

# Ringwood Town Council

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

## POLICY & FINANCE

Dear Member

9<sup>th</sup> March 2017

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 15<sup>th</sup> March 2017** at 7.00pm\* or at the conclusion of the public participation session and your attendance is requested.

Mr T Simpson  
Town Clerk

### **PUBLIC PARTICIPATION:**

\*If required, the meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. Members of the public are also entitled to speak, during the meeting, on agenda items.

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### **RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting the public are allowed to record the Committee and officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

### **3. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of the meeting held on 15<sup>th</sup> February 2017

### **4. GRANT AID**

To consider a Grant Aid application from Ringwood Carnival (*Report A attached*)

### **5. FINANCIAL REPORTS (*Report B attached*):**

- a. To receive and authorise list of payments made on Imprest Account for February
- b. To receive and authorise list of Petty Cash payments for February
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budget monitoring update report (Period 11)

**6. CENTENARY OF END OF FIRST WORLD WAR**

To consider the request from the Recreation, Leisure and Open Spaces Committee to approve underwriting the cost of service sheets for the 2018 Remembrance Day service from its grants budget and, if further reasonable requests for support are received for the event, for example, the cost of a band, that these would be considered in a sympathetic manner. (*OS/5650 refers*)(*copy RLOS report attached - Report C*)

**7. SCHEDULE OF MEETINGS APRIL 2017 – MAY 2018**

To approve the Schedule of Meetings for the period April 2017 – May 2018 (*Report D*)

**8. FANFARE FOR SPRING**

To consider request for free parking for Fanfare for Spring on 20th May 2017 (*Report E*)

**9. EXCLUSION OF THE PRESS AND PUBLIC**

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

**10. LIGHTING AT THE PLACE**

To consider the Recreation, Leisure and Open Spaces Committee's request to consider the most appropriate method of funding the project for lighting at The Place (*OS/5657 refers*)(*copy RLOS report attached - Confidential Report F*)

**11. STAFFING MATTER**

To consider the Deputy Town Clerk's report on a staffing matter (*Confidential Report G*)

**12. HONORARIA**

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

**13. RINGWOOD GATEWAY**

To receive a verbal update from the Town Clerk following discussions with the District Council in respect of the heating and cooling systems at The Gateway Building

**14. APPOINTMENT OF TOWN CLERK**

To consider the Town Clerk's report in respect of appointment of Town Clerk (*Confidential Report I*) – to follow

If you would like further information on any of the agenda items, please contact Terry Simpson, Town Clerk on (01425) 484720 or email [terry.simpson@ringwood.gov.uk](mailto:terry.simpson@ringwood.gov.uk).

Committee Members

Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andrew Briers  
Cllr Philip Day  
Cllr Christine Ford  
Cllr Anne Murphy  
Cllr Gloria O'Reilly  
Cllr Chris Treleaven  
Cllr Angela Wiseman

Ex Officio Members

Cllr Tim Ward  
Cllr Philip Day

Student Advisors

Oscar Poules  
George Creasey

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

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**POLICY & FINANCE COMMITTEE 15TH MARCH 2017**

**GRANTS 2016/2017**

<b>GRANTS REQUESTED</b>	<b>PREVIOUS GRANTS PAID</b>			<b>REQD</b>
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Ringwood Carnival Society				<b>1,000</b>
			<b>Total</b>	<b>1,000</b>

**2016/17 FUNDS AVAILABLE**

	<b>£</b>
2016/17 Budget	9,000
<b>Total Funds available</b>	<b>9,000</b>
Less Paid	7,850
<b>Total Unspent @ 15/03/17</b>	<b>1,150</b>

**2016/17 GRANTS PAID TO DATE**

	<b>Min Ref</b>	<b>£</b>	<b>SECTION</b>	<b>SECTION</b>
			<b>137</b>	<b>145</b>
			<b>£</b>	<b>£</b>
Avon Valley Dementia Pals	F/5309	300		
Ringwood Events Committee	F/5315	500		
Ringwood Town Youth Football Club	F/5315	400		
New Forest Netball League	F/5329	1,000		
Ringwood School Arts Foundation (RSAF) Charity	F/5341	500		
3rd Troop Ringwood & Fordingbridge	F/5341	300		
Save The Fridays Cross Clock Fund	F/5353	1,000		
Citizens Advice New Forest	F/5353	900		
Rwd Rotary Club for Christmas Eve Festivities	F/5359	150		
Avon Valley Concerts	F/5379	500		
Ringwood Junior School PTA	F/5389	300		
Churches Together In Ringwood & District (CTIRD)	F/5399	2,000		
	<b>TOTAL</b>	<b>7,850</b>	<b>0</b>	<b>0</b>

**2016/17 GRANTS REJECTED TO DATE**

	<b>Meeting</b>	<b>Min Ref</b>	<b>Reason Rejected</b>
Ringwood & District Small Bore Rifle & Pistol Associatio	20/07/16	F/5341	Assoc has sufficient funds & too few people to benefit from award
Cruse Bereavement Care New Forest	21/09/16	F/5353	Insufficient local benefit & large amount of funds held by central office
Revitalise Respite Holidays	16/11/16	F/5369	Insufficient local benefit
The Ringwood Regal	14/12/16	F/5379	Crowdfunding had already reached the target for the survey

Ringwood Town Council  
Ringwood Gateway  
The Furlong  
Ringwood  
BH24 1AT

7<sup>th</sup> March 2017

Dear Sir/Madam,

### **APPLICATION FOR GRANT AID, 2017**

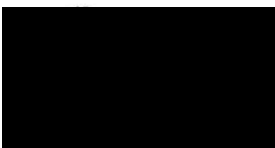
Ringwood Carnival is the Largest annual community event, is organised by volunteers and takes place on the third Saturday in September every year. This year's event takes place on Saturday 16<sup>th</sup> September, runs from 1pm through to 10pm and includes two processions, a funfair, fireworks and a whole host of other entertainment around the town.

Raising funds for our event is proving more and more difficult, and with a finite level of business funding available within the local economy, we are now noticing a strain on our income due to other competing events. Carnival is an integral part of the town's calendar and has origins back to 1929.

Please find enclosed Ringwood Carnival Society's Application for Grant Aid, duly completed and accompanied by audited accounts for our last financial year (2016). We would be very grateful if Ringwood Town Council could provide any financial assistance to our society this year. We are a unique event in the town in that not only do we provide a free day of entertainment to the public, but also the collected 'pennies', generously donated by the crowds are then donated back into local charities and good causes of Ringwood. As a committee we are proud to keep this wonderful tradition going.

Should you have any queries, or wish a representative to attend your offices, I would be more than happy to attend the Policy and Funding Meeting, at which time I understand our application shall be assessed.

Yours faithfully



**B. Salsbury BSc (Hons) MRICS**  
**Sponsorship Officer**  
**For and on behalf of Ringwood Carnival Society**

#### **Contacts:**

Mobile:   
Email: [info@ringwoodcarnival.org](mailto:info@ringwoodcarnival.org)  
Website: [www.ringwoodcarnival.org](http://www.ringwoodcarnival.org)



**Registered Charity: 1091788**



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 Carnival Society
Postal Address	[REDACTED]
Name of Contact	Ben Salsbury (Sponsorship Officer)
Contact's telephone number	[REDACTED]
Contact's email:	info@ringwoodcarnival.org

### Details of Grant Request

Amount requested	£ 1,000.00
What is the purpose of the grant?	<p>The Ringwood Carnival dates back as far as 1929 and is Ringwood's biggest annual event. It attracts over 10,000 visitors to the town and provides a free day from 1pm through to 10pm of carnival processions, village green stalls, a funfair, fireworks and a whole host of other street entertainment around the town.</p> <p>The Carnival is organised and run by a small committee of 12 volunteers who work throughout the year to organise Carnival day. Our annual costs to undertake the event is over £20,000.</p> <p>The purpose of this grant is to assist with the ever-growing cost to stage this wonderful annual traditional event. With a finite level of business funding available within the local economy, we are now noticing a strain on our income due to other competing events taking place around the town.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>With over 10,000 people attending the town on Carnival day, visitors have a free day of entertainment which runs from 1pm through to 10pm. The coins, which are generously donated by the crowds to the procession entrants, are counted and verified and duly donated back into charities and organisations of Ringwood. In addition £1,500 in prize money is also offered to procession winners. The society are proud to follow this long traditional of donating back into the community.</p>

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How many Ringwood people would benefit?	Approx. 10,000 on the day. Not known as to the charities/organisations donated to over the years.
Total cost of project	£ c.£20,0000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	"Ringwood Carnival Society"

### Information about your Organisation

Membership: c.75 members. 12 Committee members. C.15 day helpers.	What facilities do you provide? A registered charity which provides a structure and framework to work within a committee an opportunity to organise and run Ringwood Carnival as well as donating to local charities and organisations. The organisation has to adhere to the rules and regulation of the Charities Commission. The Carnival day it self provides an opportunity for members of the public to take part in the event.
Subscription: £Nil	
Names of competing or similar organisations	Family Fun Day Fan Fare For Spring Ringwood Pedal Car Ringwood Events (organised by Ringwood Events Committee)

### Funds available to your organisation

(apart from this grant application)

Cash in hand: c.£26k	Annual income: c.£20k (not guaranteed)	
Other sponsoring bodies and amounts donated by them	Business sponsorship	c.£9-10k
	Fun Fare and trade stands contribution	c.£3.5 – 5.0k
	Other fund raising activities	c.£2-£3k
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Local businesses and organisations local to Ringwood. Raising funds through dedicated fund raising events organised 'in-house'.	
Signature of Applicant		Date 7 <sup>th</sup> March 2017
Position within the Organisation:	Sponsorship Officer & Ringwood Carnival Executive Committee	

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

## RINGWOOD CARNIVAL SOCIETY

Registered Charity No: 1091788

## INCOME AND EXPENDITURE ACCOUNT

FOR THE 13 MONTHS ENDED 31st DECEMBER 2016

2015 £		2016 £	
	<b>INCOME</b>		
11,945	Sponsorship	9,560	(20.0%)
5,000	Fairground and Trade Stands	3,500	(30.0%)
4,415	Street Collection	4,611	+4.4%
488	Membership	312	(36.1%)
0	Gift Aid	6,692	
805	Other Income	2,000	+148.4%
<u>22,653</u>		<u>26,675</u>	+17.8%
	<b>EXPENDITURE</b>		
1,500	Float Prizes	1,500	+0.0%
2,651	Equipment Hire	2,532	(4.5%)
1,270	Security	1,433	+12.8%
977	First Aid	1,073	+9.9%
2,725	Bands and Equipment	2,835	+4.0%
3,910	Procession and Entertainment Costs	4,782	+22.3%
469	Queen's Costs	636	+35.8%
635	Insurance	626	(1.4%)
2,000	Fireworks	1,500	(25.0%)
419	Members Costs	160	(61.9%)
1,163	Signs, Bunting and Advertising	724	(37.7%)
609	Committee Expenses	535	(12.1%)
1,115	Coin Sorter / Web Design - Asset Depreciation	542	(51.4%)
1,150	Sponsorship of Council Flower Displays/Events	1,189	+3.4%
666	Other	36	(94.5%)
<u>21,259</u>		<u>20,104</u>	(5.4%)
<u>1,394</u>	<b>NET SURPLUS - CARNIVAL 2016</b>	<u>6,571</u>	
	<b>Add</b>		
816	Soiree	745	(8.7%)
423	Quiz Night	840	+98.7%
6	Bank Interest	75	+1093.8%
<u>2,639</u>	<b>SURPLUS OF INCOME OVER EXPENDITURE</b>	<u>8,231</u>	
5,520	Charitable Donations	3,545	(35.8%)
<u>-2,881</u>	<b>TRANSFERED TO RESERVES</b>	<u>4,686</u>	

Treasurer

20.2.17

23,898	Total Income	28,335
26,779	Total Expenditure	23,649
-2,881		4,686

£400 of Capital expenditure shown in 2015 but written off in 2016

Printed 28/02/2017

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## RINGWOOD CARNIVAL SOCIETY

Registered Charity No: 1091788

### BALANCE SHEET

As At 31st December 2016

2015 £ <u>23,643</u>	CAPITAL ACCOUNT
	REPRESENTED BY
23,243	Cash at Bank
0	Plus - Debtors
0	Less - Creditors
400	Plus - Asset
<u>23,643</u>	

2016 £ <u>28,329</u>	
27,329	
1,000	
0	
0	
<u>28,329</u>	

Bank Accounts £	
8,079.92	Business
22,548.64	Savings
(3,300.00)	Uncleared
<u>27,328.56</u>	
-	Check

Churchill received 27.1.17

W/O This year

£	DONATION MADE IN THE YEAR	£
	AGREED BY THE EXECUTIVE COMMITTEE	
250	1st Poulner Scouts	200
250	3rd Ringwood Scouts	200
150	Carnival Concerts	
150	Crow Hill Church	150
200	Friends of Ringwood Church	
	FOREST FORGE YOUTH THEATRE, RINGWOOD	
250	Greyfriars Comm. Ass'n	
500	Hodland Foundation	
500	Poulner Baptist Chapel	
300	Ringwood and Burley Band	300
1,000	Ringwood and Dist. Comm. Ass'n	
500	Ringwood CAB	500
	RINGWOOD COMMUNITY FIRST RESPONDERS	
500	Ringwood Food Bank	200
250	Ringwood Gymnastics	
	Ringwood School	90
	Ringwood Table Tennis Club	305
120	Ringwood Tool Aid	
600	Sailability	250
	SARAH KINSLEY FUND	250
	THE SHEILING, RINGWOOD	300
	THE STABLE FAMILY HOME TRUST	250
5,520		3,545
	FLOAT PRIZES	
	3rd Ringwood Scout Group	400
50	Bickerly Green Pre-School	
	Bloodwise - Calm Amongst the Chaos	50
	Greyfriars Art Centre - RMDS	100
	Greyfriars Art Centre - Poulner Players	100
325	Paediatrics Rheumatology	
350	Palleteers Carnival Club - MS Trust	550
325	Poulner Brownies	
	Roald Dahl's Marvellous Children's Charity -	50
50	Poulner Infant and Junior Schools	
	Ringwood Gulde Big Build - Jlm Solomon Family & Friends	50
50	Ringwood Junior School	
50	Ringwood Infant School	
50	Ringwood Meeting House - Shoestring Carnival Club	50
	Stable Family Home Trust	50
250	Stars Appeal - Wyatt & Purnum Family & Friends	100
<u>1,500</u>		<u>1,500</u>

Check

Check

Treasurer

20.2.17

Printed 28/02/2017



# **RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**15TH MARCH 2017**

RINGWOOD TOWN COUNCIL  
**POLICY AND FINANCE COMMITTEE 15TH MARCH 2017**

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2017

Date	Trans No	Details	Budget	Committee	Description	Amount £
Feb						
2017-02-07	3001483	HALC	S&S	Policy & Finance	Planning in Crisis Publication	7.00
2017-02-07	3001486	HALC	S&S	Policy & Finance	Negotiate a Better Planning Income - Memberstraining	264.00
2017-02-07	3001481	Alexandra	S&S	Rec & Leisure	Polo Shirts	24.48
2017-02-07	3001488	Community First NF	S&S	Policy & Finance	DBSCheck	54.00
2017-02-07	3001490	Nick Wilson	Premises	Policy & Finance	Repair and re-fit external door 71 Christchurch Road	50.00
2017-02-07	3001487	Forest Edge Elec Servs	Premises	Policy & Finance	Call out to The Place & investigate fault with ladies toilet light	45.00
2017-02-07	3001480	1st Slop Clean	S&S	Policy & Finance	Hard floor and window cleaning at The Place	185.01
2017-02-14	3001494	HCC	Premises	Cemetery	Stationery and cleaning for Cemetery	36.65
2017-02-14	3001491	NFDC	Premises	Policy & Finance	Contribution towards CCTV 1.10.16 - 31.3.17	4,395.00
2017-02-14	3001493	Parent Link	S&S	Policy & Finance	Staffing to run The Place January 2017	1,392.00
2017-02-14	3001496	Peter Noble	Transport	Rec & Leisure	Service to John Deere Mower	351.94
2017-02-14	3001497	Peter Noble	Transport	Rec & Leisure	Carry our service to Kubota F3680	934.12
2017-02-14	3001502	Wessex Water	Premises	Policy & Finance	Sewerage to The Place	129.52
2017-02-14	3001495	Pete Alvis	Premises	Cemetery	Repair leaks/ replace concussive tape in Rwd Cemetery toilets	104.40
2017-02-14	3001504	Community First NF	S&S	Policy & Finance	DBSCheck	54.00
2017-02-14	3001507	The Window Repairman	Premises	Policy & Finance	Repairs to double doors at The Place	35.00
2017-02-14	3001503	Mrs CE Fowley	S&S	Allotments	Refund of key and ground rent deposits for UK28	34.00
2017-02-28	3001528	Upton Oil	Transport	Rec & Leisure	White diesel	1,210.80
2017-02-28	3001527	Central Southern Sec	Premises	Cemetery	Call out to fault/replace 2 batteries in Rwd Cemetery Alarm	111.60
2017-02-28	3001522	Purchase Power	S&S	Policy & Finance	Blue non fluorescent ink cartridge for franking machine	59.94
2017-02-28	3001523	ITEC	S&S	Policy & Finance	Photocopying and monthly gold support	59.36
2017-02-28	3001526	Herbert H Drew & Son	Capital	Policy & Finance	Interim Certificate No. 9 The Place	13,485.00
2017-02-28	3001525	NFNPA	S&S	Policy & Finance	Cycle Trail Maps and Walk Route Map Packs	35.00
2017-02-28	3001524	Screwfix	Premises	Policy & Finance	Builder's Silicone	8.38
2017-02-01	SO	TLC On-line	S&S	Policy & Finance	Web Site Maintenance - Feb 2017	80.00
2017-02-01	DD	New Forest D.C.	Premises	Policy & Finance	The Place Rates - Feb 2017	392.13
2017-02-27	DD	British Gas	Premises	Policy & Finance	Greenways Nov-Feb 2017	743.28
2017-02-28	DD	Utility Warehouse	S&S	Cemetery	Cemetery Mobile Phones - Jan 2017	38.00
2017-02-28	DD	Utility Warehouse	S&S	Cemetery	Cemetery Landline - Jan 2017	24.60
2017-02-28	DD	Utility Warehouse	Premises	Cemetery	Cemetery Electricity - Jan 2017	86.47
2017-02-28	DD	Utility Warehouse	Premises	Cemetery	Cemetery Club Membership - Jan 2017	2.40
2017-02-28	DD	Utility Warehouse	Premises	Rec & Leisure	Sports Pavilion Electricity - Jan 2017	130.61
2017-02-28	DD	Utility Warehouse	Premises	Rec & Leisure	Sports Pavilion Club Membership - Jan 2017	2.40
2017-02-28	DD	Utility Warehouse	S&S	Policy & Finance	The Place Mobile Phones - Jan 2017	12.00
2017-02-28	DD	Utility Warehouse	S&S	Policy & Finance	The Place Landline - Jan 2017	25.07
2017-02-28	DD	Utility Warehouse	Premises	Policy & Finance	The Place Electricity - Jan 2017	16.55
2017-02-28	DD	Utility Warehouse	Premises	Policy & Finance	The Place Club Membership - Jan 2017	2.40
2017-02-14	BGC	Austin & Wyatt	S&S	Policy & Finance	Agents Fees - Feb 2017	130.00
2017-02-20	LloydsCC	Waitrose	S&S	Policy & Finance	Refreshments for Town Clerk interview	£51.00
2017-02-20	LloydsCC	New Forest D.C.	Employees	Policy & Finance	Payroll Emoluments	£20.00
2017-02-20	LloydsCC	New Forest D.C.	Employees	Policy & Finance	Payroll Emoluments	£100.00
2017-02-20	LloydsCC	SLCC	S&S	Policy & Finance	Subscription	£274.00
2017-02-14	BP	Hampshire C.C.	Employees	Policy & Finance	Pension Jan 2017	4,954.35
2017-02-22	DD	Inland Revenue	Employees	Policy & Finance	Jan 2017	4,023.83
2017-02-24	Telepay	Staff	Employees	Policy & Finance	Feb 2017	20,446.78
					<b>TOTAL</b>	54,622.07

**AUTHORISATIONS**

DATE

15th March 2017

15th March 2017

**B****POLICY AND FINANCE COMMITTEE 15TH MARCH 2017****LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**  
**FOR THE PERIOD 1ST TO 28TH FEBRUARY 2017**

<b>Date</b>	<b>Voucher No</b>	<b>Details</b>	<b>Location</b>	<b>Description</b>	<b>Amount £</b>
<b>Feb</b>					
2017-02-03	11/01	Motor World	Vehicles	Cleaning Items For new truck	32.55
2017-02-03	11/02	Sainsburys	Gateway	Daily Echo	0.68
2017-02-07	11/03	Waitrose	Gateway	Coffee & milk	7.88
2017-02-08	11/04	Sainsburys	The Place	Milk	0.45
2017-02-09	11/05	Easy To Buy Vehicles	Vehicles	Window/mirror glass cleaning equipment	17.50
2017-02-10	11/06	Steadfast Security	The Bickerley	Pierson gate 2 Keys	12.00
2017-02-13	11/07	Sainsburys	Gateway	Milk	1.50
2017-02-14	11/08	Waitrose	Gateway	6 x 1st class stamps	3.84
2017-02-16	11/09	Waitrose	Gateway	Milk & coffee	6.88
2017-02-22	11/10	Waitrose	Gateway	Milk & dishwasher tablets	6.78
2017-02-28	11/11	Test Valley Borough Cour	Gateway	Parking Jo Hurd training course	4.40
2017-02-28	11/12	Waitrose	Gateway	Milk	1.89
				<b>TOTAL</b>	<b>96.35</b>

**AUTHORISATIONS**

DATE

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15th March 2017-----  
15th March 2017

**POLICY AND FINANCE COMMITTEE 15TH MARCH 2017****BANK BALANCES**

<b>Account Name</b>	<b>Year Ended 31/03/2016</b>	<b>As At 31/01/2017</b>	<b>As At 28/02/2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	99,100	95,142	46,992
Business Account	91,284	81,409	131,474
Investment Account	100,000	350,000	300,000
Greenways Rent Deposit	9,665	9,671	9,671
Petty Cash - Imprest	229	93	145
Petty Cash - Imprest	50	0	0
VIC Change Float	50	50	50
Information Desk Float	75	75	75
<b>TOTAL BANK BALANCES</b>	<b>300,453</b>	<b>536,440</b>	<b>488,406</b>

**Note**

1. The bank accounts were reconciled as at 28th February 2017.
2. With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
3. With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial balance of £2,637.50 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.  
The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.
4. A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
5. A nominal account has been implemented to reflect the float held by the Information Desk.

**B****POLICY AND FINANCE COMMITTEE 15TH MARCH 2017****INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

**IMPREST ACCOUNT TO BUSINESS ACCOUNT****BUSINESS ACCOUNT TO IMPREST ACCOUNT****INVESTMENTS & RE-INVESTMENTS****AUTHORISATIONS**

DATE

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15th March 2017-----  
15th March 2017

**REPORT TO POLICY & FINANCE COMMITTEE – 15th MARCH 2017**  
**BUDGETARY CONTROL - 2016/17 PERIOD 11 (TO END OF FEBRUARY)**

## **1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the eleven months to February 2017 and to present an updated outturn prediction for the year.

## **2. INCOME & EXPENDITURE APRIL 2016 TO FEBRUARY 2017**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure to the end of January is £571,298, or 82.1% of revised planned expenditure for the year. Excluding capital expenditure the figures are £544,848 and 81.8%.
- 2.2 This demonstrates continued downward pressure on expenditure, most of which is due to continuing underspends on maintenance budgets. The outturn forecast in this area has been reduced by a further £7,000 since January. Further savings are possible because of the need to retain some provision for unplanned eventualities and because of the generally un-even and reactive nature of spend in this area.
- 2.3 Expenditure is also likely to increase in a couple of areas, notably the Place where arrangements for temporary cover have added to costs. In addition it now seems unlikely that all of the planned income from sports activities will be realised.
- 2.4 The net impact is that overall net expenditure is likely to decrease by just over £5,000 and as a consequence the amount that will be transferred to the general reserve at the end of March will increase by this amount to around £45,000. This compares with an original budget plan of £1,422 and takes into account the additional transfers to earmarked reserves that were proposed in February.

## **3. REVISED OUTTURN PREDICTIONS 2016-17**

- 3.1 Spend against revised budgets has been analysed in detail and a view taken on the likely spend and income at year end.
- 3.2 In a large number of budgets, the reactive nature of spend means that it is prudent to retain some provision, even where there has been very limited spend to date. However, as we approach year end, it is clear that many of these budgets will not be required in part or in full and outturn estimates have been adjusted accordingly. It is entirely possible, however, that further underspends may materialise by year end.
- 3.3 It should be noted, however, no account has been taken of the additional costs of the Gateway Building required for the improvements to environmental control together with the outstanding construction retention, previously noted, some of which may fall due in the current year.
- 3.4 The latest outturn predictions are included in the right hand column of Appendix 1.

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## 4. FINANCIAL IMPLICATIONS

- 4.1 Spend to date has been broadly lower than planned and that there will be a net underspend, compared with the original budget of some £34,000. This does, however include considerable additional investment, much of which has been financed from earmarked reserves.
- 4.2 As a result, general reserves are expected to increase by £44,677 whilst earmarked reserves and provisions, which have been used to underwrite much of the Town Council's investment programme, are expected to decrease by around £2,450.

## 5. OTHER FINANCIAL MATTERS

- 5.1 On Wednesday 8<sup>th</sup> March the RFO received an email purporting to come from the Town Clerk who was not in the office that day. The email was, on the face of it entirely plausible. It requested that the RFO make a payment to a supplier. The unusual request raised suspicions and so checks were made and the usual checks and balances ensured that no erroneous payment was made. Members are reminded to exercise caution when responding to emails even if they appear to be sent from officers and particularly if they seek any information or action which may be useful to the fraudsters.
- 5.2 Members will be aware that it is a continuing concern of the RFO that insufficient reserves are maintained for an organisation of this size and turnover. Part of this concern stems from the fact that we do not have a robust long term financial plan which allows us to assemble resources for investment. In particular, little provision is made for the inevitable significant maintenance of the Council owned buildings and insufficient earmarked reserves have been available for the recent replacement of significant items of machinery and vehicles. The lack of a strategic long term plan makes it more difficult to budget effectively in the short term because of the need to react to new developments.
- 5.3 The RFO and Clerk, therefore, will bring a paper to the next meeting of this Committee setting out proposals to (re) introduce a strategic long term financial plan which will inform the annual budget setting process.

## 6. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report be noted.

For further information please contact:

Rory Fitzgerald, Finance Manager      or      Terry Simpson, Interim Town Clerk

Tel: 01425 484723

Tel: 01425 484720

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

[terry.simpson@ringwood.gov.uk](mailto:terry.simpson@ringwood.gov.uk)

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2016 - FEBRUARY 2017**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>		<b>Annual Forecast Outturn</b>
	<b>£</b>		<b>Actual</b>	<b>Unspent Budget</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	362,454	366,739	294,302	68,152	353,577
RECREATION, LEIS & O/S COM	254,308	281,840	234,726	19,582	261,505
PLANNING TOWN & ENVIRON	17,770	17,384	15,820	1,950	17,186
<b>TOTAL REVENUE EXPENDITURE</b>	<b>634,533</b>	<b>665,963</b>	<b>544,848</b>	<b>89,684</b>	<b>632,267</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	21,915	23,370	23,522	-1,607	23,370
RECREATION, LEIS & O/S COM	6,570	6,570	2,928	3,642	6,570
PLANNING TOWN & ENVIRON	0	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>28,485</b>	<b>29,940</b>	<b>26,450</b>	<b>2,035</b>	<b>29,940</b>
<b>TOTAL EXPENDITURE</b>	<b>663,018</b>	<b>695,903</b>	<b>571,298</b>	<b>0</b>	<b>662,207</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-108,294	-112,495	-93,607	-14,687	-114,112
RECREATION, LEIS & O/S COM	-75,093	-101,764	-99,284	24,191	-101,410
PLANNING TOWN & ENVIRON	0	0	-1,000	1,000	0
<b>TOTAL REVENUE INCOME</b>	<b>-183,387</b>	<b>-214,259</b>	<b>-193,891</b>	<b>10,504</b>	<b>-215,522</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
POLICY & FINANCE COMMITTEE	-20,000	-20,000	-20,000	0	-20,000
RECREATION, LEIS & O/S COM	-4,920	-4,920	-4,920	0	-4,920
PLANNING TOWN & ENVIRON	0	-1,000	0	0	-1,000
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>-24,920</b>	<b>-25,920</b>	<b>-24,920</b>	<b>0</b>	<b>-25,920</b>
<b>TOTAL INCOME</b>	<b>-208,307</b>	<b>-240,179</b>	<b>-218,811</b>	<b>10,504</b>	<b>-241,442</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>454,711</b>	<b>455,724</b>	<b>352,487</b>	<b>102,224</b>	<b>420,765</b>
<b>Add Transfers To Provisions</b>	<b>28,800</b>	<b>33,300</b>	<b>20,600</b>	<b>0</b>	<b>8,200</b>
<b>Deduct Transfers from Provisions</b>	<b>-21,941</b>	<b>-47,750</b>	<b>-22,721</b>	<b>0</b>	<b>780</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>1,422</b>	<b>21,718</b>	<b>112,626</b>	<b>0</b>	<b>-111,204</b>
<b>Budget Required before new bids &amp; grants</b>	<b>462,992</b>	<b>462,992</b>	<b>462,992</b>	<b>0</b>	<b>0</b>
Transitional & Identifiable grant from NFDC	-9,995	-9,995	-9,995	0	-9,995
Net Precept 2016/17	<b>452,997</b>	<b>452,997</b>	<b>452,997</b>	<b>0</b>	<b>452,997</b>
<b>Non recurring bids for 2016/17 included above</b>					
POLICY & FINANCE COMMITTEE	2,500			0	0
RECREATION, LEIS & O/S COM	15,000	39,000	36,933	2,067	38,000
PLANNING TOWN & ENVIRON			0	0	0
Less transfer from provisions	-14,806	-38,806	-35,270	-3,536	-35,270



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	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>			<b>Annual Forecast Outturn</b>
	<b>£</b>	<b>£</b>	<b>Actual</b>	<b>Profiled Orig Bud</b>	<b>Variance From O.B.</b>	<b>£</b>
			<b>£</b>	<b>£</b>	<b>£</b>	
<b>POLICY &amp; FINANCE COMMITTEE EXPENDITURE</b>						
Establishment	102,481	102,539	83,435	0	19,046	98,152
Maintenance	37,500	37,500	3,055	0	34,445	33,300
Employee Direct Costs	2,934	3,300	1,875	0	1,059	2,200
Employee Allocated Costs	100,818	97,635	91,400	0	9,417	92,844
Member Costs	10,144	10,000	7,970	0	2,174	8,875
Grants	9,000	8,750	5,100	0	3,900	9,000
Other	69,420	76,858	71,310	0	-1,890	79,049
Debt Charges	30,157	30,157	30,157	0	0	30,157
Capital	21,915	23,370	23,522	0	-1,607	23,370
<b>COMMITTEE EXPENDITURE</b>	<b>384,369</b>	<b>390,109</b>	<b>317,824</b>	<b>0</b>	<b>66,545</b>	<b>376,947</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	-108,294	-112,495	-93,607	0	-14,687	-114,112
Capital Income/Finance	-20,000	-20,000	-20,000	0	0	-20,000
<b>TOTAL COMMITTEE INCOME</b>	<b>-128,294</b>	<b>-132,495</b>	<b>-113,607</b>	<b>0</b>	<b>-14,687</b>	<b>-134,112</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>256,075</b>	<b>257,614</b>	<b>204,217</b>	<b>0</b>	<b>51,859</b>	<b>242,835</b>
Add Transfers To Provisions	16,400	16,400	8,200	0	8,200	24,400
Deduct Transfers From Provisions	-1,915	-3,515	-600	0	-1,315	-3,515
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>270,560</b>	<b>270,499</b>	<b>211,817</b>	<b>0</b>	<b>58,744</b>	<b>263,720</b>
<b>HOLDING ACCOUNTS EXPENDITURE</b>						
Employee Direct Costs	377,325	384,426	340,079	0	37,246	371,000
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>377,325</b>	<b>384,426</b>	<b>340,079</b>	<b>0</b>	<b>37,246</b>	<b>371,000</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-377,325</b>	<b>-384,426</b>	<b>-340,079</b>	<b>0</b>	<b>-37,246</b>	<b>-371,000</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	11,911	11,700	9,266	0	2,645	10,350
Maintenance	21,283	19,200	7,089	0	14,194	9,000
Machinery	27,825	48,700	44,661	0	-16,836	45,500
Employee Direct Costs	1,600	2,500	2,351	0	-751	2,500
Employee Allocated Costs	125,327	124,822	113,314	0	12,013	123,056
Planters	500	500	205	0	295	250
Activities Expenses	9,070	9,050	4,466	0	4,604	7,000
Other	1,450	1,250	820	0	630	1,100
Capital Expenditure	6,570	6,570	2,928	0	3,642	6,570
<b>CEMETERY</b>						
Establishment	4,460	4,650	4,518	0	-58	4,850
Maintenance	3,417	7,150	5,764	0	-2,347	7,100
Employee Allocated Costs	33,137	36,890	29,965	0	3,172	36,168
<b>ALLOTMENTS</b>						
Establishment	1,100	1,000	630	0	470	900
Maintenance	1,000	1,000	546	0	454	900
Employee Allocated Costs	12,029	13,198	10,901	0	1,127	12,601
Other	200	230	230	0	-30	230
<b>COMMITTEE EXPENDITURE</b>	<b>260,878</b>	<b>288,410</b>	<b>237,654</b>	<b>0</b>	<b>23,225</b>	<b>268,075</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-36,729	-41,350	-36,635	0	-94	-37,370
Cemetery	-34,064	-56,064	-58,296	0	24,232	-59,690
Allotments	-4,300	-4,350	-4,353	0	53	-4,350
Capital Expend Finance	-4,920	-4,920	-4,920	0	0	-4,920
<b>COMMITTEE INCOME</b>	<b>-80,013</b>	<b>-106,684</b>	<b>-104,204</b>	<b>0</b>	<b>24,191</b>	<b>-106,330</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>180,865</b>	<b>181,726</b>	<b>133,450</b>	<b>0</b>	<b>47,416</b>	<b>161,745</b>
Add Transfers To Provisions	12,400	16,900	12,400	0	0	20,900
Deduct Transfers From Provisions	-19,026	-43,235	-21,121	0	2,095	-43,235
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>174,239</b>	<b>155,391</b>	<b>124,729</b>	<b>0</b>	<b>49,511</b>	<b>139,410</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	3,000	2,300	2,429	0	571	2,850
Employee Allocated Costs	14,770	15,084	13,391	0	1,379	14,336
Capital Expenditure	0	0	0	0	0	0
<b>COMMITTEE EXPENDITURE</b>	<b>17,770</b>	<b>17,384</b>	<b>15,820</b>	<b>0</b>	<b>1,950</b>	<b>17,186</b>
<b>INCOME</b>						
Capital Income & Finance	0	-1,000	-1,000	0	1,000	-1,000
<b>COMMITTEE INCOME</b>	<b>0</b>	<b>-1,000</b>	<b>-1,000</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>17,770</b>	<b>16,384</b>	<b>14,820</b>	<b>0</b>	<b>2,950</b>	<b>16,186</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>16,770</b>	<b>15,384</b>	<b>13,820</b>	<b>0</b>	<b>2,950</b>	<b>15,186</b>

**RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1<sup>st</sup> MARCH 2017  
END OF FIRST WORLD WAR CENTENARY**

The year 2018 will be the centenary of the end of the First World War.

During discussions with Councillor Thierry the Revd Terry Roberts has suggested that it would be appropriate to mark the occasion with an event within the Town. In that connection he has approached the Town Council to ascertain whether it would be possible for the Town Council to facilitate the appointment of a Working Party to discuss the 100<sup>th</sup> anniversary and plan a suitable celebration.

The proposal would see the establishment of the Working Party comprising councillors, the British Legion and others with Sir Desmond Swaine as its Patron. Although facilitating the Working Party it is understood that the Town Council would not be expected to be the lead organiser or provide direct administrative support for the event.

Amongst the activities it is hoped to achieve with Remembrance Sunday being the 11<sup>th</sup> November 2018 would be the attendance of a military detachment from the Regiment that has the Freedom of New Forest, the addition of names to the existing War Memorial and consideration of an Armed Forces event this year.

Subject to the point in the following paragraph it is not thought that there will be significant costs associated with any event although it is hoped that the Town Council would meet the cost of printing, estimated at £150, for the Remembrance Day service.

As part of its support for the event it is understood that it is hoped that the Town would appoint members to the Working Party and contribute towards event costs.

It is **recommended** that

- i the proposed centenary celebration of the end of World War 1 be supported;
- ii Policy and Finance Committee be requested to approve underwriting the cost of service sheets for the Remembrance Day service from its grants budget;
- iii if invited to do so the Council appoints representatives to a Working Party established to organise the Celebrations; and
- iv the organisers be advised that if further reasonable requests for support are received for the event these would be considered in a sympathetic manner.

For further information please contact

Terry Simpson  
Town Clerk  
01425 473883  
E-mail: [terry.simpson@ringwood.gov.uk](mailto:terry.simpson@ringwood.gov.uk)

**RINGWOOD TOWN COUNCIL  
SCHEDULE OF COMMITTEE MEETINGS  
MAY 2017 – APRIL 2018**

<b>APRIL 2017</b>		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
<b>MAY 2017</b>		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
31	Annual Meeting & Town Assembly	7.00pm
<b>JUNE 2017</b>		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
<b>JULY 2017</b>		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
<b>AUGUST 2017</b>		
4	Planning, Town & Environment	10.00am
<b>SEPTEMBER 2017</b>		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
<b>OCTOBER 2017</b>		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
<b>NOVEMBER 2017</b>		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
<b>DECEMBER 2017</b>		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
13	Policy & Finance	7.00pm
20	Full Council	7.00pm

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<b>JANUARY 2018</b>		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
31	Full Council	7.00pm
<b>FEBRUARY 2018</b>		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
<b>MARCH 2018</b>		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
<b>APRIL 2018</b>		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
<b>MAY 2018</b>		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Annual Meeting and Town Assembly	7.00pm

*Unless otherwise stated, all the above meetings will be held at:-*

The Forest Suite  
 Ringwood Gateway  
 The Furlong  
 Ringwood  
 BH24 1AT

For further information, please contact 01425 473883 or email us at:

[town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

Website: [www.ringwood.gov.uk](http://www.ringwood.gov.uk)

**REPORT TO POLICY & FINANCE COMMITTEE  
15 MARCH 2017**

**FANFARE FOR SPRING – REQUEST FOR FREE PARKING**

1. The Council has been approached by the organiser of Fanfare for Spring, being held in the town this year on 20 May, with a request for free parking, as arranged for the last event in 2015.
2. Members will be aware that New Forest District Council (NFDC) is responsible for car parking, and any request for suspension of charges must therefore be authorised by that authority.
3. New Forest District Council offers 2 days per annum when parking charges can be suspended. One day is allocated by NFDC for Small Business Saturday. The second day can be promoted by the Town Council to support a community event.
4. Historically, Small Business Saturday has fallen on the same day as the Christmas Lights Switch-On Event (the first Saturday in December). This has meant that the Christmas event has benefited from free parking, and the Town Council has been able to choose a second event to support with free parking.
5. Dates for the 2017 Small Business Saturday and the Christmas Lights Switch-on Event have not yet been confirmed. The date for Small Business Saturday will be announced in early April 2017. If these events are not on the same date in 2017, the Council would need to choose whether to support free parking for the Christmas Lights Switch-On Event or Fanfare for Spring.
6. Members are asked to consider whether or not to support the request for suspension of parking charges for Fanfare for Spring on 20 May 2017.

For further information, please contact:

Mrs Jo Hurd

Deputy Town Clerk

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Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)