway Coat Yellow S460/JK003 - 4XL	3000/1/5
			747/4	£12.72	£2.12	£10.60	RLOS	Site Safety Ltd	Micro Fleece - Bottle Green - Large	3000/1/5
			747/5	£58.68	£9.78	£48.90	RLOS	Site Safety Ltd	Orkney 3in1 Breathable Mens Jacket - Grey - 2XL	3000/1/5
			747/6	-£88.08	-£14.68	-£73.40	RLOS	Site Safety Ltd	credit	3000/1/5
119	10/02/20	747	RTC803498	£143.04	£23.84	£119.20		Site Safety Ltd	Anti-vibration glove Sz9 (all ground staff) Xenon Bib & Brace Yellow/Navy KS62 - 4XL Highway Coat Yellow S460/JK003 - 4XL Micro Fleece Bottle Green - Large Breathable Mens Jacket - Grey - 2XL	3000/1/5
			748/1	£217.68	£36.28	£181.40	RLOS	Vita Play Limited	Rhyno Mulch repair to top of embankment slide	3000/2/16
			748/2	£217.44	£36.24	£181.20	RLOS	Vita Play Limited	Rhyno Sofffall (wetpour) repairs to areas around roundabout and in-ground trampoline	3000/2/16
119	10/02/20	748	RTC803513	£435.12	£72.52	£362.60		Vita Play Limited	Patch repairs in Carvers Play Area	3000/2/16
			750/1	£100.00	£0.00	£100.00	P&F	Ringwood First Responders	Donation for first aid cover	2400/9
120	10/02/20	750	RTC803459	£100.00	£0.00	£100.00		Ringwood First Responders	donation for providing first aid cover at Christmas in Ringwood	2400/9
BP	13/02/20	749		£6,816.37	£0.00	£6,816.37	P&F	Hampshire County Council	Pension January 2020	2600/1/3
BGC	13/02/20	751		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees February 2020	2400/19
BGC	13/02/20	752		£180.00	£0.00	£180.00	P&F	Austin & Wyatt	Electricity Safety Check	2100/3
			757/1	£33.35	£5.56	£27.79	P&F	Hooper Services Limited	Cloth filter for the Truvox wet vax at Clubhouse	2802/2/1
121	14/02/20	757	RTC803500	£33.35	£5.56	£27.79		Hooper Services Limited	Cloth Filter for Clubhouse	2802/2/1
121	14/02/20	758		£114.76	£19.13	£95.63	RLOS	Ringwood Motor Company Ltd	EF66AVD Transit Van.To check out warning light on exuast filter and rectify problem.	3000/3/2
121	14/02/20	759		£240.00	£40.00	£200.00	RLOS	R M Smith Fencing Limited	To repair fence and gate at poulner kick park.	3000/2/10
			760/1	£148.00	£0.00	£148.00	RLOS	RMS Waste Disposal Ltd	emptying of cesspit at cemetery.	3200/1/3
121	14/02/20	760	RTC803519	£148.00	£0.00	£148.00		RMS Waste Disposal Ltd	Emptying of cesspit at Cemetery.	3200/1/3
			761/1	£10.00	£0.00	£10.00	P&F	New Forest National Park Authority	VIC purchases - 20 cycle maps	2400/5/1

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
121	14/02/20	761	RTC803522	£10.00	£0.00	£10.00		New Forest National Park Authority	VIC purchases - 20 cycle maps 2400/5/1
121	14/02/20	762		£1,920.00	£320.00	£1,600.00	P&F	PKF Littlejohn LLP	Review of the Annual Governance & Accountability Return (AGAR) for year ended 31st march 2019. 2000/1/19
121	14/02/20	763		£84.00	£14.00	£70.00	P&F	Concentrate Limited	Carvers C/House Website security updates (bi monthly) 2000/1/14
		764/1		£11.40	£1.90	£9.50	RLOS	Site Safety Ltd	JSP Evolite Mid Peak Lightweight Vented Safety Helmet white EN397 AJB 160-000-100 3000/1/5
		764/2		£3.84	£0.64	£3.20	RLOS	Site Safety Ltd	Helmet CR2 Decal Kits for Self Application to Evolite Helmets AHV390-002-900 3000/1/5
		764/3		£15.12	£2.52	£12.60	RLOS	Site Safety Ltd	Helmet Accessory Superfit Visor Carrier 3000/1/5
		764/4		£20.60	£3.43	£17.17	RLOS	Site Safety Ltd	Sonis Compact Helmet Mounted Ear Defenders 3000/1/5
122	14/02/20	764	RTC803509	£50.96	£8.49	£42.47		Site Safety Ltd	split/part order - protective clothing for ground staff. 3000/1/5
122	14/02/20	765		£28.68	£4.78	£23.90	RLOS	Site Safety Ltd	Waterproof Contrast Bib&Brace code c135 3000/1/5
		769/1		£94.56	£15.76	£78.80	P&F	Purchase Power	Ink Cartridge (blue) for Franking Machine 2000/1/10
		769/2		£5.94	£0.99	£4.95	P&F	Purchase Power	Carriage 2000/1/10
Lloyds CC	17/02/20	769	RTC803499	£100.50	£16.75	£83.75		Purchase Power	Ink Cartridge (blue) for Franking Machine 2000/1/10
		770/1		£39.00	£0.00	£39.00	P&F	John Lewis	Gift - [redacted] 20yrs service at RTC. 2000/2/1
Lloyds CC	17/02/20	770	RTC803525	£39.00	£0.00	£39.00		John Lewis	Gift - [redacted] 20yrs service. 2000/2/1
Lloyds CC	17/02/20	771		£7.99	£0.00	£7.99	P&F	Lloyds Bank	Lloyds Credit Card 9999
PAY	18/02/20	773		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges February 2020 10111
DD	19/02/20	767		£27.13	£0.00	£27.13	P&F	Worldpay	Charges February 2020 2802/2/4
DD	21/02/20	766		£4,950.45	£0.00	£4,950.45	P&F	Inland Revenue	January 2020 2600/1/2
DD	24/02/20	768		£313.10	£52.18	£260.92	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	February 2020 2501/3
		772/1		£42.00	£7.00	£35.00	RLOS	Site Safety Ltd	Hi-viz yellow waterproof & breathable FR braced trousers TR019 - 4XL 3000/1/5
		772/2		-£42.00	-£7.00	-£35.00	RLOS	Site Safety Ltd	returned - credit 3000/1/5
	24/02/20	772	RTC803527	£0.00	£0.00	£0.00		Site Safety Ltd	Hi-Vis yellow waterproof & breathable FR braced trousers TR019 - 4XL 3000/1/5

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	25/02/20	774		£22,680.20	£0.00	£22,680.20	P&F	Salaries	February 2020
		777/1		£120.00	£0.00	£120.00	RLOS	Ringwood Pest Control	treatment of moles in church yard
123	25/02/20	777	RTC803529	£120.00	£0.00	£120.00		Ringwood Pest Control	moles in church yard 3 visits.
		778/1		£1,318.50	£219.75	£1,098.75	P&F	Great Dorset Steam Fair Ltd	Great Dorset Steam Fair
123	25/02/20	778	RTC803524	£1,318.50	£219.75	£1,098.75		Great Dorset Steam Fair Ltd	Great Dorset Steam Fair ticket sales
123	25/02/20	779		£54.19	£9.03	£45.16	RLOS	New Forest Farm Machinery Ltd	Parts for servicing blowers strimmers etc.
		780/1		£2.26	£0.37	£1.89	P&F	Hampshire County Council	832053 - A4 lined pad
		780/2		£13.84	£2.31	£11.53	P&F	Hampshire County Council	832655 - spiral bound A4 pad (pk6)
123	25/02/20	780	RTC803520	£16.10	£2.68	£13.42		Hampshire County Council	split/part order
		781/1		£540.00	£90.00	£450.00	P&F	Status Computers	Support Points x 500
124	25/02/20	781	RTC803531	£540.00	£90.00	£450.00		Status Computers	Support points x 500 Cover for ICT related support as and when required
		782/1		£198.00	£33.00	£165.00	P&F	Status Computers	Backup assist software support 1yr from 16.02.2020 to 15.02.2021
124	25/02/20	782	RTC803530	£198.00	£33.00	£165.00		Status Computers	Backup Assist Software support 1yr From 16/02/2020 to 15/02/2021
		783/1		£1,000.00	£0.00	£1,000.00	RLOS	Little Banks Nursery	500 tray of polyanthus
		783/2		£184.00	£0.00	£184.00	RLOS	Little Banks Nursery	40 bags of compost
		783/3		£20.00	£0.00	£20.00	RLOS	Little Banks Nursery	vine weavle granules
125	25/02/20	783	RTC803528	£1,204.00	£0.00	£1,204.00		Little Banks Nursery	mixed plants and compost.
		784/1		£500.00	£0.00	£500.00	P&F		purchase of ashes plot refund
126	25/02/20	784	RTC803535	£500.00	£0.00	£500.00			Ashes plot refund - Dr and Mrs Ansell.X
		753/1		£48.88	£2.33	£46.55	RLOS	Utility Warehouse	UW Sports Pav Jan 20
		753/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pav Jan 20
DD	28/02/20	753		£51.28	£2.73	£48.55		Utility Warehouse	UW Sports Pavilion January 2020
		754/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cemetery Jan 20
		754/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cemetery Jan 20
		754/3		£87.47	£4.17	£83.30	RLOS	Utility Warehouse	UW Cemetery Jan 20
		754/4		£3.90	£0.65	£3.25	RLOS	Utility Warehouse	UW Cemetery Jan 20
DD	28/02/20	754		£152.57	£15.02	£137.55		Utility Warehouse	UW Cemetery January 2020

Paid Expenditure Transactions

between 01/02/20 and 29/02/20

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		755/1		£10.30	£1.72	£8.58	RLOS	Utility Warehouse	UW Carvers C/House Jan 20 3000/1/6
		755/2		£31.82	£5.30	£26.52	P&F	Utility Warehouse	UW Carvers C/House Jan 20 2802/2/5
		755/3		£624.30	£29.73	£594.57	P&F	Utility Warehouse	UW Carvers C/House Jan 2020 2802/1/3
		755/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House Jan 20 2802/1/3
DD	28/02/20	755		£668.82	£37.15	£631.67		Utility Warehouse	UW Carvers C/House January 2020 3000/1/6
DD	28/02/20	756		£757.56	£126.26	£631.30	P&F	British Gas	Greenways 06/11/19-06/02/20 2000/1/1
PAY	28/02/20	785		£16.67	£0.00	£16.67	P&F	Lloyds Bank	Bank Charges - February 2000/1/18
NFDC Tfr11	29/02/20	786		£15.17	£0.00	£15.17	P&F	New Forest District Council	NFDC Tfr11 R76614 Carvers Café 21/01/20 2802/3/1
NFDC Tfr11	29/02/20	787		£7.82	£0.00	£7.82	P&F	New Forest District Council	NFDC Tfr11 R76712 Carvers Café 29/01/20 2802/3/1
NFDC Tfr11	29/02/20	788		£17.22	£0.00	£17.22	P&F	New Forest District Council	NFDC Tfr11 R176005 Carvers Café 03/02/20 2802/3/1
NFDC Tfr11	29/02/20	789		£21.06	£0.00	£21.06	P&F	New Forest District Council	NFDC Tfr11 R176082 Carvers Café 10/02/20 2802/3/1
Total				£52,537.37	£1,617.51	£50,919.86			

POLICY AND FINANCE COMMITTEE 18th MARCH 2020

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BANK BALANCES & PROPOSED TRANSFERS

(d)

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	29-Feb-20			29-Feb-20	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	133,487	92,172	10,000			102,172
Business Account	11,542	11,542				11,542
Investment Accounts	400,000	460,000	-60,000			400,000
Greenways Rent Deposit	10,692	10,679				10,679
Petty Cash - Imprest	93	178				178
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	556,039	574,796	-50,000	0	0	524,796

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

18th March 2020

18th March 2020

Investment Accounts	CCLA	Instant access
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Notes:

1 Imprest Account	£
Anticipated net expenditure in month:	50,000
transfer from CCLA (3rd March 2020)	-60,000
Net Movement on imprest account	-10,000

2 Investment Maturity
No investments due to mature

3 The bank accounts were reconciled as at 29th February 2020

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

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

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

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

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

REPORT TO POLICY & FINANCE COMMITTEE – 18th MARCH 2020
BUDGETARY CONTROL - 2019/20 PERIOD 11 (TO END FEBRUARY)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the year to February 2020. A summary budget comparison report is included as Appendix 1.
- 1.2 Income and expenditure to the end of February has been compared against the revised budget forecast which was first presented at the December meeting of this Committee. A revised outturn forecast has been calculated in light of these later budget performance figures.

2. INCOME & EXPENDITURE APRIL 2019 to FEBRUARY 2020

- 2.1 Expenditure to the end of February, net of the payroll control account balance of £7,295 totalled £ 643,718, or 81% of the revised budget for the year which remains slightly less than budget expectations. The underspend is due to three main factors

- large payments which typically fall due at year end, such as the Town Council contribution to the Ringwood Gateway building costs for which the budget estimate is £32,500.
- Capital and other one off projects for which expenditure might slip into next year. These include the proposed Neighbourhood Plan, £12,000, the Boardwalk in the pocket park for which £10,800 of planned £15,585 has been spent and the Carvers Workshop replacement feasibility study which has yet to commence but for which the budget is £2,500. These will not have any significant impact on the overall budget outturn because they are mainly financed from reserves.
- Budget underspends for which a clearer picture is emerging. As the year end approaches, there is more certainty that some budgets will not be fully expended in the current year. Notably, aggregate payroll costs are currently some £8,000 below expected levels at the end of February and the projection is that the payroll budget will be underspent by around £9,000 at year end. The other significant variance is on Recreation and Leisure maintenance budgets. This covers twelve discrete budgets for which total spend is currently some £8,900 below expected levels, although spend in some areas may increase towards year end. Within this Committee, just 50% of the grants budget of £9,000 has been allocated so far.

A budget summary comparison report is included at Appendix 1. Note that the expenditure figures include the credit balance on the pay control account which represents outstanding tax and pension liabilities of £7,295 which is due to be settled during March. This figure has been added back to the expenditure total.

- 3.2 Income received to date, excluding the precept and CIL and other receipts of £17,399 which are taken directly to reserves, stands at £193,233, or 86.2% of the revised budget. This slight decline in income performance is explained by the timing of the month end finance reports with some £6,000 processed immediately after the end of the month. There is, in addition, a large receipt in respect of Gateway costs of £18,000 which is expected after the year end. However, income receipts in some other areas, notably cemeteries and some sports activities income remain lower than expected.
- 3.2 A Cashbook summary to the end of February is included at Appendix 3 for information. This presents the financial information in an alternative format and helps to explain the movement on cash balances from the opening position to the present. As previously noted, the expenditure by committee is the cash

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expenditure and includes accruals from 2018/19 which are excluded from the current year budget comparison. It also includes expenditure incurred in the current year which will be accounted for in 2020/21.

3. PREDICTED OUTTURN 2019/20

- 3.1 It remains likely that there will be an increased underspend on the revenue budget at year end compared with the revised budget. The outturn forecast still suggests a net underspend against the revised budget of around £15,000 as reported at the February meeting. There is likely to be some further reduction in expenditure, but the impact on the budget is mitigated by lower than anticipated income receipts.
- 3.2 The balance of expenditure over income, after allowing for the precept and transfers to and from earmarked reserves, remains at around £23,500.
- 3.3 The opening balance on reserves was £493,535 at the 1st April 2019. Planned transfers to Earmarked Reserves total £51,300 whilst CIL receipts and other donations to date total £17,341. A further £9,000 is anticipated, but not yet received, in respect of the proposals to develop a Local Plan. (for which a further £3,000 is held in the General Reserve, carried over from 2018/19) Transfers from Earmarked Reserves and Provisions are expected to total £85,770, however, this figure is likely to change as a result of slippage on one off projects and capital schemes. The transfer from the General Fund will reduce total balances to £458,906 by the 31st March, a net reduction on the year of £34,629.

5. FINANCIAL IMPLICATIONS

- 4.1 The budget figures indicate that the Town Council remains on track to spend according to the revised budget albeit a decrease in net expenditure of around £15,000 is likely.
- 4.2 Total reserves are expected to reduce by £34,629 to £458,906 by year end. A summary of the current position on reserves is included at Appendix 2.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget position is noted.

For further information please contact:

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rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/19 and 29/02/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

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Appendix A

	Revised	Actual Net	Balance	
INCOME				
Policy & Finance				
200	Revenue Income	£148,690.00	£130,653.82	-£18,036.18
280	Carvers Club House Income	£13,900.00	£13,800.23	-£99.77
999	Suspense	£0.00	£0.00	£0.00
Total Policy & Finance		£162,590.00	£144,454.05	-£18,135.95
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£35,959.00	£31,224.93	-£4,734.07
320	Cemetery Income	£36,682.00	£30,827.95	-£5,854.05
330	Allotment Income	£5,200.00	£5,329.00	£129.00
Total Recreation, Leisure & Open Spaces		£77,841.00	£67,381.88	-£10,459.12
Planning, Town & Environment				
400	Income	£1,100.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£1,100.00	£0.00
Council				
100	Precept	£497,549.00	£497,549.00	£0.00
102	Interest Business A/c	£0.00	£13.03	£13.03
110	Client Deposits	£0.00	£0.00	£0.00
Total Council		£497,549.00	£497,562.03	£13.03
Total Income		£739,080.00	£710,497.96	-£28,582.04

B Financial Budget Comparison

(e) Comparison between 01/04/19 and 29/02/20 inclusive.

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

		Revised	Actual Net	Balance
EXPENDITURE				
Policy & Finance				
2000	Establishment	£113,731.00	£99,053.77	£14,677.23
2100	Maintenance	£35,500.00	£2,976.22	£32,523.78
2200	Democratic Process (members Costs)	£15,858.00	£13,833.02	£2,024.98
2210	Grants	£9,000.00	£4,000.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£110,500.00	£99,314.36	£11,185.64
2310	Employee overhead Costs	£1,990.00	£1,720.99	£269.01
2400	Other	£49,834.00	£33,744.77	£16,089.23
2500	Capital Financing	£31,546.00	£31,545.90	£0.10
2501	Capital	£21,500.00	£21,667.58	-£167.58
2600	Wages Control Account	£0.00	-£7,295.41	£7,295.41
2801	Carvers Employee Costs	£46,250.00	£39,554.78	£6,695.22
2802	Carvers Club House- Expenditure	£23,309.00	£18,838.89	£4,470.11
9999	Suspense	£0.00	£750.29	-£750.29
Total Policy & Finance		£459,018.00	£359,705.16	£99,312.84
Recreation, Leisure & Open Spaces				
3000	Recreation & Leisure (Other)	£76,682.00	£59,338.23	£17,343.77
3001	RL&OS -Employee Costs	£142,200.00	£127,653.25	£14,546.75
3002	Employee Costs	£2,000.00	£1,475.00	£525.00
3200	Cemetery	£10,015.00	£7,299.14	£2,715.86
3201	Cemetery -Employee Costs	£36,500.00	£32,785.24	£3,714.76
3300	Allotments	£3,130.00	£2,714.96	£415.04
3301	Allotments -Employee Costs	£9,200.00	£8,268.80	£931.20
3350	Capital Expenditure	£24,892.00	£17,494.89	£7,397.11
Total Recreation, Leisure & Open Spaces		£304,619.00	£257,029.51	£47,589.49
Planning, Town & Environment				
4000	Planning, Town & Environment	£13,950.00	£906.15	£13,043.85
4001	Employee Costs	£15,500.00	£13,674.11	£1,825.89
4050	Capital Expenditure	£4,750.00	£4,888.65	-£138.65
Total Planning, Town & Environment		£34,200.00	£19,468.91	£14,731.09
Council				
10000	Petty Cash - Office	£0.00	£130.34	-£130.34
10001	Petty Cash - Youth	£0.00	-£43.78	£43.78
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£132.50	-£132.50
Total Council		£0.00	£219.06	-£219.06
Total Expenditure		£797,837.00	£636,422.64	£161,414.36

Financial Budget Comparison

Comparison between 01/04/19 and 29/02/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

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Appendix A

	Revised	Actual Net	Balance
Total Income	£739,080.00	£710,497.96	-£28,582.04
Total Expenditure	£797,837.00	£636,422.64	£161,414.36
Total Net Balance	-£58,757.00	£74,075.32	

Reserve Movements

Start of year 01/04/19

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Appendix 2

Developer Contributions106

£5,203.32 Start of year value

£5,203.32 Current value

Developer Contribution CIL

£14,100.69 Start of year value

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

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

£30,856.98 Current value

Cemetery Maintenance

£1,670.00 Start of year value

£1,670.00 Current value

Capital Receipts

£13,125.00 Start of year value

£13,125.00 Current value

Grants Unapplied

£0.00 Start of year value

£0.00 Current value

IT & Systems Provision

£26,400.00 Start of year value

£26,400.00 Current value

Gateway Building Provision

£28,567.00 Start of year value

£28,567.00 Current value

Cemetery Provision

£10,000.00 Start of year value

£10,000.00 Current value

Buildings Repair Provision

£8,000.00 Start of year value

£8,000.00 Current value

Elections Provision

£11,541.88 Start of year value

£11,541.88 Current value

Machinery Renewal Provision

£14,954.02 Start of year value

£14,954.02 Current value

Play equipment Provision

£10,479.50 Start of year value

£10,479.50 Current value

B Memorials Provision

	£3,000.00	Start of year value
(e)	£3,000.00	Current value

Christmas Lights Provision

Appendix 2	£10,397.00	Start of year value
	£10,397.00	Current value

Carvers Clubhouse Provision

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

Carvers Grounds Dev Provision

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

Ringwood Events Reserve

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

Infrastructure & Open Spaces

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

Memorial Lantern Fund

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

£229,921.16 Current Reserves total

Financial Summary - Cashbook

Summary between 01/04/19 and 29/02/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Imprest - Lloyds Bank	£123,295.13
Petty Cash - General	£157.60
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

Short Term Investment Accounts

Business Instant Access	£51,529.41
CCLA Public Sector Deposit Fund	£350,000.00
Client Deposit Account	£10,811.62
Total	£536,018.76

RECEIPTS	Net	Vat	Gross
Policy & Finance	£192,071.00	£8,485.87	£200,556.87
Recreation, Leisure & Open Spaces	£67,446.88	£4,882.18	£72,329.06
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£497,562.03	£0.00	£497,562.03
Total Receipts	£758,179.91	£13,368.05	£771,547.96

PAYMENTS	Net	Vat	Gross
Policy & Finance	£415,917.98	£25,188.64	£441,106.62
Recreation, Leisure & Open Spaces	£257,366.31	£13,724.70	£271,091.01
Planning, Town & Environment	£19,468.91	£1,001.24	£20,470.15
Council	£219.06	£16.03	£235.09
Total Payments	£692,972.26	£39,930.61	£732,902.87

Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£92,172.10
Petty Cash - General	£45.19
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

Short Term Investment Accounts

Business Instant Access	£11,542.44
CCLA Public Sector Deposit Fund	£460,000.00
Client Deposit Account	£10,679.12
Total	£574,663.85

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

Signed

Chair

Clerk / Responsible Financial Officer

12/03/20 10:35 AM Vs:

Ringwood Town Council

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Appendix 3

1. BACKGROUND

- 1.1 Members have requested regular updates on CIL receipts, balances and applications (P&F January 2019 F/5646)
- 1.2 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.3 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2019, the Town Council held a balance of £14,100.69. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2019/20

- 2.1 Members have agreed to allocate CIL funds to two projects in 2019/20:
- Human Sundial Repair £4,750 P&F Dec 2018 F/5518
 - Pocket Park Boardwalk £3,112 P&F Dec 2019 F/5750
- 2.2 During 2019/20, additional CIL receipts of £16,756.29 have been received. The balance of uncommitted CIL receipts at March 2020 is therefore predicted to be £22,994.98.
- 2.3 In addition, in January 2019 members of this Committee discussed the use of CIL receipts to fund the Carvers Recreation Ground improvements project which is included as a capital project in the current budget. It was agreed that CIL receipts be used but that the position be reviewed should alternative funding become available (F/5646). The budget for the project is £10,000 with expenditure in 2018/19 of £4,300, which was met from CIL receipts, and expenditure to date in 2019/20 of £3,649 which is currently planned to be met from the Carvers Grounds earmarked reserve.

4. FINANCIAL IMPLICATIONS

- 4.1 The current budget assumes that £7,862 of CIL funds will be applied in the current year to the Human Sundial repair and the Pocket Park Boardwalk replacement projects. However, CIL receipts may also be required to fund the continuing Carvers Recreation Ground improvements.
- 4.2 There are funds available in an earmarked reserve specifically set up for Carvers, but some of these have been committed for a project to improve the grounds department workshop and storage for which a feasibility study is planned. Should the workshop and storage project proceed, the remaining

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balance is likely to be insufficient for the grounds improvement project which will mean that the CIL funds will be required.

(f)

- 4.3 Should the Carvers improvements require further funding from CIL receipts, the uncommitted balance will reduce to £17,295

5. RECOMMENDATION

It is **recommended** that:-

- 5.1 Members note the current balances and commitments against the CIL funding.
- 5.2 Members decide whether to confirm use of CIL funding for the Carvers grounds improvement project.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

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**EXTRACT OF MINUTES
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

4th March 2020

**OS/5962
WAR MEMORIAL REFURBISHMENT**

Members considered the Town Clerk's report on refurbishment of the War Memorial (*Annex D*). He indicated that the architect, who had undertaken the work, was present at the meeting. The detailed specification document was enormous and the Town Clerk described it as a monumental piece of work, which had carried some weight with the War Memorial Trust. Rev Roberts, who is involved with the Memorial Lantern project and the re-dedication ceremony for the War Memorial was also present.

The architect provided information on costings of the proposed plaques, which were being commissioned by the same blacksmith as the lantern, and would explain about the Memorial Lantern and refer to the list of names displayed. The plaques and the digital timer will be funded from the residual balance of the lantern project and he indicated that there is unlikely to be any surplus of funds.

The Committee extended its thanks to the architect for the additional time and effort he had contributed to make the War Memorial refurbishment happen and also the ongoing help and support of Reverend Roberts.

Cllr Loose left the meeting briefly.

In relation to the works to the War Memorial, Members considered whether this would be something that the public would wish to subscribe to. They agreed that irrespective of the level of donations received, the Council should underwrite the works proposed and that there be no delay in securing contractors and scheduling the work for the Summer. It was also suggested that the task and finish group work with the Events Team and consider recommending that any surplus from the VE Day event be diverted towards this project.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

- 1) That the surplus contributions for the Memorial Lantern project (if any) be applied to refurbishing the War Memorial;
- 2) That the contractor be commissioned, without delay;
- 3) That the residual cost of £4,231 be raised by public appeal as part of VE Day Anniversary Event in the first instance and underwritten by the Council in the meanwhile; and
- 4) That the need for further measures including a task and finish group be reviewed at a later date.

ACTION C Wilkins

War Memorial refurbishment

1. Introduction and reason for report

- 1.1 Planning for the proposed refurbishment of the War Memorial has progressed in that a detailed specification of works has been prepared, a competitive tendering exercise undertaken and a grant award received from War Memorials Trust. These developments have disclosed a funding gap and decisions are now needed on how this is to be filled.

2. Background information and options

- 2.1 The War Memorial is a listed building. The kind of work that can be done to it is therefore tightly controlled. For this reason, a survey was undertaken and a detailed specification of works prepared by a local architect in consultation with the Conservation Officer at New Forest District Council and War Memorials Trust. The work includes repointing, stonework repairs, repairs (but not changes) to the lettering and light cleaning.
- 2.2 The listed status also dictated that the tendering process be restricted to suitably qualified and experienced conservation specialists. The conclusion of that process was that the works found to be necessary will cost £8,471. War Memorials Trust has awarded a grant of 50% of the cost - £4,240. The balance of £4,231 needs to be sourced before the works can be commissioned from the contractor and a formal re-dedication planned – ideally in time for the centenary of the original dedication in 1921.
- 2.3 The Council is holding the unused balance of the public donations for the Memorial Lantern project. Further expenses for this are still expected (the new timer and a plaque have yet to be installed) but even so a surplus may remain. It would seem fitting for that surplus to be applied to the refurbishment of the memorial but it is unlikely to exceed a few hundred pounds at most.
- 2.4 There was always an expectation that this Council would provide some funding for the project but no figure has been discussed pending receipt of the grant award decision from War Memorials Trust.
- 2.5 Some form of public appeal or crowd-funding would be another natural source of funding (since the purchase of the site and the building of the memorial was funded by public appeal in the first place). However, this would require organizing and publicity. These tasks could be left to officers but councillors may consider it more appropriate that it be led by them and wish to appoint a task and finish group to do that (in which case suitable terms of reference can be prepared for approval by the Council at its meeting scheduled for 25th March).

3. Issues for decision and any recommendations

- 3.1 Whether the surplus contributions for the Memorial Lantern project (if any) should be applied to refurbishing the War Memorial.**
- 3.2 What contribution the Town Council should make to the cost of refurbishing the War Memorial.**
- 3.3 Whether the balance needed to refurbish the War Memorial should be raised by public appeal.**
- 3.4 If so, whether a task and finish group should be formed to oversee that appeal and which members should serve on it.**

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For further information, contact:

RLOS
ANNEX D

Christopher Wilkins, Town Clerk
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EXTRACT OF MINUTES
RECREATION, LEISURE AND OPEN SPACES COMMITTEE
4TH MARCH 2020

OS/5963
SKATE PARK SURFACING

Members considered the Deputy Town Clerk's report (*Annex E*).

Cllr Frederick mentioned that a Skatefest is being organised for the Summer and it would be desirable for the work to be completed before it.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That the vandalised astroturf be replaced with green wetpour and that the cost of be funded from the Play Area Provision.

ACTION J Hurd

1. Introduction and reason for report

- 1.1 An area of astroturf in the middle of the Skate Park has been vandalised and requires replacement. There is no budget available for repairs to the Skate Park and a Member decision is required as to whether funds can be released from the Play Area Provision.

2. Background information and options

- 2.1 The Skate Park was constructed in late 2015 and was officially opened in February 2016. Within the design there is an area of astroturf that covers a French drain. The area of astroturf is approximately 23m².
- 2.2 The astroturf has been vandalised by fire in two separate areas and has started to lift, exposing the drain beneath.
- 2.3 Two quotations have been obtained to replace the astroturf on a like-for-like basis; £1,654.06 and £2,105. Quotations have also been received for two alternative surfaces; £1,982.45 for wetpour and £2,086.10 for mulch.
- 2.4 Descriptions of the three different surfaces are as follows:

Artificial Grass – would be stuck down using Polyurethane Resin Binder and applicable artificial grass glue. Due to the shape of the area and to avoid significant wastage, there would be one join in the artificial grass, at the point where a small area protrudes from the larger area.

This surface would be exempt from any shrinkage problems. With the use of appropriate binder/glue, there should be no issues with vandalism through pulling up the grass, however when there is a join in any surface, this is a possible weak spot. Similarly to the problems experienced previously, artificial grass is more susceptible to fire damage than the other surfaces

Mulch – recycled rubber from shredded lorry tyres that is then colour coated (autumn mix is proposed). Would be mixed with a Polyurethane Resin Binder and fixed to the existing area by priming the surface and edges with the same binder. There would be no joins and it is fully permeable, meaning there would be no issue with the drainage gully. Any rubber surface can experience shrinkage over time, and with enough accelerant fire damage can still be caused.

Wetpour – purpose-made rubber crumb. Wetpour is harder wearing than Mulch hence its use in areas of heavy footfall within play areas etc. Would be mixed with a Polyurethane Resin Binder and fixed to the existing area by priming the surface and edges with the same binder. No joins and fully permeable. Can experience shrinkage over time and with enough accelerant fire damage can still be caused.

- 2.5 There will be £15,000 available in the Play Area Provision from 1 April 2020.

3. Issues for decision and any recommendations

- 3.1 Whether the vandalised astroturf should be replaced.**
- 3.2 What type of surfacing to use.** It is recommended that wetpour would be the best compromise of durability, fire-resistance and cost.
- 3.3 Whether the cost can be funded from the Play Area Provision.**

POLICY & FINANCE COMMITTEE

18th March 2020

Distribution of meeting agendas

1. Introduction and reason why decision required

- 1.1 At present meeting agendas and most supporting documents are issued to members by email and by post. Members' views are sought on the possibility of moving towards distribution by email only.

2. Background information, options, impact assessment and risks

- 2.1 Until recently there was a legal requirement for certain papers to be issued to councillors by post regardless of their personal preferences. This has now changed and it is permissible for papers to be issued by email alone, if members have agreed to this in writing (and have not withdrawn that consent). It is not possible for the Council to decide that papers will only be distributed by email regardless of members' personal preferences.
- 2.2 The meetings administrator also prepares several sets of spare copies to bring to meetings. These are available to any councillors or members of the public who wish to consult them. It would be possible to project the meeting agenda and reports during the meeting if using the projector were to be adopted as normal practice at every meeting.
- 2.3 Preparing all these paper copies of documents requires a significant amount of printing and copying. This and the distribution by post is time-consuming for the meetings administrator and adds to the costs of the machine rental, stationery supplies and postage charges incurred by the Council. It also generates paper waste that could otherwise be avoided.
- 2.4 Whilst there is clearly scope to achieve savings of various kinds, if some members agreed to receive papers by email only but others did not, the meetings administrator would need to monitor and respect these preferences and that could so complicate her work as to negate any time saving.
- 2.5 Confidential reports are presently only distributed by post. This reduces the risk of an accidental breach of confidentiality or data security obligations but, again, complicates the work of the meetings administrator. However, it would probably be unwise to replace this arrangement with a purely digital solution unless additional security was arranged at the same time. This security could take several forms; issuing members with [councillor_name]@ringwood.gov.uk email addresses and restricting council business to these, use of encrypted email or making reports available for download from a secure online facility, for example.
- 2.6 Many town and parish councils already issue their members with tablet devices linked to "official" email accounts. This makes it easier for them to demonstrate compliance with data protection laws but involves the Council in significant expense. It also imposes burdens on members – all that would come with having to use a device for council business separate from whatever other device or devices they already use. However, if members continue to use personal devices and/or email accounts for Council business there is a risk that complying with a subject access request or investigating an alleged data breach might be impossible without access to that device and/or account. Members might then be placed in the very awkward position of having either to expose to outside scrutiny all manner of personal or business communications, information and device use (not remotely relevant to the Council and possibly in breach of confidentiality obligations owed to others) or to refuse and incur the censure of the Information Commissioner.

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2.7 Whether and for how long current data protection laws will survive the United Kingdom's departure from the EU and its General Data Protection Regulation is unclear at present; possibly justifying delay in implementing any change unless outweighed by other considerations.

3. Issues for decision and any recommendations

- 3.1 ***Should members be offered the option of choosing to receive meeting papers by email only?***
- 3.2 ***Should officers be able to revert to the current practice if the effort required to monitor and respect councillors' preferences in this respect becomes onerous?***
- 3.3 ***Should sets of meeting papers continue to be made available at meetings (and, if so, how many) or should the projector be used instead (at every meeting)?***
- 3.4 ***Should confidential papers only be distributed by post as at present?***
- 3.5 ***Should officers investigate and report further on options for secure digital distribution of confidential reports?***
- 3.6 ***Should officers investigate and report further on the costs and implications of issuing tablet devices and linked email accounts (owned and controlled by the Council) to members?***

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

18th March 2020

Permission for development at Greenways

1. Introduction and reason why decision required

- 1.1 The current outline planning permission to develop the Council's land at the rear of Greenways, Christchurch Road by building a bungalow and detached double garage with access off Woodstock Lane includes a condition requiring an application for approval of reserved matters (layout, scale, appearance, access and landscaping) to be lodged by 7th August 2020. A decision is therefore needed from members on the appropriate course to take.

2. Background information, options, impact assessment and risks

- 2.1 The current planning permission is the result of an application to renew a previous outline planning permission subject to a similar condition.
- 2.2 Members have received a briefing previously on options for the development of the land and the issues relating to this.
- 2.3 The options available now are:
 - 2.3.1 Take all steps necessary to enable an application for approval of reserved matters by 7th August; or
 - 2.3.2 Submit another application for renewal of the outline permission by 7th August; or
 - 2.3.3 Do nothing and allow the permission to lapse.
- 2.4 A reserved matters application would need to be supported by detailed drawings and other documents commissioned from a suitably qualified professional person. This option would therefore involve significant expense (for which no budget provision has yet been made).
- 2.5 Renewing the outline permission would be a simpler application that Council staff are capable of preparing. It would therefore be cheaper than a reserved matters application.
- 2.6 The effort and expense of a reserved matters application would be hard to justify unless members judge that the development is both desirable and deliverable in practice; holding the promise of an early financial return from the commitment of resources it would require.
- 2.7 Given the lesser commitment of resources required, applying to renew the outline permission could be justified as a "stand-still" measure that keeps options open.
- 2.8 If members are ready to decide that the development scheme is either undesirable or undeliverable, however, doing nothing and allowing the permission to lapse would be the logical course. This would not preclude a similar (or different) application in future.
- 2.9 From a purely commercial standpoint, the land in question is more valuable if it has the benefit of planning permission than if it has not. However, the commercial value of the land is irrelevant to the value recorded in the Council's accounts. It is also purely hypothetical unless and until a decision is made actually to develop or dispose of it.

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3. Issues for decision and any recommendations

3.1 *Should officers make arrangements to submit an application for approval of reserved matters or to renew the outline planning permission?*

For further information, contact:

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Email: chris.wilkins@ringwood.gov.uk

POLICY & FINANCE COMMITTEE18th March 2020**Cleaning Equipment at Carvers Clubhouse**1. Introduction and reason why decision required

- 1.1 We have had incidences of complaints, slips and 'near misses' due to wet and dirty floors in the main room at the Clubhouse as the equipment is not fit for purpose and we recommend that new cleaning equipment is needed.

2. Background information, options, impact assessment and risks

- 2.1 Maintaining a clean environment at Carvers is, of course, a key expectation for our hirers and centre users. The floor in the main room gets dirty very quickly due to it opening straight onto the Recreation Ground (mud in the winter, grass in the summer) as well as being the main area of seating for the café with associated spills and food debris. Many of our hirers sit on the floor (yoga or preschool music classes).
- 2.2 Our cleaner is exceptionally thorough (Stephen, who is also a member of the grounds team). His routine is to clean the floor each week with a mop which is time consuming (and not as effective as it could be) and to do an additional monthly deep clean. The latter takes up to 3 hours just for the main room because he first needs to Hoover, then to scrub the floor using a 'Truvox Orbis Eco 200' (which uses a pad to clean) then, since this leaves the floor wet, to use a wet/dry vacuum to extract off the excess water and finally to mop it again as the machine does not get all the water off the floor. Even this leaves the floor wet for up to 2 or 3 hours (even in Summer).
- 2.3 We have had a member of staff slip on the wet floor an hour after it had been cleaned because, despite Stephen's best efforts, it was still very wet. Hirers have also expressed concern about the wet floor as a hazard, particularly with young children. Stephen cleans very early in the morning (7am) but the floor is often still wet when the first centre users come in. We think the difficulty arises from the nature of the floor; although it looks like a hard (vinyl-type) surface, it is in fact a special safety surface that has a porosity and texture, causing it to behave more like a carpet
- 2.4 Despite these great efforts to keep the floor clean we have received complaints from hirers that the floor is not clean and is 'sticky'. Because the floor scrubber has a pad rather than a brush, the floor's texture results in it cleaning only the top surface and leaving dirt and cleaning fluid behind. The cleaning fluid left behind causes the floor to 'clean' the dirt off shoes making the floor dirty again very quickly.
- 2.5 We have researched alternative solutions. As the issue is two-fold (the floor scrubber does not scrub effectively, and the wet/dry vac does not leave the floor dry) we have looked for options for a single machine and this will also save on valuable space in the store room.
- 2.6 We have had demonstrations from a local cleaning company who showed us 2 machines. One was very suitable for our requirements - the photo attached shows the 'line' where the machine cleaned without even any detergent. This was only 12 hours after Stephen had completed a deep clean of the floor. The floor also dried within 2 minutes as it extracts the excess water.
- 2.7 This machine was a Truvox Multiwash (we discounted the other machine, a Grande Brio, since it did not leave the floor as clean as the Multiwash). It comes in two possible widths. The wider machine (440cm – see picture below) would be

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the most efficient as it would clean the floor quicker and is the preferred option of the cleaner. The cost of this is £2,025 plus VAT. The narrower version (340cm) costs £1,296 plus VAT. Either machine would be much more effective than our current way of working but the wider machine, although more expensive in the first instance, is thought to offer better value for money in the long run when the saving of the cleaner's time is fully taken into account.

- 2.8 As well as reducing the likelihood of a member of staff or centre user receiving an injury from a slip or fall and making the centre more attractive to hirers, a new machine will enable more efficient use to be made of the cleaner's time (enabling him either to do more at the Clubhouse in the same time or spend less time there and more time on his other work for the Council).

3. Issues for decision and any recommendations

Whether to approve the purchase of a new floor cleaner and dryer (combined) for Carvers Clubhouse and if so whether to buy the 440cm or 340cm model (RECOMMENDATION: Officers recommend purchase of the 440cm model on efficiency and value for money grounds).

For further information, contact:

Charmaine Bennett, Carvers Clubhouse Manager
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Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	ICT overhaul	The new notebooks and other hardware are all now in use, as are the new software applications.	£37,147 (Total for 2018-19 & 2019-20) Earmarked reserve	£32,416	£32,416	Significant	Definite	This project is now effectively complete save for familiarisation with financial year end procedures using the new software, which will make additional demands on staff. Some further training is needed. It may be desirable to invest further in the IT support for our cemetery management functions and our safety management systems as well as installing/improving network access in the First Floor Meeting Room but these should be evaluated on their merits not treated as part of this project. This item will not be updated further.
A2	Website refresh		£6,000 Annual budget				Uncertain	
Projects with budgetary implications (not included in 2019-20 budget but added since)								
B1	None							
Projects with no budgetary implications in 2019-20								
C1	Review of Standing Orders	Carried forward from 2018-19				Moderate	Possible	Work continues on a revised Scheme of Delegation.



C2	Town Centre CCTV Partnership Agreement renewal	Agreement signed by Mayor & Clerk and returned to NFDC				Moderate	Probable	No immediate change to the contribution rate is proposed.
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Notes for Meetings

Declaring an interest in Council business

At the start of the meeting

In limited circumstances it is possible for a councillor to be granted permission (called a “dispensation”) to participate in council business even though they have declared in respect of it an interest that would normally preclude participation. Written requests by councillors for such dispensations must be handed to the Clerk no later than the start of the meeting for which the dispensation is required. Requests submitted late or verbally cannot be granted.

Agenda item - Declarations of interest

When this item is reached, every member present should:

- 1.1 Consider carefully if there has been any change in the interests declared in their Register of Interests and, if so, declare it immediately. (There is no need to wait for the meeting; that change could and should have been reported to the Clerk as soon as possible after it occurred but if it has not been mentioned previously it should be declared at the meeting. The current registers are published online here <http://www.newforest.gov.uk/article/16352/Ringwood-Town-Council>);
- 1.2 Declare if any item of business listed for discussion in the agenda may affect one or more of their interests and, if so, go on to say (i) whether the interest is a “disclosable pecuniary interest” or another interest and (ii) if it is another interest, whether, having regard to all the circumstances, there is likely to be a risk of public perception of pre-determination or bias.

When a relevant agenda item is reached

- 2.1 A councillor who realizes only at this point that they have an interest in the item should declare it immediately in the manner described in 1.2 above.
- 2.2 A councillor who has declared a “disclosable pecuniary interest” in the item must not participate (i.e. they must not speak during the item, must not vote and, if chairing the meeting, must relinquish the chair for its duration). They are not required to withdraw from the meeting but doing so may be preferable in that it removes the risk of accidental participation or public perception of participation through the influence of mere presence.
- 2.3 A councillor who has declared another interest should not participate either unless they have explained why, despite the interest declared, the risk of public perception of predetermination or bias is not likely.

Matters which must be taken into account when making decisions

Councillors are respectfully reminded of the statutory duties that apply when exercising the Council's functions as follows:

- To have due regard to their likely effect, if any, on **crime and disorder** (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances and re-offending in its area and the need to prevent them (Crime and Disorder Act 1998, s.17)
- To have regard, so far as is consistent with the proper exercise of those functions, to the purpose of **conserving biodiversity** including, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat (Natural Environment and Rural Communities Act 2006, s.40)
- The **Public Sector Equality Duty** to have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. Relevant protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.