

# Ringwood Town Council

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

## POLICY & FINANCE

Dear Member

15<sup>th</sup> June 2017

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 21<sup>st</sup> June 2017** at 7.00pm\* or at the conclusion of the public participation session and your attendance is requested.

Mr T Simpson  
Town Clerk

### **PUBLIC PARTICIPATION:**

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

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

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

### **MOBILE PHONES**

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

## **AGENDA**

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

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

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

To approve as a correct record the minutes of the meetings held on 17<sup>th</sup> May and 31<sup>st</sup> May 2017

### **4. GRANT AID**

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

- a. Bickerley Green Residential Home (*deferred from 17<sup>th</sup> May 2017, F/5441 refers*)
- b. Ringwood and Burley Band

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

- a. To receive and authorise list of payments made on Imprest Account for May
- b. To receive and authorise list of Petty Cash payments for May

- c. To receive Statement of Town Council Balances
- d. To authorise Inter Account Transfers
- e. To receive the Finance Manager's budget monitoring report period 2.

**6. ANNUAL RETURN AND ACCOUNTS 2016/17**

To receive Final Accounts and approve the Annual Return for the financial year ending 31<sup>st</sup> March 2017 (*Report C – to follow*)

**7. VACANCY ON TWINNING ASSOCIATION**

To appoint Cllr Ring as a representative to the Twinning Association

**8. PROJECTS**

To consider projects under the Committee's control, together with those not included in the report be considered, with a view to including those approved, with proposed timescales and costs, as part of the Committee's proposals, during the preparation of its budget (*Report D*)

**9. REMEMBRANCE PROCESSIONS**

To acknowledge that remembrance processions are a civic function and that it is the Council's responsibility to arrange road closures and include the events under its insurance.

**10. USE OF LAMP STANDARDS FOR BANNERS AND LANTERNS**

To consider a recommendation from the Recreation, Leisure and Open Spaces Committee to authorise virement of £560 from reserves for the cost of testing the lamp standards (*OS/5683 refers*)(*Report E*)

**11. ELECTRICITY SUPPLY TO GREEN SHEDS AT CARVERS**

To consider a recommendation from the Recreation, Leisure and Open Spaces Committee to authorise virement of £3,700 from reserves for the replacement electricity supply to the green sheds at Carvers (*OS/5688 refers*)(*Report F*)

**12. SOUND EQUIPMENT AT THE PLACE**

To consider the future use of the sound equipment at The Place (*Report G*)

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

Committee Members

Cllr Jeremy Heron (Chairman)  
 Cllr Steve Rippon-Swaine (Vice Chairman)  
 Cllr Andrew Briers  
 Cllr Philip Day  
 Cllr Christine Ford  
 Cllr 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**

**POLICY & FINANCE COMMITTEE 21ST JUNE 2017**

**A**

**GRANTS 2017/2018**

**GRANTS REQUESTED**

	<b>PREVIOUS GRANTS PAID</b>			<b>REQD</b>
	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Bickerley Green Residential Home				<b>1,500</b>
Ringwood & Burley Band		<b>250</b>		<b>2,000</b>
			<b>Total</b>	<b>3,500</b>

(3) Bickerley Green Residential Home has only made one previous application in 2011/12  
 - £250 was awarded for residents entertainment.

**2017/18 FUNDS AVAILABLE**

	<b>£</b>
2017/18 Budget	9,000
<b>Total Funds available</b>	<b>9,000</b>
Less Paid	900
<b>Total Unspent @ 21/06/17</b>	<b>8,100</b>

**2017/18 GRANTS PAID TO DATE**

	<b>Min Ref</b>	<b>£</b>	<b>SECTION</b>	<b>SECTION</b>
			<b>137</b>	<b>145</b>
			<b>£</b>	<b>£</b>
Royal British Legion - Production 2017 Rem. Day Serv.sheets (1)	F/5415	150		
Royal British Legion - Remainder of Serv. sheets costs (2)	F/5415	250		
Forest Forge Theatre Co	F/5427	500		
<b>TOTAL</b>		<b>900</b>	<b>0</b>	<b>0</b>

**2017/18 GRANTS REJECTED TO DATE**

	<b>Meeting</b>	<b>Min Ref</b>	<b>Reason Rejected</b>

NB (1) As agreed  
 (2) Rev'd Roberts invited to submit grant application.



# Ringwood Town Council Grant Aid

A (a)

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	Bickerley Green Residential Home, Hampshire County Council
Postal Address	Bickerley Green Ringwood, Hants, BH24 1EL
Name of Contact	Emma Budd
Contact's telephone number	01425 473312
Contact's email:	Emma.Budd@hants.gov.uk

### Details of Grant Request

Amount requested	£ 1500
What is the purpose of the grant?	<p>To buy garden furniture for the garden, so that our residents will be encourage to spend time in the garden. We currently have very old furniture in our garden that is not practical for people with Dementia.</p> <p>With monies raised we intend to buy Dementia friendly garden furniture that is low maintenance and inviting to our residents.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>We have many Ringwood people who now reside with us at Bickerley Green; we also encourage the local public to come into the home. New furniture would encourage visitors and residents to spend time in the garden.</p>

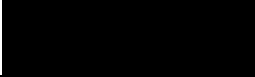
**A** (a)

How many Ringwood people would benefit?	40
Total cost of project	£ 1500
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Bickerley Green Amenities Fund

**Information about your Organisation**


Membership: 0	What facilities do you provide?  We are a 60 bedded Residential and Nursing home, we provide 24 hour care to Ringwood people who can no longer manage at home due to physical needs or Dementia.
Subscription: £ 0	
Names of competing or similar organisations	

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

Cash in hand: £ 0	Annual income: £ 0
Other sponsoring bodies and amounts donated by them	£
	£
	£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We do not have asses to Funds we are not supported with a budget and all funds that we have are raised via in house Raffles.
Signature of Applicant	 Date 21/04/17
Position within the Organisation:	Activities Coordinator

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.

From: Budd, Emma [<mailto:>   
Sent: 21 April 2017 16:32  
To: Town Council  
Cc:   
Subject: FW: Grant\_Application\_Form

Upon reflection on submitted application form I would like to explain myself further to yourselves.

My name is Emma Budd I am the activities coordinator at Bickerley Green Residential home in Ringwood, as I am sure you are aware we are a Hampshire county council home. They do not provide me with a budget to make improvements to the home.

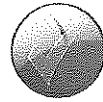
I have been asked by the residents that reside here to make the garden more inviting and accessible to them, sadly Hampshire county council do not provide me with a budget to fund this and I have been trying to raise funds via in house raffles to support me with this. But as I stated in my application form I would like to purchase some new garden furniture so that they can sit and spend time in the garden. As I am sure you are aware this is a expensive thing to get for an average of 60 residents.

All funds that I raise at Bickerley Green go straight back to the residents that live here, due to not being supported with a budget I sadly have no means of providing you with an audited account.

I hope this explains things a little bit better.

Many thanks

Emma Budd



12 JUN 2017

**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	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"><li>• By having live music available for civic ceremonies and concerts.</li><li>• By having brass training and instrument provision for interested members of the community.</li></ul>

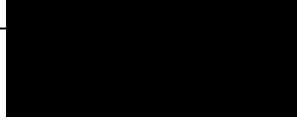
**A** (b)

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

		<Increase
<b>Income</b>		>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

<b>Total</b>	<b>9,796.20</b>	<4,343.06
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### Expenses

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

<b>Total</b>	<b>8,194.25</b>	<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**

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21ST JUNE 2017

POLICY AND FINANCE COMMITTEE 21ST JUNE 2017LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST MAY 2017

Date	Trans No	Details	Budget	Committee	Description	Amount £
May						
2017-05-04	3001643	HALC	S&S	Policy & Finance	HALC Aff fees 2017/18 & NALC, HALC Levy 2017/18	1,756.00
2017-05-04	3001636	Forest Newspapers	S&S	Policy & Finance	Groundsperson and Youth Worker adverts	132.00
2017-05-04	3001639	Environment Agency	Premises	Rec & Leisure	Compliance permit Poulner Lakes	446.50
2017-05-04	3001633	ICCM	S&S	Policy & Finance	Subscription to ICCM 2017/18	90.00
2017-05-04	3001656	Hampshire C.C.	S&S/Premises	Policy & Finance	Stationery for Gateway and cleaning for The Place	121.32
2017-05-04	3001657	Elliott Brothers Ltd	S&S	Allotments	Outside tap and attachments for UK allotments	15.86
2017-05-04	3001640	New Forest D.C.	Premises	Rec & Leisure	Pest cont contract Carvers/War Mem. Gdns	252.00
2017-05-04	3001641	New Forest D.C.	S&S	Policy & Finance	Premises Licence - Bickerley Green	70.00
2017-05-04	3001642	New Forest D.C.	S&S	Policy & Finance	Premises Licence - Market Place	70.00
2017-05-04	3001644	New Forest D.C.	S&S	Policy & Finance	GIS Partnership 2017/2018	500.00
2017-05-04	3001662	New Forest D.C.	S&S	Policy & Finance	Telephone call recharge	160.85
2017-05-04	3001632	SLCC	S&S	Policy & Finance	Town Clerk vacancy advert 2 weeks	210.00
2017-05-04	3001637	ITEC	S&S	Policy & Finance	Copies charged and gold support - March 2017	83.30
2017-05-04	3001653	Community First NF	S&S	Policy & Finance	Community First membership 2017/18	10.00
2017-05-04	3001655	Community First NF	Premises	Rec & Leisure	DBS check for Tracy Sims	54.00
2017-05-04	3001638	Central Comp Manage	Employees	Policy & Finance	Payroll processing and postage	278.04
2017-05-04	3001663	Solent NHS Trust	Employees	Policy & Finance	Sexual Health Conference -JC	30.00
2017-05-04	3001664	Solent NHS Trust	Employees	Policy & Finance	Sexual Health Conference - MS	30.00
2017-05-04	3001667	Jenny Critchlow	S&S	Policy & Finance	Reimburse to JC for food purchases for The Place	101.67
2017-05-04	3001649	Bournemouth Water	Premises	Policy & Finance	Water charges to The Place	99.25
2017-05-04	3001666	1st Stop Clean	S&S	Policy & Finance	Three weeks hard floor cleaning The Place April 2017	113.87
2017-05-04	3001646	Nat Assoc British Mrkts	S&S	Policy & Finance	Subscription 2017-18	381.60
2017-05-04	3001668	Bmouth Water Bus Servs	Premises	Policy & Finance	Water to 71 Christchurch Road	58.04
2017-05-05	3001700	HALC	S&S	Policy & Finance	Transparency training	18.00
2017-05-05	3001702	HALC	S&S	Policy & Finance	Annual conference	90.00
2017-05-05	3001688	Peter Noble	Transport	Rec & Leisure	Service trailer and fit new tyres	267.29
2017-05-05	3001689	Peter Noble	Transport	Rec & Leisure	Replacement filters and nozzles for sprayer	74.57
2017-05-05	3001699	Hampshire C.C.	Transport	Rec & Leisure	Transit maintenance contract 1.3.17 - 31.3.17	75.60
2017-05-05	3001686	NALC	S&S	Policy & Finance	Advertising for Town Clerk	78.00
2017-05-05	3001698	NFFM	Transport	Rec & Leisure	Repairs to John Deere 587	183.60
2017-05-05	3001697	TLC Online	S&S	Policy & Finance	A4 letterheads	44.80
2017-05-05	3001695	Letters & Logos Ltd	Premises	Policy & Finance	Door signs for The Gateway	30.64
2017-05-05	3001694	Brewers	Premises	Rec & Leisure	Forest Smooth masonry paint	27.59
2017-05-05	3001687	The Hamp Play Field Ass	S&S	Policy & Finance	Annual subscription 2017/18	60.00
2017-05-05	3001691	M J Coakley Electrical	Premises	Policy & Finance	The Place Install exterior lights & new interior light	692.00
2017-05-05	3001684	1st Stop Clean	Premises	Policy & Finance	Upholstery and protector for The Place	129.31
2017-05-05	3001645	Mike Reynolds	Employees	Rec & Leisure	Final Pay MR	1,277.94
2017-05-08	3001650	Screwfix	S&S	Rec & Leisure	Anti corrosive spray paint	19.96
2017-05-08	3001690	Screwfix	S&S	Rec & Leisure	Safety boots x 2 pairs	73.98
2017-05-08	3001696	Screwfix	S&S	Rec & Leisure	Stabila spirit level	22.99
2017-05-08	3001703	Central Southern Security	Premises	Rec & Leisure	25% deposit for works to install CCTV at Cemetery	297.00
2017-05-08	3001647	Forest Forge	S&S	Policy & Finance	Grant towards programme of workshops F5427	500.00
2017-05-08	3001685	Bmouth Water Bus Servs	Premises	Rec & Leisure	Water services standpipe Bickerley	9.41
2017-05-16	3001740	Ringwood Pest Control	Premises	Allotments	Annual pest control - UK allotments	407.63
2017-05-16	3001733	Hampshire C.C.	S&S/Premises	Policy & Finance	Stationery, cleaning Gateway and The Place	65.44
2017-05-16	3001731	Ian Dods	Premises	Policy & Finance	Emergency call out to vandalised lock on The Place	60.00
2017-05-16	3001717	Letters & Logos Ltd	Premises	Policy & Finance	White foamex CCTV signs	82.56
2017-05-16	3001738	ITEC	S&S	Policy & Finance	Photo copies and gold support - April 2017	98.90
2017-05-16	3001728	Pitchcare	S&S	Planning	Knapsack sprayer and lance	225.04
2017-05-16	3001739	Forest Edge Elect Servs	Premises	Rec & Leisure	Carvers shed disconnect broken light fitting/replace	119.00
2017-05-16	3001729	Avoncrop	Premises	Rec & Leisure	Award Nutri Pro, holster & grass seed	1,478.36
2017-05-16	3001726	Village Veg	S&S	Policy & Finance	Produce for the Cafe	82.83
2017-05-16	3001735	Water2Business	Premises	Rec & Leisure	Water to Mount Pleasant Sports Ground 09001344	124.05
2017-05-16	3001736	Water2Business	Premises	Rec & Leisure	Water to Mount Pleasant Sports Ground 22926043	136.38
2017-05-16	3001737	Water2Business	Premises	Policy & Finance	Water to The Place	176.92
2017-05-16	3001734	Bmouth Water Bus Servs	Premises	Cemetery	Water to Cemetery	59.15
2017-05-16	3001724	Tracy Sims	S&S	Policy & Finance	Extra hours at The Cafe	103.27
2017-05-09	3001715	Robert Thorne & Sons	Premises	Rec & Leisure	Wooden sleepers and poles	714.00
2017-05-09	3001716	Advertiser & Times	S&S	Policy & Finance	Advert for Town Councillor Election 3.3.17	52.80
2017-05-22	3001747	Greenham	S&S	Policy & Finance	Safety workwear for groundstaff	126.06
2017-05-22	3001751	Elliott Brothers Ltd	S&S	Policy & Finance	Evo Sticks clear	14.88
2017-05-22	3001752	Upton Oil	Transport	Rec & Leisure	Red and white diesel	1,507.56
2017-05-22	3001748	Pete Alvis	Transport	Cemetery	Repair water leak in Cemetery car park	133.20
2017-05-22	3001745	Alexandra	S&S	Rec & Leisure	Polo shirts	28.08
2017-05-22	3001746	Alexandra	S&S	Rec & Leisure	Polo shirts	28.92

2017-05-22	3001750	Community First NF	Premises	Rec & Leisure	DBS groundstaff	54.00
2017-05-22	3001732	Avoncrop	Premises	Rec & Leisure	Award Nutri Pro (balance of order)	149.40
2017-05-22	3001749	Screwfix	S&S/Premises	Rec & Leisure	Aluminium platform and damp proof course	53.97
2017-05-22	3001753	Hampshire C.C.	Transport	Rec & Leisure	Transit maintenance 1.4.17 - 30.4.17	75.60
2017-05-31	3001758	Lamps & Tubes Illumin	S&S	Policy & Finance	Repairs to Christmas decorations as agreed quote	353.76
2017-05-31	3001757	Hampshire C.C.	Premises	Policy & Finance	Dishwasher salt	5.18
2017-05-31	3001762	New Forest D.C.	Capital	Policy & Finance	Share of Retention to Osborne	6,298.52
2017-05-31	3001763	New Forest D.C.	Premises	Policy & Finance	Contribution to running costs 2016/17	33,561.60
2017-05-31	3001760	Alexandra	S&S	Policy & Finance	Black work skirts - MO	48.96
2017-05-31	3001759	Hampshire C.C.	S&S	Policy & Finance	A5 diary	0.85
2017-05-31	3001761	Screwfix	Premises	Rec & Leisure	Brackets and plates for raised beds on roundabout	15.06
2017-05-02	SO	TLC On-line	S&S	Policy & Finance	Web Site Maintenance - May 2017	80.00
2017-05-02	DD	New Forest D.C.	Premises	Policy & Finance	Cemetery Rates - May 2017	378.00
2017-05-02	DD	New Forest D.C.	Premises	Policy & Finance	The Place Rates - May 2017	181.00
2017-05-02	DD	PWLB	Capital	Policy & Finance	Loan - Long Lane	5,374.96
2017-05-02	DD	IOG	S&S	Policy & Finance	Annual subscription	135.00
2017-05-26	DD	British Gas	Premises	Policy & Finance	Greenways Feb-May 2017	424.41
2017-05-31	DD	Utility Warehouse	S&S	Cemetery	Cemetery mobile phones - April 2017	38.01
2017-05-31	DD	Utility Warehouse	S&S	Cemetery	Cemetery landline - April 2017	24.68
2017-05-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery electricity - April 2017	46.13
2017-05-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery club membership - April 2017	2.40
2017-05-31	DD	Utility Warehouse	Premises	Rec & Leisure	Sports pavilion electricity - April 2017	32.44
2017-05-31	DD	Utility Warehouse	Premises	Rec & Leisure	Sports pavilion club membership - April 2017	2.40
2017-05-31	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground electricity - April 2017	7.11
2017-05-31	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground club membership - April 2017	2.40
2017-05-31	DD	Utility Warehouse	S&S	Policy & Finance	The Place mobile phones - April 2017	12.00
2017-05-31	DD	Utility Warehouse	S&S	Policy & Finance	The Place landline - April 2017	25.41
2017-05-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place electricity - April 2017	142.00
2017-05-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place club membership - April 2017	2.40
2017-05-31	DD	PWLB	Capital	Policy & Finance	Loan - Gateway	10,397.99
2017-05-26	PAY	Lloyds	S&S	Policy & Finance	Bank charges April 2017	10.75
2017-05-11	BGC	Austin & Wyatt	S&S	Policy & Finance	Agents fees - May 2017	130.00
2017-05-17	LloydsCC	Virtual College	Employees	Policy & Finance	The Place - Food & hygiene course	18.00
2017-05-17	LloydsCC	New Forest Ice Cream	Premises	Policy & Finance	The Place - Freezer	798.00
2017-05-17	LloydsCC	New Forest Ice Cream	Premises	Policy & Finance	The Place - Freezer lock & key	65.59
2017-05-17	LloydsCC	Lincat	Premises	Policy & Finance	The Place - Filter cartridge	54.30
2017-05-17	LloydsCC	Tampen & Tampen	Premises	Policy & Finance	The Place - Dishwasher detergent	22.76
2017-05-17	LloydsCC	Agrigem	Premises	Rec & Leisure	Open Spaces - Weed killer	431.82
2017-05-17	BP	Hampshire C.C.	Employees	Policy & Finance	Pension April 2017	5,100.03
2017-05-22	DD	Inland Revenue	Employees	Policy & Finance	April 2017	5,403.49
2017-05-25	Telepay	Staff	Employees	Policy & Finance	May 2017	22,135.77
					<b>TOTAL</b>	<b>106,958.16</b>

## AUTHORISATIONS

DATE

21st June 2017

21st June 2017

POLICY AND FINANCE COMMITTEE 21ST JUNE 2017LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST TO 31ST MAY 2017

Date	Voucher No	Details	Location	Description	Amount £
May					
2017-05-09	02/01	Waitrose	Gateway	Milk	1.89
2017-05-11	02/02	Post Office	Gateway	Postage Alexander	3.90
2017-05-11	02/03	Pattersons Butchers	The Café	Meat	33.08
2017-05-13	02/04	Tesco	Gateway	Coffee mate	2.49
2017-05-16	02/05	Sainsburys	Gateway	Milk	0.75
2017-05-18	02/06	Waitrose	Gateway	Milk	1.00
2017-05-19	02/07	Tracy Sims	Gateway	Catering for Interviews	50.00
2017-05-22	02/08	Tracy Sims	Gateway	Catering for Twinning	140.00
2017-05-22	02/09	Waitrose	Gateway	Milk coffee juice rinseaid & dishwasher table	18.18
2017-05-25	02/10	Boots	Groundsmen	Sun tan lotion	4.00
2017-05-25	02/11	Sainsburys	Gateway	Twinning Juice & glasses	8.70
2017-05-25	02/12	Post Office	Gateway	Postage Alexander	3.90
2017-05-25	02/13	Waitrose	Gateway	Twinning Juice	2.85
2017-05-26	02/14	Waitrose	Gateway	Glass Loan Breakage	1.00
2017-05-30	02/15	Waitrose	Gateway	Milk	0.89
2017-05-31	02/16	Sainsburys	Gateway	Annual Meeting Refreshments	5.55
				TOTAL	<b>278.18</b>

## AUTHORISATIONS

DATE

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21st June 2017-----  
21st June 2017

**B**POLICY AND FINANCE COMMITTEE 21ST JUNE 2017BANK BALANCES

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>30/04/2017</u>	<u>As At</u> <u>31/05/2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Imprest (Current) Account	31,916	82,094	62,707
Business Account	101,482	71,487	71,489
Investment Account	300,000	500,000	450,000
Greenways Rent Deposit	9,671	9,671	9,671
Petty Cash - Imprest	188	175	155
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>663,601</b>	<b>594,197</b>

Note

- The bank accounts were reconciled as at 31st May 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.

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

0

BUSINESS ACCOUNT TO IMPREST ACCOUNT

50,000

INVESTMENTS & RE-INVESTMENTS

0

## AUTHORISATIONS

DATE

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21st June 2017-----  
21st June 2017

**REPORT TO POLICY & FINANCE COMMITTEE – 21st JUNE 2017****BUDGETARY CONTROL - 2017/18 PERIOD 2 (TO END MAY)****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 May 2017. Revised budget forecasts and outturn predictions will be made as the financial year progresses.

**2. INCOME & EXPENDITURE APRIL 2017 TO May 2017**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first two months of the year is £102,598, or 15.8% of planned expenditure for the year. Excluding capital expenditure the figures are £97,349 and 15.1%.
- 2.2 Whilst it is too early in the year to draw any firm conclusions, this suggests that we are broadly on track to spend according to budget plans. However, the aggregate figures disguise some more significant variations from budget. No provision was made when the budget was drawn up for the release of the Town Council's share of the final retention on the Gateway Building. This debt has now been paid (£5,249) and will be funded from reserves. Pay costs are running slightly below the budget estimate, due to the Town Clerk vacancy. However, these savings have been mitigated by the additional cost of the café supervisor at the Place. Other variances are due to timing differences.
- 2.3 We have collected £23,241 or 11.5% of planned revenue income (excluding precept payments). The main reason for this apparent under-recovery is that a significant proportion of income is invoiced quarterly in arrears and more than a third of planned income is in respect of shared costs at the Gateway which is reimbursed later in the year.
- 2.4 A more detailed summary of income will be provided at the next meeting of this Committee.

**3. FINANCIAL IMPLICATIONS**

- 5.1 The balance of the General Reserve at 1<sup>st</sup> April 2017 was £426,276. This is predicted to increase by around £20,000 by March 2018. However, the release of the retention on the Gateway coupled with additional costs of the café supervisor at the Place are likely to reduce this figure. Nevertheless, a modest increase in reserves is expected.

**4. RECOMMENDATION**

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager	or	Terry Simpson, acting Town Clerk
Tel: 01425 484723		Tel: 01425 484720
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## RINGWOOD TOWN COUNCIL

B (e)

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2017 - MAY 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	59,478	317,439	0
RECREATION, LEIS & O/S COM	243,085	35,338	207,747	0
PLANNING TOWN & ENVIRON	25,868	2,533	23,335	0
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>97,349</b>	<b>548,521</b>	<b>0</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	0
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>5,249</b>	<b>-1,249</b>	<b>5,249</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>102,598</b>	<b>0</b>	<b>5,249</b>
<b>REVENUE INCOME</b>				
POLICY & FINANCE COMMITTEE	-113,967	-5,803	-108,164	0
RECREATION, LEIS & O/S COM	-87,333	-16,438	-70,895	0
PLANNING TOWN & ENVIRON	0	-1,000	1,000	0
<b>TOTAL REVENUE INCOME</b>	<b>-201,300</b>	<b>-23,241</b>	<b>-178,059</b>	<b>0</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	-1,000	0	-1,000	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>-1,000</b>	<b>0</b>	<b>-1,000</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-23,241</b>	<b>-179,059</b>	<b>0</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>79,357</b>	<b>368,213</b>	<b>5,249</b>
<b>Add Transfers To Provisions</b>	<b>35,800</b>	<b>0</b>	<b>0</b>	<b>35,800</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>0</b>	<b>0</b>	<b>-3,570</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-11,576</b>	<b>154,755</b>	<b>0</b>	<b>-166,331</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,224</b>	<b>234,112</b>	<b>0</b>	<b>234,112</b>
Transitional & Identifiable grant from NFDC	0	0	0	0
Net Precept 2017/18	<b>468,224</b>	<b>234,112</b>	<b>234,112</b>	<b>468,224</b>
<b>Non recurring bids for 2016/17 included above</b>				
POLICY & FINANCE COMMITTEE	2,500		0	0
RECREATION, LEIS & O/S COM	15,000	36,933	2,067	38,000
PLANNING TOWN & ENVIRON		0	0	0
Less transfer from provisions	-14,806	-35,270	-3,536	-35,270

**B** (e)

**RINGWOOD TOWN COUNCIL**

	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	105,632	14,478	0	91,154	0
Maintenance	38,944	241	0	38,703	0
Employee Direct Costs	5,067	232	0	4,835	0
Employee Allocated Costs	105,326	15,704	0	89,622	0
Member Costs	10,390	1,077	0	9,313	0
Grants	9,000	500	0	8,500	0
Other	71,012	11,473	0	59,539	0
Debt Charges	31,546	15,773	0	15,773	0
Capital	0	5,249	0	-5,249	5,249
<b>COMMITTEE EXPENDITURE</b>	<b>376,917</b>	<b>64,727</b>	<b>0</b>	<b>312,190</b>	<b>5,249</b>
<b>INCOME</b>					
<b>INCOME</b>					
Revenue Income	-113,967	-5,803	0	-108,164	0
Capital Income/Finance	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-113,967</b>	<b>-5,803</b>	<b>0</b>	<b>-108,164</b>	<b>0</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>262,950</b>	<b>58,924</b>	<b>0</b>	<b>204,026</b>	<b>5,249</b>
Add Transfers To Provisions	18,900	0	0	18,900	0
Deduct Transfers From Provisions	0	0	0	0	0
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>281,850</b>	<b>58,924</b>	<b>0</b>	<b>222,926</b>	<b>5,249</b>
<b>HOLDING ACCOUNTS</b>					
<b>EXPENDITURE</b>					
Employee Direct Costs	393,964	63,513	0	330,451	0
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>393,964</b>	<b>63,513</b>	<b>0</b>	<b>330,451</b>	<b>0</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-393,964</b>	<b>-63,513</b>	<b>0</b>	<b>-330,451</b>	<b>0</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## POLICY AND FINANCE COMMITTEE –21<sup>st</sup> June 2017

### INITIAL REVIEW OF PROJECTS

#### 1. INTRODUCTION

At its meeting on 19<sup>th</sup> April this Committee considered reports on the adoption of a Financial Plan and on Projects that had previously been identified for inclusion in capital and revenue budgets. The Committee agreed to the adoption of the Financial Plan and also requested all Committees to review projects under their control with a view to formulating proposals, with timescales and costs, in time for the preparation of the budget later in the year.

This report is intended to start the process for this Committee. It identifies projects and makes comments on the practicalities and some broad financial issues relating to each project. At this stage members are asked to review the projects and give an indication of their importance. Final decisions on their inclusion and level of expenditure needed will be made when budgets are determined later in the year but at this stage members' views on the various issues will help officers prepare budget papers in the autumn.

In reaching conclusions regard will need to be had to both the financial and staffing resources that will be required to deliver the projects. Further reports developing any schemes identified for early implementation will be brought to the Committee during the year.

This report shows those projects already identified by the Council over a number of years and also those projects that have been mentioned by individual members as having merit and items that were previously included in budgets but have now been omitted.

#### 2. CAPITAL PROJECTS

##### **Millennium Clock in Furlong Car Park**

This Clock was funded by a local benefactor and then donated to the Town Council for future maintenance. Whilst being of immense value to residents the Clock did not prove to be durable and over time the Council has had to fund significant repairs just to keep it working. It is exceedingly well regarded by the public and has become something of a must have fixture in the car park.

A maintenance contract is in place for its mechanical and electrical elements. Unfortunately its location means that it is frequently hit by shopping trolleys causing damage to the lower parts of the legs which ought to be protected from such incidences to avoid further significant expenditure in future. The cover to the electrical supply unit has also been damaged. Provision was made in the budget for these works to be carried out three years ago but they were not undertaken. It is also in urgent need of repainting together with some repairs to the outer surrounds of the cover of the clock.

##### **92 Southampton Road and Greenways**

Both properties are let and there is some provision in the budget for maintenance and repairs. However on tenancy changeovers significant expenditure is often required with redecorating and provision of new carpets and floor coverings.

# D

## 3. OTHER PROJECTS

### **Investigations into use and development of land at rear of Greenways**

A planning application has been made to renew the outline planning consent for erection of a bungalow on the land at the rear of Greenways.

Woodstock Lane was made up to adoptable standard at public expense by Hampshire County Council some years ago and the intention at the time was for owners of properties fronting the road to contribute to those costs and for the road to be adopted. The Town Council appears to have paid its contribution towards the cost of the works on the understanding that when the road was adopted it would have access to the Lane from the rear of Greenways. It is understood that other owners did not pay their contributions. Nonetheless after the works were completed owners of properties in the road decided that they did not want the road adopted. The County Council decided not proceed with adoption with the result that a private road was made up at public expense with no rights of access or use accorded to the public.

This is an issue that members may wish to pursue if the intention is to provide a single bungalow on that land. If however a more intensive development proposal involving the demolition of Greenways as has been suggested in Committee in January with the use of the whole site for higher density development, for example apartments, access will probably not be required onto Woodstock lane.

### **Ringwood Gateway**

Investigations are currently in progress into the heating and cooling facilities at The Gateway. It is not known at present whether any changes will be necessary. The capital or revenue consequences, if any, of those investigations cannot therefore be quantified at this stage. Nonetheless the possibility that expenditure might be required will need to be included in reports when the Committee's budget is considered.

### **Information Technology**

All business organisations are relying more and more on the use of Information Technology to maintain standards and improve productivity. The Town Council has traditionally made contributions to its earmarked reserves to ensure that hardware is kept up to date.

However there are a number of areas where introduction of new software and the use of portable hand held devices will bring improvements to service delivery. For example the allotment and cemetery administration does not make use of up to date software and hand held computer based devices will improve the inspection regime for play equipment.

At present staff cannot obtain access to the Council's main systems from home and homeworking is not a viable option. Discussions are underway with the District Council's new ICT Service Manager to bring forward proposals to provide this facility. Some Councils have also provided tablets for members to view Agenda, reports and minutes. Details of any proposals for software development will be included in the budget reports.

At present Ringwood Gateway has the benefit of an HPSN communications link. This is relatively expensive and discussions are underway with the District to ascertain whether this requirement is still needed. If it can be discontinued this will achieve a saving on IT revenue costs.

## Grants

Some years ago the Council introduced a grants budget to support large town wide events run by the community for the community. It followed a Government initiative designed to encourage Local Councils to facilitate events rather than use public resources (staff time) to run the events and was known as the Big Society Initiative.

Prior to the introduction of that budget small PTA groups, scouts and guides events competed with large scale events such as the Pedal Car GP and Fanfare for Spring for funding from a small grants budget. This disadvantaged the small scale events organised in short periods of time as quite often grant applications for those events were submitted at the last minute whilst the larger scale events were planned a long time in advance and grant applications made at an early date as the events relied on the Council's grant for pump priming purposes.

The separate budgets were amalgamated when the Council started to run events. Members are invited to consider whether these should be separated once again with applications for grants for large scale events being considered on perhaps one or two occasions each year. This should not have an adverse effect on large events since the planning for those is always started many months before an event takes place. But it should have a beneficial effect for the small scale events as the grant fund for those applications will have been 'protected' from being used for town wide events.

## Technical Support

Previously the Council supported a Technical Officer post for one day per week. That officer provided support for maintenance of the Councils properties and designed and supervised a number of small scale projects. He also designed schemes for the proposed developments at Long Lane, repairs to the Cricket Pavilion, toilets at Long Lane and essential repairs and alterations at Greenways as well as the refurbishment of the Jubilee lamp. It had been expected that he would have been involved in designing the Columbarium.

The appointment avoided the need to employ outside Consultants and gave councillors direct access to an officer with technical expertise. The post is currently unfunded and in view of the number of properties the Council owns and the projects with which it is likely to be involved members may wish to review the position to determine whether savings can be achieved by filling this vacancy. It is a matter on which the new Town Clerk may wish to review before any decisions are made.

## EARMARKED PROVISIONS

The Finance Manager has previously referred to the need to consider the level of Earmarked Provisions include within the budget. This will form part of the budget report in the Autumn and at this stage it is simply included here to for members to note.

## 4. RESOURCE AND FINANCIAL IMPLICATIONS

The projects and issues identified above may not be a complete list of members' aspirations. However they are listed simply to give members an indication of the number of projects and initiatives that the Council will need to consider as part of its future programme of works. In some cases there is currently no budget provision for the projects.

Where any member believes other schemes within this Committee's Terms of Reference should also be included then it would be helpful if these could be identified as soon as possible so that the fullest picture of all aspirations can be included in reports when the budget is considered in more detail in line with the Responsible Finance Officers financial planning proposals approved at the April meeting of this Committee.

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In addition it should be remembered that officer time is limited and most of the projects will need to be led by either the Town Clerk or Deputy Town Clerk. The Technical Officer post which would have been involved in several of the projects is no longer funded.

## 5. RECOMMENDATIONS

It is **recommended** that consideration be given to the projects and proposals referred to in this report together with any others that members identify and indicate a provisional order of importance of each proposal based on whether the proposal is one which should be included in budgets in the short, medium or long term. Short term would be for proposals to be implemented in the current or next financial year, medium in a 2-5 year period and long term 5-10 years period.

For further information, contact:

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

**OS/5683**

**USE OF LAMP STANDARDS FOR BANNERS AND LANTERNS**

The Town Clerk referred to his report (*Annex B*) explaining that if the lamp standards are to continue to be used for banners and lanterns they are required to be stress tested. There was some discussion regarding the appearance, effectiveness and location of banners around the town. Members agreed that it was worthwhile conducting the testing and the Council offering this means of advertising to event organisers.

The Town Clerk indicated that Ringwood School had requested banners to publicise its Open Day.

**RESOLVED:** 1) That the testing of the sixteen lamp standards used for banners and lanterns be approved; and  
2) That Ringwood School be allowed to display its banners to advertise the Open Day, in line with Policy as a commercial organisation for this purpose.

**RECOMMENDED:** That the Policy and Finance Committee authorise virement of £560 from reserves for the cost of testing of the lamp standards.

<b>ACTION</b> T Simpson
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**OS/5688**

**ELECTRICITY SUPPLY TO GREEN SHEDS AT CARVERS**

Members considered the options for replacing the current electricity supply to the green sheds at Carvers and the associated tenders (*Confidential Annex F*). Members favoured the underground supply from the cricket pavilion and requested that Policy and Finance Committee be asked to meet the costs from reserves.

**RESOLVED:** That the underground option for the replacement supply of electricity to the green sheds be supported.

**RECOMMENDED:** That the Policy and Finance Committee authorise virement from reserves to meet the costs of £3,700.

<b>ACTION</b> T Simpson
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**SOUND EQUIPMENT AT THE PLACE**

- 1 When The Place was constructed and fitted out the then Town Clerk purchased audio equipment for use by youth groups who might use the building. The equipment has hardly been used and is currently in its original boxes in store rooms in the building.
- 2 Following discussions with the Youth Coordinator it is clear that there is no demand for the equipment by current users of The Place.
- 3 In these circumstances officers have now been considering the future use of the equipment.
- 4 It is known that in the past a number of students at Ringwood School formed groups and many performed successfully at various events in the town. As one of the options being investigated Officers are endeavouring to ascertain whether it might be possible to establish some form of link or arrangement with the School for the use of the equipment by students possibly within The Place. This should bring a wider use of The Place by young people many of whom will have had no previous connection with the facility.
- 5 If the approach is to be successful it is likely that it will be necessary to treat the evening use of The Place by young musicians wishing to practice and play instruments as a part of the youth provision and as with attendance on other evenings be free of charge.
- 6 If this approach proves unsuccessful it may be necessary to consider disposal of the equipment. This would be a last resort but one which members may have to consider in the future.
- 7 It is **recommended** that discussions be undertaken with Ringwood School to ascertain whether a link could be established to provide for its students to have use of the equipment and perhaps an evening period each week for practicing free of charge.

For further information please contact

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