

Ringwood Town Council

"Greenways", 71 Christchurch Road, Ringwood

Tel: 01425 473883

www.ringwood.gov.uk

POLICY & FINANCE

Dear Member

5th March 2009

A meeting of the above Committee will be held at "Greenways" on **Wednesday 18th March 2009** at 7.00pm* or at the conclusion of the public participation session at 7.10pm and your attendance is requested.

T R Simpson
Town Clerk

PUBLIC PARTICIPATION:

*The meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. If no member of the public wishes to speak to the Council, the meeting will start at 7.00pm.

Members of the public are also entitled to speak during the meeting on individual items on the public agenda in accordance with the Council's public participation scheme.

Prior to the meeting, to receive:

1. Apologies for absence
2. Declarations of Interest

AGENDA

1. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 18th February 2009.

2. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account in February.
- b. To receive and authorise list of Petty Cash payments for February.
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To note the Finance Manager's report and receive Summary Budgetary Control Reports for period April 2008 to February 2009
- f. To consider and approve a supplementary budget of £500 in 2009/10 for an increase in the internal audit fee for carrying out the statutory internal audit on the 2008/09 accounts.

3. INTERNAL AUDIT REPORT ON 2008/09 ACCOUNTS

To consider whether Members wish to have the detailed findings of the internal audit report for the 2008/09 accounts circulated, or made available for viewing at the office.

4. FINANCIAL SYSTEMS' CONTROLS

To consider the Finance Manager's report on Risk Assessments of Financial Systems' Controls (*Report B*).

5. RINGWOOD FESTIVAL

To receive minutes of the meeting of the Ringwood Festival Steering Committee held on 16th March 2009 and approve proposals therein (*Report C*)

6. CHRISTMAS LIGHTS

To receive the report of the Christmas Lights Working Party held on Monday 16th March 2009 (*to be circulated at the Meeting*).

7. SCHEDULE OF MEETINGS 2009/10

To consider the draft Schedule of Meetings for May 2009 to May 2010 (*Report D*).

8. SUMMER ENTERTAINMENT AT CARVERS 2009

To consider proposals for children's entertainment at Carvers Recreation Ground.

9. ICT SECURITY POLICY

Following the recommendation in the 2007/08 Internal Audit Report to produce an ICT Security Policy, a document has been drafted based on the District Council's Policy. However, as the Council is in the process of entering into a new contract for IT Maintenance and Support, which will involve a review of systems and security, it is recommended that the draft Policy be appraised during this process and brought to Members for approval by July 2009.

10. TWINNING

To consider the Town Clerk's report on proposals for re-establishment of the twinning arrangement with Pont Audemer, France (*Report E*).

11. FRIENDS OF CASTLEMAN TRAIL

To consider whether to pursue the establishment of a Friends of Castleman Trail group (*Report F*).

12. TOAD CORNER PLAY AREA

To confirm action taken to instruct solicitors to complete the freehold acquisition of this open space.

13. COMMUNITY FIRST MEMBERSHIP

To approve application for membership of Community First, New Forest (*Report G*).

14. GEOGRAPHICAL INFORMATION SYSTEM

To consider a report on payment of Town and Parish Council contributions to New Forest District Council (*Report H*).

15. EXCLUSION OF PUBLIC & PRESS

To consider the exclusion of public and press for the following items:

16. TOWN 'CERTIFICATE OF RECOGNITION'

To consider a nomination for the Town's 'Certificate of Recognition'.

17. STAFFING

To receive a verbal report from the Town Clerk on filling the approved temporary appointment to source grants.

18. FIRST FLOOR OFFICE ACCOMMODATION

To consider possible short term proposals for extension of existing tenancies.

19. IT MAINTENANCE AND SUPPORT

To report on outcome of tender process.

If you would like further information on any of the agenda items, please contact Terry Simpson on (01425) 473883 or email terry.simpson@ringwood.gov.uk