

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

16th September 2009

POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2009**BANK BALANCES**

ACCOUNT NAME	<u>YEAR ENDED</u> <u>31/03/2009</u>	<u>AS AT</u> <u>30/06/2009</u>	<u>AS AT</u> <u>31/07/2009</u>	<u>AS AT</u> <u>31/08/2009</u>
	£	£	£	£
Imprest (Current) Account	1,749	4,879	16,287	9,132
Business Account	45,829	77,838	77,841	67,844
Investment Account	300,000	350,000	320,000	300,000
Petty Cash	48	169	52	109
TOTAL BANK BALANCES	347,626	432,886	414,180	377,085

Note

1. The bank accounts have been reconciled as at **31st August 2009**.

POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2009**INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

About 7 October 2009

30,000**BUSINESS ACCOUNT TO IMPREST ACCOUNT**

25 August 2009 (already carried out)

10,000

September 2009, up to

35,000**INVESTMENTS & RE-INVESTMENTS**

Lloyds TSB 1 October 2009 for 2 months (up to)

170,000**AUTHORISATIONS**

DATE

16 September 2009-----
16 September 2009

Note

The investment of up to £170,000 will be most of the second instalment of the precept due 30 September.

POLICY AND FINANCE COMMITTEE 16th SEPTEMBER 2009**LIST OF PAYMENTS FROM PETTY CASH ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2009**

Date	Details	Payments £
July		
2	7 Fish - T. Simpson Xmas Lights F/day X Meeting	18.00
6	Jayar - Hand Cleaner	11.02
10	Nick Giles - Litter Picker W/e 10/07/09	28.32
13	Waitrose - Various Refreshments	9.08
13	In-Excess - Roller/Trays	7.35
14	Neros - Lunch M. Lingham Wilgoss - Rwd Pub.Add.	5.75
14	ATC Shoe Repairs - Keys For Carvers & Pavilion	50.00
16	Clean As A Whistle	35.00
17	Nick Giles - Litter Picker W/e 17/07/09	28.32
28	ATC Shoe Repairs - Keys For Long Lane	27.00
August		
4	In-Excess - Hardware	3.67
4	Asda - Antibacterial Gel	7.25
7	Post Office - Special Delivery For Mayors Chain	7.55
13	Waitrose - Coffee	2.95
14	Graham UK45 - Refund Of Key Deposit No 1	10.00
17	Ringwood Surplus Stores - Scraper	1.20
17	Waitrose - Descaler	2.19
17	Graham UK45 - Refund Of Key Deposit No 2	10.00
18	Sainsburys - Refreshments	3.41
19	Post Office - Postage To France	0.56
26	Ringwood Surplus Stores - Basin	1.50
28	Nick Giles - Litter Picker W/e 28/08/09	41.20
TOTAL		311.32

AUTHORISATIONS

DATE

16 September 2009

16 September 2009

POLICY AND FINANCE COMMITTEE 16 SEPTEMBER 2009

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2009

Date	Chq No	Details	Description	Amount
July				£
3	6834	N Giles	Litter Picker W/end 03/07/09	33.48
8	0238	HCC Pensions	June 2009	4,158.03
8	0242	Salisbury Sinfonia	Rwd Festival - Church Performance	1,100.00
8	0245	Peter Noble	Various Machine Labour & Parts	663.55
8	0233	Hampshire County Council	Rwd Festival - Leaflets & Posters	520.95
8	0236	T H White	Service & Repairs To Tractor	484.73
8	0230	Peter Best	Cemetery - Maintenance Of Trees	345.00
8	0235	SITA	Service Charge 01/06-31/08/09	339.48
8	0226	Play Inspection Co	Annual Inspection	304.75
8	0244	Mr J Townsend	Rwd Festival - Bouncy Castle	300.00
8	0243	Kings Korner Band	Rwd Festival - Performance	210.00
8	0227	Multi-Signs	Rwd Festival - 20 Advertising Boards	200.00
8	0229	PJR Land Surveys	Carvers - Slide Survey	161.00
8	0239	Ringwood School	Annual Achievement Award	140.00
8	0233	Hampshire County Council	Stationery	77.08
8	0237	Southern Electric	Street Lighting Qtr1 09/10	66.58
8	0234	Regency Foods	Rwd Festival - Golf Refreshments	54.78
8	0231	Southern Tank Services	Hose For Diesel Tank	53.43
8	0228	Letters & Logos	Greenways - Mayors Board	40.25
8	0240	Information Commissioner	Annual Subscription	35.00
8	0241	Mrs L Wickens	Rwd Festival - Expenses	19.47
13	6836	T Simpson	Rwd Festival - Golf Prizes	68.97
14	0250	Blue Chip	Hardware/Software & Consultancy	4,634.95
14	0246	Knockout Entertainments	Rwd Festival - Obstacle Course	345.00
14	0251	Union Events Ltd	Rwd Festival - Licensed Guards	287.50
14	0254	MR Technical Services	Rwd Festival - Sound Equipment	100.00
14	0249	Performing Rights Music	Rwd Festival - Tariff For Live Music	98.74
14	0252	Multi-Signs	Rwd Festival - Vinyl Banner	76.00
14	0253	Mrs A Cherrett	Rwd Festival - it's a Knockout Exps	54.51
14	0247	Little Banks Nursery	Bedding Plants - 12 Trays	21.60
14	0248	Hampshire County Council	Stationery	8.67
20	0263	Queensbury Shelters	Eastfield Lane - New Bus Shelter	2,274.70
20	0256	Peter Noble	Pole Pruner	488.75
20	0261	Rwd Public Address Service	Rwd Festival - Commentary Trailer	368.00
20	0258	Loos2Go	Rwd Festival - 4 Toilets	293.25
20	6837	Direct Mini-Mix	Cemetery - Mini Mix For Container	264.50
20	0255	Mrs L Wickens	Salary	34.13
20	0264	Alexandra	Jacket For Groundsmen	31.79
20	0259	Greenham	Safety Boots For Groundsmen	29.27
20	0260	RM Smith Fencing	Carvers - Timber Posts & Rails	28.75
20	0257	Quick Signs	Twinning Sign	28.18
20	0265	Hampshire County Council	Stationery	27.81
20	0262	Eco Sustainable Solutions	Supersoil	20.45
21	0266	Salterns Playscheme	F/4435 15/07/09 Grant	150.00
21	6838	Direct Mini-Mix	Cemetery - Chute For Mini Mix	40.25
24	6839	N Giles	Litter Picker W/end 26/07/09	46.35
31	0267	DRT Trading	Cemetery - Container Store	1,621.50
31	6840	N Giles	Litter Picker W/end 02/08/09	50.21

Note 1

POLICY AND FINANCE COMMITTEE 16 SEPTEMBER 2009

**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2009**

Date	Chq No	Details	Description	Amount
July(cont)				£
1	DD	Aviva	Main Insurance - July 2009	790.52
1	DD	New Forest District Council	Rates July - Greenways	534.00
1	DD	New Forest District Council	Rates July - Cemetery	274.00
1	DD	Zurich Assurance	June 2009	157.48
1	DD	TLC On-Line	Web Site Maint. - July 2009	70.00
2	DD	Aviva	Vehicle Insurance - July 2009	165.38
6	DD	CNH Capital	Holland Tractor HP Pay. - July 2009	668.87
8	DD	UK Fuels	June 2009	79.04
11	DD	Sage UK Ltd	Monthly Maintenance - July 2009	131.00
9	BGC	WSB	Agents Fees - July 2009	109.25
7	On-Line	Inland Revenue	Class 1A NIC	252.67
20	On-Line	Inland Revenue	June 2009	4,068.35
21	Lloyds CC	Halfords	Power Rapid Inflator	163.23
24	TelePay	Staff	July 2009	12,972.62
			SUB TOTAL JULY	41,237.80
Aug				
4	0268	Elliotts	Cemetery - Shingle For Contain. Base	27.49
4	0270	Greyfriars	Twining Meeting - Room Hire	24.00
4	0271	Elling/Rwd Rugby Fball Club	Replace Broken Window At C/house	265.00
4	0272	Forest Newspapers	Carvers - Advert Summer P/scheme	80.50
4	0273	Hampshire County Council	Stationery	25.35
4	0274	Longham Garden Machinery	Masport Mulcher	299.00
4	0275	Tarmac	Cemetery - For New Container	83.37
4	0276	Paul Reid	Rwd Festival - Banner	91.00
4	0277	Blue Chip	Printer Cartridges	258.18
4	0278	PM Alvis	Sth Rd Gas Check/Gways Boiler Rep.	120.75
4	0279	Leisure Light & Sound	Rwd Festival - 'Ringwood Rocks'	1,503.88
4	0280	Supplies Team	Printer Cartridges	74.75
4	0281	British Red Cross	Rwd Festival - First Aid cover	277.61
6	0282	Blue Chip	Media Cleaning Tape	65.40
6	0283	SGB Services	Rwd Festival - Barriers	575.00
6	0284	Ace	Coffee	13.99
6	0285	New Forest District Council	Carvers - Removal Of Wasps Nest	38.00
6	0286	ECO	Super Soil	25.90
6	0287	Hampshire County Council	Alcohol Gel	42.34
6	0288	HCC Printing Services	A4 Letterheads	195.50
6	0289	Bmth & West Hants Water	Standpipe 5 weeks End 02/08/09	57.50
6	0290	Meesons	Tenancy At Will 71 Christchurch Road	345.00
6	0291	Canotec	Copy Chge 9370 Copies 24/6/-24/7/09	52.80
6	0292	Peter Noble	Bosch Breaker & Various	1,167.66
6	0293	Southern Electric	Pavilion Sprts Ground - 29/4-23/7/09	19.48
6	0293	Southern Electric	Cemetery - 16/04-21/07/09	71.43
6	0293	Southern Electric	Greenways - 17/04-17/07/09	155.93
6	0293	Southern Electric	Sports Pavilion - 20/04-16/07/09	163.40
10	6842	N Giles	Litter Picker W/end 07/08/09	50.21
10	6843	HCC Pensions	July 2009	4,185.14
10	6844	Russell Bird	Payroll Services Qtr End 30/06/09	190.00
10	6845	Zurich Municipal Manage.	Local Council Advisory Service Renew.	166.75
10	6846	Indicator Ltd	Annual Subscription	102.35
10	6847	ORC Tree Services	Yew Tree Gns - Removal Of Branches	180.00

POLICY AND FINANCE COMMITTEE 16 SEPTEMBER 2009

**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2009**

Date	Chq No	Details	Description	Amount	
Aug(cont)				£	
10	6848	Peter Best	Cemetery - Removal Of Yew Tree	115.00	
10	6849	The Consortium	Stationery	6.87	
14	6850	N Giles	Litter Picker W/end 16/08/09	51.50	
18	0294	Stearn Electrical	Greenways - Fridge	136.85	
18	0295	The Consortium	Stationery	13.29	
18	0296	New Forest Farm Machinery	Dennis FT610	4,933.50	
18	0297	Elliotts	Treated Raised Edge	215.97	
18	0298	New Forest District Council	Allotments - Wasps Nest Removal	38.00	Note 2
18	0299	New Forest District Council	Meetings 24/06 & 29/07/09	46.00	
18	0300	British Gas	Greenways - 08/05-10/08/09	109.30	
18	0301	Southern Electrical Contract.	Street Lighting Maintenance Contract	253.98	
18	6851	Pitney Bowes	Ink Cartridge For Franking Machine	109.72	
24	6855	N Giles	Litter Picker W/end 23#/08/09	68.24	
25	0302	Mrs L Wickens	Salary	96.87	
25	0303	Glasdon	Cemetery - Countryside Seat	504.85	Note 3
25	0304	Master Matting	Greenways - 2 Backdoor Mats	50.60	
25	0305	Plantscape	Bickerley - Chatsworth Bench	621.00	Note 4
25	0306	Record RSS	Carvers - Play Equipment	138.00	
25	Telepay	Staff	August 2009	12,787.82	
26	DD	BT One Bill	Aug-Oct 2009	812.92	
28	DD	Zurich Assurance	August 2009	157.48	
3	DD	Aviva	Main Insurance - Aug 2009	790.52	
3	DD	New Forest District Council	Rates Aug - Greenways	534.00	
3	DD	New Forest District Council	Rates Aug - Cemetery	274.00	
3	DD	TLC On-Line	Web Site Maint. - Aug 2009	70.00	
4	DD	Aviva	Vehicle Insurance - Aug 2009	214.99	
5	DD	UK Fuels	July 2009	39.00	
6	DD	Southern Electric	Drop In Centre Qtr 2009/10	62.09	
6	DD	CNH Capital	Holland Tractor HP Pay. - Aug 2009	668.87	
11	DD	Sage UK Ltd	Monthly Maintenance - August 2009	131.00	
13	BGC	WSB	Agents Fees - August 2009	109.25	
14	DD	Zurich Assurance	July 2009	166.78	
17	Lloyds CC	Amazon	Copy Of Local Council Admin.	56.95	
18	On-Line	Inland Revenue	July 2009	4,128.91	
			SUB TOTAL AUGUST	39,508.78	
			TOTAL	80,746.58	

AUTHORISATIONS

DATE

16 September 2009

16 September 2009

Notes:

- 1 All Costs regarding the damage to the bus shelter have been repaid by an insurance claim including the excess which has been recovered from a third party.
- 2 All costs for the removal of a wasps nests have been recovered from the allotment holder.
- 3 All costs regarding the purchase of this seat have been recovered from the person whom requested the seat.
- 4 All costs regarding the purchase of this seat will be recovered from the person whom requested the seat.

REPORT TO POLICY & FINANCE COMMITTEE – 16 September 2009

BUDGETARY CONTROL 2009/10

1. BACKGROUND

1.1 The purpose of this report is to inform Members of the actual income and expenditure for the five months April to August 2009, compared with the profiled original budget and approved annual budget.

1.2 Further budgetary control reports will be submitted to this Committee during this financial year. As the year progresses, more accurate assessments of the Council's net expenditure and outturn will be made.

2. APRIL TO AUGUST 2009

2.1 Page 1 of Appendix 1 attached to this report shows that the Council's net Committee expenditure for the five months is £153,000, which is in line with the profiled budget. The approved budget has been increased to £436,020 to take account of the capital items brought forward from 2008/09 and the supplementary budget for security works at the cemetery and Carvers pavilion.

2.2 Pages 2 and 3 of Appendix 1 show the financial position for this Committee, the Recreation, Leisure & Open Spaces Committee and the Planning, Town, & Environment Committee. Page 4 provides a summary of the approved budget at 31 August 2009, and shows the forecast balances at 31 March 2010 for the general reserve, provisions, and developers' contributions held by the Council.

2.3 Appendix 2 shows the current position for capital expenditure schemes. Actual capital expenditure for April to August 2009 was £12,000, compared with the approved budget of £75,210.

3. FINANCIAL IMPLICATIONS

3.1 The current forecast balance of the General Reserve at 31 March 2010 is £125,000, compared with its balance at 31 March 2009 of £184,000.

4. RECOMMENDATION

4.1 It is RECOMMENDED that this report is noted.

For further information please contact:

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Martin Townsend

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**CAPITAL EXPENDITURE 2009/10 APRIL 2009 TO AUGUST 2009
(MONTHS 1 TO 5)**

Code		<u>Approved Budget 2009/10</u> £	<u>Year To Date 2009/10</u>	
			<u>Actual</u> £	<u>Variance From Approv Bud</u> £
	<u>EXPENDITURE</u>			
	<u>RECREATION, LEISURE & OPEN SPACES</u>			
217931	Skatepark-enlarge	5,000	0	5,000
217932	Long Lane Development	5,000	0	5,000
217942	Ash Grove/other play areas	8,000	0	8,000
217945	Cemetery extension of road	32,210	0	32,210
217946	Replacement Tractor 2008/09	25,000	12,040	12,960
	Total Rec Leis & OS	75,210	12,040	63,170
	TOTAL EXPENDITURE	75,210	12,040	63,170
	<u>FINANCING</u>			
	General Fund Account	51,710	5,540	46,170
	Provisions	17,000	0	17,000
	Developers' Contributions	0	0	0
	Capital Receipt	6,500	6,500	0
	TOTAL FINANCING	75,210	12,040	63,170

Note

The Original Budget for 2009/10 was	£ 26,000
Approved budgets brought forward from 2008/09:-	
1. Cemetery extension road	32,210
2. Replacement tractor 2009	17,000
Approved budget 2009/10	75,210

**CAPITAL EXPENDITURE 2009/10 APRIL 2009 TO AUGUST 2009
(MONTHS 1 TO 5)**

Code		<u>Approved Budget 2009/10</u> £	<u>Year To Date 2009/10</u>	
			<u>Actual</u> £	<u>Variance From Approv Bud</u> £
	<u>EXPENDITURE</u>			
	<u>RECREATION, LEISURE & OPEN SPACES</u>			
217931	Skatepark-enlarge	5,000	0	5,000
217932	Long Lane Development	5,000	0	5,000
217942	Ash Grove/other play areas	8,000	0	8,000
217945	Cemetery extension of road	32,210	0	32,210
217946	Replacement Tractor 2008/09	25,000	12,040	12,960
	Total Rec Leis & OS	75,210	12,040	63,170
	TOTAL EXPENDITURE	75,210	12,040	63,170
	<u>FINANCING</u>			
	General Fund Account	51,710	5,540	46,170
	Provisions	17,000	0	17,000
	Developers' Contributions	0	0	0
	Capital Receipt	6,500	6,500	0
	TOTAL FINANCING	75,210	12,040	63,170

Note

The Original Budget for 2009/10 was	£ 26,000
Approved budgets brought forward from 2008/09:-	
1. Cemetery extension road	32,210
2. Replacement tractor 2009	17,000
Approved budget 2009/10	75,210

RINGWOOD TOWN COUNCIL

BUDGETARY CONTROL SUMMARY DATA 2008/09

Year	Month		Net Actual Expend		Profiled Budget
			£		£
2008	April		30,000		30,000
	May		60,000		60,000
	June		93,700		94,900
	July		123,500		123,000
	August		153,040		152,600
	Sept				185,000
	Oct				220,000
	Nov				250,000
	Dec				285,000
2009	Jan				315,000
	Feb				345,000
	March				392,000

REPORT TO POLICY & FINANCE COMMITTEE – 16 September 2009

FESTIVAL 2009

1. BACKGROUND

1.1 The Ringwood Festival Steering Committee has regularly submitted minutes of its meetings to this Committee during the year. At its meeting on 20 May 2009, this Committee agreed that the 2515 (Ringwood & Fordingbridge) Squadron Air Training Corps, and Age Concern-Day Care-Trinity Centre Ringwood should be the two beneficiaries of any surplus made from the Festival.

1.2 The purpose of this report is to inform Members of the actual receipts and payments for this year's festival, and to request Members to decide whether or not to give any donations to the two charities.

2. RECEIPTS AND PAYMENTS

2.1 Appendix 1 attached to this report shows that the net deficit for the 2009 festival is £1,511, which is £767 less than the budgeted deficit of £2,278.

3. FINANCIAL IMPLICATIONS

3.1 Included in the Council's approved budget for 2009/10 is £3,000 to underwrite any deficit arising from the festival.

3.2 After allowing for the deficit of £1,511, there is £1,489 left in the budget.

3.3 Members are reminded that the Council's grants paid budget is under pressure this year, and at this time, only £1,063 remains uncommitted. A report appears elsewhere on this agenda for requests for grants.

3.4 Members may wish to consider viring part of the unused festival budget to the grants paid budget e.g. £700, and distributing the balance, i.e. £789 between the two charities.

4. RECOMMENDATIONS

4.1 It is RECOMMENDED that Members:-

- (1) note the deficit for the festival 2009;
- (2) decide whether or not to vire any of the unused festival 2009 budget to the grants paid budget, and
- (3) decide whether or not to pay any donations to the 2515 (Ringwood & Fordingbridge) Squadron Air Training Corps, and Age Concern-Day Care-Trinity Centre Ringwood

For further information please contact:

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RINGWOOD FESTIVAL 2009
Receipts and Payments as at 8 September 2009

	Budget	Actual
RECEIPTS	£	£
Donations general	2,000	1,705
Concert tickets	1,000	822
HCC-grant for concert	200	200
Golf day (22/05/09)-net surplus	400	1,040
Golf day (10/07/09)-net surplus	400	639
It's a Knockout entry fees & sponsorship	0	345
Caterers	200	200
Biddlecombe (stall holder) - rent	40	0
Total Receipts	4,240	4,951
PAYMENTS		
NFDC road closure fees	123	127
NFDC Temporary event notice	0	21
Posters	100	0
HCC - programmes Ord 2311	300	353
Publicity Ords 2326,2318,2342,2345	500	272
Concert with Salisbury Sinfonia	1,430	1,217
Loos2go - portable toilets Ord 2263	255	255
SGB Hire & Sales - barriers Ord 2261	500	500
Bourne Engraving - cups & engraving Ord 2325	150	199
Entertainment:-		
Rwood Rocks Staging Light & Sound Ord 2321	1,100	1265
Rwood Rocks Security Ord 2357	250	250
Rwood Rocks Diesel & banner for music	200	122
Rwood Rocks Red Cross	130	0
Festival Day Kings Korner Band Ord 2264	210	210
Festival Day Childrens' rides Ord 2265	300	300
Performing Arts-tariff Ord2351	0	86
Ringwood Public Address Service Ord 2262	320	320
It's a Knockout Ord 2352, 2350	200	350
Insurance premium	250	250
British Red Cross Ord 2350	200	242
Hire of P.A. equipment Ord 2358	0	100
Miscellaneous	0	23
Total Payments	6,518	6,462
Net Deficit(-)/Surplus	-2,278	-1,511

CLASSICAL CONCERT WITH SALISBURY SINFONIA-MEMORANDUM

	Budget	Actual
PAYMENTS	£	£
Salisbury Sinfonia Ord 2302	1,300	1100
Flowers & Wine for Conductor	30	0
Posters & Leaflets Ord 2318,part ord 2311	100	117
	1,430	1,217
RECEIPTS		
Concert Tickets/programmes	1,000	822
Deficit before HCC grant	430	395
Add HCC grant	200	200
Deficit after HCC grant	230	195