

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

Held on Wednesday 20<sup>th</sup> September 2023 at 7.00pm

**PRESENT:** Cllr Peter Kelleher (Vice Chairman)  
Cllr Andy Briers  
Cllr Luke Dadford  
Cllr Philip Day  
Cllr Rae Frederick (ex-officio)  
Cllr Janet Georgiou (from 7.07pm)  
Cllr Glenys Turner

**IN ATTENDANCE:** Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Office Manager  
Town, District and County Cllr Michael Thierry  
District Cllr Jeremy Heron

**ABSENT:** Cllr Mary DeBoos (Chairman)  
Cllr Gareth DeBoos (ex-officio)  
Cllr John Haywood  
Cllr James Swyer

### **F/6217**

#### **PUBLIC PARTICIPATION**

There were three members of the public present.

One resident spoke in relation to previous agreement by the Office of The Police & Crime Commissioner of Hampshire to look hard at the prospect of a physical police presence in Ringwood. He referred to the PCC's recent announcement on the reopening of several police stations, for that purpose, however Ringwood is not included. He requested that the Council maintain pressure on the police, when the opportunity arises, for this to happen.

It was noted that the Police are due to be represented at the Council meeting on 25<sup>th</sup> October 2023 and Members would take that opportunity to raise the matter with them.

### **F/6218**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs M DeBoos and G DeBoos, Haywood and Swyer.

### **F/6219**

#### **DECLARATIONS OF INTEREST**

Cllr Day declared a disclosable pecuniary interest in respect of payment 1613 to Lacey Solicitors, as he is a partner in the firm.

### **F/6220**

#### **MINUTES OF THE PREVIOUS MEETINGS**

**RESOLVED:** That the minutes of the meetings held on 19<sup>th</sup> July 2023, having been circulated, be approved and signed by the Chairman as a correct record.

Page 1 of 8  
Chairman's initials

**F/6221  
GRANT AID**

The Finance Manager made a correction to the front sheet of *Annex A* as the available budget for Grant Aid for 2023/24 is £5,000.

*Cllr Georgiou joined the meeting at 7:07pm.*

Members received presentations from representatives of Ringwood Junior School PTA and Ringwood Rotary Club in respect of their Grant Aid requests and considered all four applications received for this bi-annual agenda item. A discussion followed and Members agreed awards for Ringwood Rotary Club, Avon Valley Concerts and Ringwood Junior School PTA.

Whilst recognising that New Forest Disability Information Service is a very valuable service, from the accounts provided, it can be seen that the organisation is not cash poor and has numerous other sources of funding. The Committee agreed to make no award given the Council's financial constraints.

**RESOLVED:** 1) That, in exercise of the Power of General Competence, a grant of £250 be awarded to Avon Valley Concerts to assist in presenting a series of classical concerts;  
2) That no award be made to New Forest Disability Information Service;  
3) That, in exercise of the Power of General Competence, a grant of £250 be awarded to Ringwood Rotary Club for Christmas Eve festivities in Market Place; and  
4) That, in exercise of the Power of General Competence, a grant of £2,000 be awarded to Ringwood Junior School PTA to improve the school's wildlife pond and surrounding area.

<b>ACTION A Greenfield</b>
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*With the agreement of Members agenda item 7. was brought forward.*

**F/6222  
BICKERLEY LAND DISPUTE**

*Cllr Day declared a disclosable pecuniary interest as Lacey's Solicitors acted for the Council in the matter and he is a partner in the firm. He indicated that until it was determined, he relied on updates from the Town Clerk and had no involvement with professional colleagues.*

The Town Clerk explained why he was giving the report verbally and no written report was produced with the agenda. Some aspects of the matter especially the issue of costs had only been resolved in the last few days and any written report would have been incomplete, whereas what he was able to say at the meeting was a complete account of the matter and he assured the Committee that the minutes would capture all of the relevant information, ensuring full transparency and public accountability.

Summary

It was early in 2020, the Council was first informed that an application had been made to the Land Registry to remove some land from the Town Council's registered title to the Bickerley. The land in question is a narrow strip on the northern edge of the common. The matter was reported to the Council at the time and after due debate the Council resolved the application should be resisted.

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### Proceedings

The Town Clerk arranged to instruct solicitors and then a barrister to advise and represent the Council in the matter. Negotiations proceeded with a view to trying to settle the matter amicably, if possible. Unfortunately, that did not prove possible, and with the failure of those attempts, the Land Registry then referred the dispute to the First-tier Tribunal. The litigation then proceeded in the usual way; mutual disclosure of documents, exchange of witness statements, gathering and exchange of expert evidence. This process took many months. It proceeded to a site visit by the judge in July, with representatives of the parties present, and then the following day, an all-day hearing took place remotely, via video conference.

### Outcome

The decision was reserved by the judge. He did not announce his decision on the day and then there was, owing to an administrative error of the tribunal, some unfortunate slight delay in the communication of his judgment. In late August, the decision was announced, the judge found in favour of the Council and the tribunal ordered the Land Registry to cancel the application. The Land Registry have since confirmed they have done so and the title remains as it has always stood.

### Financial aspects

The Tribunal, in addition to the order disposing of the application, also included a paragraph to the effect that it was assumed costs would follow the event and the tribunal invited submissions from the parties, as to the appropriate framing of the order. In effect, this was an invitation to the parties to agree what contribution the applicant would make to this Council's costs. Failing agreement, the tribunal would order assessment, a formal process, which might be summary or detailed. The time scale given to reach an agreement and make a formal proposal to the tribunal, as to the order they were to make, was very tight. The Town Clerk discussed with the lawyers what those costs would be.

According to the detailed records kept, the total costs that this Council has incurred in this matter are:- Solicitors fees £32,200, Counsels fees £9,175 and other fees (Land Registry and expert fees) £1,674. The Total being £43,049. (All figures quoted are excluding VAT)

The Town Clerk sought advice from the solicitors as to the appropriate way of dealing with negotiations over costs and there was some communication with Cllr Day, to make use of his experience and knowledge, as now there was no real question of conflicting personal interest. However, he felt it would still be more appropriate for him to stand apart and not have a role, even at this stage. Then followed some rushed negotiations, due to the deadline set by the tribunal, with proposals and counterproposals. This eventually resulted in the applicant offering to pay £28,000, by way of contribution to the Council's expenses, on condition that it would be paid within 7 days.

The lawyers advised acceptance and the Finance Manager was consulted. The Town Clerk felt the only sensible course was to accept the offer. He would have ideally preferred to bring it to this Committee and have the decision made by members, but a decision had to be made. He explained that the lawyers advised acceptance, it assured the Council of rapid receipt of the money, rejecting the offer would mean more delay and more cost, with no assurance that this would actually achieve a better outcome. The Town Clerk felt this matter had taken up enough time and attention and he believed the Council would prefer his efforts be spent on projects of the Councils direction, rather than this issue which had been forced upon it. In view of this, he authorised the lawyers to accept the offer and the money has been paid. The net cost to the Council therefore is £15,049.

### Practicalities

The Council's title remains unchanged and the land remains in secure public ownership and open to public access. It also remains part of the registered town or village green.

The question of maintenance will need to be addressed as a neighbour has kindly kept the land tidy and he will be consulted to see if he wishes to continue doing so or if he would prefer that the council assume its responsibilities.

The land has some electrical infrastructure on it, a double pole, a pole mounted transformer and an oversailing cable for which wayleave payments are due. They are nominal amounts, but the Council ought to have them and they haven't been claimed in the past. The applicant had kept claiming them. It would now be appropriate to register with the electricity company to make sure that those payments are received in future.

Members agreed thanks be tendered and appreciation shown to the lawyers involved in the case. They have served the Council well and achieved a good result in a matter that was not of its choosing, and this should be communicated to them.

Cllr Thierry requested a full written report to be prepared for Full Council, due to the seriousness of this action and for the benefit of Councillors not present. It was noted that the tribunal's judgement is a publicly available document, the minutes would provide a full account of the Town Clerk's verbal report and the audio recording of the meeting is available on request. The Town Clerk indicated that in his view the public interest would be in the financial detail, rather than the minutia of the judgement and he would prepare a report for a future Council meeting along with the relevant documents if that was what the Council required of him.

The Town Clerk said there had been no indication of an appeal, the deadline for appeal had passed and, in his opinion, the judgment was especially closely reasoned, it would be very hard to attack the chain of reasoning that led to the judge's decision.

The Committee and a member of the public wished to extend thanks to the Town Clerk for all his hard work which deserved acknowledgement.

**RESOLVED:** 1) That the verbal report from the Town Clerk on the outcome of the litigation be received.  
2) That the Town Clerk prepare a report and present to a future Full Council meeting, in consultation with the Town Mayor.

<b>ACTION C Wilkins</b>
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### **F/6223**

### **FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex B*. The Finance Manager provided details of payments, in excess of £1,000, from the Imprest account for July and August.

*Cllr Thierry declared a disclosable pecuniary interest in relation to transaction 3854, 3857 3953, 3954.*

In respect of the bank balances, the Finance Manager reported a balance for the end of August in the region of £1,250,000. Large transactions were expected, the second installment of the precept was due at the end of the month and the VAT return mid-way through October. However, due to the staged payment due for the football development

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project and September payroll, he asked for approval to draw down £100,000 from the investment account. He anticipated being in a position by the end of the month to pay £250,000 back into the account.

The budget position is summarised in the report, paragraph 2.8, and highlighted the main variances with under recovery of cemetery income being offset by higher interest received from CCLA investment account. Expenditure is tracking close to budget. Point 5.3 was considered later in the meeting (*F/6224 refers*).

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for July and August be received and authorised;
  - 2) That the total amount of Petty Cash payments for July of £59.55 (transaction 3888) and August of £30.40 (transaction 3993) be noted;
  - 3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised; and
  - 4) That the Finance Manager’s budgetary control report be received and the budget position and balance of reserves be noted.

**ACTION R Fitzgerald**

**F/6224  
BANK DIRECT DEBITS AND STANDING ORDERS**

The Finance Manager introduced his report (*Annex C*) which provides information on regular payments made from the Council’s bank account by standing order or direct debit and the control measures in place.

He highlighted an issue with total (and individual) credit limits being insufficient for the Council’s credit cards, as detailed in section 3 of his report. Members agreed that he approach the bank with regard to increasing the limit.

- RESOLVED:**
- 1) That continued use of Standing Orders and Direct Debits listed in the Finance Manager’s report be approved;
  - 2) That arrangements for the use of CHAPS payments continue as present, requiring pre-authorisation by two members;
  - 3) That the use of BACS to transfer funds of more than £50,000 continues as present, requiring pre-authorisation by two members; and
  - 4) That the Finance Manager approach the bank for an increase in the overall credit limit on credit cards be increased to £10,000 per month.

**ACTION R Fitzgerald**

**F/6225  
BANKING ARRANGEMENTS**

The Committee considered the Finance Manager’s report (*Annex D*) and agreed that there should be five Councillor signatories.

- RECOMMENDED:**
- That the Council’s bank mandate be updated to include:-
    - Cllr G DeBoos (Town Mayor)
    - Cllr M DeBoos (Chair of Policy and Finance Committee)
    - Cllr Kelleher (Vice Chair of Policy and Finance Committee)
    - Cllr Day
    - Cllr Frederick

**ACTION R Fitzgerald**

**F/6226**

**FINANCIAL RISK ASSESSMENT**

The Finance Manager had undertaken the annual risk assessment. Policy statements and management arrangements had been reviewed and he presented his report (*Annex E*). There were a number of minor amendments.

He highlighted changes to page 2 under 'Capital projects', where probability was medium and impact high, due to the large amounts involved in projects of this nature, and 'Reduction / Loss of income', where probability was considered high with medium impact, due to the fine tuning of the Council's budget and reliance on achieving income targets.

**RECOMMENDED:** That the Financial Risk Assessment (*Annex E*) be noted.

**ACTION C Wilkins**

**F/6227**

**EXTERNAL AUDIT 2022/23**

The Finance Manager reported that the external auditor had raised a number of questions. All of these had been responded to and the final report was awaited. The item will appear on the Council agenda for the meeting on 27<sup>th</sup> September in anticipation of this and, in order to comply with the Council's statutory requirements to publish the report by the end of September.

**RESOLVED:** That this item be deferred to be considered as part of the Council agenda at its meeting on 27<sup>th</sup> September 2023.

**ACTION C Wilkins**

**F/6228**

**EVENTS MANAGEMENT**

The Town Clerk indicated there were two recommendations to consider from the Recreation, Leisure and Open Spaces Committee on 6<sup>th</sup> September 2023.

Events reserve (*OS/6277 refers*)

An Events Reserve already exists and the balance at the start of the year was £811. The recommendation was for any surplus from events to build up and be maintained and ringfenced for events. When it reaches £5,000, the use of any surplus is to be considered annually. The income and expenditure for events is charged to and against event budget codes and it was explained the net amount is transferred to or from the earmarked reserve at the end of the year.

Re-procurement of Christmas Lights (2024 onwards)

This will be open to tender and NFDC officers are assisting with the process. The Task and Finish Group have been working on a detailed business case, design criteria and advice for tenderers. The contract length is 3 years (with a 2-year option to extend). It is recommended there is a set budget of £22,000 for the first year of the contract and the same, plus any allowance for inflation in line with increases in the Consumer Prices Index (capped at 10% per annum), in each subsequent year. It was intended to share the inflationary risk with the

contractor to avoid getting proposals that were modest or dampened down and so they did not overcommit themselves in subsequent years.

- RESOLVED:** 1) That the Events Reserve be allowed to build up and ringfenced for events, the aim being for it to accumulate to £5,000. The use of any funds exceeding this amount are to be considered annually following consideration by the Events sub-committee (*OS/6277 refers*).
- 2) That the budget for re-procurement of the Christmas Lights, as set out above and in the business case and electronic invitation to tender documents be approved (*OS/6278 refers*).

**ACTION C Wilkins / R Fitzgerald**

**F/6229  
COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS**

Members considered the Finance Manger’s report on application of CIL receipts (*Annex F*) and noted the amount of uncommitted funds.

**RESOLVED:** That the current position in respect of CIL funding be noted.

**F/6230  
REVALUATION OF COUNCIL BUILDINGS FOR INSURANCE PURPOSES**

The Town Clerk presented his report (*Annex G*). This was an unfortunate misunderstanding where the valuer had undertaken additional work without express agreement on the amount of the additional fee. He explained the work would be required in any event, as recommended by the Council’s insurers’, however there was no budget currently to cover the additional cost.

**RESOLVED:** That the additional valuation fee be approved up to £1,000, subject to the Town Clerk’s discretion and negotiations with the valuer, to achieve a reduction in fees, given the circumstances.

**ACTION C Wilkins**

**F/6231  
ANNUAL REVIEW OF STANDING ORDERS AS TO MEETINGS**

The Town Clerk indicated Standing Orders are reviewed annually and there were no changes proposed by officers on this occasion.

**RESOLVED:** That the current Standing Orders (*Annex H*) be approved.

**F/6232  
PROJECTS (current and proposed)**

PF10 Councillor’s use of email

The Town Clerk reported the Council email accounts for members had been rolled out and work was in hand to resolve final issues. The Town Clerk extended thanks to the Council’s IT support for helping officers and Members set up devices to their individual requirements.

**RESOLVED:** That the update in respect of projects (*Annex i*) be noted.

*There being no further business, the Chairman closed the meeting at 9:00pm.*

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

RECEIVED  
26<sup>th</sup> September 2023

APPROVED  
18<sup>th</sup> October 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

POLICY & FINANCE COMMITTEE 20th SEPTEMBER 2023

GRANTS 2023/2024

<u>GRANTS REQUESTED</u>	<u>PREVIOUS GRANTS PAID</u>			
	2020/21	2021/22	2022/23	Requested
	£	£	£	£
Avon Valley Concerts	0	550	550	1,000
New Forest Disability Information Service	500	0	855	550
Rwd Rotary Club for Christmas Eve Festivities	0	250	0	250
Ringwood Junior School PTA	0	0	0	2,000
				3,800

2023/24 FUNDS AVAILABLE

	£
2023/24 Budget	9,900
<b>Total Funds available</b>	9,900
Less Paid	0
Total Unspent @ 20/09/23	9,900

2023/24 GRANTS PAID TO DATE

	Min Ref	£
<b>TOTAL</b>		<b>0</b>

2023/24 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2023/24 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected



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	Avon Valley Concerts
Charity Registration Number (if appropriate)	289919
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	£ 1000
What is the purpose of the grant?	We present a series of 6 classical concerts, performed by national & international artists who perform 4 concerts in Ringwood and 2 in Fordingbridge. Our prices are kept low, and under 25's are free. Our main audience are senior citizens who are unable to travel long distances (i.e. Bournemouth or Southampton). There are no other classical music concerts of this calibre performed in this area
How would the people of Ringwood benefit from your receiving this grant?	This would enable us to plan and confirm artists for the following season.

How many Ringwood people would benefit?	125
Total cost of project	£ 8,000

### Information about your Organisation

Membership:	What facilities do you provide?  A season ticket for all concerts for £84, which includes membership fee of £20.
Subscription: £	
Names of competing or similar organisations	None that we are aware of
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: £7,563	
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.	Hampshire County Councillor Grant	

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	



22nd August 2023

Dear Councillors

### **RINGWOOD PARISH COUNCIL - ANNUAL COMMUNITY GRANTS 2023-2024**

First, thank you very much indeed for the grant awarded at the end of the last financial year. It has been put to very good use in supporting disabled people and their carers.

The last five months have seen big changes at New Forest Disability with a new Chief Executive, Dr Heidi Harrison. Heidi is committed to the charity's mission of empowering people living with disabilities in the New Forest, to enable them to lead active and fulfilling lives, integrated in society. To this end we have continued to seek new projects to respond to identified gaps in services, and to secure funding to continue our established services.

In the last five months we have:

1. Secured funding from Awards for All to establish a Carers' Hub. We recognised that many of our clients have unpaid carers supporting them, and these, in turn, also need advice, information and support.
2. Increased our stock of mobility equipment and daily living aids and this income helps to support the charity, as well as helping to support someone's independence and increase or maintain their mobility.
3. Achieved Disability Confident Leader (Level 3) accreditation.

Our Just Got Home and Independence Matters services support patients discharged out of Lymington hospital with the transition home, and in the following weeks, and includes applying for Disabled Facilities Grants for eligible clients. Through our links with NFDCs Housing Team, we can support applications to the Parity Trust, which offers low-cost loans for essential home repairs, such as a new chimney, windows etc. This addresses the issue of many in our community who are house-rich but cash-poor. The payments can even be made from someone's estate if they do not wish to take up a loan.

Our Advice Pop-ups continue monthly across the New Forest, and we are always open to requests to deliver these in new venues. In the past 12 months we have supported 129 residents of Ringwood and surrounding area (95 in Ringwood).

Through the National Lottery we have been able to expand our service offer to disability-related benefits clients with support for the most vulnerable at Work Capability Assessments and Tribunal hearings.

We offer training on Disability Awareness, which can increase access for people with disabilities, whilst also helping shops and venues of any size to increase their access to the "Purple Pound" - the collective spending power of disabled people and their families. (According to the organisation Purple, 75% of disabled people and their families have left a shop or website because of poor customer service and/or accessibility issues. Often these can be easily addressed.

We offer talks to groups and clubs for a reasonable fee.

Every year we support at least 2,000 New Forest residents.

New Forest Disability isn't a large charity. We only have 2 full-time members of staff and 7 part-time. We are also ably supported by a wonderful team of over 20 volunteers, who bring a wealth of experience to the organisation. We offer volunteering and work experience opportunities and provide the appropriate support for everyone, according to their disability/long term health condition, so we demonstrate our mission statement through everything we do.

We work hard to secure funding for specific projects where gaps in services have been identified, and part of this funding is ring-fenced to contribute towards our general overheads; however as with every charity, there is an on-going challenge to secure sufficient funds to meet our full costs. This is one of the reasons why we appeal to councils for a generic contribution to support the charity as a whole.

We are aware that there are multiple demands on Parish Councils' funds but hope you will agree that New Forest Disability continues to punch above its weight for such a small charity and consider it deserving of a financial contribution.

Thank you for your consideration of our application, and any financial contribution you might decide to award this year.

Yours faithfully

*G M Spencer*

Geraldine Spencer

Business Development Manager

New Forest Disability

e: [geraldine@newforestdis.org.uk](mailto:geraldine@newforestdis.org.uk) / [info@newforestdis.org.uk](mailto:info@newforestdis.org.uk)

[www.newforestdis.org.uk](http://www.newforestdis.org.uk)



awarded in General Help with Casework in Welfare Benefits continuously since June 2003





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	New Forest Disability Information Service
Charity Registration Number (if appropriate)	110 45 89
Postal Address for the organisation (if there is one)	6 -8 Osborne Road, New Milton, Hants, BH25 6AD
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

### Details of Grant Request

Amount requested	£ 550
What is the purpose of the grant?	To support the charity towards its operating costs.  Please see attached letter.
How would the people of Ringwood benefit from your receiving this grant?	Continued access to all our services for anyone, of any age, with any disability and their carers.  Please see attached letter for background.

How many Ringwood people would benefit?	In the last 12 months, 129 residents from Ringwood & surrounding area
Total cost of project	£ N/a

### Information about your Organisation

Membership:	What facilities do you provide?  Services provided are listed in attached letter. Councillors are very welcome to visit our offices to meet the teams and learn more about us.
Subscription: £	
Names of competing or similar organisations	We are the only pan-disability charity in the New Forest. We work alongside other specialist disability charities to support the NF disabled community and their families/carers.
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: - Last audited accounts attached	
Other sponsoring bodies and amounts donated by them	<b>Last audited accounts attached</b>	
		£
	National Lottery – Community Fund Grant (Disability Benefits Advice & Advocacy Project). 6.1.23	£ 31,536
	National Lottery- Awards For All - Carers Hub project. 11.4.23	£10,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We apply to NF councils and other funding organisations. We also raise funds by hosting events, delivering training and selling new and 2 <sup>nd</sup> hand mobility equipment and daily living aids. Our LPA service and lottery.also help to generate income.	

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	

New Forest Disability Information Service known as

New Forest Disability

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

(Registration number: 05124781) Balance Sheet as at 31 March 2022

The financial statements on pages 7 to 20 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

R Odbert            S J E Smith Trustee            Trustee

Company Registration Number: 05124781

## New Forest Disability Information Service known as

## New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

6 Osborne Road  
New Milton  
Hampshire BH25  
6AD

The principal place of business is:

6 Osborne Road  
New Milton  
Hampshire  
BH25 6AD

[Authorised for issue date](#)

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### Basis of preparation

New Forest Disability Information Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

The trustees confirm that they will ensure the charity actions all available government assistance during the Covid 19 pandemic that they feel necessary to ensure the charity remains financially stable.

#### Income

## New Forest Disability Information Service known as

## New Forest Disability

### Notes to the Financial Statements for the Year Ended 31 March 2022

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or - The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### Investment income

Investment income is recognised on a receivable basis.

#### Expenditure

All expenditure is recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### Government grants

Government grants are recognised on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised as income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

## New Forest Disability Information Service known as

### New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

Individual fixed assets costing £1.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Short leasehold property	15 years straight line
Fixtures and fittings	15% reducing balance

#### Provisions

Provisions are recognised when the charity has an obligation at the reporting date as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### 4 Investment income

Unrestricted funds	Restricted	Total
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## New Forest Disability Information Service known as

## New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

	General £	funds £	funds £
Total for 2022	-	-	-
Total for 2021	<u>83</u>	<u>603</u>	<u>686</u>

## 5 Other income

	Unrestricted funds General £	Total funds £
Total for 2021	19,958	19,958
3 Income		

	Unrestricted funds		
	General £	Total 2022 £	Total 2021 £
Voluntary income;			
Grants receivable	93,507	93,507	92,147
Sales of donated goods	18,873	18,873	10,553
General donations	14,787	14,787	7,338
Training	300	300	-
Commission on equipment sales	564	564	639
General fundraising	2,471	2,471	1,774
	<u>130,502</u>	<u>130,502</u>	<u>112,451</u>

## New Forest Disability Information Service known as

## New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

## 6 Expenditure on charitable activities

	Unrestricted		
	funds	Total	Total
	General £	2022 £	2021 £
Wages and salaries	96,871	96,871	80,086
Staff NIC (Employers)	4,161	4,161	3,527
Travelling	3,162	3,162	1,271
Rent, rates and utilities	21,422	21,422	20,698
Insurance	1,966	1,966	1,802
Equipment repairs and renewals	1,548	1,548	3,659
Telephone	8,175	8,175	7,987
Postage, printing and stationery	3,336	3,336	3,027
Subscriptions	631	631	199
Equipment hire	619	619	619
Sundry expenses	320	320	1,153
Publicity	2,619	2,619	3,679
Legal and professional fees	1,410	1,410	2,660
Depreciation	297	297	349
Accountancy	-	-	528
Health and safety	192	192	1,856
Staff training	355	355	2,195
	<u>147,084</u>	<u>147,084</u>	<u>135,295</u>

In addition to the expenses analysed above, there are also governance costs of £2,430 (2021 : £2,460) which relate directly to charitable activities and comprise independent examiner's fee.

## 7 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2022 £	2021 £
Depreciation of fixed assets	<u>297</u>	<u>349</u>

## 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## New Forest Disability Information Service known as

## New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

## 9 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	96,871	80,086
Social security costs	<u>4,161</u>	<u>3,527</u>
	<u>101,032</u>	<u>83,613</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Management and administration	<u>9</u>	<u>8</u>

No employee received emoluments of more than £60,000 during the year.

## 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 11 Tangible fixed assets

	Short leasehold property £	Fixtures and fittings £	Total £
Cost			
At 1 April 2021	<u>3,192</u>	<u>22,293</u>	<u>25,485</u>
At 31 March 2022	<u>3,192</u>	<u>22,293</u>	<u>25,485</u>
Depreciation			
At 1 April 2021 3,192 20,316 23,508 Charge for the year - 297 297			
At 31 March 2022	<u>3,192</u>	<u>20,613</u>	<u>23,805</u>
Net book value			
At 31 March 2022	<u>-</u>	<u>1,680</u>	<u>1,680</u>
At 31 March 2021	<u>-</u>	<u>1,977</u>	<u>1,977</u>

New Forest Disability Information Service known as

New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

### 12 Debtors

	2022 £	2021 £
Other debtors	<u>3,279</u>	<u>1,275</u>

### 13 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	3,393	4,201
Other creditors	11,794	10,149
Deferred income	<u>18,500</u>	<u>2,050</u>
	<u>33,687</u>	<u>16,400</u>

### 14 Provisions

The terms of the lease on the first floor of the charity's offices at Osborne Road require that, on the termination of the lease, the lift is removed and the property is restored to its condition at the commencement of the lease. It is considered prudent to provide for the cost of this work, which has been estimated at £12,000.

### 15 Commitments

#### Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £8,500 (2021 - £25,500).

## New Forest Disability Information Service known as

## New Forest Disability

## Notes to the Financial Statements for the Year Ended 31 March 2022

## 16 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
General					
Unrestricted general funds	28,891	130,502	(148,758)	(40)	10,595
Designated					
Unrestricted designated funds	30,407	-	(756)	-	29,651
Total unrestricted funds	<u>59,298</u>	<u>130,502</u>	<u>(149,514)</u>	<u>(40)</u>	<u>40,246</u>
Restricted funds					
Restricted funds	<u>45,074</u>	<u>-</u>	<u>-</u>	<u>40</u>	<u>45,114</u>
Total funds	<u>104,372</u>	<u>130,502</u>	<u>(149,514)</u>	<u>-</u>	<u>85,360</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £	
Unrestricted funds					
General					
Unrestricted general funds	32,810	132,492	(136,411)	28,891	
Designated					
Unrestricted designated funds	31,751	-	(1,344)	30,407	
Total unrestricted funds	<u>64,561</u>	<u>132,492</u>	<u>(137,755)</u>	<u>59,298</u>	
Restricted					
Restricted funds	<u>44,471</u>	<u>603</u>	<u>-</u>	<u>45,074</u>	
Total funds	<u>109,032</u>	<u>133,095</u>	<u>(137,755)</u>	<u>104,372</u>	17 Analysis of net assets between funds
		Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £	

New Forest Disability Information Service known as

New Forest Disability

Notes to the Financial Statements for the Year Ended 31 March 2022

Tangible fixed assets	1,680	-	1,680
Current assets	84,253	45,114	129,367
Current liabilities	(33,687)	-	(33,687)
Provisions	(12,000)	-	(12,000)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Total net assets	<u>                    </u>	<u>                    </u>	<u>                    </u>
		45,114	40,246
		85,360	



## Ringwood Town Council

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

### APPLICATION FOR GRANT AID

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

#### Applicant's Details

Name of Organisation requesting grant	RINGWOOD ROTARY CLUB CIO
Postal Address	c/o The Malt House, 84a Christchurch Road, Ringwood, Hampshire, BH24 1DR
Name of Contact	Dick Sheerin
Contact's telephone number	01425 477649
Contact's email:	[REDACTED]

#### Details of Grant Request

Amount requested	£ 250.00
What is the purpose of the grant?	To cover expenses for Christmas Eve Festivities in Ringwood Market Place. This is a free public event.
How would the people of Ringwood benefit from your receiving this grant?	This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area. About 600 presents collected
How many Ringwood people would benefit?	About 2000+
Total cost of project	£ 500

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

### Information about your Organisation

Membership: 40	What facilities do you provide?  The Organisation carries out a number of events each year including free social events, Fund raising and social events and aid to the elderly, young people and others. All covered by Insurance and First Aid providers
Subscription: £ 180	
Names of competing or similar organisations	Lions Club, but are not involved

### Funds available to your organisation

(Apart from this grant application)

Cash in hand: £	Annual income: £ See accounts	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No, but a lot of local firms and others help by loaning us some of the equipment needed.	
Signature of Applicant	<i>R. A. Sheerin</i>	Date 16 <sup>th</sup> August 2023
Position within the Organisation:	Community and Vocational Committee	

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

### Additional comments

Please write any additional comments on a separate sheet.

If you wish to attend the Committee meeting at which your application will be considered, please contact us. For further information on public participation at meetings of the Council, please see:  
[www.ringwood.gov.uk/Your\\_Council/Leaflets/Public\\_Participation\\_Leaflet.pdf](http://www.ringwood.gov.uk/Your_Council/Leaflets/Public_Participation_Leaflet.pdf)

**THE ROTARY CLUB OF RINGWOOD**  
**01.07.22 to 30.06.23**

	CLUB A/C	TWINNING A/C
<b>Balances brought forward</b>	<b>3,642.16</b>	<b>2,914.08</b>
Subscriptions	6,830.00	
RIBI subscription	(2,700.08)	
Disrict subscription	(570.00)	
Hire of Greyfriars	(3,158.60)	
Lunch & social events surplus	165.42	
Bar profit	525.00	
President's honorarium	(500.00)	
Jewels and badges	(234.25)	
Charter Night	(108.00)	
Grant received for MLW bench	500.00	
Reserved for MLW bench	(1,000.00)	
Rotary website	(50.00)	
Bank charges	(276.38)	
Other expenses	(1,122.33)	
May 2023 twinning costs less receipts		<b>-3,430.91</b>
Raffle 2022/23 surplus		<b>1,218.39</b>
<b>Balances carried forward</b>	<b>1,942.94</b>	<b>701.56</b>
<b>Fanfare for Spring</b>		
Surplus carried forward	<b>2,136.49</b>	
<b>Subscriptions &amp; Raffle 2023/24 received in advance</b>	<b>3,215.00</b>	
<b>Held for MLW bench</b>	<b>1,000.00</b>	
<b>Owed to Greyfriars</b>	<b>628.00</b>	
<b>TOTAL BALANCE IN CLUB ACCOUNT AT 30th June 2023</b>	<b>9,623.99</b>	

**RINGWOOD ROTARY CIO**  
**01.07.22 to 30.06.23**

<b>Balance carried forward</b>	<b>5,637.73</b>
<b>RECEIPTS</b>	
Ellingham Show	3,057.88
Hungry Bowl	4,445.83
Club Christmas Card	752.35
Photographic Competition - Sponsorship	1,100.00
Harvest Supper	339.00
Earthquake Appeal	1,690.60
Quiz Night	802.51
Soiree	867.34
Santa's Grotto	217.61
Donations	2,500.00
Sponsorship - Imagineering Club	649.00
Sundry Income	162.33
<b>PAYMENTS</b>	
Lantern Community	(3,500.00)
Photographic Competition costs	(1,643.57)
Kids Out	(300.00)
Christmas Eve Expenses	(259.20)
Ringwoofd Foodbank	(1,500.00)
ShelterBox	(3,000.00)
Imagineering Club	(864.60)
Other Charitable Donations	(1,436.80)
Expenses paid for future events	(64.00)
<b>RI Foundation</b>	<b>(3,585.00)</b>
<b>Balance carried forward</b>	<b>6,069.01</b>
<b>Committed Funds</b>	<b>1,668.53</b>
<b>Expenses paid for future events</b>	<b>(64.00)</b>
<b>Uncommitted Funds</b>	<b>4,464.48</b>

I have audited the accounts and its CIO which give a true view of the Club's activities for the year ending 30th June 2023

Rtn J Gibson  
Hon. Auditor



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 Junior School PTA
Charity Registration Number (if appropriate)	1026023
Postal Address for the organisation (if there is one)	Hightown Road Ringwood, BH24 1JJ
Please tick to confirm that contact details have been provided on page 1	X <input type="checkbox"/>

### Details of Grant Request

Amount requested	£ 2000.00
What is the purpose of the grant?	<b>The grant will help replace derelict fence to make safe</b> the school's nature area, which includes a wildlife pond and its surrounding habitat. This area will be a peaceful and natural space for the school community, especially the children, to enjoy and relax. It will also be a source of inspiration and learning, where the children can explore and appreciate the diversity of nature. Annexed is the school's vegetable plot, which foster the children's interest and pride in growing their own food and caring for the environment. The whole project also will enable the school to use the nature area and the vegetable plots as educational resources for subjects such as science, and to teach the children practical skills for making sustainable choices.
How would the people of Ringwood benefit from your receiving this grant?	The Ringwood Junior School community will have benefit from the natural, wellness space. Local groups and local community will have access at appropriate times.

How many Ringwood people would benefit?	400+
Total cost of project	£ 3,375.00

### Information about your Organisation

Membership:	What facilities do you provide? Educational. The school is also available for community activities. No subscription
Subscription: £	
Names of competing or similar organisations	N/A
Please tick to confirm that payment details have been provided on page 1	X <input type="checkbox"/>

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 599.22	Annual income: £ 17,606.00	
Other sponsoring bodies and amounts donated by them	Wessex Water Grant	£1,100.00
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	From Wessex Water Fund, we have received a capital grant to restore the pond and nature area and natural seating, a bird observation station, and resurface the paths of the vegetable plot. We have volunteers to carry out this work.	

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	

**PTA income & Expenditure 2022-2023 as at 1 August 2023**

**A**

EVENTS	INCOME	EXPENSES	NET INCOME
Christmas Cards	£912.05	£0.00	£912.05
Santa Grotto	£411.00	£131.74	£279.26
Christmas Fayre	£2,319.58	£874.49	£1,445.09
Krispy Kreme Doughnut sale	£730.00	£542.90	£187.10
Smarties Tubes Challenge	£911.35	£172.61	£738.74
Virtual Balloon Race	£100.32	£39.00	£61.32
Easter Eggs Raffle	£508.71	£20.00	£488.71
Pizza Kits	£130.00	£0.00	£130.00
Sports Day refreshments	£300.00	£98.27	£201.73
Ice lollies sale	£86.05	£34.30	£51.75
Break the Rules Day	£530.55	£0.00	£530.55
December movie	£412.50	£56.45	£349.05
March Movie	£248.73	£75.59	£173.14
Year 3 Disco	£311.00	£170.34	£140.66
Autumn Disco	£1,353.63	£368.81	£984.82
February Disco	£1,093.24	£252.63	£840.61
Summer Disco	£837.66	£275.51	£562.15
Summer Fayre	£4,478.07	£1,114.88	£2,963.19
Amazon Smile	£41.30		£41.30
easyfundraising	£117.65		£117.65
Re-usable Clothes Collection	£525.40		£525.40
Pre-loved Uniforms sales	£105.00		£105.00
Wessex Water grant	£1,100.00		£1,100.00
Name tags	£43.00		£43.00
Gift Aid			
<b>GRAND TOTAL</b>	<b>£17,606.79</b>	<b>£4,227.52</b>	<b>£12,972.27</b>
<b>CONTRIBUTIONS TO SCHOOL</b>			
Christmas chocolate, sweets & hats for pupils		£479.91	
Year 6 Leavers		£1,232.97	
M&M Whole school production		£599.00	
Kings Coronation celebrations		£299.85	
Yr 4 - Chris Connington		£60.00	
Mathletics annual renewal		£2,154.60	
Reading Plus renewal - 2nd payment		£1,599.75	
Reading Books - Peters & Little Wandle		£1,177.88	
Library Renovations		£2,900.00	
Science Equipment		£770.87	
Pond & vegetable Patch renovations		£1,100.00	
Butterfly Pots		£44.93	
Special ice-lollies treat for class 4RS		£14.25	
<b>TOTAL CONTRIBUTIONS</b>		<b>£12,434.01</b>	
Bank balance at 27/07/23 = £ 10,898.22			
Ringfenced funds £5,000.00			
payments pending = £ 300.00 (PTA website)			
Available funds = £ 1,598.22			
Committed Contributions £4,000.00			

**Note:** opening bank balance at 1 Sept 2022 was £ 6,612.48

NOTE:

Ringfenced funds	£5,000.00
Comitted contributions	£4,000.00
Payments pending or due by early September	£1,299.00
Total committed funds	£10,299.00

**Available funds    £ 599.22**

**A**

new Pastoral Facility incl WC & lockers

Due early Sept. £599.00 for M&M Whole School Production  
pending- Library, pond&veg patch

00020544/00039825/402

0014337-0001-0

MRS LETITIA COX  
RINGWOOD JUNIOR SCHOOL PTA  
HIGHTOWN ROAD  
RINGWOOD  
HAMPSHIRE  
BH24 1NH



## Current Account

A

Summary	
Statement Date	05 JUL 2023
Period Covered	06 JUN 2023 to 05 JUL 2023
Previous Balance	£7,255.16
Paid In	£4,857.87
Withdrawn	£1,622.73
New Balance	£10,490.30
BIC	NWBKGB2L
IBAN	GB16NWBK54304514038633

## Welcome to your new look NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 JUN 2023	BROUGHT FORWARD			7,255.16
	Automated Credit SUMUP PAYMENTS ACC PID302147-SUMUP FP 06/06/23 1757 5W48NDDZ98D1EN9MRO	34.41		7,289.57
07 JUN	OnLine Transaction HCC CC21750GL6793 VIA MOBILE - PYMT FP 07/06/23 10 61151648096467000N		561.30	6,728.27
	Cheque No.000878 543045 07JUN 1436		400.00	6,328.27
08 JUN	Automated Credit STRIPE STRIPE FP 08/06/23 0859 731549387000	33.86		6,362.13
09 JUN	Automated Credit SUMUP PAYMENTS ACC PID303861-SUMUP FP 09/06/23 1737 RD182Y81EWPDE24Y60	24.59		6,386.72
	Automated Credit SUMUP PAYMENTS ACC PID303313-SUMUP FP 08/06/23 1938 4Q8MN59Z0KK9MV95GL	29.49		6,416.21
	Automated Credit STRIPE STRIPE FP 09/06/23 0841 731461108400	56.72		6,472.93
12 JUN	Automated Credit STRIPE STRIPE FP 12/06/23 0839 731579939800	13.92		6,486.85
	Automated Credit SUMUP PAYMENTS ACC PID305070-SUMUP FP 12/06/23 1823 QDP7N16D9YOOL26XLE	852.90		7,339.75
13 JUN	Automated Credit SUMUP PAYMENTS ACC PID305622-SUMUP FP 13/06/23 1645 5W48NDDQXY8W1N9MRO	29.49		7,369.24
	Automated Credit STRIPE STRIPE FP 13/06/23 0849 731492451200	9.35		7,378.59
14 JUN	Automated Credit STRIPE STRIPE FP 14/06/23 0858 731502954300	28.88		7,407.47
15 JUN	Automated Credit SUMUP PAYMENTS ACC PID306198-SUMUP FP 14/06/23 1859 J63EV4D8DL9672OWGP	17.70		7,425.17
	OnLine Transaction [REDACTED] SUMMER FAYRE EXP. VIA MOBILE - PYMT FP 15/06/23 10 06075940701359000N		118.00	7,307.17
	OnLine Transaction [REDACTED] SUMMER FAYRE EXP VIA MOBILE - PYMT FP 15/06/23 10 03105649802261000N		192.33	7,114.84
	OnLine Transaction [REDACTED] ICE-LOLLIES-RSTONE VIA MOBILE - PYMT FP 15/06/23 10 30110007465815000N		14.25	7,100.59
	OnLine Transaction [REDACTED] ICE-POPS FOR FF VIA MOBILE - PYMT FP 15/06/23 10 03110158550725000N		32.00	7,068.59
16 JUN	Credit No.100458 543045	43.00		7,111.59

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**20th September 2023**

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD 1	03/07/23	3797		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse July 2023 3802/1/6
DD 2	03/07/23	3798		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery July 2023 3200/1/5
DD 3	03/07/23	3799		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Quarterly Hire 01/07/23 - 30/09/23 2000/1/9
		3740/1		£7.98	£1.33	£6.65	P&F	Amazon	Rubber bands (for front desk cashing up) 2000/1/8
Lloyds CC Jul 10	04/07/23	3740	RTC805225	£7.98	£1.33	£6.65		Amazon	Office Rubber Bands No.16 Each 63x1.5mm Approx 2000 Bands - to be paid for on NV credit card 2000/1/8
		3741/1		£10.29	£1.72	£8.57	RLOS	Amazon	blank cards 3802/2/1
Lloyds CC July 23 15	04/07/23	3741	RTC805234	£10.29	£1.72	£8.57		Amazon	blank paper cards for schools project 3802/2/1
		3742/1		£7.98	£0.00	£7.98	RLOS	Amazon	ant stop 3802/1/1
Lloyds CC Jul 23 9	04/07/23	3742	RTC805232	£7.98	£0.00	£7.98		Amazon	ant stop 3802/1/1
		3743/1		£6.79	£1.13	£5.66	RLOS	Amazon	order pads for café 3802/3/1
Lloyds CC Jul 23 11	04/07/23	3743	RTC805233	£6.79	£1.13	£5.66		Amazon	Order pads 3802/3/1
		3744/1		£96.59	£16.10	£80.49	RLOS	Amazon	table 3802/3/1
Lloyds CC Jul 23 8	04/07/23	3744	RTC805257	£96.59	£16.10	£80.49		Amazon	New table for café 3802/3/1
		3745/1		£342.66	£50.47	£292.19	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Jul 23 7	04/07/23	3745	RTC805249	£342.66	£50.47	£292.19		Booker	Food for resale order number 81515204 paid on credit card 3802/3/1
		3879/1		£62.82	£10.47	£52.35	RLOS	Decathlon	footballs 3802/2/1
		3879/2		£6.59	£1.10	£5.49	RLOS	Decathlon	delivery 3802/2/1
Lloyds CC July 23 1	04/07/23	3879	RTC805276	£69.41	£11.57	£57.84		Decathlon	Footballs and netballs for summer programme 3802/2/1
		3880/1		£400.78	£47.53	£353.25	RLOS	Booker	food for resale 3802/3/1
Lloyds CC July 23 2	04/07/23	3880	RTC805283	£400.78	£47.53	£353.25		Booker	food for resale paid on nicola credit card 3802/3/1
		3881/1		£67.95	£0.00	£67.95	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC July 23 3	04/07/23	3881	RTC805284	£67.95	£0.00	£67.95		Iceland	food for resale 3802/3/1
		3882/1		£30.00	£0.00	£30.00	RLOS	Amazon	coffee for resale 3802/3/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC July 23 4	04/07/23	3882	RTC805259	£30.00	£0.00	£30.00		Amazon	Food for resale (coffee) 3802/3/1
Lloyds CC July 23 5	04/07/23	3883		£279.32	£46.55	£232.77	P&F	Microsoft	18/5/23 - 17/6/23 51693805135 2000/1/15
Lloyds CC July 23 6	04/07/23	3884		£237.60	£39.60	£198.00	P&F	Microsoft	18/05/23 - 17/06/23 81693920443 2000/1/15
		3885/1		£9.59	£1.60	£7.99	RLOS	Amazon	folding stepping stool 3802/2/1
Lloyds CC Jul 23 12	04/07/23	3885	RTC805266	£9.59	£1.60	£7.99		Amazon	Folding stepping stool paid on credit card 3802/2/1
		3939/1		£8.99	£1.50	£7.49	RLOS	Amazon	brown paper bags for café 3802/3/1
Lloyds CC Aug 23 13	04/07/23	3939	RTC805279	£8.99	£1.50	£7.49		Amazon	brown paper bags 3802/3/1
		3940/1		£20.00	£3.33	£16.67	RLOS	Amazon	netball 3802/2/1
Lloyds CC Jul 23 14	04/07/23	3940	RTC805277	£20.00	£3.33	£16.67		Amazon	netballs paid on credit card 3802/2/1
		3942/1		£320.00	£53.33	£266.67	RLOS	BCE Distributors	folding pool table 3802/2/1
Lloyds CC Jul 23 16	04/07/23	3942	RTC805267	£320.00	£53.33	£266.67		BCE Distributors	Folding pool table for teenagers at Clubhouse 3802/2/1
DD	05/07/23	3800		£32.34	£5.39	£26.95	RLOS	Sky Business	05/07/23 - 04/08/23 3802/2/5
DD 1	10/07/23	3802		£37.81	£1.80	£36.01	P&F	SSE Southern Electric	Ringwood Market Place 2000/1/1
DD 2	10/07/23	3804		£236.27	£11.25	£225.02	RLOS	Yu Energy	01/06/23 - 30/06/23 3802/1/3
		3766/1		£990.00	£165.00	£825.00	RLOS	Graffiti Removal (South) Ltd	to remove offensive graffiti from skatepark. 3000/5/10
1594	12/07/23	3766	RTC805053	£990.00	£165.00	£825.00		Graffiti Removal (South) Ltd	To remove offensive Graffiti from skatepark. 3000/5/10
		3794/1		£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 A4 paper 2000/1/8
		3794/2		£9.24	£1.54	£7.70	P&F	Hampshire County Council	611500 Procell AA batteries Box of 10 2000/3/4
1596	12/07/23	3794	RTC805281	£34.27	£5.71	£28.56		Hampshire County Council	A4 paper and batteries 2000/1/8
		3795/1		£14.77	£2.46	£12.31	RLOS	Elliott Brothers Ltd	2 Bags post fix for Bickerley Bollards 3000/6/3
1597	12/07/23	3795	RTC805287	£14.77	£2.46	£12.31		Elliott Brothers Ltd	2 bags post fix for Bickerley Bollards 3000/6/3
DD 1	17/07/23	3801		£8,554.89	£0.00	£8,554.89	P&F	Hampshire County Council	Pension June 2023 2600/1/3
DD 2	17/07/23	3803		£221.10	£36.85	£184.25	P&F	SSE Southern Electric	Ringwood Market Place 2000/1/1
DD	18/07/23	3806		£64.38	£3.07	£61.31	P&F	British Gas	Greenways 08/06/23 - 03/07/23 2100/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1598	18/07/23	3807	RTC805320	£17,754.34	£2,959.06	£14,795.28	RLOS	Knights Brown Construction Limited	Payment certificate number 2 Football Development Project	3350/10
1599	18/07/23	3808	RTC805321	£102,002.62	£17,000.44	£85,002.18	RLOS	Knights Brown Construction Limited	Football Development project construction payment certificate number 1	3350/10
		3810/1		£72.00	£12.00	£60.00	P&F	SLCC Enterprises Ltd	To book a place for Jo Hurd on Planning Summit - 5 July 2023	2310/2
1595	18/07/23	3810	RTC805208	£72.00	£12.00	£60.00		SLCC Enterprises Ltd	Training - Planning Summit (replacement for previous order number 805195)	2310/2
		3811/1		£1,320.00	£220.00	£1,100.00	PT&E	ONeillHomer	Preparation of Basic Conditions Statement (4.02) - 2 days	4000/1/6
1600	18/07/23	3811	RTC805289	£1,320.00	£220.00	£1,100.00		ONeillHomer	Consultancy work - Ringwood Neighbourhood Plan	4000/1/6
		3812/1		£96.00	£16.00	£80.00	RLOS	New Forest Ice Cream	promotional umbrellas	3802/2/1
1602	18/07/23	3812	RTC805231	£96.00	£16.00	£80.00		New Forest Ice Cream	promotional umbrellas and bases	3802/2/1
		3813/1		£384.00	£64.00	£320.00	RLOS	New Forest Ice Cream	parasols	3802/2/1
1603	18/07/23	3813	RTC805254	£384.00	£64.00	£320.00		New Forest Ice Cream	Parasols for clubhouse	3802/2/1
		3814/1		£697.80	£116.30	£581.50	RLOS	Glenacres Nursery	Summer Bedding Plants.	3000/5/9
		3814/2		£164.88	£27.48	£137.40	RLOS	Glenacres Nursery	Compost for tubs & baskets	3000/5/9
1604	18/07/23	3814	RTC805198	£862.68	£143.78	£718.90		Glenacres Nursery	Summer Bedding Plants for Tubs and baskets around Town. 30 bags of Compopst.	3000/5/9
		3815/1		£168.00	£28.00	£140.00	P&F	ICCM	Course - Exclusive rights of burial	2310/2
1605	18/07/23	3815	RTC805031	£168.00	£28.00	£140.00		ICCM	Training course - exclusive rights of burial course for SB - 11th and 12th July	2310/2
		3816/1		£1,140.00	£190.00	£950.00	RLOS	JCW Hiab Services Ltd	For Delivery Removal And Hire Of Concreate Blocks For The Security Of Poulner Lakes.	3000/6/3
1606	18/07/23	3816	RTC805295	£1,140.00	£190.00	£950.00		JCW Hiab Services Ltd	For Delivery Removal and Hire of concreate blocks for the security of Poulner Lakes.	3000/6/3
		3817/1		£131.52	£21.92	£109.60	RLOS	Elliott Brothers Ltd	Materials for seat bases at Pocket Park and the Lakes	3350/11
1607	18/07/23	3817	RTC805290	£131.52	£21.92	£109.60		Elliott Brothers Ltd	Materials for Memorial Seats at Pocket Park & The Lakes. 1 Ton bag Ballast 6 x 2.4 Wood Gravel boards.	3350/11

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

# B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3818/1	£44.30	£7.38	£36.92	RLOS	Elliott Brothers Ltd	6 bas post fix for Carvers Drop Down Bollards	3000/6/3
			3818/2	£3.40	£0.57	£2.83	RLOS	Elliott Brothers Ltd	end cap for Carvers outside plumbing.	3000/6/3
1608	18/07/23	3818	RTC805301	£47.70	£7.95	£39.75		Elliott Brothers Ltd	6 bags Post fix for Carvers Drop Down Bollards End cap for clubhouse outside plumbing.	3000/6/3
			3819/1	£137.42	£22.90	£114.52	RLOS	Hunt Forest Group	parts for blowers strimmers	3000/3/2
1609	18/07/23	3819	RTC805312	£137.42	£22.90	£114.52		Hunt Forest Group	parts for blowers strimmers	3000/3/2
			3820/1	£60.00	£0.00	£60.00	P&F	Rory Fitzgerald	Contribution to cost of glasses	2310/3
1610	18/07/23	3820	RTC805314	£60.00	£0.00	£60.00		Rory Fitzgerald	Contribution towards glasses for DSE use	2310/3
			3821/1	£66.96	£11.16	£55.80	RLOS	Glen Acres Nursery	Extra plants for Town Planting	3000/5/9
1611	18/07/23	3821	RTC805319	£66.96	£11.16	£55.80		Glen Acres Nursery	Extra plants for Town Planting.	3000/5/9
			3822/1	£136.80	£22.80	£114.00	RLOS	SCS Spreader & Sprayer Testing Ltd	MOT on sprayer unit	3000/3/2
1612	18/07/23	3822	RTC805318	£136.80	£22.80	£114.00		SCS Spreader & Sprayer Testing Ltd	MOT on sprayer unit.	3000/3/2
			3823/1	£5,460.00	£910.00	£4,550.00	P&F	Laceys Solicitors	Solicitors' fees	2400/21
1613	18/07/23	3823	RTC805292	£5,460.00	£910.00	£4,550.00		Laceys Solicitors	Supply of legal services	2400/21
			3824/1	£737.50	£0.00	£737.50	RLOS	Richard Connell T/A New Enclosure	Final installment for Carvers masterplan	3350/1
1614	18/07/23	3824	RTC805282	£737.50	£0.00	£737.50		Richard Connell T/A New Enclosure	Landscape design services	3350/1
			3825/1	£408.00	£68.00	£340.00	RLOS	Peter Noble Ltd	2 drop Down Bollards for securing Town Council Sites	3000/6/3
			3825/2	£408.00	£68.00	£340.00	RLOS	Peter Noble Ltd	2 drop down bollards for securing Town Council Sites	3000/6/3
1615	18/07/23	3825	RTC805252	£816.00	£136.00	£680.00		Peter Noble Ltd	4 drop down bollards for securing Town Council sites	3000/6/3
			3826/1	£184.63	£30.77	£153.86	RLOS	Peter Noble Ltd	Welding work	3000/2/7
1616	18/07/23	3826	RTC805258	£184.63	£30.77	£153.86		Peter Noble Ltd	To repair height restriction barrier at entrance to Poulner Lakes	3000/2/7
			3827/1	£489.71	£81.62	£408.09	RLOS	Peter Noble Ltd	Repairs on 2 petrol blowers	3000/3/2
1617	18/07/23	3827	RTC805271	£489.71	£81.62	£408.09		Peter Noble Ltd	Repairs on 2 petrol blowers	3000/3/2
			3828/1	£124.22	£20.70	£103.52	RLOS	Peter Noble Ltd	Fit new blades to roller mower	3000/3/2

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1618	18/07/23	3828	RTC805272	£124.22	£20.70	£103.52		Peter Noble Ltd	To fit new blades to roller mower.	3000/3/2
		3829/1		£466.14	£77.69	£388.45	RLOS	Peter Noble Ltd	Parts and labour for Repairs To Kubota Front Deck Mower	3000/3/2
1619	18/07/23	3829	RTC805280	£466.14	£77.69	£388.45		Peter Noble Ltd	Parts and Labour for Repairs to Kubota Front Deck Mower.	3000/3/2
		3830/1		£144.00	£24.00	£120.00	RLOS	Avon Materials Supplies Ltd	1 x 1100l wheelie bin delivery and collection	3000/6/3
		3830/2		£72.00	£12.00	£60.00	RLOS	Avon Materials Supplies Ltd	To empty up to 70kg waste	3000/6/3
1620	18/07/23	3830	RTC805248	£216.00	£36.00	£180.00		Avon Materials Supplies Ltd	Wheelie Bin for waste from unauthorised encampment at The Bickerley, Ringwood	3000/6/3
		3831/1		£17.49	£2.92	£14.57	RLOS	screwfix	Concrete bolts	3000/2/9
1621	18/07/23	3831	RTC805310	£17.49	£2.92	£14.57		screwfix	Concrete Bolts for fixing seats	3000/2/9
		3832/1		£48.00	£8.00	£40.00	RLOS	screwfix	1 Manhole cover	3000/6/3
		3832/2		£13.51	£2.25	£11.26	RLOS	screwfix	M8 Coach Bolts	3000/6/3
		3832/3		£49.98	£8.33	£41.65	RLOS	screwfix	2 padlocks for Carvers Main Gates.	3000/6/3
1622	18/07/23	3832	RTC805302	£111.49	£18.58	£92.91		screwfix	1 Manhole Cover broken by Travellers Vehicles. M 8 coach bolts for securing manhole cover. 2 padlocks for Carvers Main Gate.	3000/6/3
1623	18/07/23	3833		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/07/23 - 14/08/23	3802/3/1
1624	18/07/23	3834		£72.00	£12.00	£60.00	RLOS	Insight Security & Facilities Ltd	June 2023	3000/2/1
1625	18/07/23	3835		£792.00	£132.00	£660.00	P&F	TC Group	Payroll Services Qtr 1 23/24	2310/1
		3836/1		£3.99	£0.67	£3.32	RLOS	screwfix	Repairs to Bickerley May Bridge	3000/2/9
		3836/2		£3.89	£0.65	£3.24	RLOS	screwfix	Warning marking tape	3000/2/9
1626	18/07/23	3836	RTC805316	£7.88	£1.32	£6.56		screwfix	Coach Bolts for repairs to Bickerley May Bridge Hand Rail. Warning marking Tape.	3000/2/9
DD	20/07/23	3839		£317.51	£52.92	£264.59	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	July 2023 calls	2000/1/11
DD	21/07/23	3838		£7,642.06	£0.00	£7,642.06	P&F	Inland Revenue	June 2023	2600/1/2
DD	21/07/23	3840		£156.15	£7.44	£148.71	PT&E	SSE Southern Electric	June 2023	4000/1/2
1629	24/07/23	3767	RTC805262	£2,010.00	£335.00	£1,675.00	P&F	Southern Internal Audit Partnership, HCC	Internal audit Fees for 2022/23 audit	2000/1/19

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

# B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	24/07/23	3841		£261.98	£43.66	£218.32	RLOS	BNP Parabis	Quarterly charge 3802/2/1
		3847/1		£84.80	£0.00	£84.80	PT&E	David Brown Sundials	212 miles @ 40p per mile for 2 x return trips 4000/1/1
1627	24/07/23	3847	RTC805094	£84.80	£0.00	£84.80		David Brown Sundials	Travel costs to collect and return time capsule cover stone for repair No cost for repair 4000/1/1
		3848/1		£594.00	£99.00	£495.00	PT&E	Fine Memorials	To hone surface, re-letter inscription and paint letters white 4050/1
1628	24/07/23	3848	RTC805177	£594.00	£99.00	£495.00		Fine Memorials	Human Sundial - Repair of time capsule cover stone 4050/1
		3850/1		£1,684.51	£280.75	£1,403.76	RLOS	Northover Energy	1200 litres white diesel plus 1 bottle of additive 3000/1/10
		3850/2		£20.45	£3.41	£17.04	RLOS	Northover Energy	1 BOTTLE OF ADDITIVE 3000/1/10
1630	24/07/23	3850	RTC805313	£1,704.96	£284.16	£1,420.80		Northover Energy	1200 litres of white diesel. 1 bottle of additive £20.45. 3000/1/10
DD	25/07/23	3851		£26,538.23	£0.00	£26,538.23	P&F	Salaries	July 2023 2600/1/1
		3852/1		£122.40	£20.40	£102.00	RLOS	Ringwood Cricket Club	Refund of fee paid for 15th July 3000/5/12
1631	25/07/23	3852	RTC805326	£122.40	£20.40	£102.00		Ringwood Cricket Club	Refund of cricket fees for 15th July 2023 - unable to make final preparations due to weather conditions 3000/5/12
		3853/1		£122.40	£20.40	£102.00	RLOS	Christchurch Cricket Club	Invoice 600621 paid twice by CCC in error 3000/5/12
1632	25/07/23	3853	RTC805327	£122.40	£20.40	£102.00		Christchurch Cricket Club	Refund of duplicate payment on invoice 600621 for cricket pitch fees for match 27th May 3000/5/12
FPI	26/07/23	3858		£148.50	£24.75	£123.75	P&F	Brightwater	Fees July 2023 2400/19
BGC	27/07/23	3854		-£55.95	£0.00	-£55.95	P&F	Michael Thierry	CIr Allowance July 2023 returned 2200/1/3
PAY	28/07/23	3855		£18.40	£0.00	£18.40	P&F	Lloyds Bank	Bank charges July 2023 2000/1/18
		3842/1		£189.38	£9.02	£180.36	RLOS	Utility Warehouse	Energy 3000/1/1
		3842/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD 1	31/07/23	3842		£191.78	£9.42	£182.36		Utility Warehouse	UW Sports Pavilion June 2023 3000/1/1
		3843/1		£121.17	£5.77	£115.40	RLOS	Utility Warehouse	Energy 3200/1/1
		3843/2		£32.78	£5.46	£27.32	RLOS	Utility Warehouse	Mobile 3000/1/6
		3843/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		3843/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 2	31/07/23	3843		£187.55	£16.83	£170.72		Utility Warehouse	UW Cemetery June 2023	3200/1/1
		3844/1		£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile	3000/1/6
		3844/2		-£30.00	-£5.00	-£25.00	RLOS	Utility Warehouse	Broadband	3802/2/5
		3844/3		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 3	31/07/23	3844		-£7.60	-£1.27	-£6.33		Utility Warehouse	UW Carvers Clubhouse June 2023	3000/1/6
NFDC Tfr4	31/07/23	3845		£16.87	£0.00	£16.87	RLOS	New Forest District Council	NFDC Tfr4 Purchases for café sales 19/06/23	3802/3/1
NFDC Tfr4	31/07/23	3846		£3.70	£0.00	£3.70	RLOS	New Forest District Council	NFDC Tfr4 Purchases for café sales 26/06/23	3802/3/1
DD 4	31/07/23	3856		£55.00	£0.00	£55.00	P&F	Information Commissioners Office	Annual registration fee	2000/1/16
1635	31/07/23	3857		£44.11	£0.00	£44.11	P&F	Michael Thierry	Clle allowance May 2023	2200/1/3
NFDC Tfr4	31/07/23	3859		£9.44	£0.00	£9.44	RLOS	New Forest District Council	NFDC Tfr4 Purchases for café sales 03/07/23	3802/3/1
NFDC Tfr4	31/07/23	3860		£12.08	£0.00	£12.08	RLOS	New Forest District Council	NFDC Tfr4 Purchases for café sales 10/07/23	3802/3/1
NFDC Tfr4	31/07/23	3861		£13.45	£0.00	£13.45	RLOS	New Forest District Council	NFDC Tfr4 Purchases for café sales 17/07/23	3802/3/1
NFDC Tfr4	31/07/23	3862		£11.32	£0.00	£11.32	P&F	New Forest District Council	NFDC Tfr4 Credit card fees July 2023	2000/1/18
NFDC Tfr4	31/07/23	3863		£199.60	£0.00	£199.60	P&F	New Forest District Council	NFDC Tfr4 Credit card charges 2022/23	2000/1/18
		3888/1		£8.75	£0.00	£8.75	Counc	Ringwood Town Council	Milk etc	10000
		3888/2		£10.00	£0.00	£10.00	Counc	Ringwood Town Council	Refund of allot key Hastie UK18A	10000
		3888/3		£40.80	£6.80	£34.00	Counc	Ringwood Town Council	Key for bollards	10000
Petty Cash Jul 23	31/07/23	3888		£59.55	£6.80	£52.75		Ringwood Town Council	Petty Cash July 2023	10000
DD 1	01/08/23	3893		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse August 2023	3802/1/6
DD 2	01/08/23	3894		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery August 2023	3200/1/5
DD 3	01/08/23	3895		£320.00	£0.00	£320.00	RLOS	DVLA	WR08WWJ	3000/3/2
Lloyds CC Aug 23 1	01/08/23	3901		£237.60	£39.60	£198.00	P&F	Microsoft	18/06/23 - 17/07/23 71734640537	2000/1/15
Lloyds CC Aug 23 2	01/08/23	3902		£177.12	£29.52	£147.60	P&F	Microsoft	18/06/23 - 17/07/23 71734620372	2000/1/15
		3903/1		£429.00	£71.50	£357.50	RLOS	AO Retaill Ltd	dishwasher	3802/2/3

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3903/2	£55.00	£9.17	£45.83	RLOS	AO Retaill Ltd	disconnection and installation	3802/2/3
			3903/3	£45.00	£7.50	£37.50	RLOS	AO Retaill Ltd	delivery	3802/2/3
Lloyds CC Aug 23 3	01/08/23	3903	RTC805298	£529.00	£88.17	£440.83		AO Retaill Ltd	Dishwasher for clubhouse	3802/2/3
Lloyds CC Aug 23 4	01/08/23	3904	RTC805315	£65.00	£0.00	£65.00	RLOS	Hampshire County Council	Consent for Christmas Light display 2023	3100/2
			3905/1	£34.04	£5.67	£28.37	RLOS	Amazon	Hosepipe trigger replacement for missing one from the Bickerley.	3000/6/3
Lloyds CC Aug 23 5	01/08/23	3905	RTC805296	£34.04	£5.67	£28.37		Amazon	Hosepipe trigger to replace one that went missing from the Bickerley.	3000/6/3
			3906/1	£14.99	£2.50	£12.49	RLOS	Amazon	Weed Burner	3000/2/9
Lloyds CC Aug 23 6	01/08/23	3906	RTC805325	£14.99	£2.50	£12.49		Amazon	Weed Burner and 4 gas bottles, for disposing of weeds in Gateway Square.	3000/2/9
			3910/1	£406.51	£48.80	£357.71	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 23 7	01/08/23	3910	RTC805335	£406.51	£48.80	£357.71		Booker	food for resale paid on NV's credit card order number 81938807	3802/3/1
			3911/1	£181.83	£26.50	£155.33	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 23 8	01/08/23	3911	RTC805362	£181.83	£26.50	£155.33		Booker	food for resale	3802/3/1
			3914/1	£12.60	£2.10	£10.50	P&F	Hampshire County Council	951024 Blue nitrile exam gloves, box 200	2000/3/4
			3914/2	£28.26	£4.71	£23.55	P&F	Hampshire County Council	816551 Blue paper towels	2000/3/4
1660	01/08/23	3914	RTC805345	£40.86	£6.81	£34.05		Hampshire County Council	Caretaker supplies - gloves and hand towels	2000/3/4
			3915/1	£1,177.46	£188.15	£989.31	RLOS	Ringwood Motor Company Ltd	VW Van MOT & Service plus extras	3000/3/2
1661	01/08/23	3915	RTC805354	£1,177.46	£188.15	£989.31		Ringwood Motor Company Ltd	VW Van MOT, Service, new timing belt, 2 tyres and 2 shock absorbers.	3000/3/2
			3916/1	£42.50	£7.08	£35.42	RLOS	Ringwood Motor Company Ltd	MOT defects repair asap	3000/3/2
1662	01/08/23	3916	RTC805358	£42.50	£7.08	£35.42		Ringwood Motor Company Ltd	To replace Ant Roll bar ball joint dust cover, as per MOT defects repair asap.	3000/3/2
			3917/1	£172.90	£28.82	£144.08	RLOS	Glenacres Nursery	Plants for Gateway Gardens	3000/5/9
1663	01/08/23	3917	RTC805349	£172.90	£28.82	£144.08		Glenacres Nursery	Plants for Gateway Gardens, INVOICE TO RACE.	3000/5/9
			3918/1	£900.00	£150.00	£750.00	P&F	New Forest District Council	Agreed half-share of rent assessment fee	2400/18

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1664	01/08/23	3918	RTC805359	£900.00	£150.00	£750.00		New Forest District Council	Contribution to professional fees	2400/18
		3919/1		£162.18	£27.03	£135.15	RLOS	New Forest Ice Cream	ice cream	3802/3/1
		3919/2		£15.60	£2.60	£13.00	RLOS	New Forest Ice Cream	umbrella bases	3802/2/3
1665	01/08/23	3919	RTC805338	£177.78	£29.63	£148.15		New Forest Ice Cream	Food for resale plus bases	3802/3/1
		3943/1		£15.87	£2.65	£13.22	RLOS	Amazon	tubs	3802/3/1
Lloyds CC Aug 23 9	01/08/23	3943	RTC805367	£15.87	£2.65	£13.22		Amazon	Tubs for milkshake powder	3802/3/1
		3944/1		£3.99	£0.67	£3.32	RLOS	Amazon	food clips	3802/3/1
Lloyds CC Aug 23 9 2	01/08/23	3944	RTC805368	£3.99	£0.67	£3.32		Amazon	Clips to keep food fresh	3802/3/1
		3945/1		£5.50	£0.00	£5.50	RLOS	Argos	play sand	3802/2/1
Lloyds CC Aug 10	01/08/23	3945	RTC805379	£5.50	£0.00	£5.50		Argos	Play sand paid on credit card	3802/2/1
		3946/1		£15.39	£2.56	£12.83	RLOS	Amazon	dishwasher tablets	3802/3/1
		3946/2		£30.00	£0.00	£30.00	RLOS	Amazon	jimmys coffee	3802/3/1
Lloyds CC Aug 23 11	01/08/23	3946	RTC805363	£45.39	£2.56	£42.83		Amazon	dishwasher tablets and coffee for resale	3802/3/1
		3947/1		£57.95	£0.00	£57.95	RLOS	Amazon	pavement chalk board	3802/2/1
		3947/2		£9.87	£0.00	£9.87	RLOS	Amazon	delivery	3802/2/1
Lloyds CC Aug 23 12	01/08/23	3947	RTC805300	£67.82	£0.00	£67.82		Amazon	Pavement sign for clubhouse, paid on credit card	3802/2/1
		3948/1		£11.95	£1.99	£9.96	RLOS	Amazon	chalk pens	3802/3/1
Lloyds CC Aug 23 13	01/08/23	3948	RTC805364	£11.95	£1.99	£9.96		Amazon	liquid chalk pens for outside advertising sign	3802/3/1
		3949/1		£13.99	£0.00	£13.99	RLOS	Facebook Ads	promotional ads for clubhouse	3802/2/1
Lloyds CC Aug 23 14	01/08/23	3949	RTC805246	£13.99	£0.00	£13.99		Facebook Ads	paid on credit card- promotional ads for clubhouse	3802/2/1
		3950/1		£8.69	£1.45	£7.24	RLOS	Amazon	business cards blank	3802/2/1
Lloyds CC Aug 23 15	01/08/23	3950	RTC805365	£8.69	£1.45	£7.24		Amazon	business cards for summer free food scheme	3802/2/1
		3951/1		£8.69	£1.45	£7.24	RLOS	Amazon	business cards for summer food scheme	3802/2/1
Lloyds CC Aug 23 16	01/08/23	3951	RTC805306	£8.69	£1.45	£7.24		Amazon	business cards for summer food scheme paid on credit card	3802/2/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3952/1	£8.13	£1.35	£6.78	P&F	Amazon	Labels x 1800 for clubhouse	2000/1/8
			3952/2	£3.74	£0.62	£3.12	P&F	Amazon	PTFE spray	2000/3/2
			3952/3	£3.98	£0.66	£3.32	P&F	Amazon	Alan key set	2000/3/2
			3952/4	£15.00	£2.50	£12.50	P&F	Amazon	Step stool folding - large	2000/1/6
			3952/5	£7.99	£1.33	£6.66	P&F	Amazon	Replacement mop heads x 2	2000/3/2
Lloyds CC Aug 23 17	01/08/23	3952	RTC805286	£38.84	£6.46	£32.38		Amazon	Labels x 1800 for clubhouse PTFE spray Alan key set Large step stool Mop heads (paid for with NV credit card)	2000/1/8
			3864/1	£195.00	£0.00	£195.00	RLOS	Mr. J Crutcher	jamie jambo entertainer fee	3802/2/1
1637	04/08/23	3864	RTC805307	£195.00	£0.00	£195.00		Mr. J Crutcher	Jamie Jambo childrens entertainer fee for summer programme	3802/2/1
			3865/1	£198.90	£33.15	£165.75	RLOS	Alecta Technical Solutions	polar door gasket	3802/2/1
			3865/2	£66.00	£11.00	£55.00	RLOS	Alecta Technical Solutions	labour	3802/2/1
			3865/3	£26.40	£4.40	£22.00	RLOS	Alecta Technical Solutions	delivery	3802/2/1
1638	05/08/23	3865	RTC805268	£291.30	£48.55	£242.75		Alecta Technical Solutions	Commerical fridge repair	3802/2/1
			3866/1	£398.18	£66.36	£331.82	RLOS	New Forest Ice Cream	food for resale	3802/3/1
1639	05/08/23	3866	RTC805332	£398.18	£66.36	£331.82		New Forest Ice Cream	Food for resale to replace order 805221	3802/3/1
			3867/1	£330.00	£55.00	£275.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement Skip	3200/2/8
1640	05/08/23	3867	RTC805288	£330.00	£55.00	£275.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip.	3200/2/8
			3868/1	£69.00	£11.50	£57.50	RLOS	England Garden Machinery	To Backlap Dennis mower blades.	3000/3/2
			3868/2	£49.98	£8.33	£41.65	RLOS	England Garden Machinery	5 ltrs 2/stroke oil	3000/3/2
			3868/3	£4.20	£0.70	£3.50	RLOS	England Garden Machinery	Consumables	3000/3/2
1641	05/08/23	3868	RTC805299	£123.18	£20.53	£102.65		England Garden Machinery	To Backlap Dennis mower blades. 5 litres 2 stroke oil	3000/3/2
			3869/1	£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
			3869/2	£45.00	£0.00	£45.00	RLOS	Taste Vending Ltd	milkshake powder	3802/3/1
1642	05/08/23	3869	RTC805309	£105.84	£0.00	£105.84		Taste Vending Ltd	coffee and milkshake for resale	3802/3/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3870/1	£36.96	£6.16	£30.80	RLOS	Letters & Logos Ltd	sign for tennis courts	3802/2/1
1643	05/08/23	3870	RTC805305	£36.96	£6.16	£30.80		Letters & Logos Ltd	Sign for tennis courts re use for summer	3802/2/1
			3871/1	£99.74	£16.62	£83.12	RLOS	Letters & Logos Ltd	flyer printing	3802/2/1
1644	05/08/23	3871	RTC805311	£99.74	£16.62	£83.12		Letters & Logos Ltd	Summer programme printing	3802/2/1
			3872/1	£71.64	£11.94	£59.70	RLOS	Letters & Logos Ltd	leaflet printing	3802/2/1
1645	05/08/23	3872	RTC805331	£71.64	£11.94	£59.70		Letters & Logos Ltd	Run-on leaflet printing	3802/2/1
			3873/1	£25.03	£4.17	£20.86	P&F	Hampshire County Council	819050 A4 White copier paper	2000/3/4
			3873/2	£12.42	£2.07	£10.35	P&F	Hampshire County Council	598370 Viakal limescale remover	2000/3/4
1646	05/08/23	3873	RTC805329	£37.45	£6.24	£31.21		Hampshire County Council	Caretaker supplies and A4 paper for the drop-in	2000/3/4
			3874/1	£17.78	£2.96	£14.82	P&F	Hampshire County Council	598342 Dettol anti-bac surface spray x 6	2000/3/4
			3874/2	£14.59	£2.43	£12.16	P&F	Hampshire County Council	816142 Bluepaper towels x 6	2000/3/4
			3874/3	£1.66	£0.28	£1.38	P&F	Hampshire County Council	639900 Dustpan and brush	2000/3/4
1647	05/08/23	3874	RTC805330	£34.03	£5.67	£28.36		Hampshire County Council	Caretaker supplies	2000/3/4
			3875/1	£73.85	£12.31	£61.54	RLOS	Elliott Brothers Ltd	10 x bags postfix	3000/2/5
1648	05/08/23	3875	RTC805336	£73.85	£12.31	£61.54		Elliott Brothers Ltd	Postfix for installation of goals at Long Lane	3000/2/5
			3876/1	£324.00	£54.00	£270.00	RLOS	New Forest Aggregates Ltd	6 tonnes of compost for the gateway gardens	3000/5/9
1649	05/08/23	3876	RTC805340	£324.00	£54.00	£270.00		New Forest Aggregates Ltd	6 tonnes of compost for the gateway gardens, Invoice Race.	3000/5/9
			3877/1	£14.27	£2.38	£11.89	RLOS	Itec	Carvers Clubhouse	3802/2/2
			3877/2	£31.55	£5.26	£26.29	P&F	Itec	Gateway	2000/1/9
1650	05/08/23	3877		£45.82	£7.64	£38.18		Itec	July 2023	3802/2/2
1651	05/08/23	3878		£627.00	£104.50	£522.50	RLOS	New Forest District Council	Dog waste collection 6 monthly	3000/6/1
			3886/1	£900.00	£150.00	£750.00	P&F	Moses Rutland	Insurance valuation fee (second of two)	2100/6
1652	07/08/23	3886	RTC805137	£900.00	£150.00	£750.00		Moses Rutland	Valuation fee	2100/6
			3887/1	£240.00	£0.00	£240.00	RLOS	Richard Connell T/A New Enclosure	Preparation of consultation materials	3350/1
1653	07/08/23	3887	RTC805343	£240.00	£0.00	£240.00		Richard Connell T/A New Enclosure	Landscape design services	3350/1
DD	07/08/23	3900		£32.34	£5.39	£26.95	RLOS	Sky Business	05/08/23 - 04/09/23	3802/2/5

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

# B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		3889/1		£171.86	£28.64	£143.22	RLOS	Eco Sustainable Solutions	4 tonne top soil pitch renovation	3000/2/5
1654	08/08/23	3889	RTC805322	£171.86	£28.64	£143.22		Eco Sustainable Solutions	4 ton of top soil for renovation of pitch 5 on 10 Acre.	3000/2/5
		3890/1		£491.90	£81.98	£409.92	RLOS	Peter Noble Ltd	2 drop down bollards for carvers main gates.Carriage, 2 X Padlocks	3000/6/3
1655	08/08/23	3890	RTC805303	£491.90	£81.98	£409.92		Peter Noble Ltd	2 Dropdown Bollards For Carvers Main Gates. Carriage £20.00 Padlocks X 2 £24.96 = £49.92	3000/6/3
		3891/1		£35.04	£5.84	£29.20	RLOS	Peter Noble Ltd	drive belts for front deck mower	3000/3/2
1656	08/08/23	3891	RTC805323	£35.04	£5.84	£29.20		Peter Noble Ltd	2 drive belts for front deck mower	3000/3/2
		3892/1		£27.42	£4.57	£22.85	RLOS	Peter Noble Ltd	Replacement Grease Gun	3000/3/1
1657	08/08/23	3892	RTC805317	£27.42	£4.57	£22.85		Peter Noble Ltd	Replacement Grease Gun	3000/3/1
FPI	09/08/23	3897		£148.50	£24.75	£123.75	P&F	Brightwater	Fees August 2023	2400/19
DD	09/08/23	3898		£240.12	£11.43	£228.69	RLOS	Yu Energy	01/07/23 - 31/07/23	3802/1/3
		3899/1		£85.81	£14.30	£71.51	RLOS	UK Fuels Ltd	Fuel for hand held machines	3000/1/10
DD 2	09/08/23	3899	RTC805270	£85.81	£14.30	£71.51		UK Fuels Ltd	Fuel for hand held machines.	3000/1/10
FPO	14/08/23	3896		£8,442.53	£0.00	£8,442.53	P&F	Hampshire County Council	Pension July 2023	2600/1/3
		3912/1		£420.00	£70.00	£350.00	RLOS	Pete Best	To remove large dead tree at Toad Corner Playpark.	3000/2/11
1658	15/08/23	3912	RTC805294	£420.00	£70.00	£350.00		Pete Best	To remove large dead tree at Toad Corner Playpark.	3000/2/11
		3913/1		£420.00	£70.00	£350.00	RLOS	Pete Best	to remove dangerous tree at kick park	3000/2/11
1659	15/08/23	3913	RTC805347	£420.00	£70.00	£350.00		Pete Best	To remove 1 tree at Kick Park that has cracked and become caught up in another tree making it dangreous.	3000/2/11
		3920/1		£372.00	£62.00	£310.00	RLOS	Ringwood & Fordingbridge Skip Hire	skip to remove homeless camp rubbish at Poulner Lakes	3000/2/7
		3920/2		£144.00	£24.00	£120.00	RLOS	Ringwood & Fordingbridge Skip Hire	TO Remove 4 Mattresses from Poulner Lakes.	3000/2/7
1666	15/08/23	3920	RTC805304	£516.00	£86.00	£430.00		Ringwood & Fordingbridge Skip Hire	Skip for Poulner Lakes to remove homeless camp rubbish To remove 4 mattresses from Poulner Lakes	3000/2/7
		3921/1		£186.88	£31.15	£155.73	RLOS	Peter Noble Ltd	Coupling for drive shaft	3000/3/2

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1667	15/08/23	3921	RTC805333	£186.88	£31.15	£155.73		Peter Noble Ltd	Part for John Deere ride-on mower and fitting.	3000/3/2
			3922/1	£169.77	£28.30	£141.47	RLOS	Peter Noble Ltd	To check JD Ride On Mower	3000/3/2
1668	15/08/23	3922	RTC805324	£169.77	£28.30	£141.47		Peter Noble Ltd	To check JD Ride On Mower for damage and replace oil and oil filter	3000/3/2
1669	15/08/23	3923		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	July 2023	3000/2/1
1670	15/08/23	3924		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/08/23 - 14/09/23	3802/3/1
1671	15/08/23	3925		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV 6 Monthly charge 01/04/23 - 30/09/23	2400/15
			3926/1	£49.50	£0.00	£49.50	RLOS	Iceland	food for re-sale	3802/3/1
LloydsCC Aug2 23 1	17/08/23	3926	RTC805337	£49.50	£0.00	£49.50		Iceland	Food for resale	3802/3/1
			3927/1	£25.50	£0.00	£25.50	RLOS	New Forest District Council	Recycling stickers for Clubhouse - roll of 36	3802/1/1
LloydsCC Aug2 23 2	17/08/23	3927	RTC805341	£25.50	£0.00	£25.50		New Forest District Council	Recycling stickers for cardboard for Carvers Clubhouse - bought on NV credit card (VAT £0)	3802/1/1
1672	18/08/23	3928	RTC805370	£71,146.24	£11,857.71	£59,288.53	RLOS	Knights Brown Construction Limited	Football Development project construction payment certificate number 2	3350/10
DD	18/08/23	3929		£317.38	£52.90	£264.48	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	August 2023	2000/1/11
DD	21/08/23	3930		£129.19	£6.15	£123.04	PT&E	SSE Southern Electric	July 2023	4000/1/2
			3931/1	£58.58	£9.76	£48.82	RLOS	Site Safety Ltd	waterproof suit	3000/1/5
1673	21/08/23	3931	RTC805353	£58.58	£9.76	£48.82		Site Safety Ltd	1 all in one waterproof suit.	3000/1/5
			3932/1	£49.20	£8.20	£41.00	RLOS	Fordingbridge Print	Consultation boards	3350/1
1674	21/08/23	3932	RTC805346	£49.20	£8.20	£41.00		Fordingbridge Print	Printing services	3350/1
			3933/1	£84.00	£14.00	£70.00	RLOS	Central Southern Security	out of hours callout.	3200/2/1
1675	21/08/23	3933	RTC805350	£84.00	£14.00	£70.00		Central Southern Security	Out of hours service call to Engineer reset alarm,	3200/2/1
			3934/1	£107.16	£17.86	£89.30	RLOS	Comax UK Ltd	coffee cups and lids and chip trays	3802/3/1
1676	21/08/23	3934	RTC805356	£107.16	£17.86	£89.30		Comax UK Ltd	catering supplies	3802/3/1
			3935/1	£70.00	£0.00	£70.00	RLOS	Ringwood Pest Control	wasp nest at tha Mount	3000/2/13

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1677	21/08/23	3935	RTC805376	£70.00	£0.00	£70.00		Ringwood Pest Control	To deal with a wasp nest on a path at the mount.	3000/2/13
		3936/1		£290.44	£48.41	£242.03	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1678	21/08/23	3936	RTC805334	£290.44	£48.41	£242.03		New Forest Ice Cream	for resale	3802/3/1
		3937/1		£15.60	£2.60	£13.00	RLOS	New Forest Ice Cream	base for parasol	3802/2/3
		3937/2		£186.49	£31.08	£155.41	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1679	21/08/23	3937	RTC805361	£202.09	£33.68	£168.41		New Forest Ice Cream	food for resale	3802/2/3
DD	22/08/23	3938		£7,042.74	£0.00	£7,042.74	P&F	Inland Revenue	July 2023	2600/1/2
1680	22/08/23	3953		£55.95	£0.00	£55.95	P&F	Michael Thierry	Refund June 2023 Monthly Cllr allowance	2200/1/3
1681	22/08/23	3954		£55.95	£0.00	£55.95	P&F	Michael Thierry	Refund July 2023 Monthly Cllr allowance	2200/1/3
DD	25/08/23	3955		£28,015.60	£0.00	£28,015.60	P&F	Salaries	August 2025	2600/1/1
		3941/1		£11.17	£1.86	£9.31	RLOS	Amazon	small paper bags	3802/3/1
Lloyds CC Aug 23 1	28/08/23	3941	RTC805355	£11.17	£1.86	£9.31		Amazon	small paper bags x500	3802/3/1
		3956/1		£341.70	£36.36	£305.34	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 2	28/08/23	3956	RTC805339	£341.70	£36.36	£305.34		Booker	food for resale	3802/3/1
		3957/1		£512.64	£64.15	£448.49	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 23 3	28/08/23	3957	RTC805352	£512.64	£64.15	£448.49		Booker	food for resale 82078735	3802/3/1
		3958/1		£504.84	£61.10	£443.74	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 4	28/08/23	3958	RTC805372	£504.84	£61.10	£443.74		Booker	food for resale order 82150655	3802/3/1
		3959/1		£513.45	£64.90	£448.55	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Aug 23 5	28/08/23	3959	RTC805394	£513.45	£64.90	£448.55		Booker	food for resale order 82222450	3802/3/1
		3960/1		£12.00	£2.00	£10.00	RLOS	Amazon	cake container	3802/3/1
		3960/2		£4.09	£0.68	£3.41	RLOS	Amazon	wrist bands	3802/2/1
Lloyds CC Aug 23 6	28/08/23	3960	RTC805395	£16.09	£2.68	£13.41		Amazon	Cake containers and wrist bands for event	3802/3/1
		3961/1		£41.25	£0.00	£41.25	RLOS	Iceland	food for resale	3802/3/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

# B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Aug 23 7	28/08/23	3961	RTC805384	£41.25	£0.00	£41.25		Iceland	food for resale 3802/3/1
		3962/1		£48.20	£8.03	£40.17	RLOS	Amazon	Seat Cover For Transit Van 3000/3/5
Lloyds CC Aug 23 8	28/08/23	3962	RTC805375	£48.20	£8.03	£40.17		Amazon	Seat Covers for Transit Van 3000/3/5
		3963/1		£19.68	£3.28	£16.40	RLOS	Amazon	dustpan and brush 3802/2/2
Lloyds CC Aug 23 9	28/08/23	3963	RTC805366	£19.68	£3.28	£16.40		Amazon	upright dustpan and brush 3802/2/2
		3964/1		£13.99	£0.00	£13.99	RLOS	Facebook Ads	social media ad 3802/2/1
Lloyds CC Aug 23 10	28/08/23	3964	RTC805380	£13.99	£0.00	£13.99		Facebook Ads	social media ad for room hire 3802/2/1
		3965/1		£159.00	£0.00	£159.00	RLOS	TV Licensing	tv license 3802/2/1
Lloyds CC Aug 23 11	28/08/23	3965	RTC805369	£159.00	£0.00	£159.00		TV Licensing	Carvers Clubhouse TV license 3802/2/1
		3966/1		£42.75	£0.00	£42.75	RLOS	Amazon	iced coffee 3802/3/1
		3966/2		£14.25	£0.00	£14.25	RLOS	Amazon	iced coffee 3802/3/1
Lloyds CC Aug 23 12	28/08/23	3966	RTC805373	£57.00	£0.00	£57.00		Amazon	Iced coffee for resale 3802/3/1
Lloyds CC Aug 23 13	28/08/23	3967		£15.45	£0.00	£15.45	RLOS	Amazon	Expect refund - see CB email 22/8/23 3802/3/1
Lloyds CC Aug 23 14	28/08/23	3968		£237.60	£39.60	£198.00	P&F	Microsoft	18/07/23 - 17/08/23 2000/1/15
Lloyds CC Aug 23 15	28/08/23	3969		£177.12	£29.52	£147.60	P&F	Microsoft	18/07/23 - 17/08/23 2000/1/15
		3986/1		£44.98	£7.50	£37.48	RLOS	Amazon	New Phone for groundsman 3000/1/6
		3986/2		£16.26	£2.71	£13.55	RLOS	Amazon	New case for Phone 3000/1/6
Lloyds CC Aug 2 16	28/08/23	3986	RTC805393	£61.24	£10.21	£51.03		Amazon	New phone for 1 Groundsman. New case for phone. 3000/1/6
PAY	29/08/23	3987		£19.27	£0.00	£19.27	P&F	Lloyds Bank	Bank Charges August 2023 2000/1/18
		3970/1		£320.00	£0.00	£320.00	RLOS	LTS Entertainment T/A Funky Playbus	soft play bus hire 3802/2/1
		3970/2		£60.00	£0.00	£60.00	RLOS	LTS Entertainment T/A Funky Playbus	travel each way from soton 3802/2/1
1682	30/08/23	3970	RTC805251	£380.00	£0.00	£380.00		LTS Entertainment T/A Funky Playbus	Soft playbus for summer holiday programme 3802/2/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			3971/1	£264.08	£44.01	£220.07	RLOS	New Forest Ice Cream	food for resale	3802/3/1
1683	30/08/23	3971	RTC805378	£264.08	£44.01	£220.07		New Forest Ice Cream	food for resale	3802/3/1
			3972/1	£49.19	£8.20	£40.99	RLOS	Comax UK Ltd	cups	3802/3/1
			3972/2	£10.79	£1.80	£8.99	RLOS	Comax UK Ltd	white paper bags	3802/3/1
1684	30/08/23	3972	RTC805388	£59.98	£10.00	£49.98		Comax UK Ltd	sundries for café	3802/3/1
			3973/1	£29.99	£5.00	£24.99	RLOS	Comax UK Ltd	paper plates	3802/3/1
1685	30/08/23	3973	RTC805371	£29.99	£5.00	£24.99		Comax UK Ltd	paper plates x1000	3802/3/1
			3974/1	£147.70	£24.62	£123.08	RLOS	Elliott Brothers Ltd	20 bags post fix INVOUCE AFC BOURNEMOUTH.	3000/5/5
1686	30/08/23	3974	RTC805392	£147.70	£24.62	£123.08		Elliott Brothers Ltd	20 bags post fix for goal posts RTFC, to be invoiced to AFC Bournemouth.( ask Kelvin)	3000/5/5
			3975/1	£51.70	£8.62	£43.08	RLOS	Elliott Brothers Ltd	7 bags Post fix Invoice ask Kelvin.	3000/5/5
1687	30/08/23	3975	RTC805396	£51.70	£8.62	£43.08		Elliott Brothers Ltd	7 bags post fix RTFC, to be invoiced to AFC Bournemouth (ask Kelvin)	3000/5/5
			3976/1	£25.04	£4.17	£20.87	P&F	Hampshire County Council	819050 A4 paper	2000/1/8
			3976/2	£2.66	£0.44	£2.22	P&F	Hampshire County Council	366740 Tea spoons x 12	2000/3/4
1688	30/08/23	3976	RTC805391	£27.70	£4.61	£23.09		Hampshire County Council	A4 paper and teaspoons	2000/1/8
			3977/1	£30.86	£5.14	£25.72	RLOS	Hunt Forest Group	Throttle Cable	3000/3/2
1689	30/08/23	3977	RTC805386	£30.86	£5.14	£25.72		Hunt Forest Group	Throttle Cable.	3000/3/2
			3978/1	£135.28	£0.00	£135.28	P&F	Riley Dunn & Wilson Ltd	Binding Council minutes 4 volumes	2200/1/5
			3978/2	£42.00	£7.00	£35.00	P&F	Riley Dunn & Wilson Ltd	Courier	2200/1/5
1690	30/08/23	3978	RTC805328	£177.28	£7.00	£170.28		Riley Dunn & Wilson Ltd	Binding of Council minutes 4 volumes @ £33.82 = £135.29 (no VAT) Courier £21 x 2 = £42 (plus VAT)	2200/1/5
			3980/1	£60.00	£10.00	£50.00	P&F	SLCC Enterprises Ltd	Legionella safety management training	2310/2
1691	30/08/23	3980	RTC805390	£60.00	£10.00	£50.00		SLCC Enterprises Ltd	Training event	2310/2
			3981/1	£170.40	£28.40	£142.00	RLOS	Tudor Environmental	8 reels of strimming line	3200/2/5
1692	30/08/23	3981	RTC805344	£170.40	£28.40	£142.00		Tudor Environmental	8 reels of Strimming Line.	3200/2/5
			3982/1	£16.76	£2.79	£13.97	RLOS	Itec	Carvers Clubhouse	3802/2/2
			3982/2	£25.61	£4.27	£21.34	P&F	Itec	Gateway	2000/1/9

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/08/23

**B**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
1693	30/08/23	3982		£42.37	£7.06	£35.31		Itec	August 2023 3802/2/2
DD	30/08/23	3984		£29.05	£1.38	£27.67	P&F	British Gas	04/07/23 - 07/08/23 2100/1
BGC	30/08/23	3985		-£68.75	£0.00	-£68.75	P&F	Rae Frederick	Cllr Allowance August 2023 - to be refunded 2200/1/3
		3907/1		£161.47	£7.69	£153.78	RLOS	Utility Warehouse	Energy 3000/1/1
		3907/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD 1	31/08/23	3907		£163.87	£8.09	£155.78		Utility Warehouse	UW Sports Pavilion July 2023 3000/1/1
		3908/1		£125.46	£5.97	£119.49	RLOS	Utility Warehouse	Energy 3200/1/1
		3908/2		£32.23	£5.37	£26.86	RLOS	Utility Warehouse	Mobile 3000/1/6
		3908/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		3908/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD 2	31/08/23	3908		£191.29	£16.94	£174.35		Utility Warehouse	UW Cemetery July 2023 3200/1/1
		3909/1		£20.00	£3.33	£16.67	RLOS	Utility Warehouse	Mobile 3000/1/6
		3909/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/6
DD 3	31/08/23	3909		£22.40	£3.73	£18.67		Utility Warehouse	UW Groundsman Mobile July 2023 3000/1/6
NFDC Tfr5	31/08/23	3988		£1.10	£0.00	£1.10	P&F	New Forest District Council	NFDC Tfr5 Credit card charges 2000/1/18
NFDC Tfr5	31/08/23	3989		£56.91	£0.00	£56.91	RLOS	New Forest District Council	NFDC Tfr5 Purchases for café sales 07/08/23 3802/3/1
NFDC Tfr5	31/08/23	3990		£73.25	£0.00	£73.25	RLOS	New Forest District Council	NFDC Tfr5 Purchases for café sales 14/08/23 3802/3/1
NFDC Tfr5	31/08/23	3991		£46.47	£0.00	£46.47	RLOS	New Forest District Council	NFDC Tfr5 Purchases for café sales 24/07/23 3802/3/1
NFDC Tfr5	31/08/23	3992		£44.89	£0.00	£44.89	RLOS	New Forest District Council	NFDC Tfr5 Purchases for café sales 31/07/23 3802/3/1
		3993/1		£15.90	£0.00	£15.90	Counc	Ringwood Town Council	Milk 10000
		3993/2		£10.00	£0.00	£10.00	Counc	Ringwood Town Council	Dishwasher tablets 10000
		3993/3		£4.50	£0.75	£3.75	Counc	Ringwood Town Council	Fly spray 10000
Petty Cash Aug 2023	31/08/23	3993		£30.40	£0.75	£29.65		Ringwood Town Council	Petty Cash August 2023 10000
<b>Total</b>				£324,828.78	£37,959.81	£286,868.97			

**POLICY AND FINANCE COMMITTEE 20th SEPTEMBER 2023****BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>31-Aug-23</b>			<b>31-Aug-23</b>	<b>Movement</b>	
	£	£	£	£	£	£
Imprest (Current) Account	62,376	71,438	160,000	-250,000	100,000	81,438
Business Account	50,059	30,110				30,110
Investment Accounts	1,135,000	1,085,000		-100,000	250,000	1,235,000
Petty Cash - Imprest	106	170				170
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>1,247,716</b>	<b>1,186,893</b>	<b>160,000</b>	<b>-350,000</b>	<b>350,000</b>	<b>1,346,893</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

20/09/23

20/09/23

Investment Accounts	<b>CCLA</b>	Instant access
---------------------	-------------	----------------

## Notes:

- |          |   |                 |
|----------|---|-----------------|
| <b>1</b> | <b>Imprest Account</b>  | £               |
|          | Anticipated net expenditure to end September  | 145,000         |
|          | Precept second instalment (due by end of September)   | -305,000        |
|          | Net anticipated movement on imprest account   | <b>-160,000</b> |
| <b>2</b> | <b>Investment Maturity</b>  |                 |
|          | No investments due to mature  |                 |
| <b>3</b> | The bank accounts were reconciled at 31st August 2023   |                 |
| <b>4</b> | A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk. |                 |
| <b>5</b> | The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc                 |                 |



**REPORT TO POLICY & FINANCE COMMITTEE – 20<sup>th</sup> September 2023**  
**BUDGETARY CONTROL Period 5 – April to August 2023**

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first five months of 2023-24. A revised budget for the year is being prepared but ,as previously reported, the currently approved budget for the year may be summarised as follows:

	£
Revenue Expenditure	868,217
Capital Expenditure	781,000
Plus transfers to earmarked reserves	33,600
Less Revenue Income	-288,311
Less Capital Income (grants)	-641,170
Less transfers from earmarked reserves	<u>-142,810</u>
<b>Net budget requirement</b>	<b>610,524</b>
Funded by:	
Council Tax	610,429
Plus transfer from the General Reserve	<u>95</u>
	<b>610,524</b>

- 1.2 At the start of the year the Town Council held reserves of £634,461 including rent & key deposits. The budget includes provision to add funds of £33,600 in accordance with the reserves policy. However, there are some remaining commitments to fund schemes approved in earlier years that have slipped into the current year and these are expected to deplete reserves by some £11,000. These plans will also see a further reduction in reserves of £142,905 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £7,500 in respect of the football development project and £896 in respect of CIL have been received as at the 30<sup>th</sup> June. An updated schedule of planned and actual movements on reserves is included at Appendix 2.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described above. The net budget deficit reported, of £109,307, is the figure before transfers to and from reserves are taken into account.

**2. INCOME & EXPENDITURE TO THE END OF AUGUST 2023**

- 2.1 Total receipts to the end of August amount to £1,072,961 but this includes £305,214 precept, £659,149 in respect of the football development project (grants plus borrowing) and £8,818 in respect of CIL, other grant income and client deposits which have been taken directly to reserves. Further income, amounting to £5,046 was received in 2022/23 in respect of the current year. Income received to date against the revenue budget therefore amounts to £104,826, which is slightly more than 36.3% of the budgeted figure for the year.
- 2.2 This is slightly less than 5 twelfths of the budget. Assuming a linear profile, the expected income receipts would be around £120,000 by the end of August. The apparent under-recovery is largely explained by timing differences with much of the annual income arriving later in the year, such as that for the Christmas and fireworks events. Similarly, anticipated revenue receipts for football and for Poulrnr junior school are awaiting completion of contractual agreements. However as previously noted there are two emerging variances which will be monitored closely as the year progresses. These include:
- Interest receipts - £12,968 has been received to the end of August which is 130% of the estimated figure for the year. This variance is due to both the higher than anticipated interest

rates and slower than anticipated expenditure on the football development project which will deplete the funds that are invested. Whilst interest rates are uncertain, and funds are will be depleted as the year progresses, it is nevertheless likely that interest receipts will exceed the budget estimate by some £15,000.

- Cemeteries income stands at £10,713 which is just 24% of the budget. At this rate there will be a budget shortfall of almost £19,000 by year end, but it is impossible to predict future revenues with any certainty.
- All other variances are explained by timing differences with the main income streams subject to quarterly, half yearly or year end invoicing. These revenue streams have improved over the last two months and are expected to continue doing so.

- 2.3 Income is therefore broadly on track to meet the budget with the increased interest receipts compensating for the lower than expected cemetery receipts and all other variances explained by timing differences.
- 2.4 Expenditure to the end of August totalled £579,772. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds £16,029 whilst expenditure in respect of the current year, paid in 2022/23 adds a further £7,468, making expenditure to the end of June £603,269. Excluding capital expenditure of £251,815 and carried over expenditure funded from reserves of £9,920 reduces this to £341,534. This is 39.3% of the annual budget, which is a modest underspend to date (of just over £20,000), assuming linear spend.
- 2.5 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences. The largest single component of revenue expenditure is accounted for by pay costs for which the budget for the year is £552,000. This includes the estimated cost of the annual pay award which has not yet been actioned but was estimated at 7%. The delayed pay award accounts for around £15,000 of the underspend.
- 2.6 Other emerging variances, which were previously reported, include:
- Energy costs, whilst only a small component of overall expenditure, is currently running well ahead of budget and on current trends is likely to exceed the budget by around £4,000. This is a lower figure than previously reported because of small reductions in energy costs and usage over the summer.
  - Buildings maintenance, Costs have already been incurred on urgent repairs to the former groundsman's house on Southampton road. This unbudgeted expenditure was previously reported as £3,430 but has increased to £3,638.
- 2.7 The café at carvers Clubhouse has enjoyed a busy summer resulting in increased spend on supplies for re-sale. This in turn has generated a corresponding increase in revenue but this has also exposed an issue with the credit card arrangements we have in place with Lloyds bank. Café supplies are generally ordered from Booker wholesale, but they require payment when an order is placed. To date this has been managed by using a credit card which is paid off in full each month. However, during the summer, café purchases were such that the credit limit was exceeded, resulting in orders being refused. The credit limit, currently £5,000 across 4 cards is insufficient and members are asked to approve a request to Lloyds bank to increase the facility to £10,000 (£2,500 per card, per month). Note, the cards are only used where conventional ordering and invoicing is not facilitated by the supplier, e.g. on-line purchases.
- 2.8 With almost half of the year complete, budget monitoring does not indicate any significant concerns. The likely under-recovery of cemetery income is broadly matched by additional interest generated, and expenditure is generally tracking close to budget with any variances due to timing differences. Non revenue expenditure, discussed below, is funded from reserves, grants and borrowing and does not have any direct impact on the revenue budget.

### 3. GROWTH & CAPITAL PROJECTS

- 3.1 as previously noted, the Council did not approve any new growth or capital items for 2023/24 but there are a couple of significant capital projects which were approved in 2022/23 which will incur

expenditure in 2023/24. There are also a number of other projects which were approved in earlier years and for which there remains some residual expenditure. All of the expenditure incurred on these projects will be met from earmarked reserves, grants and in the case of the football development project, a combination of reserves, grants and borrowing. Expenditure to date on these projects is summarised below:

	Budget 23/24	Spend August 2023
• Football Development Project	£750,000	£250,317
• Columbarium	£31,000	£0
• Battery powered tools purchase (approved 22/23)	-	£9,920
• Carvers feasibility (approved 21/22)	-	<u>£1,294</u>
Total	<u>£781,000</u>	<u>£261,531</u>

3.2 Members should note that the approved budget for the football project was approved in January before the outturn for 2022/23 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2023/24, all of which will be funded from reserves held for this purpose. The projected spend in the current year will be revised in due course.

## 4. RESERVES & BALANCES

4.1 At the end of 2022/23 the total balance on reserves was £616,298. A further £18,163 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £634,461. Current budget plans and existing commitments will reduce reserves by £120,315 before any additional receipts are taken into account. Further receipts of £8,818 have been received as at the end of August the majority of which is expected to be applied to the football development project during the year.

4.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £542,752 assumes that the football project is completed and all funds held on behalf of the project are exhausted.

## 5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The budget monitoring position is noted.
- 5.2 Members note the balances of Reserves.
- 5.3 Members approve an increase in the credit card limit from £5,000 to £10,000.

For further information please contact:  
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[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

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

# Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		£0.00	£0.00	£0.00	£0.00
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£48,418.00	£0.00	£8,278.51	-£40,139.49
310	Events	£28,000.00	£0.00	£4,735.64	-£23,264.36
320	Cemetery Income	£44,512.00	£300.00	£10,712.74	-£34,099.26
330	Allotment Income	£6,012.00	£0.00	£758.07	-£5,253.93
350	Capital Income	£641,170.00	£0.00	£659,149.00	£17,979.00
380	Carvers Clubhouse	£25,273.00	£0.00	£13,744.61	-£11,528.39
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£793,385.00	£300.00	£697,378.57	-£96,306.43
<b>Planning, Town &amp; Environment</b>					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£0.00	£1,100.00	£0.00
<b>Council</b>					
100	Precept	£610,429.00	£0.00	£305,214.50	-£305,214.50
102	Interest Business A/c	£0.00	£0.00	£109.74	£109.74
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£134,996.00	£8,396.40	£69,158.38	-£74,234.02
<b>Total Council</b>		£745,425.00	£8,396.40	£374,482.62	-£379,338.78
<b>Total Income</b>		<u>£1,539,910.00</u>	<u>£8,696.40</u>	<u>£1,072,961.19</u>	<u>-£475,645.21</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments  
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£124,141.00	£0.00	£40,473.76	£83,667.24
2100	Maintenance	£39,402.00	£0.00	£3,074.71	£36,327.29
2200	Democratic Process (members Costs)	£13,375.00	£0.00	£5,631.29	£7,743.71
2210	Grants	£5,000.00	£0.00	£0.00	£5,000.00
2300	Employee Costs- Allocated Office Staff	£114,397.00	£0.00	£46,150.45	£68,246.55
2310	Employee overhead Costs	£4,160.00	£0.00	£1,155.00	£3,005.00
2400	Other	£37,193.00	£0.00	£19,442.25	£17,750.75
2500	Capital Financing	£53,546.00	£0.00	£15,772.95	£37,773.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£16,029.26	£16,029.26
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£391,214.00</b>	<b>£0.00</b>	<b>£115,671.15</b>	<b>£275,542.85</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£54,514.00	£0.00	£39,405.19	£15,108.81
3001	RL&OS -Employee Costs	£170,257.00	£0.00	£66,836.74	£103,420.26
3002	Employee Costs	£2,000.00	£0.00	£995.00	£1,005.00
3100	Events	£24,800.00	£0.00	£10,249.72	£14,550.28
3101	Events - Employee Costs	£13,108.00	£0.00	£4,483.80	£8,624.20
3200	Cemetery	£10,494.00	£0.00	£3,940.49	£6,553.51
3201	Cemetery -Employee Costs	£55,759.00	£0.00	£21,967.50	£33,791.50
3300	Allotments	£2,414.00	£0.00	£831.61	£1,582.39
3301	Allotments -Employee Costs	£18,994.00	£0.00	£7,541.02	£11,452.98
3350	Capital Expenditure	£781,000.00	£0.00	£251,814.92	£529,185.08
3801	Youth Services Employee costs	£59,971.00	£0.00	£23,962.02	£36,008.98
3802	Carvers Clubhouse	£35,830.00	£0.00	£18,598.04	£17,231.96
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£1,229,141.00</b>	<b>£0.00</b>	<b>£450,626.05</b>	<b>£778,514.95</b>
<b>Planning, Town &amp; Environment</b>					
4000	Planning, Town & Environment	£2,872.00	£0.00	£2,455.64	£416.36
4001	Employee Costs	£25,990.00	£0.00	£10,524.14	£15,465.86
4050	Capital Expenditure	£0.00	£0.00	£495.00	-£495.00
<b>Total Planning, Town &amp; Environment</b>		<b>£28,862.00</b>	<b>£0.00</b>	<b>£13,474.78</b>	<b>£15,387.22</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments  
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
<b>Council</b>				
10000 Petty Cash - Office	£0.00	£0.00	-£0.03	£0.03
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111 Bank Charges	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>	£0.00	£0.00	-£0.03	£0.03
<b>Total Expenditure</b>	<u>£1,649,217.00</u>	<u>£0.00</u>	<u>£579,771.95</u>	<u>£1,069,445.05</u>
Total Income	£1,539,910.00	£8,696.40	£1,072,961.19	-£475,645.21
Total Expenditure	£1,649,217.00	£0.00	£579,771.95	£1,069,445.05
<b>Total Net Balance</b>	<b>-£109,307.00</b>		<b>£493,189.24</b>	

## RESERVES AND PROVISIONS - MOVEMENT &amp; BALANCES

1st April 2023 to 31st March 2024

	Actual Balance 01/04/23 £	Planned and Proposed Movements 2023/24:					Estimated Balance 31/03/24 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<b><u>EARMARKED PROVISIONS</u></b>							
I.T. & Equipment	22,900	2,700		0			25,600
Gateway	25,000	0		0			25,000
Cemetery	23,533	2,500		-17,000			9,033
Buildings Reserve	36,667	4,000	-750	0			39,917
Election	12,542	1,000		0			13,542
Vehicle & Machinery	33,572	11,000		-9,920			34,652
Play Equipment	8,716	6,900		0			15,616
Memorials	0	0		0			0
Christmas Lights	0	0		0			0
Carvers Clubhouse	29,682	2,500	-1,000	0			31,182
Ringwood Events	811	0		0			811
Memorial Lantern	1,161	0		0			1,161
Carvers Grounds	8,363	0		-1,090			7,273
Infrastructure & Open Spaces	15,370	3,000		0			18,370
Neighbourhood Plan	1,227	0		0			1,227
Football development Project	81,542	0		-108,830	27,288		0
Budget Underspends retained for use in 2022/23*	1,290	0					1,290
<b>Total Provisions</b>	<b>302,377</b>	<b>33,600</b>	<b>-1,750</b>	<b>-136,840</b>	<b>27,288</b>	<b>0</b>	<b>224,675</b>
<b><u>RESERVES</u></b>							
Earmarked Reserves:							
Dev Contribs	5,560		-1,000	0			4,560
Cem Maint	750		-230	0			520
Dev Cons(CIL)	25,293			-14,000	896		12,190
Capital Receipts	18,942			0			18,942
Grants Unapplied	4,335		-95	0	300	-4,540	0
Loans Unapplied	0			0			0
<b>Total Earmarked Reserves and Provisions</b>	<b>357,258</b>	<b>33,600</b>	<b>-3,075</b>	<b>-150,840</b>	<b>28,484</b>	<b>-4,540</b>	<b>260,887</b>
<b>General Reserve</b>	<b>259,040</b>					<b>4,540</b>	<b>263,580</b>
<b>Key &amp; Rent Deposits</b>	<b>18,163</b>				<b>122</b>		<b>18,285</b>
<b>Total Reserves &amp; Customer Deposits</b>	<b>634,461</b>	<b>33,600</b>	<b>-3,075</b>	<b>-150,840</b>	<b>28,606</b>	<b>0</b>	<b>542,752</b>

**REPORT TO POLICY & FINANCE COMMITTEE – 20th SEPTEMBER 2023**

**BANK DIRECT DEBITS AND STANDING ORDERS**

**1. BACKGROUND**

- 1.1 Section 6.6 of the Financial Regulations adopted by the Council in 2023 require that a schedule of active Direct Debits, Standing Orders, BACS and CHAPS payments be reported to this Committee every year.
- 1.2 This reports sets out the current schedule of bank standing orders and direct debits for approval. The report also seeks continued authorisation for the occasional use of CHAPS payments where these are necessary (principally in transferring investment funds or making large capital payments) and an increase in the credit limit applied to Council credit cards (also reported in the budget monitoring report)

**2. CURRENT STANDING ORDERS AND DIRECT DEBITS.**

- 2.1 Direct Debits and Standing Orders are used principally for utilities and other suppliers where there is a regular payment stream. The current arrangements in place cover: .
- 2.2 Payments which require individual authorisation by officers:
- CF Corporate (Photocopier – Deputy Town Clerk signs off)
  - Utility warehouse (Manager of Carvers Clubhouse signed then Town Clerk)
  - UK fuels (Grounds Manager then Town Clerk)
  - SSE – both Carvers Street lighting & Market Place (Town Clerk)
  - Lloyds Bank credit Cards (Town Clerk, Office manager, Grounds Manager and Manager of Carvers Clubhouse)
  - British Gas (Town Clerk)
  - BNP bank Paribas – photocopier (Manager of Carvers Clubhouse)
  - Sky Business – Broadband @ Carvers Clubhouse (Manager of Carvers Clubhouse)
  - YU energy – Electricity at Carvers Clubhouse (Manager of Carvers Clubhouse)
  - DVLA – vehicle licensing (Grounds Manager)
- 2.3 Payments which do not require individual authorisation prior to processing:
- NFDC Rates both Cemetery & Carvers
  - HCC Pension (Deputy Town Clerk provides details of what to pay)
  - Inland Revenue
  - Salaries
  - Worldpay
  - EBS/Elite Broadband line rental (invoice provided by Town Clerk)
  - Public Works Loan Board
  - Grounds Management Association
  - Information Commissioners Office
  - Bank Charges
- 2.4 CHAPS payments are made very occasionally and require two members signatures before they may be processed. However, the daily limit on BACS processing was increased at the start of the pandemic lockdown to £250,000 per day. BACS transfers are “free” whilst CHAPS transfers incur a processing charge of £25. As a result there has been no need to use the CHAPS system and no such payments have been made in the last year. BACS transfers in excess of £50,000 are currently only used for cash transfers to the CCLA which require two officer signatures and member authorisation before any such transfer is made.

**3. CREDIT CARDS**

The Town Council has issued four credit cards to staff to make it easier to deal with suppliers who will not give credit or for whom alternative arrangements are not available. These cards have been issued to the Town Clerk, Office Manager, Manager of Carvers Clubhouse and the Grounds Manager. The balance on the credit card account is settled in full by Direct

Debit each month and no interest is payable. Expenditure on the cards is still recorded in the usual way in the ledger and reported to members in the transaction listing and budget reports each month.

- 3.2 Section 6.14 places a limit on the overall credit card account of £5,000. This is divided such that each card has a credit limit of £1,250 per month. In recent months it has become apparent that this limit is insufficient and has resulted in the credit card being declined in some cases.
- 3.3 It is proposed therefore that the bank be approached with a request to revise the overall limit to £10,000 per month, which will give an individual credit limit per card of £2,500.

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Continued use of the standing orders and direct debits, listed above be authorised
- 4.2 Arrangements for the use of CHAPS payments continue as present requiring pre authorisation by two members.
- 4.3 The use of BACS to transfer funds of more than £50,000 continues to require pre-authorisation by resolution of this Committee.
- 4.3 The overall credit limit on credit cards be increased to £10,000 per month.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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## REPORT TO POLICY & FINANCE COMMITTEE – 20<sup>th</sup> SEPTEMBER 2023

### RINGWOOD TOWN COUNCIL BANK MANDATE

#### 1. BACKGROUND

- 1.1 The Town Council has various accounts with Lloyds Bank. A limited number of members and officers are registered with the bank for the purposes of authorising transactions, signing cheques and so on. Such registration is covered by the “bank mandate” and this need to be reviewed periodically to ensure that an appropriate range of members and officers are included and that the mandate reflects current appointees.

#### 2. THE BANK MANDATE

- 2.1 The bank mandate currently allows for the inclusion of five members, appointed because they hold the following positions:

- The Mayor
- Chair of Policy & Finance Ctte
- Vice Chair of Policy & Finance Ctte
- Two “additional” members

Members should note that, following the recent elections, all of the member positions are vacant. In addition, the following officers of the Council are also included:

- Clerk
- Deputy Clerk
- RFO
- Finance assistant

- 2.2 The use of the powers enabled by the bank mandate is governed by Financial Regulations but essentially it allows the bank to process cheques and other transactions against a name and a signature held on their database. There will always be a balance required between the security of a very limited number of signatories and the flexibility afforded by a wider group.
- 2.3 Cheques or orders for payment drawn on the bank account require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case. A member who has declared a pecuniary interest in connection with a payment, may not sign such an order.
- 2.4 Signatories included on the mandate are also authorised to approve internet banking transactions, such as direct debits although in practice these are exclusively arranged by officers, per delegated powers under financial regulations.
- 2.5 It is recommended that the current arrangement be maintained, i.e. five members, including the Mayor, and four officers. This enables transactions to be authorised when key members or officers are absent or otherwise unable to sign an authorisation.

- 2.6 Members are therefore asked to decide which current elected members should be added to the mandate so that the RFO may prepare the necessary documentation for signature.

### 3. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications

### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members decide who should be included on the Town Council's bank mandate.

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For further information please contact:

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## REPORT TO POLICY & FINANCE COMMITTEE – 20th SEPTEMBER 2023

### FINANCIAL RISK ASSESSMENT

#### **1. Background**

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and subsequently reviewed in July 2023.
- 1.2 The risk assessment was last carried out in September 2022. Since then, whilst risks associated with the global Covid pandemic have declined, the economic outlook has become much less certain with steep rises in inflation, interest rates and energy costs in particular.

#### **2. Financial risk Assessment 2023/24**

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The ensuing adjustments to financial procedures have now become embedded and the systems appear to be working well.
- 2.2 Most of the changes were managed within the framework of Financial Regulations and as such, did not require any change to the risk assessment as the risks have previously been identified and managed. The internal audit of the 2022/23 accounts identified no weaknesses in the financial control system.
- 2.3 Further, since the last review, the Covid pandemic has continued to decline and eased some of the financial risks that the pandemic brought such as falling income and changes to expenditure. The indirect risks associated with changes to office practices and an increasing reliance on home working and reduction in face-to-face contact have been managed with suitable control measures in place to preserve the integrity of the financial systems.
- 2.4 The sharp increase in inflation over the last year, however, does pose some additional risks. Budget projections in 2022/23 were based on a less pessimistic forecast of inflation and whilst some provision was made for anticipated price increases, the result was that the Council had to make up a significant gap in the 2023/24 budget by increasing prices, Council Tax and use of reserves to maintain a balanced budget.
- 2.5 Whilst the increased risks associated with higher inflation have been largely managed and mitigated, the recent rises in interest rates presents a further risk which needs to be carefully managed. Whilst the Council has very low exposure to fluctuating interest rates and maintains a healthy balance of reserves to cover any unexpected expenditure, higher interest rates will nevertheless add some additional costs. The risk assessment has therefore been further expanded to cover risks around increased interest rates, the wider use of credit cards as a purchasing mechanism and the specific risks of large capital projects.
- 2.6 These risks have been addressed in the revised risk assessment, Appendix 1.

#### **3. RECOMMENDATION**

It is **recommended** that: -

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

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## RINGWOOD TOWN COUNCIL

### FINANCIAL RISK ASSESSMENT 2023/24

Risk	Hazard	Controls	Probability	Impact	Risk weighting
<b>Legal/ Administration</b>	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	<b>2</b>
<b>Legal/ Administration</b>	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Failure to comply with HMRC VAT regulations	RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	<b>2</b>
<b>Legal/ Administration</b>	Failure to comply with employment legislation	Retain the services of an HR consultancy to advise on HR matters and disputes	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Noncompliance with data protection legislation, risk of fines or penalties	Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems.	Medium	High	<b>6</b>

## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
<b>Financial</b>	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties.	Low	Medium	<b>2</b>
<b>Financial</b>	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	<b>2</b>
<b>Financial</b>	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of the annual precept. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing.	Medium	High	<b>6</b>
<b>Financial</b>	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1. Additional inflationary risks mitigated by reserves	Medium	Medium	<b>4</b>
<b>Financial</b>	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	High	<b>6</b>
<b>Financial</b>	Reduction/Loss of Income	Inflation and the impact on the cost of living puts income at risk. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	High	Medium	<b>6</b>
<b>Financial</b>	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating	Low	Low	<b>1</b>

## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		and authorizing expenditure. Order approval required before order placement or commitment. Goods received before payment.			
<b>Financial</b>	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions)	Low	Medium	2
<b>Financial</b>	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Medium	2
<b>Financial</b>	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Medium	2
<b>Financial</b>	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	3
<b>Financial</b>	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2

<b>Risk</b>	<b>Hazard</b>	<b>Controls</b>	<b>Probability</b>	<b>Impact</b>	<b>Risk weighting</b>
<b>Financial</b>	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	<b>1</b>
<b>Assets</b>	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	<b>1</b>
<b>Assets</b>	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	<b>4</b>
<b>Assets</b>	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	Medium	<b>2</b>

**REPORT TO POLICY & FINANCE COMMITTEE – 20<sup>th</sup> September 2023**

**APPLICATION OF CIL RECEIPTS**

**1. BACKGROUND**

- 1.1 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. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2023 the Town Council held a balance of £25,293.20. A formal decision is required in order to use CIL funds for any project.

**2. CIL Receipts & Allocations 2023/24**

- 2.1 Additional CIL receipts of £896.40 have been received in the current year to the end of August. A further receipt is expected before the end of the current year although the amount is not yet known. The balance of CIL receipts therefore currently stands at £26,189.60.
- 2.2 CIL funds totalling £14,000 have been pledged towards the costs of the proposed Columbarium in the current year. The balance of uncommitted CIL funds remaining is therefore £12,189.60.

**3. RECOMMENDATION**

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

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## POLICY & FINANCE COMMITTEE

20<sup>th</sup> September 2023

### Revaluation of Council Buildings for Insurance Purposes

1. Introduction and reason for report

- 1.1 An issue has arisen over the cost of revaluing the Council's buildings for insurance purposes.

2. Background, Options and Implications

- 2.1 In 2022-23 members accepted advice from officers that the Council's buildings should be professionally revalued for insurance purposes. It was agreed that this work should split over two financial years to spread the cost.
- 2.2 Sums insured are index-linked and therefore tend to increase over time anyway. However, the Council's buildings are somewhat atypical and over the years significant discrepancies can arise between the sums insured and the actual rebuilding costs. Our insurers therefore strongly recommend that the sums insured are "re-based" regularly to guard against the risk of under-insurance. If a claim is made in respect of a building found to be under-insured, the insurer is entitled (and likely) to reduce the amount paid in proportion to the under-insurance. The exercise will need to be repeated every 4-5 years.
- 2.3 The revaluations carried out this year relate to the buildings at the Cemetery. The fee quoted for this work was £750 and this has been paid. However, before completing the work the valuer explained that extra work would be needed to establish the relevance and rebuild costs of unusual features including the ornamental gates and pillars, walls, etc. and stated "*I will, of course, need to make an additional charge for the extra time it takes.*" Unfortunately, this wasn't followed up at the time and he did not elaborate until after he'd done the work, at which point he indicated that the additional charge would be £1,000 (based on five hours' work at £200 an hour).
- 2.4 The additional time spent and the hourly rate are not necessarily considered unreasonable but it is surprising and unfortunate that we were not given more precise advance notice of the additional cost. The valuer would obviously like to be paid but may be willing to compromise on the figure. However, any additional cost will require members to approve an increase in the relevant budget (that can only fall on the general reserve).

3. Issues for decision and any recommendations

**Members are invited to consider approving payment of an additional valuation fee and the relevant budget increase.**

For further information, contact:

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

## POLICY & FINANCE COMMITTEE

20<sup>th</sup> September 2023



### Annual Review of Standing Orders

1. Introduction and reason for report

- 1.1 The Council has delegated to this committee the annual task of reviewing Standing Orders for fitness.

2. Background, Options and Implications

- 2.1 Standing Orders were last reviewed in July 2022 when three minor changes were agreed. The current Standing Orders are attached as Annex 1. Officers are not recommending any changes on this occasion and consider that the current Standing Orders remain fit for purpose.

3. Issues for decision and any recommendations

**Members are invited to approve the current Standing Orders.**

For further information, contact:

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



Ringwood Town Council

**STANDING ORDERS**



**STANDING ORDERS**

**Contents**

1. Rules of debate at meetings ..... 1

2. Disorderly conduct at meetings ..... 3

3. Meetings generally ..... 3

4. Committees and sub-committees ..... 6

5. Ordinary council meetings ..... 7

6. Extraordinary meetings of the council and committees and sub-committees ... 9

7. Previous resolutions ..... 9

8. Voting on appointments ..... 9

9. Motions for a meeting that require written notice to be given to the Proper Officer ..... 10

10. Motions at a meeting that do not require written notice ..... 11

11. Management of information ..... 11

12. Draft minutes ..... 12

13. Code of conduct and dispensations ..... 13

14. Code of conduct complaints ..... 14

15. Proper Officer ..... 14

16. Responsible Financial Officer ..... 16

17. Accounts and accounting statements ..... 16

18. Financial controls and procurement ..... 17

19. Handling staff matters ..... 18

20. Responsibilities to provide information ..... 19

21. Responsibilities under data protection legislation ..... 19

22. Relations with the press/media ..... 19

23. Execution and sealing of legal deeds ..... 20

24. Communicating with District and County or Unitary councillors ..... 20

25. Restrictions on councillor activities ..... 20

26. Standing orders generally ..... 20

## STANDING ORDERS

### 1. Rules of debate at meetings

Explanatory note: Rules of debate apply to all business conducted at any type of meeting except to the extent that the chairman allows them to be relaxed. Such business may include routine formalities (e.g approving the minutes of a previous meeting), receiving reports from officers (which may require a decision from councillors and include one or more suggestions or recommendations as to how the item be disposed of), receiving information from councillors or others (about which no decision can be made) and motions proposed by members. The procedures by which agendas for meetings are compiled and councillors can secure the inclusion of motions are contained in standing orders 5, 9 and 15.

- a Items on the agenda shall be considered in the order that they appear in the agenda unless the order is changed at the discretion of the chairman of the meeting.
- b A proposal or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a proposal or motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a proposal or motion. It shall not negate the proposal or motion.
- f If an amendment to the original proposal or motion is carried, the original proposal or motion (as amended) becomes the substantive proposal or motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his or her own proposal or motion if agreed by the meeting. If a proposal or motion has already been seconded, the amendment

shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive proposal or motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive proposal or motion.
- m Where a series of amendments to an original proposal or motion are carried, the mover of the original proposal or motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive proposal or motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a proposal or motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the proposal or motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- o During the debate on a proposal or motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the other irregularity in the proceedings of the meeting he or she is concerned by.
- p A point of order shall be decided by the chairman of the meeting and his or her decision shall be final.
- q When a proposal or motion is under debate, no other proposal or motion shall be moved except:
  - i. to amend the proposal or motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the proposal or motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a proposal or motion to a committee or sub-committee for consideration;

- vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive proposal or motion is put to the vote, the chairman of the meeting shall be satisfied that the matter has been sufficiently debated and that the mover of the proposal or motion under debate has exercised or waived his or her right of reply.
- t Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the proposal or motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c** The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d** Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g** Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h** In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i** A person shall raise his or her hand when requesting to speak and may sit or stand when speaking.
- j** A person who speaks at a meeting shall direct his or her comments to the chairman of the meeting.
- k** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l** **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m** **A person present at a meeting may not provide an oral report or oral**

commentary about a meeting as it takes place without permission.

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-   n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
-  p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-    r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or by ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.



ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. may, after it has appointed the members of a committee, appoint the chairman and vice-chairman of a standing committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

## 5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f Rule 5(f) deleted – 21.4.21**
- g The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he or she shall preside at the annual meeting until a**

**successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

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- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the annual meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his or her acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local

Government Act 1972 or the general power of competence; and  
xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

PROVIDED THAT the council may resolve for all or any of items vi, ix, x and xiii to xxi inclusive to be done at a later date or to be referred to a committee.

## 6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

## 8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their

favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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## 9. Motions for a meeting that require written notice to be given to the Proper Officer

Explanatory Note: Although the Proper Officer is responsible for preparing meeting agendas a mechanism is needed to enable councillors to bring forward matters for consideration at meetings without requiring the co-operation of the Proper Officer (subject to safeguards). This standing order provides that mechanism. The Proper Officer could be asked to help in composing the written notice required but this is not obligatory. Otherwise, the role of the Proper Officer is limited to ensuring formal compliance only with the requirements stated.

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or public holidays.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, at least seven clear days (excluding Saturdays, Sundays and public holidays) before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded, numbered and included in an agenda in the order that they are received. No more than three motions shall be included in the agenda for any one meeting and any additional motions received shall be included in the agendas for subsequent meetings.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Management of information

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in**

paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. Draft minutes

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with or before the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the

minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



## 13. Code of conduct and dispensations

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights (if any such should ever be appointed to a working party) shall observe the code of conduct adopted by the council.
- b Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- c Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has another interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

## 14. Code of conduct complaints

Explanatory note: Any complaint that a councillor has breached the council's code of conduct must be referred to the monitoring officer at the District (or Unitary) Council who is then responsible for considering the complaint, investigating it as necessary and notifying this council if such a breach has occurred.

- a Where the Proper Officer has made a complaint that a councillor has breached the council's code of conduct, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(c).
- b The Council, any individual councillor and any employee of the council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- c **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him or her. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least six days before the meeting confirming his or her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his or her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
*See also standing order 23;*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application, tree works application or licensing application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of

- that committee;
  - xvi. manage access to information about the Council via the publication scheme; and
  - xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- See also standing order 23.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at

least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

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## 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
  
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**
  
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender may be advertised in a local newspaper and in any other manner that is appropriate as the Proper Officer shall decide;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to

- the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason
  - i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it lasts more than three working days on which he or she would ordinarily be working, or
  - ii. Of any other employee if it lasts more than two weeks
 and that person shall report such absence to the Staffing Committee at its next meeting.
- b Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.

- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. Responsibilities to provide information

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 21. Responsibilities under data protection legislation

*See also standing order 11.*

- a **The Council may appoint a Data Protection Officer**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## 22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## 24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councils representing the area of the Council.
- b If the Council or the Town Clerk so decides, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

## 25. Restrictions on councillor activities

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the council has a right or duty to inspect (except for land or premises to which the general public has access); or
  - ii issue orders, instructions or directions.

## 26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an

item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation in progress until 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail to be carried out in August and stream clearance by volunteers planned for 28/09/2023 - <b>new volunteers welcome.</b>	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. No other identified budget.
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
<b>Policy &amp; Finance Committee</b>						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected imminently.)	The application has been dismissed by the Tribunal and cancelled by Land Registry. A fuller report will be given by the Town Clerk to the committee on 20th September.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members). Applicant likely to be ordered to pay a contribution to the Council's legal costs.
PF10	Councillors' use of email	In progress (Commenced May 2022 and substantially completed in August 2023.)	Official email accounts for all councillors in post following the recent election have been rolled-out. Officers are helping members with a few teething problems.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.

**Recreation, Leisure & Open Spaces Committee**

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. The response to this second application for pre-application advice has been received and is being considered by officers.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. The developer has prepared the site for handover, which is expected imminently.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. A public consultation on this has now finished and responses are being evaluated.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed

**Staffing Committee**

None

## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	