

Ringwood Town Council

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

POLICY & FINANCE

Dear Member

13th July 2017

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 19th July 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.

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 21st June 2017

4. PRESENTATION OF STUDENT ADVISOR CERTIFICATE

5. GRANT AID

To consider the following applications for Grant Aid (*Report A attached*):

- i) Ringwood and Burley Band
- ii) Home Education Group
- iii) Poulner Infants School

6. FINANCIAL REPORTS (*Report B attached*):

- a. To receive and authorise list of payments made on Imprest Account for June
- b. To receive and authorise list of Petty Cash payments for June
- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budget monitoring report Q1 (Apr – Jun)

7. AUDIT FOR THE FINANCIAL YEAR 2016/17

To receive the internal audit report for the financial year 2016/17 (*Report C*)

8. EMERGENCY PLANNING ADVICE

Following recent events, the District Council has provided documentation and invited Town Councils to consider preparing their own local contingency plans. (Copies previously circulated to Members by e-mail)

9. ELECTRONIC DELIVERY OF AGENDA

To consider *Report D* and the recommendation therein in respect of the electronic delivery of agenda papers

10. HEATING AND COOLING AT THE GATEWAY

Confirmation has been received from the District Council in respect of the funding for the heating and cooling system at the Gateway and the Committee is requested to re-affirm that the Council's share will be met from reserves.

11. THE PLACE WORKING PARTY

To receive a report of The Place Working Party held on 18th July 2017

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.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Christine Ford
Cllr Gloria O'Reilly
Cllr Anne Murphy
Cllr Michael Thierry
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
Grant Aid**

12 JUN 2017

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 AND BURLEY BAND
Postal Address	[REDACTED]
Name of Contact	Cliff Brock
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ 2000.00
What is the purpose of the grant?	<p>We wish to continue our established tradition and splendid long history of support to Ringwood town community and its civic occasions.</p> <p>The grant will enable us to provide cost free participation at a number of events, e.g.</p> <p>Christmas Tree Lighting event Civic Carol Service Concerts for Mayor's Charities Fanfare for Spring etc</p> <p>To enable the band to do this in the near future, we also wish to begin a training band offering free teaching, and provision of a musical instrument to people of any age.</p>
How would the people of Ringwood benefit from your receiving this grant?	<ul style="list-style-type: none">• By having live music available for civic ceremonies and concerts.• By having brass training and instrument provision for interested members of the community.

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How many Ringwood people would benefit?	The whole community
Total cost of project	£ 2000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood and Burley Band

Information about your Organisation

Membership: 30	What facilities do you provide? Concerts and musical events in the town. As previously mentioned we perform in a number of concerts to support civic events. Training for brass band playing.
Subscription: £2 weekly for band members	
Names of competing or similar organisations	None

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ nil	Annual income: £ 9,796.00	
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.	We are planning to approach local companies for sponsorship.	
Signature of Applicant		Date 2/6/17
Position within the Organisation:	Assistant Secretary	

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	

Please refer to the separate Notes for Applicants document.
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

Ringwood and Burley Band

Yearly Accounts 2016 - 2017

Income		<Increase
		>Decrease
Subs	1,322.00	>10.00
Legacy/Grants	750.20	<475.20
Collections	852.69	New
Engagements	6,582.40	<3516.08
Sponsors	315.00	<210.00

Total	9,796.20	<4,343.06
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Expenses

M.D,	1,660.00	>300.00
Hall Hire	1,811.80	>787.42
Donations/Gifts	3,876.00	<3701.00
Instruments/Music	145.00	>553.50
Performing Right	66.47	<1.32
Insurance	481.01	<90.69
Cheque Raised Last Year Cl	153.97	

Total	8,194.25	<2,013.56
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Bank account B/FWD	1,621.59
Plus income	9,796.20
Sub Total	11,417.79
Less expenses	8,194.25
Total	3,223.54

		Increase
Bank account	3,223.54	1601.95
Nationwide	2,358.83	4.99
Santander	154.38	0.15
Total	5,736.75	1607.09

I HAVE EXAMINED THE BOOKS OF THE BAND AND FROM INFORMATION RECEIVED
CONSIDER THEM CORRECT



26-2-2017



Ringwood Town Council

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Ringwood Town Council Grant Aid

27 JUN 2017

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	Home Education Group
Postal Address	[REDACTED]
Name of Contact	KAT GRIMMETT
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ UNKNOWN - WEEKLY HIRE OF THE PLACE.
What is the purpose of the grant?	TO HIRE "THE PLACE" ON A WEEKLY BASIS FOR A HOME EDUCATED GROUP. THIS WOULD BE A WEEKLY MEET WITH HOME EDUCATED CHILDREN RUN BY PARENTS. THIS CLUB WOULD HOLD A VARIETY OF TOPICS DURING THE SESSIONS. SOCIAL GAMES, ARTS & CRAFT, GUEST SPEAKERS, EDUCATIONAL TOPICS. SOMETHING DIFFERENT EACH WEEK.
How would the people of Ringwood benefit from your receiving this grant?	HOME EDUCATED FAMILIES WOULD BENEFIT BY HAVING A SOCIAL, SUPPORTIVE AND EDUCATIONAL GROUP TO GO TO EACH WEEK. THIS WOULD HELP WITH SOCIALISING FOR THE FAMILIES AND FEELING SUPPORTED IN THE COMMUNITY.


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How many Ringwood people would benefit?	AROUND 15-30 PERSONS
Total cost of project	£ HIRE OF THE PLACE - WEEKLY
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	THE PLACE

Information about your Organisation

Membership:	What facilities do you provide? NO MEMBERSHIP NO SUBSCRIPTION ORGANISED GROUP ON FACEBOOK, & SOCIAL NETWORK
Subscription: £	
Names of competing or similar organisations	NA

Funds available to your organisation
(apart from this grant application)

Cash in hand: £	Annual income: £ 0	
Other sponsoring bodies and amounts donated by them		£ 0
		£ 0
		£ 0
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	NO	
Signature of Applicant		Date 15/05/2017
Position within the Organisation:	Home Educated member.	

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	

Please refer to the separate Notes for Applicants document.
If you wish to attend the Committee meeting at which your application will be considered, please contact us.



Ringwood Town Council Grant Aid

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	Poulner Infant School Parents Association
Postal Address	North Poulner Road, Ringwood, Hampshire, BH24 3LA
Name of Contact	Nicola Moorev
Contact's telephone number	██████████
Contact's email:	██████████


Details of Grant Request

Amount requested	£373.00
What is the purpose of the grant?	PISA are a fund raising parents association, run as a registered charity, who raise funds for the Infant School to enhance the learning environment and experience of local children. Recently the PISA funds have been used to purchase new library books and new laptops for the children's IT lessons, all money raised by the group is allocated to purchase items that will enhance pupils experience at school, over and above what the schools budget can allow for. A Grant from the community fund would provide the money to create a more exciting and interactive playground environment for the children. Specifically PISA are looking to enhance markings and zone signs for different areas of play which will in turn promote social play, problem solving, role play and team work. Introducing different zones of play such as a skipping, ball, wheel and creative areas will also encourage children to try new activities and increase friendship circles.
How would the people of Ringwood benefit from your receiving this grant?	All existing and future local school children will benefit from this funding. As noted above the improved playground marking and zoning will enhance play experiences and learning as a result of that interaction. Further, zoning of play areas has also been cited as a preventative measure for bullying.
How many Ringwood people would benefit?	At present 219 children, but more children will benefit as each new year starts.
Total cost of project	£ 934.12 This includes four raised flower beds and the above
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	PISA

Information about your Organisation

A	Membership:	The infant school currently has 219 children split across 8 classes. There are no associated subscription fees
	Subscription: £	
	Names of competing or similar organisations	Ringwood Infant School

Funds available to your organisation
(apart from this grant application)

Cash in hand: £	Annual income: £ None – fund raising revenue only	
Other sponsoring bodies and amounts donated by them		£0
		£0
		£0
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No	
Signature of Applicant		Date 28 th June 2017
Position within the Organisation:	Committee Member	

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	

Please refer to the separate Notes for Applicants document.
If you wish to attend the Committee meeting at which your application will be considered, please contact us.



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'Great Learning is at the heart of who we are and what we do and what we strive to achieve'.

Dear Councillors

My name is Elizabeth and I am one of the school councillors at Poulner Infant School. I am writing to ask you to please give us some money for our playground so we can make it more fun for all the children to play in. We would like some money to make the playground surface better as a Japanese vine wood had taken it over so it had to be dug out and then men had to dig very deep to get it all out. This meant that we lost our maze and other games which was painted on the floor. It doesn't look very nice now.

Also our play trail needs more edges and we would like some new equipment for us to play with at break time.

I hope you can help us!

Thank you

Elizabeth [REDACTED]
Aged 7.

Poulner Infant School

North Poulner Road, Ringwood, BH24 3LA

Telephone : 01425 472338

Fax : 01425 483277

Email: headteacher@poulner-inf.hants.sch.uk

adminoffice@poulner-inf.hants.sch.uk

School Website : poulnerinfantschool.com

Head Teacher : Mrs J Conner

Deputy Head Teacher : Mrs B Palmer

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19th January 2017

Wish list for Playground Zoning and Marking

Item	Supplier	Unit Cost	Total cost
Quiet time zone sign	Edventure Catalogue	£19.75	£19.75
Craze of the week zone sign	Edventure Catalogue	£19.75	£19.75
Skipping zone sign	Edventure Catalogue	£19.75	£19.75
Ball games zone sign	Edventure Catalogue	£19.75	£19.75
Stands for signs x 4	Edventure Catalogue	£29.75	£119.00
Made to measure raised beds x2	Wood Blocx	£280.56	£561.12
Twister playground markings	Project playgrounds	£175	£175
			£934.12

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19TH JULY 2017

POLICY AND FINANCE COMMITTEE 19TH JULY 2017

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 30TH JUNE 2017

Date	Trans No	Details	Budget	Committee	Description	Amount £
June						
2017-06-06	3001788	New Forest D.C.	S&S	Policy & Finance	Land Rear of Greenways - Planning Application	192.50
2017-06-06	3001764	Forest Newspapers Ltd	S&S	Policy & Finance	Annual Town Assembly advert	96.00
2017-06-13	3001802	HALC	S&S	Policy & Finance	The Good Councillor's Guide Neighbourhood Plan.	11.00
2017-06-13	3001812	R M Smith Fencing Limited	Premises	Rec & Leisure	Carvers - Supply & fit replacement gate to play park	660.00
2017-06-13	3001801	The Tree Management Co	Premises	Rec & Leisure	Poulner Lakes - remove dangerous tree at entrance	360.00
2017-06-13	3001809	Hampshire C.C.	Premises	Rec & Leisure	Cleaning equipment	160.02
2017-06-13	3001807	SSE Contracting	S&S	Planning	Carvers - maintenance contract street lights	153.94
2017-06-13	3001808	New Forest D.C.	Premises	Policy & Finance	CCTV - contrib. towards line rent costs 01/04-30/09/17	4,395.00
2017-06-13	3001803	Central Southern Security	Premises	Cemetery	Cemetery CCTV - balance of cost of upgrade	891.00
2017-06-13	3001806	Fintec	S&S	Policy & Finance	Photocopying and gold support	83.12
2017-06-13	3001765	Alexandra	S&S	Policy & Finance	Workwear	59.94
2017-06-13	3001811	Advertiser & Times	S&S	Policy & Finance	Youth Worker Advert 09/06/2017	98.88
2017-06-13	3001810	Tim Ward	S&S	Policy & Finance	Mayors Allowance 2017-18	1,000.00
2017-06-13	3001789	Water2Business	Premises	Policy & Finance	Water to 71 Christchurch Road	105.79
2017-06-20	3001816	Peter Noble	Transport	Rec & Leisure	Labour to replace blades, bolts and spacers on finishing	66.00
2017-06-20	3001817	Peter Noble	Transport	Rec & Leisure	Steam clean Kubota, repair leaks, replace oil filter/seal	153.84
2017-06-20	3001818	Peter Noble	S&S	Rec & Leisure	Stihl strimmer	639.84
2017-06-20	3001819	Peter Noble	S&S	Rec & Leisure	Nylon strimmer cord	31.36
2017-06-20	3001820	Peter Noble	Transport	Rec & Leisure	Work to replace blades on two roller mowers	558.18
2017-06-20	3001815	New Forest Farm Machinery	S&S	Rec & Leisure	Ear muffs for ground staff	22.50
2017-06-20	3001821	Fleet Line Markers	Premises	Rec & Leisure	1,000 litres of white line paint	2,040.00
2017-06-20	3001822	Site Safety Ltd	S&S	Rec & Leisure	Shorts for Groundstaff	46.80
2017-06-27	3001846	HALC	Employees	Policy & Finance	Code of Conference Training 2 x staff, 1 x Member	216.00
2017-06-27	3001828	Hampshire C.C.	Transport	Rec & Leisure	Transit - monthly maintenance 01/05/17-31/05/17	75.60
2017-06-27	3001831	Hampshire C.C.	S&S	Policy & Finance	Stationery	97.80
2017-06-27	3001829	New Forest D.C.	Premises	Rec & Leisure	Dog waste service	496.85
2017-06-27	3001848	Letters & Logos Ltd	S&S	Rec & Leisure	Cemetery - replacement lettering for sign	30.00
2017-06-27	3001825	Eco Sustainable Solutions	Premises	Rec & Leisure	Premium soil	41.63
2017-06-27	3001827	Multi-Sign	S&S	Policy & Finance	The Place - Banner	60.00
2017-06-27	3001826	Screwfix	Premises	Rec & Leisure	Roundabout Beds - weed Control and hooks	54.95
2017-06-27	3001847	Bick. Green Resident Home	S&S	Policy & Finance	Grant - towards water feature in gardens	100.00
2017-06-01	SO	TLC On-line	S&S	Policy & Finance	Web Site Maintenance - June 2017	80.00
2017-06-01	DD	New Forest D.C.	Premises	Policy & Finance	Cemetery Rates - June 2017	378.00
2017-06-01	DD	New Forest D.C.	Premises	Policy & Finance	The Place Rates - June 2017	181.00
2017-06-07	DD	UK Fuels	Transport	Rec & Leisure	Fuel - May 2017	47.36
2017-06-15	DD	Zurich	Employees	Policy & Finance	AVC - May 2017	600.00
2017-06-21	DD	Zurich	Employees	Policy & Finance	AVC - June 2017	600.00
2017-06-30	DD	Utility Warehouse	S&S	Cemetery	Cemetery mobile phones - May 2017	38.00
2017-06-30	DD	Utility Warehouse	S&S	Cemetery	Cemetery landline - May 2017	24.60
2017-06-30	DD	Utility Warehouse	Premises	Cemetery	Cemetery electricity - May 2017	27.66
2017-06-30	DD	Utility Warehouse	Premises	Cemetery	Cemetery club membership - May 2017	2.40
2017-06-30	DD	Utility Warehouse	Premises	Rec & Leisure	Sports pavilion electricity - May 2017	32.19
2017-06-30	DD	Utility Warehouse	Premises	Rec & Leisure	Sports pavilion club membership - May 2017	2.40
2017-06-30	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground electricity - May 2017	6.58
2017-06-30	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground club membership - May 2017	2.40
2017-06-30	DD	Utility Warehouse	S&S	Policy & Finance	The Place mobile phones - May 2017	12.00
2017-06-30	DD	Utility Warehouse	S&S	Policy & Finance	The Place landline - May 2017	25.02
2017-06-30	DD	Utility Warehouse	Premises	Policy & Finance	The Place electricity - May 2017	120.39
2017-06-30	DD	Utility Warehouse	Premises	Policy & Finance	The Place club membership - May 2017	2.40
2017-06-28	PAY	Lloyds	S&S	Policy & Finance	Bank charges May 2017	12.64
2017-06-13	BGC	Austin & Wyatt	S&S	Policy & Finance	Agents fees - June 2017	136.00
2017-06-19	LloydsCC	Amazon	Premises	Policy & Finance	The Place - Fridge/Freezer Thermometers	12.29
2017-06-19	LloydsCC	Cash Register Group	Premises	Policy & Finance	The Place - Cash Register	228.00
2017-06-19	LloydsCC	Amazon	Premises	Policy & Finance	The Place - Probe Wipes	4.56
2017-06-19	LloydsCC	Amazon	Premises	Policy & Finance	The Place - Food Thermometer	9.99
2017-06-19	LloydsCC	Bon Chef	S&S	Policy & Finance	The Place - Chip Forks	6.49
2017-06-19	LloydsCC	Window Cleaning	Premises	Policy & Finance	The Place - Unger Pole	58.57
2017-06-19	LloydsCC	Site Safety	S&S	Rec & Leisure	Groundsmen - Clothing	147.85
2017-06-19	LloydsCC	A2B Stationery	S&S	Policy & Finance	The Place - Coffee Stirrers	4.04
2017-06-19	LloydsCC	Power Tools Direct	S&S	Rec & Leisure	Groundsmen - Clothing	22.51
2017-06-19	LloydsCC	John James	Premises	Policy & Finance	Sports Pavilion - Tiles (Vandalism)	12.00
2017-06-19	LloydsCC	Amazon	S&S	Policy & Finance	The Place - Paper Cups	13.60
2017-06-19	LloydsCC	Google	S&S	Policy & Finance	Under investigation	5.99
2017-06-19	LloydsCC	Fashion For Play	S&S	Policy & Finance	Under investigation	29.80
2017-06-15	BP	Hampshire C.C.	Employees	Policy & Finance	Pension May 2017	5,287.04
2017-06-22	DD	Inland Revenue	Employees	Policy & Finance	May 2017	4,345.13
2017-06-23	Telepay	Staff	Employees	Policy & Finance	June 2017	21,800.37
					TOTAL	47,317.81

AUTHORISATIONS

DATE

19th July 2017

19th July 2017

BPOLICY AND FINANCE COMMITTEE 19TH JULY 2017LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 30TH JUNE 2017

Date	Voucher No	Details	Location	Description	Amount £
June					
2017-06-01	03/01	Paper Mountain	Twinning	Books & Labels	37.00
2017-06-02	03/02	Mr Thompson UK33A	Allotments	Return of key deposit	10.00
2017-06-06	03/03	Waitrose	Gateway	Milk	1.89
2017-06-07	03/04	Eduardo Sardino	Football	Return of key deposit	25.00
2017-06-12	03/05	Waitrose	Gateway	Milk & Teabags	7.43
2017-06-12	03/06	Ringwood Surplus Stores	The Place	Cable Ties	1.29
2017-06-13	03/07	B&Q	Gateway	Cleats for flagpole	9.88
2017-06-19	03/08	Waitrose	Gateway	Milk	1.89
2017-06-20	03/09	Waitrose	Gateway	Coffee	3.15
2017-06-22	03/10	Waitrose	Gateway	Milk	1.00
2017-06-22	03/11	Patterson	The Café/Place/Twinning	Refreshments	60.31
2017-06-23	03/12	NFDC	Gateway	Long Stay Clock New Town Clerk	25.00
2017-06-27	03/13	Waitrose	Gateway	Coffee mate	2.53
2017-06-28	03/14	Ringwood Surplus Stores	Gateway	Ball of string	1.29
2017-06-29	03/15	Sainsburys	Gateway	Milk	1.00
				TOTAL	188.66

AUTHORISATIONS

DATE

19th July 2017-----
19th July 2017

POLICY AND FINANCE COMMITTEE 19TH JULY 2017BANK BALANCES

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>31/05/2017</u>	<u>As At</u> <u>30/06/2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Imprest (Current) Account	31,916	62,707	106,460
Business Account	101,482	71,489	71,492
Investment Account	300,000	450,000	400,000
Greenways Rent Deposit	9,671	9,671	9,671
Petty Cash - Imprest	188	155	106
Petty Cash - The Café	0	50	50
VIC Change Float	50	50	50
Information Desk Float	75	75	75
TOTAL BANK BALANCES	443,381	594,197	587,905

Note

- The bank accounts were reconciled as at 30th June 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 19TH JULY 2017

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

0

BUSINESS ACCOUNT TO IMPREST ACCOUNT

INVESTMENTS & RE-INVESTMENTS

350,000

AUTHORISATIONS

DATE

19th July 2017

19th July 2017

REPORT TO POLICY & FINANCE COMMITTEE – 19th JULY 2017**BUDGETARY CONTROL - 2017/18 Quarter 1 (to end of June)****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the opening two months of the year, April to June 2017. Preparation of revised budget forecasts for 2017/18 and budget estimates for 2018/19 will commence at the end of August.

2. INCOME & EXPENDITURE APRIL 2017 TO June 2017

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first quarter of the year is £153,593, or 23.6% of planned expenditure for the year. Excluding capital expenditure the figures are £148,344 and 22.9%. Overall, aggregate expenditure is closely tracking the expected levels of expenditure at this stage of the year.
- 2.2 The figures disguise some more significant variations from budget however. Notable variations include higher than planned expenditure on advertisements (due to the Town Clerk vacancy), the release of the Town Council's share of the final retention on the Gateway Building for which no provision had been made and expenditure on play areas, whilst not overspent, has now reached the budgeted total for the year. Notable underspends include staff training for which none of the planned expenditure of £7,445 has been applied and only a small fraction of the planned establishment expenses of £10,125 for Planning Town and Environment have been incurred although this latter sum includes provision of £7,000 for a traffic consultant who has not yet been appointed.
- 2.3 One other area that requires close attention is the Place. The appointment of a café manager has resulted in employee costs exceeding the budget with 35% of the original budget spent in the first quarter. The operating budget, excluding salaries is £11,002 for the year. Expenditure to the end of June is £5,592 (50.8%) although £1,148 of this is due to the purchase of food for re-sale. To date café and youth club food sales receipts total £1,463.
- 2.4 Expenditure on staff and employee related costs at the end of June is £95,478 or 24.2% of the planned budget of £393,964. This slight under spend is due to the Town Clerk vacancy mitigated by the interim arrangements in place and the additional staff costs at the Place.
- 2.5 We have collected £69,136 or 34.3% of planned revenue income (excluding precept payments) during the first quarter. This figure includes the NFDC contribution towards the costs of the Information Officers that transferred to the Town Council which is paid half yearly. Similarly, many annual contracts for the provision of grounds maintenance services are paid annually in advance with the result that Recreation and Leisure receipts, at £15,495, represent 41% of anticipated income for the year.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of the General Reserve at 1st April 2017 was £426,276. As reported at the June meeting of this Committee, a modest increase in reserves is expected by year end.

B

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

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

ALL COMMITTEES	Original Budget	Year To Date		Annual Forecast
	£	Actual		Outturn
		£		£
REVENUE EXPENDITURE				
POLICY & FINANCE COMMITTEE	376,917	86,872		290,045
RECREATION, LEIS & O/S COM	243,085	57,588		185,497
PLANNING TOWN & ENVIRON	25,868	3,885		21,983
TOTAL REVENUE EXPENDITURE	645,870	148,344		497,526
CAPITAL EXPENDITURE				
POLICY & FINANCE COMMITTEE	0	5,249		-5,249
RECREATION, LEIS & O/S COM	0	0		0
PLANNING TOWN & ENVIRON	4,000	0		4,000
TOTAL CAPITAL EXPENDITURE	4,000	5,249		-1,249
TOTAL EXPENDITURE	649,870	153,593	0	496,277
REVENUE INCOME				
POLICY & FINANCE COMMITTEE	-113,967	-37,372		-76,595
RECREATION, LEIS & O/S COM	-87,333	-30,664		-56,669
PLANNING TOWN & ENVIRON	0	-1,100		1,100
TOTAL REVENUE INCOME	-201,300	-69,136		-132,164
CAPITAL INCOME & FINANCE				
POLICY & FINANCE COMMITTEE	0	0		0
RECREATION, LEIS & O/S COM	0	0		0
PLANNING TOWN & ENVIRON	-1,000	-1,100		100
TOTAL CAPITAL INCOME & FINANCE	-1,000	-1,100		100
TOTAL INCOME	-202,300	-70,236		-132,064
COUNCIL'S NET COMMITTEE EXPEND	447,570	83,357		364,213
Add Transfers To Provisions	35,800	0	0	35,800
Deduct Transfers from Provisions	-3,570	0	0	-3,570
Transfer to/ from(-) General Reserve	-11,576	150,755	0	-162,331
Budget Required before new bids & grants	468,224	234,112	0	234,112
Transitional & Identifiable grant from NFDC	0	0		0
Net Precept 2017/18	468,224	234,112		234,112
Non recurring bids for 2016/17 included above				
POLICY & FINANCE COMMITTEE	2,500			0
RECREATION, LEIS & O/S COM	15,000	36,933		2,067
PLANNING TOWN & ENVIRON		0		0
Less transfer from provisions	-14,806	-35,270		-3,536

B

RINGWOOD TOWN COUNCIL

Appendix 1

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance From O.B. £	
POLICY & FINANCE COMMITTEE					
EXPENDITURE					
Establishment	105,632	20,321	0	85,311	0
Maintenance	38,944	444	0	38,500	0
Employee Direct Costs	5,067	486	0	4,581	0
Employee Allocated Costs	105,326	23,473	0	81,853	0
Member Costs	10,390	2,592	0	7,798	0
Grants	9,000	600	0	8,400	0
Other	71,012	23,182	0	47,830	0
Debt Charges	31,546	15,773	0	15,773	0
Capital	0	5,249	0	-5,249	5,249
COMMITTEE EXPENDITURE	376,917	92,121	0	284,796	5,249
INCOME					
INCOME					
Revenue Income	-113,967	-37,372	0	-76,595	0
Capital Income/Finance	0	0	0	0	0
TOTAL COMMITTEE INCOME	-113,967	-37,372	0	-76,595	0
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	262,950	54,749	0	208,201	5,249
Add Transfers To Provisions	18,900	0	0	18,900	0
Deduct Transfers From Provisions	0	0	0	0	0
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	281,850	54,749	0	227,101	5,249
HOLDING ACCOUNTS					
EXPENDITURE					
Employee Direct Costs	393,964	95,478	0	298,486	0
HOLDING ACCOUNTS EXPEND.	393,964	95,478	0	298,486	0
HOLDING ACCOUNTS INCOME	-393,964	-95,478	0	-298,486	0
TOTAL NET EXPENDITURE	0	0	0	0	0

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE					
Establishment	11,480	2,946	0	8,534	0
Maintenance	19,615	3,939	0	15,676	0
Machinery	8,972	2,299	0	6,673	0
Employee Direct Costs	3,410	0	0	3,410	0
Employee Allocated Costs	128,948	30,964	0	97,984	0
Planters	500	0	0	500	0
Activities Expenses	9,020	2,272	0	6,748	0
Other	1,150	414	0	736	0
Capital Expenditure	0	0	0	0	0
CEMETERY					
Establishment	5,103	1,723	0	3,380	0
Maintenance	5,050	1,126	0	3,924	0
Employee Allocated Costs	34,757	8,316	0	26,441	0
ALLOTMENTS					
Establishment	1,100	368	0	732	0
Maintenance	1,300	421	0	879	0
Employee Allocated Costs	12,450	2,801	0	9,649	0
Other	230	0	0	230	0
COMMITTEE EXPENDITURE	243,085	57,588	0	185,498	0
INCOME					
Recreation, Leisure & O/S	-37,836	-15,495	0	-22,341	0
Cemetery	-45,097	-12,831	0	-32,266	0
Allotments	-4,400	-2,338	0	-2,062	0
Capital Expend Finance	0	0	0	0	0
COMMITTEE INCOME	-87,333	-30,664	0	-56,669	0
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	155,752	26,924	0	128,829	0
Add Transfers To Provisions	16,900	0	0	16,900	0
Deduct Transfers From Provisions	-2,570	0	0	-2,570	0
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,082	26,924	0	143,159	0

	Original Budget £	Year To Date			Annual Forecast Outturn £
		Actual £	Profiled Orig Bud £	Variance £	
PLANNING, TOWN & ENVIRONMENT COMMITTEE					
EXPENDITURE					
Establishment	10,125	380	0	9,745	0
Employee Allocated Costs	15,743	3,505	0	12,238	0
Capital Expenditure	4,000	0	0	4,000	0
COMMITTEE EXPENDITURE	29,868	3,885	0	25,983	0
INCOME					
Capital Income & Finance	-1,000	-1,100	0	100	0
COMMITTEE INCOME	-1,000	-1,100	0	100	0
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,868	2,785	0	26,083	0
Add Transfers To Provisions	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	0	0	-1,000	0
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	27,868	2,785	0	25,083	0

POLICY & FINANCE COMMITTEE – 19th July 2017**INTERNAL AUDIT FOR YEAR ENDED 31ST MARCH 2017 – ISSUES ARISING**

New Forest District Council Internal Audit Services undertook a review of key controls during May and June 2017. A copy of the audit review is appended.

A number of matters emerged during the audit and these are summarised in the Action plan appended to the back of the report, together with agreed actions to address each issue.

The external Auditors, BDO, are currently reviewing the Annual Return and associated documentation and their report will be presented to this Committee in due course.

RECOMMENDATIONS:

- 1) That the NFDC Internal Audit Report' (*Appendix A*) be received

For further information, please contact:

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Acting Town Clerk
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**New Forest District Council
Internal Audit Services****Annual Audit Plan 2016-17**

Review of:

Ringwood Town Council

Final Report

To: Town Clerk

CC: Deputy Town Clerk

Finance Manager

Report content:

Terms of Reference

Scope and Objectives

Assurance Opinion

Executive Summary

Detailed Findings

Action Plan

Prepared by:

Auditor: Naomi Kitcher

Date: June 2016

C

Terms of Reference

To undertake an independent key controls audit for Ringwood Town Council for the year 2016/17.

Scope & Objectives

The scope of the Audit Review was agreed with the Finance Manager and is detailed within the table below.

1	Assets & Inventory and Insurance
2	Policies and Procedures
3	Investments/Loans
4	Cash & Bank Balances
5	Review of Minutes
6	Salaries & Wages
7	Payments to Suppliers
8	Income & Expenditure
9	System Access
10	Risk Management and Financial Resilience
11	Previous Audit Recommendation

This Audit has been undertaken in accordance with the 2016-17 audit plan. In undertaking this audit our officers have acted independently at all times and met the standards for internal audit prescribed in the Public Sector Internal Audit Standards.

Assurance Opinion

In relation to the agreed objectives and the testing undertaken, a **reasonable** level of assurance opinion is given in respect of internal controls operating within the area audited.

Summary of Recommendations Made

No. of High Priority	No. of Medium Priority	No. of Low Priority
1	9	3

Executive Summary

Ringwood Town Council are responsible for the administration of three allotment sites, Carvers Recreation Ground, Ringwood Cemetery, the War Memorial and grounds, Jubilee Gardens, Dr Little Gardens, play areas, public seats, bus shelters and a good order of open space and public land.

The Accounts and Audit Regulations 2015 require relevant authorities to conduct a review at least once a year of the effectiveness of its system of internal control. New Forest District Council's Internal Audit Service have been appointed to conduct this review for the financial year 2016-17.

The audit review found that good progress had been made towards implementing the recommendations made in the previous internal audit report. Some areas of control weakness have been found as detailed in the report. Higher risk areas identified include:

- The treasury management policy has been breached as all Council funds are invested with one organisation.
- There is no SLA in place for the administration or support of the financial system. It is understood that the Town Council are aware of this and currently looking to resolve this issue.

- A number of concerns were identified regarding the Councils Financial regulations; these are detailed in Appendix 2.

Recommendations have been made for all of these areas of concern in the body of this report.

C

Detailed Finding

Where controls have been assessed as adequately meeting the control objectives no further report is included. Where detail is included, this explains the weakness found, the associated risk and the recommended action.

Objective 1 – Assets & Inventory and Insurance

FINDING: The Council's insurance schedule was reviewed alongside the asset register for 2016-17 to ensure that all assets had been adequately insured. It was identified that the trailers are not included within the insurance cover.

RECOMMENDATION: 1.1 – To include trailers within the insurance cover

RISK: Uninsured assets.

FINDING: Historically insurance values have matched the book value of assets; following the tender process last year the insurance policy is now index linked, so insurance cover has increased across the board by a small percentage. The asset register has not been updated to reflect the current insurance levels.

RECOMMENDATION: 1.2 – That the asset register is updated to reflect actual insurance levels.

RISK: Inaccurate asset register.

FINDING: The asset register guidance notes state that *'the finance manager will arrange to carry out test checks of the assets each year'* An asset check has not been completed during 2016-17 and some assets do not have an inspection date recorded at all.

RECOMMENDATION: 1.3 – That an asset check is arranged annually and the asset register updated accordingly.

RISK: Misappropriation of assets / overstated assets

Objective 2 – Policies and Procedures

FINDING: The 2015-16 audit reviewed identified that the Town Council did not comply with the Transparency code when publishing information relating to:

- Procurement
- Local Authority Land
- Pay Multiple

And the following recommendation was made:

'To review the new Local Government Transparency code 2015 and ensure Ringwood Town Council are publishing all required information'

The transparency code was taken to Policy and Finance committee on 20/07/2016 for review. The following minute was made:

*'F/5345 Transparency Code: The Town Clerk explained that the Council was required to review the Local Government Transparency Code to ensure compliance (Annex E) and this had also been highlighted by the recent audit. This was to ensure that all required information was published on the website. The Chairman confirmed that the RFO maintained the asset register, which was available to Councillors to view, should they wish. Members were content that the Council was compliant with the Code. **RESOLVED:** That the review of Transparency Code be noted.'*

C However although members are content that the Council is compliant, audit testing has identified some gaps, as detailed in appendix 1.

RECOMMENDATION: 2.1 – That information is published annually relating to Local Authority Land and Pay Multiples in order to comply with the Local Government Transparency Code 2015.

RISK: Non-compliance with transparency code.

FINDING: NALC issued updated model financial regulations which were reviewed by the Town Clerk and sent in draft to Policy and Finance Committee on 15 June 2016. A review of these regulations has raised a number of concerns, as detailed in appendix 2.

RECOMMENDATION: 2.2 – That the RFO and Town Clerk review Financial Regulations to ensure they are fit for purpose, comply with relevant legislation and are complied with.

RISK: Breach of financial regulation / Breach of legislation

Objective 3 – Investments and Loans

FINDING: Section 4.1 of the Treasury Management Policy states that: *'The maximum amount that can be invested with any one organisation is £250,000.'*

Three of the investments during the year exceeded this limit.

It is also noted that, following analysis of interest rates undertaken in 2014-15, the Council only use Lloyds for investments. All of the Councils bank accounts are also with Lloyds. The total held with Lloyds as at 31.03.2017 was £449,249.69, which is significantly higher than the £250,000 limit.

RECOMMENDATION: 3.1 – To investigate alternative options for investment of Council funds to ensure the treasury management policy is adhered to and risks are mitigated.

RISK: Loss of council funds / breach of policy.

The Finance Manager has indicated that this is a historical limit which is not representative of the value of money today, and that the policy might be updated to reflect this. However if the Council decides to amend this limit, internal audit would recommend that money is held between at least to organisations to mitigate risk.

The Treasury Management policy has not been reviewed since 2010; financial regulations indicate this should be reviewed annually.

RECOMMENDATION: 3.2 – To review the treasury management policy.

RISK: Out of date/obsolete policy / breach of financial regulations

Objective 4 – Cash & Bank Balances

FINDING:

Financial regulations section 1.14 states *'keep under regular review the bank mandate for all council bank accounts.'*

Financial regulations section 5.1 states that: *'the council's banking arrangement, including the bank mandate, shall be made by the RFO and approved by Council.'* It also states that *'the council shall seek credit references in respect of members of employees who act as signatories.'*

The bank mandate is currently out of date and includes members and Town Clerk who no longer represent the Council.

RECOMMENDATION: 4.1 – That the bank mandate is updated in line with financial regulation requirements and that this is reviewed regularly and updated promptly when changes are required.

RISK: Unauthorised payments made.

Objective 6 – Salaries & Wages

FINDING: One employee who joined the Council during the year was selected at random; it was identified that there is no ID held on file. The Deputy Town Clerk has confirmed that this is due to the circumstances surrounding this particular recruitment, namely the reemployment of a former employee, and that obtaining proof of right to work in the UK is part of the normal recruitment process.

RECOMMENDATION: 6.1 – To ensure that proof of right to work in the UK is obtained for all employees and retained on file.

RISK: Breach of legislation

Objective 9 – System Access

FINDING: It was identified that two employees who have left employment with the Council remain active on the system.

RECOMMENDATION: 9.1 – That access to RTC for the former employees is disabled.

RISK: Unauthorised system access / unauthorised transactions processed.

RECOMMENDATION: 9.2 – To ensure that requests for removal of Agresso and ICT access are requested as part of the leavers process.

RISK: Unauthorised system access / unauthorised transactions processed.

FINDING: New Forest District Council provide ICT support to Ringwood Town Council, including the Financial System, Agresso. It was identified that there is no SLA in place between the Council's covering the provision of Agresso or any associated support or maintenance. There are a number of outstanding helpdesk queries, which have yet to be resolved.

RECOMMENDATION: 9.3 – That an SLA is drawn up and agreed between Ringwood Town Council and New Forest District Council for the provision of Agresso.

RISK: Unsupported financial system / inadequate support provided.

RECOMMENDATION: 9.4 – To identify all unresolved Agresso queries raised by RTC and to ensure NFDC Agresso work to resolve these.

RISK: Unresolved issues

Transparency Agenda Testing**Local Authority Land**

Transparency agenda requirements for annual publication:

'Publish details of all land and building assets including:

- i All service and office properties occupied or controlled by user bodies, both freehold and leasehold*
- i any properties occupied or run under Private Finance Initiative contracts*
- i all other properties they own or use, for example, hostels, laboratories, investment properties and depots*
- i garages unless rented as part of a housing tenancy agreement*
- i surplus, sublet or vacant properties*
- i undeveloped land*
- i serviced or temporary offices where contractual or actual occupation exceeds three months*
- i all future commitments, for example under an agreement for lease, from when the contractual commitment is made.*

However, information about the following land and building assets are to be excluded from publication:

- i rent free properties provided by traders (such as information booths in public places or ports)*
- i operational railways and canals*
- i operational public highways (but any adjoining land not subject to public rights should be included)*
- i assets of national security*
- i information deemed inappropriate for public access as a result of data protection and/or disclosure controls (eg. such as refuge houses).*

Information on social housing is also excluded from this specific dataset.

For each land or building asset, the following information must be published together in one place:

- i Unique Property Reference Number*
- i Unique asset identity - the local reference identifier used by the local body, sometimes known as local name or building block. There should be one entry per asset or user/owner (eg. on one site there could be several buildings or in one building there could be several users, floors/rooms etc – where this is the case, each of these will have a separate asset identity). This must include the original reference number from the data source plus authority code*
- i name of the building/land or both*
- i street number or numbers - any sets of 2 or more numbers should be separated with the '-' symbol (eg. 10-15 London Road)*
- i street name – this is the postal road address*
- i post town*
- i United Kingdom postcode*
- i map reference – local authorities may use either Ordnance Survey or ISO6709 systems to identify the location of an asset, but must make clear which is being used. Where an Ordnance Survey mapping system is used (the grid system) then assets will be identified using Eastings before Northings. Where geocoding in accordance with ISO 6709 is being used to identify the centre point of the asset location then that reference must indicate its ISO coordinates*
- i whether the local authority owns the freehold or a lease for the asset and for whichever category applies, the local authority must list all the characteristics that apply from the options given below:*

for freehold assets:

- i occupied by the local authority*
- i ground leasehold*
- i leasehold*
- i licence*

i vacant (for vacant properties, local authorities should not publish the full address details and should only publish the first part of the postcode)

- i for leasehold assets:
- i occupied by the local authority
- i ground leasehold
- i sub leasehold
- i licence

for other assets:

- i free text description eg. rights of way, access etc.
- i whether or not the asset is land only (without permanent buildings) or it is land with a permanent building.'

Audit testing identified that although Ringwood Town Council do publish a list of facilities on the website, this is not a full list and does not detail all the necessary required fields.

Some of these details are recorded on the asset register but this is not published on the website.

Pay Multiple

Transparency agenda requirements for annual publication:

'Publish the pay multiple on their website defined as the ratio between the highest taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:

- i cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- i use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.'

Audit testing identified that this information is not published.

Financial Regulations Testing

A review of Financial Regulations has highlighted the following concerns:

- The first sentence *'These Financial Regulations were adopted by the Council at its Meeting held on [.....]'* has not been updated to include the date of the Council meeting on either the electronic version or the manual copy held on file.
- Section 1.1 states that the financial regulations *'may only be amended or varied by resolution of the council.'* The Financial Regulations were not originally agreed by resolution of the council, but instead by Policy and Finance Committee on 20/07/2016, although the minutes of P&F were noted by the Council at their meeting on 27/07/2016. Previous financial regulations have read *'by resolution of the council on a recommendation from Policy and Finance Committee.'*
- In section 1.8 the Town Council has chosen to remove the section which states who has been appointed as the RFO. Previous financial regulations stated *'the finance manager has been appointed as RFO for this Council.'*
- Note 1 at the bottom of page 3 states *'Accounts and Audit (England) Regulations 2011/817'* the current regulations are Accounts and Audit (England) Regulations SI 2015/234
- Section 2.2 states that *'At least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO.'* This is not completed.
- Various references are made to the Finance Committee, which should be the Policy and Finance Committee.
- Various references are made to *'the relevant committee'* this should be amended to make it clear which committee.
- Section 5.1 states that *'the council's banking arrangement, including the bank mandate, shall be made by the RFO and approved by Council.'* The bank mandate is not approved by Council.
- Section 5.1 also states *'the council shall seek credit references in respect of members or employees who act as signatories.'* Credit references are not sought.
- Section 5.2 states that *'The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the meeting, and together with the relevant invoices, present the schedule to council [or finance committee]'* Invoices are not included in the schedule of payments.
- Section 5.3 states that *'all invoices for payment shall be examined, verified and certified by the RFO'* Invoices are not certified by the RFO; instead they are certified by the Office Manager or Grounds Foreman.
- Section 5.4 states that *'The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.'* This is currently completed by the Finance Officer
- Section 6.4 states that *'Cheques or orders for payment [...] shall be signed by [one] two member[s] of council [,and countersigned by the Clerk,]'* This wording is not clear. The current bank mandate allows for cheques to be signed by one Councillor, or either the Town Clerk or his deputy for payments under £1,000; and for payments over £1,000 a dual signatory must be obtained.
- Section 6.21 a) states that *'the RFO shall maintain as petty cash float of £250'* The current petty cash float is £200.
- Section 8.3 states that *'the council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.'* This does not happen.
- Section 8.5 states that *'the council shall consider the need for an Investment Strategy and Policy [...] any strategy and policy shall be reviewed by the council at least annually.'* The treasury management policy is not reviewed annually.
- Section 10 *'Orders for work, goods and services'* does not detail approval levels for orders, whereas the old financial regulations did. RTC currently work to the following rules: Orders

over £500 must be approved by the Clerk or Deputy Clerk. Orders less than £500 can be approved by the Office Services Manager.

- Section 10.2 states that *'order books shall be controlled by the RFO'* RTC do not have physical order books, but this is completed electronically on the Financial Information System.
- Section 11.1 b states *'where it is intended to enter into a contract exceeding [£60,000] in value [...] the Clerk shall invite tenders from at least three firms.'* The current Town Clerk was unable to confirm how this level had been decided as the previous level was £6,000 and £60,000 seems high, particularly for an authority of this size.
- Section 11.1 g. states *'insert reference of the council's s relevant standing order]* but no reference has been inserted.
- Section 11.1 k. refers to *'Public Contracts Regulations 2006'*; the current regulations are Public Contract Regulations 2015.
- Section 14.6 states *'the continued existence of tangible assets shown in the Register shall be verified at least annually.'* This is not completed.
- [Square brackets] are used on the NALC template to indicate that this part may be deleted if not relevant or an alternative used. There are numerous square brackets remaining in the final document.



Action Plan

Objective	Weakness Found	Risk Exposure	Priority	Recommended Action	Management Response	Officer Responsible	Agreed Date of Action
1 – Assets & Inventory and Insurance	Trailers not insured	Uninsured assets	Low	1.1 - To include trailers within the insurance cover	Agreed. Will update the insurance schedule to include these.	Finance Manager	30/09/17
1 – Assets & Inventory and Insurance	Asset register does not detail current insurance levels	Inaccurate asset register	Low	1.2 - That the asset register is updated to reflect actual insurance levels	Agreed. Will review the processes surrounding the asset register.	Finance Manager	30/09/17
1 – Assets & Inventory and Insurance	No asset check during the year	Misappropriation of assets / overstated assets	Medium	1.3 - That an asset check is arranged annually and the asset register updated accordingly	Agreed. Will organise for relevant staff to complete an asset check of their areas annually.	Finance Manager / Relevant Staff	30/09/17
2 – Policies and Procedures	The Council do not comply with the transparency code	Non-compliance with transparency code.	Medium	2.1 - That information is published annually relating to Local Authority Land and Pay Multiples in order to comply with the Local Government Transparency Code 2015.	Local Authority Land detail is supplied to the District Council for inclusion on Parish Maps. Will look into getting a link added to the Town Councils website.	Deputy Town Clerk	30/09/17
2 – Policies and Procedures	Number of concerns identified with financial regulations	Breach of financial regulation / Breach of legislation	Medium	2.2 - That the RFO and Town Clerk review Financial Regulations to ensure they are fit for purpose, comply with relevant legislation and are complied with.	Agreed. The Finance Manager will review with the new Town Clerk and take any updates to the relevant committee for approval.	Finance Manager / Town Clerk	30/10/17
3 – Investments and Loans	Treasury Management policy limits breached	Loss of council funds / breach of policy	Medium	3.1 - To investigate alternative options for investment of Council funds to ensure the treasury management policy is adhered to and risks are mitigated.	Finance Manager will report to committee on the options available to the Council for a decision.	Finance Manager	30/10/17
3 – Investments and Loans	Treasury Management policy has not been reviewed since 2010	Out of date/obsolete policy / breach of financial regulations.	Medium	3.2 – To review the treasury management policy	To be reviewed following the decision to 3.1	Finance Manager	30/10/17
4 – Cash & Bank Balances	Bank mandate out of date	Unauthorised payments made	Medium	4.1 – That the bank mandate is updated in line with financial regulation requirements that this is reviewed regularly and updated	There were some issues surrounding obtaining and opening the form from the	Finance Manager	30/09/17

				promptly when changes are required.	bank. This is in hand, and will also need to be done again once the new Town Clerk is in post.		
6 – Salaries and Wages	No proof of right to work in the UK held on file for one employee	Breach of legislation	Low	6.1 – To ensure that proof of right to work in the UK is obtained for all employees and retained on file.	Agreed	Deputy Town Clerk	Immediate
9 – System access and security	Two leavers remain active on Agresso	Unauthorised system access / unauthorised transactions processed.	Medium	9.1 – That access to RTC for the former employees is disabled.	Agreed. Deputy Town Clerk to request access is removed.	Deputy Town Clerk	Immediate
9 – System access and security	Two leavers remain active on Agresso	Unauthorised system access / unauthorised transactions processed.	Medium	9.2 – To ensure that requests for removal of Agresso and ICT access are requested as part of the leavers process.	Agreed.	Deputy Town Clerk	Immediate
9 – System access and security	There is no SLA in place for the use of Agresso or any associated support or maintenance	Unsupported financial system / inadequate support / unresolved queries	High	9.3 – That an SLA is drawn up and agreed between Ringwood Town Council and New Forest District Council for the provision of Agresso.	Agreed.	New Forest District Council Service Manager (ICT) in conjunction with Finance Manager	30/09/17
9 – System access and security	There are a number of outstanding Agresso queries that have not yet been resolved.	Unresolved issues	Medium	9.4 – To identify all unresolved Agresso queries raised by RTC and to ensure NFDC Agresso work to resolve these.	Agreed.	New Forest District Council Service Manager (ICT) in conjunction with Finance Manager	30/09/17



POLICY AND FINANCE COMMITTEE – 19th July 2017**ELECTRONIC DELIVERY OF AGENDA**

- 1 Schedule 12 of the Local Government Act 1972 required, inter alia, that the summons to attend meetings should specify the business to be transacted, be signed by the Proper Officer and left at or sent by post to the usual place of residence of every member of the Council.
- 2 Almost ten years ago that provision was changed for Principal Councils so that Agenda could, subject to certain conditions, be sent electronically. Unfortunately the requirement to send Agenda by post remained for Town and Parish Councils.
- 3 At the time your officers, with the agreement of Council, raised the issue with the Local and National Associations of Local Councils and also the Society of Local Council Clerks in an attempt to persuade the Government to extend that provision to Town Councils. Despite support from within the sector the then Secretary of State advised that there was no time in the Parliamentary programme to bring in the necessary legislation.
- 4 The Councils argument contained a safeguard so that once the facility to send Agenda electronically was enacted it would be for members to decide the method by which they received Agenda. Thus individual members would decide whether to continue with the present arrangements or receive them electronically.
- 5 At the time calculations showed that the staffing, printing, postage and materials costs exceeded £2,500 per annum for this Council. The cost nationally would have been several million pounds. Notwithstanding the need to reduce public expenditure the Secretary of State was unmoved.
- 6 It now appears that the Government have had a change of view and in 2015 the following amendments were made to Schedule 12 of the Act:

“a summons to attend a meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.

‘authenticated’ means signed or otherwise authenticated in such manner as the proper officer thinks fit, and

the reference to sending the summons to a member by an appropriate method is to –

- (i) leaving it at, or sending it by post to the member’s usual place of residence, or*
- (ii) where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address*

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- 7 The effect of this change is that members themselves can now decide whether to have Agenda sent to them by post or electronically.
- 8 Individual members can decide to continue to receive copies of Agenda through the post and also by e mail. In this case there is no change to the current arrangements, or to receive Agenda and accompanying papers in electronic form and none in hard copy. For those members who do not have use of an iPad or other Tablet that they bring to meetings this would mean printing all documents on their own printer.
- 9 Paper copies of all documents will be printed for display, office use and for the public at meetings. The Agenda will therefore be authenticated by the proper officer's signature on the original paper copy of the Agenda.
- 10 Unless a member asks to receive Agenda electronically the existing arrangements of supplying both paper and electronic copies will continue. No changes will be made without a specific written request from a member.
- 11 If a member decides to opt for electronic delivery only, that decision can be rescinded on a written instruction to the Town Clerk as the Proper Officer.
- 12 Members will be invited to confirm the method of delivery of Agenda following the Committee's meeting.
- 13 It is **Recommended** that the arrangements set out in this report to enable members to receive Agenda electronically if they so wish be approved.

For further information please contact

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