

# Ringwood Town Council

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

## POLICY & FINANCE

Dear Member

12<sup>th</sup> October 2017

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18<sup>th</sup> October 2017** at 7.00pm\* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins  
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 20<sup>th</sup> September 2017

### **4. FINANCIAL REPORTS (*Report A attached*):**

- a. To receive and authorise list of payments made on Imprest Account for September
- b. To receive and authorise list of Petty Cash payments for September
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budget report for Q2 (April –September)

**5. INTERNAL AUDIT REPORT UPDATE**

To receive a verbal update from the RFO on the internal audit points

**6. PROJECT OVERSIGHT AND PLANNING (Report B)**

- a. To review progress of current projects
- b. To consider new projects

**7. WATER SUPPLY AT CARVERS**

To consider approving additional works at Carvers (*Report C*)

**8. POLICY ON THE USE OF COMMUNITY INFRASTRUCTURE LEVY (CIL)**

To receive a verbal report from RFO on funds received and consideration of the decision making process for use of CIL receipts

**9. STREET LIGHTING – KINGS ARMS LANE**

To consider recommendation from Planning, Town and Environment Committee (*P/5444 refers*) that the installation of a new light in the southern section of Kings Arms Lane be funded from Community Infrastructure Levy receipts (*Report D*)

**10. CHRISTMAS LIGHTS SWITCH ON**

To consider the report on the Christmas Lights Switch-On event and recommendations therein (*Report E*)

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

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (procurement of services from commercial providers by a competitive process)

**12. HEALTH AND SAFETY SUPPORT**

To consider the report in respect of Health and Safety support (*Confidential Report F*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@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 Michael Thierry  
Cllr Chris Treleaven  
Cllr Angela Wiseman

Ex Officio Members

Cllr Tim Ward  
Cllr Philip Day

Student Advisors

Sadie Chambers  
Joshua Kidd  
Emily Litchfield

Copied by e-mail to other members for information

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**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**18TH OCTOBER 2017**



**POLICY AND FINANCE COMMITTEE 18TH OCTOBER 2017****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 30TH SEPTEMBER 2017**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Sept						
2017-09-05	3001992	R M Smith Fencing	Premis	R&L	Kick Park - Chain link fencing/move gate	1,140.00
2017-09-05	3001989	Pete Alvis	Premis	P&F	Greenways - Pipework blockage	103.20
2017-09-05	3001993	Queensbury Shelters	Premis	Plan	Bus Shelter - Polycarbonate sheets	267.99
2017-09-05	3001990	Aquam Water	Premis	R&L	Open Spaces - Standpipe hire/metered water	126.16
2017-09-07	3001995	NFDC	Premis	R&L	Forest Edge - Wasp treatment advice	45.00
2017-09-07	3001997	NFDC	S&S	P&F	Gateway - Audit charge	1,800.00
2017-09-07	3001996	Truvox International	Premis	P&F	The Place - Valet Aqua heavy duty dryer	165.60
2017-09-12	3002004	Good Directions Ltd	Premis	P&F	Millennium Clock - Annual maintenance	276.00
2017-09-12	3002007	Peter Noble	Trans	R&L	Roller Mower - Replace temp sensor/Blades	211.20
2017-09-12	3002008	Peter Noble	Trans	R&L	John Deere - Fit new rear light	81.24
2017-09-12	3002009	Peter Noble	Trans	R&L	Kubota Mower - New deck belt	52.20
2017-09-12	3002010	Peter Noble	Trans	R&L	Kubota Mower - Retainer/carriage	55.90
2017-09-12	3002011	Peter Noble	Trans	R&L	Vehicles - Grit lapping compound	49.52
2017-09-12	3002005	HCC	Premis	P&F	Gateway - Cleaning supplies	25.40
2017-09-12	3002006	HCC	Premis	P&F	Gateway - Tea spoons and toilet rolls	10.30
2017-09-12	3002012	Sainsburys	S&S	P&F	Employees - Black work cardigan	14.00
2017-09-12	3002003	Truvox International	Premis	P&F	The Place - Truvox Orbis Scrubbing Machine	411.00
2017-09-18	3002014	Fernhill Wholesale	S&S	P&F	Gateway - Items to sell in VIC	46.89
2017-09-18	3002017	HCC	Trans	R&L	Transit - Maintenance 1.8.17 - 31.8.17	75.60
2017-09-18	3002021	HCC	Premis	P&F/C	The Place/Cemetery - Cleaning equipment	40.82
2017-09-18	3002013	Elliott Brothers Ltd	Premis	R&L	Long Lane - Postfix cement	61.20
2017-09-18	3002015	Elliott Brothers Ltd	Premis	R&L	Open Spaces - Postfix cement	22.27
2017-09-18	3002024	Itec	S&S	P&F	Gateway - Photocopying/gold support	53.02
2017-09-18	3002022	Screwfix	Trans	R&L	Vehicles - Erbauer sharpening flap discs	17.45
2017-09-18	3002023	Screwfix	S&S	R&L	Equipment - 2 x Stanley tape measures	9.99
2017-09-19	3002031	Suez	S&S	Cem	Cemetery - Refuse collection 1.9.17 - 30.11.17	690.73
2017-09-19	3002026	Glasdon	Premis	P&F	Taxi Shelter - Replacement Perspex sheet	86.06
2017-09-19	3002029	TLC Online	S&S	P&F	Gateway - Artwork/printing of receipt books	150.80
2017-09-19	3002027	Glasdon	Premis	R&L	Open Spaces - Everglade bin liner lock unit	32.71
2017-09-19	3002028	Truvox International	Premis	P&F	The Place - Water tank for Orbis floor cleaner	74.94
2017-09-25	3002050	Aurora Fireworks	S&S	P&F	Fireworks - Deposit for display on 05/11/17	500.00
2017-09-26	3002051	HCC	S&S	P&F	Gateway - Stationery	10.51
2017-09-26	3002049	Tuliprint Ltd	S&S	P&F	Gateway - Air Show Programmes Sale	142.50

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2017-09-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - September 2017	80.00
2017-09-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - September 2017	378.00
2017-09-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - September 2017	181.00
2017-09-06	DD	UK Fuels	Trans	R&L	Fuel - August 2017	42.56
2017-09-18	DD	Zurich	Employs	P&F	AVC - August 2017	600.00
2017-09-29	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - August 2017	30.74
2017-09-29	DD	Utility Warehouse	S&S	Cem	Cemetery landline - August 2017	24.60
2017-09-29	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - August 2017	36.90
2017-09-29	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - August 2017	2.40
2017-09-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - August 2017	30.52
2017-09-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - August 2017	2.40
2017-09-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - August 2017	5.93
2017-09-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - August 2017	2.40
2017-09-29	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - August 2017	10.67
2017-09-29	DD	Utility Warehouse	S&S	P&F	The Place landline - August 2017	26.74
2017-09-29	DD	Utility Warehouse	Premis	P&F	The Place electricity - August 2017	129.48
2017-09-29	DD	Utility Warehouse	Premis	P&F	The Place club membership - August 2017	2.40
2017-09-28	PAY	Lloyds	S&S	P&F	Bank charges August 2017	11.41
2017-09-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - September 2017	136.00
2017-09-18	LloydsCC	Ebay	S&S	R&L	Groundsmen - Digital anemometer	22.22
2017-09-18	LloydsCC	Amazon	Premis	R&L	Groundsmen - First aid kit	13.00
2017-09-18	LloydsCC	Amazon	Premis	R&L	Groundsmen - First aid sign	2.19
2017-09-18	LloydsCC	Amazon	Premis	R&L	Groundsmen - Empty first aid box	5.77
2017-09-18	LloydsCC	Amazon	Premis	R&L	Groundsmen - First aid sign	2.19
2017-09-18	LloydsCC	Amazon	Premis	R&L	Groundsmen - Steropad dressings	26.72
2017-09-18	LloydsCC	Anylamp	Premis	P&F	Gateway - Master lamps x 6	20.53
2017-09-15	BP	Hampshire C.C.	Employs	P&F	Pension August 2017	6,092.29
2017-09-22	DD	Inland Revenue	Employs	P&F	August 2017	5,169.87
2017-09-25	Telepay	Staff	Employs	P&F	September 2017	23,953.13
					<b>TOTAL</b>	<b>43,892.26</b>

## AUTHORISATIONS

DATE

18th October 2017

18th October 2017

POLICY AND FINANCE COMMITTEE 18TH OCTOBER 2017LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST TO 30TH SEPTEMBER 2017

Date	Voucher No	Details	Location	Description	Amount £
Sept					
2017-09-01	06/01	Post Office	Gateway	Postage to Utility Warehouse - delivery of mobile phone	7.25
2017-09-01	06/02	Sainsburys	Gateway	Milk & Teabags	3.50
2017-09-05	06/03	Makro	The Place	Degreaser & Mop Heads	18.56
2017-09-05	06/04	Ringwood Fabrics	Tractor	Stickyback velcro to stick leaflet holders	1.30
2017-09-08	06/05	Waitrose	Gateway	Milk	1.00
2017-09-12	06/06	Iceland	Gateway	Coffee & Milk	5.74
2017-09-13	06/07	Sainsburys	Gateway	Refreshments for new Student Advisors	6.65
2017-09-15	06/08	Mr Tindall SR13A	Allotments	Key deposit return	10.00
2017-09-18	06/09	Waitrose	Gateway	Coffee Mate	2.65
2017-09-19	06/10	Car Key Remotes	Open Spaces	2 Keys	12.00
2017-09-20	06/11	Sainsburys	Gateway	Milk & Dishwasher Tablets	12.50
2017-09-22	06/12	Mr Everden UK3	Allotments	Key Deposit Return	10.00
2017-09-27	06/13	Sainsburys	Gateway	Milk	1.50
2017-09-27	06/14	Mr Steele UK18	Allotments	Key deposit return	10.00
2017-09-28	06/15	Ms Passmore SR6	Allotments	Key deposit return	10.00
2017-09-29	06/06	Mr Hatton SR10C	Allotments	Key deposit return	10.00
				<b>TOTAL</b>	<b>122.65</b>

## AUTHORISATIONS

DATE

18th October 2017

18th October 2017

**POLICY AND FINANCE COMMITTEE 18TH OCTOBER 2017****BANK BALANCES**

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>31/08/2017</u>	<u>As At</u> <u>30/09/2017</u>
	£	£	£
Imprest (Current) Account	31,916	42,908	366,357
Business Account	101,482	71,495	51,495
Investment Account	300,000	400,000	300,000
Greenways Rent Deposit	9,671	9,671	9,671
Petty Cash - Imprest	188	164	169
Petty Cash - The Café	0	50	50
VIC Change Float	50	50	50
Information Desk Float	75	75	75
<b>TOTAL BANK BALANCES</b>	<b>443,381</b>	<b>524,414</b>	<b>727,868</b>

**Note**

- The bank accounts were reconciled as at 30th September 2017.
- 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.
- 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.
- 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.
- A nominal account has been implemented to reflect the float held by the Information Desk.
- A float is now held by The Café at The Place.



POLICY AND FINANCE COMMITTEE 18TH OCTOBER 2017

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

50,000

BUSINESS ACCOUNT TO IMPREST ACCOUNT

INVESTMENTS & RE-INVESTMENTS

550,000

AUTHORISATIONS

DATE

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18th October 2017    18th October 2017



**REPORT TO POLICY & FINANCE COMMITTEE – 18th OCTOBER 2017**  
**BUDGETARY CONTROL - 2017/18 QUARTER 2 (TO END SEPTEMBER)**

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## **1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first half of the year, April to September 2017. The report includes some changed outturn predictions, where budget variances are known and unavoidable. Comprehensive revised budgets are currently being prepared and will be presented in the autumn.

## **2. INCOME & EXPENDITURE APRIL 2017 TO SEPTEMBER 2017**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first five months of the year is £275,986, or 42.5% of planned expenditure for the year. Excluding capital expenditure the figures are £270,737 and 41.9%.
- 2.2 An adjustment has been made to the format of this appendix in order to align and consolidate the presentation of employee costs which were previously distributed amongst different objective expenditure headings. The main impact is on page 2, Policy & Finance Committee in which there has been a reduction in Establishment costs which previously included, e.g., Information staff costs and in "Other Expenditure" which included Youth Workers. There has been a corresponding increase in Employee Allocated costs.
- 2.2 Generally, expenditure remains in line with budget plans. although, as previously noted, the additional items included in the current budget remain, with the exception of CCTV, completely unspent. The additional items include:
- |                          |  |
|--------------------------|--|
| i Traffic Consultant,    | £7,000.  |
| i Cycle stands           | £500   |
| i Butler's Lane Footpath | £4,000   |
| i Paperless Office       | £2,500   |
| i Additional Training    | £4,485   |
| i CCTV at Cemetery       | £1,000 - this work has been completed and the budget has been fully spent. |
- 2.3 Income received is generally slightly lower than we would normally expect at this time of the year and whilst there is currently nothing to suggest that budgeted receipts won't be achieved, other than those areas previously reported (e.g. the termination of the Ringwood Schools grounds maintenance contract), members should note that much of the Town Council income is unpredictable and not governed by longer term contracts. Notably, cemetery income from burials and purchases of plots, is somewhat lower than anticipated, at 44% of budget estimates although this shortfall has been mitigated by higher than expected receipts for memorials which are currently standing at 72% of budget. A summary of income received to the end of September is included at appendix 2.
- 2.4 The employee budget, including grounds staff, is £393,964 which represents 60.6% of budgeted gross spend. These costs include all payroll related expenditure together with other staff related costs such as uniforms and staff car parking. At the end of September total spend on employees stood at £196,166 or 49.8% of the annual budget which is very slightly below the proportion that would be expected half way through the year. However, whilst spend on Grounds staff is almost exactly on budget, there are some significant variances amongst the different components of office staff. Generally, spend on office staff is around 45.8% of the original budget but spend on youth workers is currently 72.2% of the original budget.
- 2.5 At the last meeting of this committee, members asked for a separate section within the budget monitoring report for "The Place". This requires a bit of work to

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separate costs and rebuild the budget monitoring reports. In the meantime, a separate extract has been produced for the Place, including Youth workers and this is included at Appendix 3.

- 2.6 The original budget for the Place for the current year was £46,548, made up of £16,002 for running costs, including a transfer to reserves with a further £30,546 for employee costs. At the end of September, total net expenditure was £30,318 or 65% of this original budget. However, members subsequently agreed to increase the budget by £11,500. This additional budget comprises two elements, a further £4,000 being the product of an additional 1% on the precept, agreed at full Council in January together with a further £7,500 to accommodate the additional costs of manning the café to the end of September. When this additional budget is taken into account, total net spend is 52% of the revised budget. For staff costs in isolation, expenditure is currently 58% of the revised budget.
- 2.6 The café has generated a gross profit of £948 to the end of September, but this excludes the costs of staffing the café which are currently running at around £1,100 per month. Members will need to consider whether, and for how long, the café operation is to continue and if so, how the additional costs will be met.
- 2.7 The Town Council's net Committee expenditure is £177,367 which is 39.6% of the net Committee budget of £447,570. It is likely, therefore, that subject to any surprises, there will be a net under spend at year end. Revised budget predictions are currently being prepared and a draft will be presented to the November meeting.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The total balance of Reserves at 1<sup>st</sup> April 2017 was £426,276. This is currently predicted to increase by around £15,360 by March 2018, a reduction of £5,293 from the original plans. This reduction is due to the release of the retention on building costs for Ringwood Gateway, reported previously, which is to be funded from reserves. However, as noted above, it is now likely that there will be some under spends and so the net transfer to reserves is very likely to increase.

### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.
- 4.2 Members consider whether any further budget adjustments be applied to Youth Provision and how any such adjustments will be funded.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

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

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2017 - SEPTEMBER 2017**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Year To Date</b>			<b>Annual Forecast</b>
	<b>£</b>	<b>Actual</b>		<b>Unspent Budget</b>	<b>Outturn</b>
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	376,917	151,745		225,172	380,779
RECREATION, LEIS & O/S COM	243,085	110,765		132,320	243,198
PLANNING TOWN & ENVIRON	25,868	8,227		17,641	25,868
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>270,737</b>		<b>375,133</b>	<b>649,845</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	0	5,249		-5,249	5,249
RECREATION, LEIS & O/S COM	0	0		0	0
PLANNING TOWN & ENVIRON	4,000	0		4,000	4,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>5,249</b>		<b>-1,249</b>	<b>9,249</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>275,986</b>	<b>0</b>	<b>373,884</b>	<b>659,094</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-113,967	-49,526		-64,441	-116,867
RECREATION, LEIS & O/S COM	-87,333	-47,993		-39,340	-88,264
PLANNING TOWN & ENVIRON	-1,000	-1,100		100	-1,100
<b>TOTAL REVENUE INCOME</b>	<b>-202,300</b>	<b>-98,619</b>		<b>-103,681</b>	<b>-206,231</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
POLICY & FINANCE COMMITTEE	0	0		0	0
RECREATION, LEIS & O/S COM	0	0		0	0
PLANNING TOWN & ENVIRON	0	0		0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-98,619</b>		<b>-103,681</b>	<b>-206,231</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>177,367</b>		<b>270,203</b>	<b>452,863</b>
<b>Add Transfers To Provisions</b>	<b>35,800</b>	<b>17,900</b>	<b>0</b>	<b>17,900</b>	<b>35,800</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>-1,785</b>	<b>0</b>	<b>-1,785</b>	<b>-8,819</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-11,577</b>	<b>40,630</b>	<b>0</b>	<b>-52,207</b>	<b>-11,621</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,223</b>	<b>234,112</b>	<b>0</b>	<b>234,112</b>	<b>468,223</b>
Transitional & Identifiable grant from NFDC	0	0		0	0
Net Precept 2017/18	<b>468,223</b>	<b>234,112</b>		<b>234,112</b>	<b>468,223</b>
<b>Non recurring bids for 2017/18 included above</b>					
POLICY & FINANCE COMMITTEE	5,175	0		5,175	5,175
RECREATION, LEIS & O/S COM	2,810	1,000		1,810	2,810
PLANNING TOWN & ENVIRON	11,500	0		11,500	11,500
Less transfer from provisions	0	0		0	0

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	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance From O.B. £	
<b>POLICY &amp; FINANCE COMMITTEE</b>					
<b>EXPENDITURE</b>					
Establishment	43,737	8,558	0	35,179	43,580
Maintenance	38,944	1,028	0	37,916	38,944
Employee Direct Costs	5,067	486	0	4,581	4,532
Employee Allocated Costs	202,066	103,473	0	98,593	202,066
Member Costs	10,390	3,852	0	6,538	10,390
Grants	9,000	1,523	0	7,477	9,000
Other	36,167	17,052	0	19,115	40,721
Debt Charges	31,546	15,773	0	15,773	31,546
Capital	0	5,249	0	-5,249	5,249
<b>COMMITTEE EXPENDITURE</b>	<b>376,917</b>	<b>156,994</b>	<b>0</b>	<b>219,923</b>	<b>386,028</b>
<b>INCOME</b>					
<b>INCOME</b>					
Revenue Income	-113,967	-49,526	0	-64,441	-116,867
Capital Income/Finance	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-113,967</b>	<b>-49,526</b>	<b>0</b>	<b>-64,441</b>	<b>-116,867</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>262,950</b>	<b>107,468</b>	<b>0</b>	<b>155,482</b>	<b>269,161</b>
Add Transfers To Provisions	18,900	9,450	0	9,450	18,900
Deduct Transfers From Provisions	0	0	0	0	-5,249
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>281,850</b>	<b>116,918</b>	<b>0</b>	<b>164,932</b>	<b>282,812</b>
<b>HOLDING ACCOUNTS</b>					
<b>EXPENDITURE</b>					
Employee Costs - allocated	393,964	196,166	0	197,798	393,964
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>393,964</b>	<b>196,166</b>	<b>0</b>	<b>197,798</b>	<b>393,964</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-393,964</b>	<b>-196,166</b>	<b>0</b>	<b>-197,798</b>	<b>-393,964</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>					
Establishment	11,480	5,507	0	5,973	11,615
Maintenance	19,615	5,307	0	14,308	19,615
Machinery	8,972	3,813	0	5,159	8,950
Employee Direct Costs	3,410	0	0	3,410	3,410
Employee Allocated Costs	128,948	62,852	0	66,096	128,948
Planters	500	3	0	497	500
Activities Expenses	9,020	4,494	0	4,526	9,020
Other	1,150	414	0	736	1,150
Capital Expenditure	0	0	0	0	0
<b>CEMETERY</b>					
Establishment	5,103	2,636	0	2,467	5,103
Maintenance	5,050	2,313	0	2,737	5,050
Employee Allocated Costs	34,757	16,890	0	17,867	34,757
<b>ALLOTMENTS</b>					
Establishment	1,100	368	0	732	1,100
Maintenance	1,300	421	0	879	1,300
Employee Allocated Costs	12,450	5,747	0	6,703	12,450
Other	230	0	0	230	230
<b>COMMITTEE EXPENDITURE</b>	<b>243,085</b>	<b>110,765</b>	<b>0</b>	<b>132,321</b>	<b>243,198</b>
<b>INCOME</b>					
Recreation, Leisure & O/S	-37,836	-20,906	0	-16,930	-38,267
Cemetery	-45,097	-22,219	0	-22,878	-45,097
Allotments	-4,400	-4,868	0	468	-4,900
Capital Expend Finance	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-87,333</b>	<b>-47,993</b>	<b>0</b>	<b>-39,340</b>	<b>-88,264</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>155,752</b>	<b>62,772</b>	<b>0</b>	<b>92,981</b>	<b>154,934</b>
Add Transfers To Provisions	16,900	8,450	0	8,450	16,900
Deduct Transfers From Provisions	-2,570	-1,285	0	-1,285	-2,570
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,082</b>	<b>69,937</b>	<b>0</b>	<b>100,146</b>	<b>169,264</b>

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>					
Establishment	10,125	1,023	0	9,102	10,125
Employee Allocated Costs	15,743	7,204	0	8,539	15,743
Capital Expenditure	4,000	0	0	4,000	4,000
<b>COMMITTEE EXPENDITURE</b>	<b>29,868</b>	<b>8,227</b>	<b>0</b>	<b>21,641</b>	<b>29,868</b>
<b>INCOME</b>					
Capital Income & Finance	-1,000	-1,100	0	100	-1,100
<b>COMMITTEE INCOME</b>	<b>-1,000</b>	<b>-1,100</b>	<b>0</b>	<b>100</b>	<b>-1,100</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,868</b>	<b>7,127</b>	<b>0</b>	<b>21,741</b>	<b>28,768</b>
Add Transfers To Provisions	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-500	0	-500	-1,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>27,868</b>	<b>6,627</b>	<b>0</b>	<b>21,241</b>	<b>27,768</b>

**ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2017 - SEPTEMBER 2017**

	2017/18 Original	Quarter 2 Actual	Notes
<b>Revenue:</b>			
<b>Policy &amp; Finance Committee</b>			
Rent (Greenways & Southampton Rd)	39,482	18,544	Some paid quarterly
Gateway Re-charges	68,735	24,489	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	1,700	
Civic Celebrations	150	11	
Other Grants & Donations *	0	0	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,341	Includes event ticket sales
The Place - Café sales	0	2,739	
Interest on investments	1,200	605	
Other Income	0	97	Insurance £97;
<b>Recreation &amp; Leisure Committee</b>			
Ringwood Schools	20,425	8,152	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	1,146	
Bowling	1,500	871	
Cricket	2,700	1,215	
Football	6,150	5,071	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	1,143	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	0	collected by NFDC and remitted at year end
Castleman Trail	835	0	Paid by HCC towards year end.
Other use of recreation grounds	2,552	3,217	
Other Income	10	91	Wayleaves £91
<b>Cemeteries</b>	45,097	22,219	
<b>Allotments</b>	4,400	4,868	
<b>Planning Town &amp; Environment Committee</b>			
Parish Lengthsman Grant (HCC)	1,000	1,100	
<b>Total Revenue Income:</b>	<b>202,300</b>	<b>98,619</b>	
<b>Capital</b>			
s106	0		
Grants	0		
Loans			
Other			
<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	
<b>Total Budgetted Income</b>	<b>202,300</b>	<b>98,619</b>	
<b>Precept and other income taken to reserves</b>			
Precept	468,223	468,223	All now received
Other Grants & Donations *	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>468,223</b>	<b>468,223</b>	
<b>Total Income</b>	<b>670,523</b>	<b>566,842</b>	



## The Place, Budget Estimates 2017/18

	2016/17			2017/18			Notes
	Revised Budget	Actual Expenditure	100%	Original Budget	Actual Expenditure	50%	
	2016/17	2016/17		2017/18	Sep-17		
<b>Premises and general expenditure:</b>							
P012 Vandalism Repairs & prevention	500	13.24		500	180		Estimated figure. Further £500 anticipated for repair of air bricks.
P003 Reactive Maintenance	250	340.04		250	3,583		Includes purchase of freezer (and some stock)
P100 Electricity	3,000	1,787.14		2,000	599		Some electricity used by contractors in 2016/17. Spend is likely to be lower
P150 Water Charges	500	431.79		400	276		Based on bills to end of March
P556 Business Rates	2,420	2,420.00		2,652	1,081		Annual bill received
S040 Hired & Contracted (general supplies)	2,760	8,342.38		4,000	802		Purchase and resale of food & drink is excluded from 2016/17
S041 Hired & Contracted - Grant Funded							
S050 Food Purchases for re-sale				0	1,791		Gross profit on food sales is £948
S059 Telephone Line & Broadband	200	251.33		200	0		Monthly line rental = £15.79
E505 Training	1,000	300.00		1,000	195		May be grant funded?
							Balance transferred to provisions in 15/16. Building cost circa £500,000. Note that £2,616.25 project costs were funded from general reserves in 2013/14 and £5,835.68 in 2014/15. Balance in reserves at 31st March 2017 was £11,551
M410 Contribution to building reserves	5,000	5,000.00		5,000	2,500		
	15,630	18,885.92	121%	16,002	11,007	69%	Overspend £3006 at 0.5 through the year
<b>Income:-</b>							
R040 Grant Income				0			Additional grants will allow additional expenditure
Room hire							Some room hire given in lieu of grant, so this figure is understated.
R008 Income - food sales				0	-2,739		Purchase and resale of food & drink is excluded from 2016/17
	0	0.00		0	-2,739		
<b>Total Net Revenue Budget/Expenditure</b>	<b>15,630</b>	<b>18,885.92</b>	<b>121%</b>	<b>16,002</b>	<b>8,268</b>	<b>52%</b>	
<b>Employee related Expenditure:</b>							
E695 Youth Officers Allocation	29,213	26,433.72	90%	30,546	22,050	72%	Includes additional staff costs re the café, not in budget
<b>Annual Budget v Expenditure</b>	<b>44,843</b>	<b>45,319.64</b>	<b>101%</b>	<b>46,548</b>	<b>30,318</b>	<b>65%</b>	Net Overspend = £7044
Anticipated changes to be added to revised budget							
Additional budget agreed for café (to end Sept)				7,500			Monthly cost approx £1,150
Additional 1% on precept agreed at Jan full Council				4,000			nb additional cost of pension provision (due to auto enrolment) £2,575
<b>Revised Budget</b>				<b>58,048</b>	<b>30,318</b>	<b>52%</b>	



Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2017-18 budget)</b>								
1	File Management System	Clerk met with an NFDC ICT services manager	£2,500	£0	£0	Minimal	Unlikely	ICT services are currently supplied by NFDC but the service level agreement has expired. Officers expect to recommend that this project be deferred to a date to be fixed and that the funds be moved to a reserve.
2	Training – Staff	Some training has been undertaken recently and more has been booked/arranged.	£2,035	£0	£1,000	None	Probable	Training needs will be assessed in greater detail and further events organized before the year end. A realistic revenue budget for future needs will also be determined
3	Training - Members	General training is being arranged for the newer members.	£640	£0	£300	None	Probable	Options for finance training for all members are being considered.
<b>Projects with budgetary implications (not included in 2017-18 budget but added since)</b>								
4	Gateway – heating & cooling upgrade	Revised spec received from NFDC and commented upon prior to re-tender		£0	£13,500	Minimal	Possible	NFDC is project manager. Cost to be met from reserves.
<b>Projects with no budgetary implications</b>								
5	Post-audit action plan	Guiding principles for the review of the Financial Regulations were agreed at the September meeting.				Significant	Definite	A full update will be given by the RFO at the October committee meeting





Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Priority (specify target completion date)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)									
A1	Millennium Clock (in Furlong Car Park)	Re-paint and refurbishment with addition of protective barriers.	£0	£350	£0	Minimal	Significant	None	?
A2	92 Southampton Rd. & Greenways	Build provision for future maintenance and repairs	£? pa	£0	£0	None	Minimal	None	Jan 2018
A3	Information technology	Investment in portable devices, home-working facilities and other opportunities for efficiency improvements	£?	£?	£0	Minimal	Significant	Significant	?
A4	WWI Armistice Centenary Commemoration	A lasting addition to remembrance	£0	£?	£?	Moderate	Significant	Moderate	Sep 2018
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. Has potential to generate a significant capital receipt.	£0	£?	£0	None	Significant	None	
B2	Technical Officer	Recruitment of a 0.2FTE employee	£?	£?	£0	Minimal	Significant	None	
Projects with no or neutral budgetary implications									
C1	Grant awarding policy	Reinstate separate budgets for large-scale and small-scale events				Minimal	Minimal	None	Jan 2018

## Water supply overhaul at Carvers Recreation Ground

### 1. Introduction and reason why decision required

- 1.1 Members previously approved the installation of a replacement mains electricity supply at Carvers (Minute Ref. OS/5688 *et seq.*). This will require a trench to be dug from the cricket pavilion to the grounds department sheds.
- 1.2 Whilst arrangements to carry out that work were being planned it became apparent that the trench could also be used to install a new water supply. The existing supply suffers from very low pressure. This causes problems to the grounds staff for whom washing down vehicles and equipment and filling containers for plant-watering has become excessively time-consuming. Watering the cricket square would also become easier (a second team has now indicated a desire to play at Carvers next season).

### 2. Background information, options, impact assessment and risks

- 2.1 The budget for the current works of £3,700 was approved by this committee and established by virement (Minute Ref F/5462).
- 2.2 The additional work now suggested would entail the laying of roughly 200m of 25mm blue plastic water pipe with associated valves, an internal tap, 2no. 450mm diameter plastic manholes with covers and the making good of existing brickwork.
- 2.3 To date, a single quotation to carry out the additional work of £870 (ex. VAT) has been received informally. If members approve the additional works in principle the procurement process required by Financial Regulations would be followed.
- 2.4 Adding to the work may cause a small delay but no additional risks of any significance.

### 3. Issues for decision and any recommendations

- 3.1 ***Whether to approve the suggested additional works and the virement of an additional £870 to the relevant budget from reserves.***

For further information, contact:

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**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE  
6 OCTOBER 2017  
STREET LIGHTING – KINGS ARMS LANE**

1. The desire for additional street lighting in Kings Arms Lane was identified earlier in the year (*P/5391 7/4/17 refers*). There are no street lights in the southern section of the road, between Kings Arms Row and Bickerley Road, and this area is very dark at night.
2. Cllr O'Reilly and the Deputy Town Clerk met with a Hampshire County Council Street Lighting Engineer, who recommended two options:
  - i) To install a new lighting column on the Bickerley Village Green opposite the end of Kings Arms Lane;
  - ii) To install a new light on a bracket on an existing electricity pole in the southern section of the lane.
3. An estimate of £3,700 for option (i) was considered by this Committee on 7 July 2017 (*P/5420 refers*), when it was noted that this was not Members' preferred option.
4. A quotation has now been received from SSE for option (ii), that being £804.44 to supply, install and connect one new pole bracket and 36w Libra lantern. SSE has indicated that the current annual maintenance fee is £34.48 and energy costs would be in the region of £6 per annum.
5. Both New Forest District Council and Hampshire County Council have confirmed that there is no funding available for additional street lighting in Ringwood. The Town Council has no budget allocation for street lighting.
6. Should Members agree to proceed with a scheme to install one additional light in Kings Arms Lane, the options for funding are as follows:
  - i) To include a bid for funds in the 2018/19 budget;
  - ii) To utilise Community Infrastructure Levy (CIL) funds (£6,483.98 currently available).
7. It will also be necessary to consult with residents of properties in the vicinity of the proposed new light.
8. Members will be pleased to note that it would appear the owner of 30 Kings Arms Lane has cut back the holly bush, which was obscuring the existing street light in the front garden of the property.
9. It is **RECOMMENDED** that Members consider whether or not to proceed with the installation of one additional street light in the southern section of Kings Arms Lane and, if the decision is to proceed, how this will be funded.

**EXTRACT FROM PLANNING TOWN AND ENVIRONMENT MINUTES 6<sup>th</sup> October 2017  
P/5444  
KINGS ARMS LANE STREET LIGHTING**

Members considered the Deputy Clerk's report (*Annex E*) in respect of the provision of additional lighting on Kings Arms Lane. It was agreed to install a new light on a bracket on an existing electricity pole in the southern section of the lane and to utilise Community Infrastructure Levy (CIL) funds. The matter was referred to the Policy and Finance Committee for authorisation of the expenditure, as there was no process currently in place for the allocation of CIL funds.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:** That the installation of a new light on a bracket, on an existing electricity pole in the southern section of Kings Arms Lane be funded from Community Infrastructure Levy receipts.

## Christmas Lights Switch-On Event

### 1. Introduction and reason why report required

- 1.1 Council members have expressed a strong desire to reach an accommodation with the Ringwood Events Committee (REC) to enable a suitable event of some kind to be organized to mark the switching-on of the Christmas lights on 2<sup>nd</sup> December
- 1.2 REC has kindly undertaken advance planning for the event and member decisions are needed to enable it to proceed.

### 2. Background information, options, impact assessment and risks

- 2.1 An event of the kind envisaged will involve activities and public participation such that event insurance is strongly desirable. At this stage it is not practicable for any party other than this council to organize this. This would necessarily entail the council accepting formal responsibility for the management of the event and accepting the financial risks.
- 2.2 It is therefore proposed that the event should be a Ringwood Town Council event (i.e. ultimate responsibility for its management and the financial risks associated with it will rest with RTC) but that to avoid excessive calls on staff time, REC will do the bulk of the administration required including deciding the details of the event (such as whether and what fairground-type rides and other attractions and/or commercial concessions will form part of it). It is further proposed that if, as hoped, the event generates a financial surplus then although this will belong to RTC steps should be taken to ensure that it is set aside to support other events and not simply absorbed into the general reserve.
- 2.3 The proposal inevitably carries the risk that if the event generates a financial loss, this would be borne by council funds. To mitigate that risk and the other risks associated with the event, the arrangements will be closely over-seen by the members of REC who are also town councillors who will liaise closely with the Town Clerk and the chairman of the this committee.
- 2.4 At this late stage, no alternative means of facilitating this event exist so the only options are approving the proposal or cancelling the event.

### 3. Issues for decision and any recommendations

#### **3.1 *Whether (in exercise of the power of general competence) to approve the proposal that:***

**3.1.1 *a public event to celebrate the switching-on of the town centre's Christmas illuminations be held as a Town Council event on 2<sup>nd</sup> December with the administration and detailed event-planning being undertaken on behalf of the council by Ringwood Events Committee; and***

**3.1.2 *any financial surplus arising from the event be set aside in some suitable manner (to be advised by the council's Responsible Financial Officer) to support other future public events in Ringwood.***

For further information, contact:

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