

OPEN SESSION: There was 1 member of the public present for an item on the agenda.

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on 19th April 2017 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Christine Ford
Cllr Gloria O'Reilly
Cllr Chris Treleaven
Cllr Angela Wiseman

IN ATTENDANCE: Terry Simpson, Interim Town Clerk
Rory Fitzgerald, Finance Manager
Nicola Vodden, Meetings Administrator

F/5424

APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Rippon-Swaine, Cllr Ward, Cllr Murphy and George Creasey, Student Advisor.

F/5425

DECLARATIONS OF INTEREST

Cllr Heron declared a non-pecuniary interest in Poulner Infants School PTA's Grant Aid application as he is the Chair of Governors.

Cllr Briers declared a non-pecuniary interest in Poulner Infants School PTA's Grant Aid application as his daughter attends the school.

F/5426

MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 15th March 2017, having been circulated, be approved and signed by the Chairman as a correct record.

F/5427

GRANT AID

Members considered applications for Grant Aid from Poulner Infants School and Forest Forge (*Annex B*).

Poulner Infants School:-

Cllr Heron declared a non-pecuniary interest in Poulner Infants School PTA's Grant Aid application as he is Chair of Governors. He left the room whilst the application was discussed and Cllr Day chaired the proceedings.

Cllr Briers declared a non-pecuniary interest in Poulner Infants School PTA's Grant Aid application as his daughter attends the school.

Members considered the application for £550, to help with the costs of running the Summer Fair, and the financial information attached. It was agreed that an award not be made for this purpose, however they indicated that an application for specific items could be considered and invited the PTA to re-apply.

Cllr Heron re-joined the meeting.

Forest Forge:-

Members considered the application by Forest Forge Theatre for £1,000 to help the Company's work in continuing to create, tour and present professional theatre and deliver a vibrant community programme of participation workshops and projects. Following discussion and a vote, it was agreed that an award of £500 be made.

RESOLVED:

- 1) That no grant be made to Poulner Infants School PTA, towards the costs of running the Summer Fair and that they be invited to re-submit the application for specific items; and
- 2) That, under Section 137 of the Local Government Act 1972, a grant of £500 be awarded to Forest Forge, towards their programme of workshops and projects.

ACTION A Greenfield

F/5428

MONTHLY FINANCIAL REPORTS

Members considered the Monthly Financial Reports attached to these minutes as *Annex B*.

The RFO commented that a large amount is shown on report (d), investments and re-investments, as the first instalment of the precept is expected this month.

In respect of the draft end of year outturn, he reported that there would be slight changes, but nothing significant and his expectation was that reserves would see an increase of just over £60,000. He commented that general reserves should be in the region of £227,000 (50% of the Council's precept) and he expected this to reach £250,000 at the end of this year.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for March be authorised. Cllrs Heron and Day signed the report;
- 2) That the list of Petty Cash payments for March be authorised. Cllrs Heron and Day signed the report;
- 3) That the Statement of Town Council Balances be received and noted;
- 4) That the Inter Account Transfer be authorised. Cllrs Heron and Day signed the report; and
- 5) That the Finance Manager's report and Summary Budget Reports be received and noted.

ACTION R Fitzgerald

F/ 5429

FINANCIAL PLAN

The RFO indicated that his report, in respect of the Council's short, medium and long term financial plan (*Annex C*), had been drafted in consultation with the Town Clerk and in

conjunction with the report on projects (*Annex D, F/5430 refers*). More recently projects had been brought forward as part of the yearly budget process and there had been no long term view on types of projects and asset replacement.

He explained that the Council has significant building assets, which could mean the replacement or maintenance of costly items, for which there is currently no planned investment. He recommended a proactive approach, suggesting that there was the necessity for a suite of ear marked reserves, which would be contributed to at an appropriate level, to allow for this type of expenditure. In addition to this, he highlighted that there had been items within the Town Plan which had not been brought forward and that financial planning should have regard to this also.

The Chairman supported this view of delivering projects in a meaningful way, and with regard to the financial and human resources available, and was keen to see a short, medium and long term plan in place. Cllr Treleaven commented that it was important for the public to know what the Town Council value and how projects could be funded.

The RFO indicated that in order to draft a financial plan, he would include known expenditure and requested that the aspirations of the Council were determined in order for them to be included in the planning tool. This would require each Committee to review outstanding projects and put forward new initiatives. The schedule of ear marked reserves would also need to be reviewed and aligned with current costs and the long term plan.

RESOLVED: 1) That the proposals for the preparation of a long term financial plan be approved;
2) That Members consult the Town Plan and consider which investment proposals to bring forward into the long term financial plan.

ACTION R Fitzgerald / T Simpson
--

F/5430 PROJECTS

Members were asked to note the contents of *Annex D* and consider the projects therein, together with any others not included in the report, with a view to including approved projects (with proposed timescales and costs), as proposals during preparation of the Committee budgets.

In addition to the report , the Town Clerk indicated that consideration should also be given to the increasing costs of youth provision, the proposed installation of a PA system in the High Street and works to the War Memorial.

Cllr Treleaven confirmed that the last sentence under 'Neighbourhood Plan' should be removed as it was incorrect. Neighbourhood Plan was not off the agenda, but the view was not shared by the Planning, Town and Environment Committee, as stated.

Cllr Day requested that the review of projects be linked with the outstanding funds/projects identified under the Section 106 Developers Contributions schedule. Cllr Ford requested Cllr Heron's assistance and, that in their role as District Councillors, they ascertain the position from officers at NFDC.

RESOLVED: That the contents of the report be noted.

RECOMMENDATION TO PLANNING, TOWN AND ENVIRONMENT COMMITTEE AND RECREATION, LEISURE AND OPEN SPACES COMMITTEE:

That projects under each Committees control, together with any others not included in this report be considered, with a view to including approved projects with proposed timescales and costs as part of their proposals during preparation of their budgets.

ACTION T Simpson

With the agreement of Members, the item on The Place was moved to the end of the agenda, to be dealt with in private, as staffing matters were to be included in the discussions.

**F/5431
LIGHTING AT THE PLACE**

Members were asked to consider the recommendation from the Recreation, Leisure and Open Spaces Committee (*OS/5663 refers*), that the scheme to provide lighting at The Place be supported and the instruction of professional advisors be approved (*Annex E*).

The Town Clerk confirmed that, with the approval of Members, a proposal would be submitted to NFDC, for Section 106 funding, for the proposed lighting scheme, which would cost in the region of £17,000 - £20,000, including fees. The consultant had confirmed that 11 lighting columns would be required and this would include lighting to the cricket pavilion, reinstating the two lights that were removed when The Place was constructed. It was hoped that works would be undertaken and in place for the Winter.

RESOLVED: That the scheme to provide lighting at The Place be approved.

ACTION T Simpson

**F/5432
TOWN FLAG**

Members considered the Town Clerk's report in respect of commissioning a Town Council flag (*Annex F*) and agreed that no flag be commissioned at this time, but that the flagpole remain in place and the union flag be flown on the occasions already identified.

RESOLVED: 1) That the commissioning of a Town Council flag not be supported; and
2) That the flagpole remain in situ and the relevant planning consents be obtained.

ACTION T Simpson

**F/5433
MEMBERS' ALLOWANCES 2017/18**

Members considered the RFO's report on Members' allowances (*Annex G*). The Chairman highlighted that although NFDC suggested the appropriate increase for Town Councils, over the years, the Town Council had fallen behind this and he suggested that this could be reviewed in the future, if Members felt it appropriate. It was agreed that the report be noted and the recommendation be supported.

RESOLVED: That the members allowance be increased by 1% per annum, in line with the pay award granted to officers.

ACTION T Simpson / R Fitzgerald / Jo Hurd

F/5434

TOWN CLERK INTERVIEWS

The Town Clerk indicated that there was some question in respect of the availability of the four Members appointed to the selection panel for the Town Clerk position. He suggested that, to ensure a sufficient number are available on the dates indicated for the sift of applications and interviews, that the panel be increased to six, adding Cllr Rippon-Swaine and Cllr Day.

RESOLVED: That the selection panel for the Town Clerk vacancy be increased to six Members:- Cllr Heron, Cllr Wiseman, Cllr Treleaven, Cllr Briers, Cllr Rippon-Swaine and Cllr Day.

ACTION T Simpson

F/5435

HEATING AND COOLING AT THE GATEWAY

The Town Clerk reported that NFDC is preparing a brief for consultants, for specifications to be prepared to rectify the issues with heating and cooling at the Gateway. Although the current system satisfies the BREAM specifications and works, it does not manage in extreme temperatures.

Following discussions, Members agreed that the brief should set out to achieve the suggested temperature parameters of 18 – 23 degrees, that there should be no visually adverse effect on the building and that an indication of on-going running costs be provided.

RESOLVED: That NFDC's proposed brief in relation to heating and cooling of the Gateway be accepted, subject to the conditions outlined above.

ACTION T Simpson

F/5436

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw (*Confidential Annex H*).

F/5437

THE PLACE

The Chairman reported on the trial of the café at The Place over Easter. He proposed that this be taken forward and that the trial be extended until the end of September (*Annex I*). Members agreed to support the continuation of the café and that it needed further time to become established.

- RESOLVED:** 1) That funding for the opening of the café, at The Place, be underwritten for the 2 week trial over Easter, up to £500 per week, following the recommendation of the Recreation, Leisure and Open Spaces Committee (OS/5661 refers)
- 2) That the period of operation of the café be extended until 30th September 2017 and that a fixed term contract be issued to facilitate this.

ACTION T Simpson

There being no further business, the Chairman closed the meeting at 8.47pm.

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

RECEIVED
26th April 2017

APPROVED
17th May 2017

TOWN MAYOR

COMMITTEE CHAIRMAN



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	£550
What is the purpose of the grant?	<p>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. Each year the committee organise and run a community Summer Fair which is designed to bring the people of Ringwood together, raise awareness of local businesses that support the Fair and provide an opportunity for local residents to learn more about the school and the strong community ethos that the school promotes. The Fair includes local business stallholders, raffles, tea & cakes, fun activities for the children and demonstrations from local children's groups (Such as Dance schools, Ringwood Football and Rugby clubs, Ringwood Judo club to name but a few). The Parents association fund entirely funds the summer Fair and this cost is a significant draw upon the charities resources which would otherwise be used to enhance the children's learning experience. Recently the PISA funds have been used to purchase new library books for children, new laptops for IT lessons, new playground equipment etc. The award of a Grant from the local council would significantly help in the cost of running the event and as such would directly benefit the local community by supporting an event that is run for all.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>The Summer Fair is intended to bring the local community together, with a particular focus on families and children living in and around the Ringwood area. Further the Fair supports local businesses as many choose to hold a stall at the Fair to promote their products/services to the local community. Below is a list of local businesses that will be represented at the Fair for 2017:</p> <p>Stall Holders: Crow Farm shop Longs fruit and veg Ringwood Sainsbury's Ringwood Icelands Ringwood Brewery</p> <p>Local Demonstrations and entertainment: Bournemouth Bouncy Castles Shake Sally Adams New Forest School of Dance</p>


A

	Ringwood Rugby Club Blashford lakes Recreation centre Police Ambulance and Fire engines Local Charities: Happy Dogs & Animal Mad House
How many Ringwood people would benefit?	The event is open to all local residents and last year's event was attended by approximately 200 people
Total cost of project	£ 550
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	PISA

Information about your Organisation

Membership:	The infant school currently has approximately 200 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 5 th April 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.



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	Forest Forge Theatre Company
Postal Address	9-10 Endeavour Park Crow Arch Lane Ringwood
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	Sharon@forestforaetheatre.co.uk

Details of Grant Request

Amount requested	£ 1,000
What is the purpose of the grant?	<p>The purpose of the grant is to help support Forest Forge Theatre Company's core work to continue to create, tour and present professional theatre and deliver a vibrant community programme of participation workshops and projects.</p> <p>Forest Forge Theatre Company is the only professional theatre company in Ringwood, established for 35 years it has always been based in Ringwood serving the immediate community as well as further afield</p>

A

How would the people of Ringwood benefit from your receiving this grant?

The people of Ringwood would benefit from Forest Forge receiving the grant in the following ways as it would:

Encourage local support and participation creating a stronger community spirit for Ringwood.

- ¿ Our programme of work adds to the cultural offer and vitality and pride in the town enhancing it's vibrancy and engagement in the arts through its professional, community and participation work making theatre accessible to the whole community. Contribute to Ringwood's community events including the Ringwood Carnival, Fanfare for Spring and the Christmas Lantern Parade in 2017/18 and to bring the Travelling Tree of Life to local groups and schools in Ringwood as part of the New Forest Arts Festival 10 – 26 June 2017.
- ¿ We will deliver professional touring theatre, for example, the family Christmas show 2017 "The Frog Prince" (unfunded) touring to the local venues in Ringwood including Greyfriars in Ringwood.

Promote community and individual physical, mental and emotional well being of residents through our participation programme:

- ¿ **Youth Theatre** – offering weekly sessions for local young people between the ages of 6 - 21 with the unique opportunity of working with professionals from the theatre industry and performing their shows in 2017, for example Frankenstein in April as well as developing life skills and supporting mental health well being in teenagers.
- ¿ **Act Your Age** engage its adult local inhabitants aged 55 – 80+ through a weekly drama group, reducing isolation as it offers adults the chance to come together and share experiences through drama.
- ¿ **ELEVATE** - deliver a 2 week work experience project for Ringwood Secondary School students who then tour their own piece of issue based theatre to local schools.

Encourage and support organisations wishing to put on community events in Ringwood:

- ¿ We support local young theatre groups developing their work such as Shoot First Theatre Company and their show Scrap about recycling who from Ringwood. We engage local audiences in performances and workshops at our Ringwood Studio Theatre, a cultural hub offering professional dance, poetry, music and theatre as well as community groups weekly events such as yoga and children's dance school and act as a resource for space, advice, props, costumes, scenery. lighting and sound equipment for local community groups.

Promote the town to both residents and visitors and support commercial activity in Ringwood

Employability:

- ¿ continue to support a Business Apprentice, for a second year, a young resident of Ringwood, who will go into her Level 3 NVQ apprenticeship in 2017/18. Thus increasing employability and economically adding to the local creative industries.
- ¿ and we support Youth Theatre members go on to train at Drama School and this year we have students at R.A.D.A, Guildhall, Rose Bruford and Central to name a few.
- ¿ As part of the New forest arts festival 2017 Forest forge will be offering local residents an opportunity to engage in the Travelling Tree of Life Project in June 2017 where residents will be invited to

How many Ringwood people would benefit?	10,000
Total cost of project	£ 192,000 2017/18 budget
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Forest Forge Theatre Company

Information about your Organisation

Membership:	What facilities do you provide? In Ringwood we have the following facilities: theatre studio for performances / participation workshops / hires / rehearsals seating 60 audience members. Professional theatre production workshop as a resource for local groups: giant paint frame / costume wardrobe / technical / props and
Subscription: £0	
Names of competing or similar organisations	The nearest most similar professional organisation to Forest Forge Theatre is Proteus Theatre in Basingstoke.

Funds available to your organisation

(apart from this grant application)

Cash in hand: £79,320	Annual income: £192,000 2017/18 Budget	
Other sponsoring bodies and amounts donated by them	NFDC	£32,000
	HCC	£ 43,000
	Trusts and foundations	£5,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Local authorities	£1,500
	Trusts and Foundations:	£38,600
	Earned income and donations	<u>£71,900</u>
	Total income:	£192,000
	Above to apply for	
Signature of Applicant	S.J.Lawless	Date 10th April 2017
Position within the Organisation:	CEO/ Creative Producer	

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.

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19TH APRIL 2017

POLICY AND FINANCE COMMITTEE 19TH APRIL 2017**LIST OF PAYMENTS FROM LIMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST MARCH 2017**

Date	Trans No	Details	Budget	Committee	Description	Amount £
Mar						
2017-03-06	3001532	Poulner Baptist Chapel	S&S	Policy & Finance	Grant towards 2017 Family Fun Day	2,000.00
2017-03-06	3001531	The Verwood Surgery	Employees	Rec & Leisure	Medical Note for Member of Staff	50.00
2017-03-06	3001541	Forest Newspapers Ltd	S&S	Policy & Finance	Councillor Vacancy Advert	54.00
2017-03-06	3001540	Hampshire C.C.	S&S	Policy & Finance	Stationery	94.07
2017-03-06	3001533	B Rickman Photography	S&S	Policy & Finance	Photo of Mayor Cllr Tim Ward plus 2 frames	104.00
2017-03-06	3001536	Alexandra	S&S	Rec & Leisure	Groundstaff clothing	25.38
2017-03-06	3001537	Lisa Austin	S&S	Policy & Finance	Black work trousers	20.00
2017-03-06	3001538	M J Coakley Electrical	Premises	P&F/ Rec & Leis	Replace defib case, faulty lights/Wiring Carvers	203.00
2017-03-07	3001543	Friday's Cross Clock Fund	S&S	Policy & Finance	Grant towards restoring Fridays Cross Clock	1,000.00
2017-03-07	3001539	1st Stop Clean	S&S	Policy & Finance	Window and hard floor cleaning Feb at The Place	185.01
2017-03-07	3001547	1st Stop Clean	S&S	Policy & Finance	Deep Clean at The Place	176.04
2017-03-14	3001552	Fernhill Wholesale	S&S	Policy & Finance	Various items to sell in VIC	204.53
2017-03-14	3001553	Alexandra	S&S	Rec & Leisure	Gloves and trousers	69.30
2017-03-14	3001550	Parent Link	S&S	Policy & Finance	Staffing at The Place 1.2.17 - 13.2.17	708.00
2017-03-16	3001560	Banner Group Ltd	S&S	Policy & Finance	HP27 desk jet colour cartridge	17.56
2017-03-16	3001554	Maverick Industries	Capital	Rec & Leisure	Skate park 2.5% Retention Release at end of DLP	4,464.00
2017-03-16	3001562	Screwfix	Premises	Policy & Finance	Cleaning equipment for The Place	92.10
2017-03-20	3001568	Hampshire C.C.	Premises	Policy & Finance	Cleaning for The Gateway	41.70
2017-03-20	3001569	Banner Group Ltd	S&S	Policy & Finance	HP28 colour cartridge	19.54
2017-03-20	3001570	ITEC	S&S	Policy & Finance	Copies charged and gold support	79.94
2017-03-20	3001565	Mrs V Faulkner	S&S	Cemetery	Purchase grave spaces NGK47 & 48 back	250.00
2017-03-27	3001586	Suez Ltd	S&S	Cemetery	Refuse collection from Ringwood Cemetery	690.73
2017-03-27	3001589	Hampshire C.C.	Premises	Policy & Finance	Cleaning for The Place	72.50
2017-03-27	3001591	Hampshire C.C.	Transport	Rec & Leisure	Maintenance Contract for Transit 1.2.17 - 28.2.17	75.60
2017-03-27	3001592	Elliott Brothers Ltd	Premises	Rec & Leisure	Tarmacadam	6.42
2017-03-27	3001585	Banner Group Ltd	S&S	Policy & Finance	Stationery	7.33
2017-03-27	3001587	Purchase Power	S&S	Policy & Finance	Postage on franking machine and admin fee	513.00
2017-03-27	3001588	Letters & Logos Ltd	S&S	Policy & Finance	Supply and fit graphics for Mayor's Board Cllr T Ward	42.00
2017-03-27	3001590	Ringwood Carnival	S&S	Policy & Finance	Grant to Ringwood Carnival P & F5413	1,000.00
2017-03-31	3001600	Greenham	S&S	Rec & Leisure	Deerskin winter gloves	111.00
2017-03-31	3001603	Greenham	S&S	Rec & Leisure	Groundstaff work clothing	184.16
2017-03-31	3001604	Ringwood Pest Control	Premises	Rec & Leisure	Investig poss rat sighting open space Parsonage Barn Lane	27.00
2017-03-31	3001610	Hampshire C.C.	Transport	Rec & Leisure	Supply and fit strobes and beacons to Ford Transit	760.61
2017-03-31	3001602	Elliott Brothers Ltd	Premises	Rec & Leisure	Ballast for seat base	47.70
2017-03-31	3001609	Elliott Brothers Ltd	S&S	Rec & Leisure	DeWalt Drill Bits	9.77
2017-03-31	3001605	TLC Online	Transport	Rec & Leisure	Vehicle Graphics for Truck	70.00
2017-03-31	3001607	NFDC	S&S	Policy & Finance	ICT SLA 1.4.16 - 31.3.17	3,600.00
2017-03-31	3001612	NFDC	S&S	Policy & Finance	Share of HSPN2 Annual circuit Rental 1.9.16 - 31.8.17	9,720.00
2017-03-31	3001606	Newlands Training	Employees	Rec & Leisure	Pesticide Training and assessments for PA6aw - PV	264.00
2017-03-31	3001608	Swintex Ltd	S&S	Rec & Cemetery	Doggy Bins and Litter Bins with fixings and linings	668.18
2017-03-31	3001596	Helen Short	S&S	Policy & Finance	Black work trousers	26.00
2017-03-31	3001597	Rebecca Stack	S&S	Policy & Finance	Black work trousers	28.00
2017-03-31	3001598	M J Coakley Electrical	Premises	Policy & Rec	Carvers shed lights & replace vandalised covers on The Place	203.00
2017-03-31	3001595	Bournemouth Water	Premises	Policy & Finance	Water services at The Place	62.94
2017-03-31	3001601	Pete Best	Premises	Rec & Leisure	Supply & plant replacement tree Yew Tree Gardens as agreed	1,416.00
2017-03-31	3001599	Screwfix	S&S	Rec & Leisure	Steel G Clamps	14.97
2017-03-03	SO	TLC On-line	S&S	Policy & Finance	Web Site Maintenance - March 2017	80.00
2017-03-08	DD	UK Fuels	Transport	Rec & Leisure	Machinery & Vehicles - February 2017	64.63
2017-03-31	DD	Utility Warehouse	S&S	Cemetery	Cemetery Mobile Phones - February 2017	38.00
2017-03-31	DD	Utility Warehouse	S&S	Cemetery	Cemetery Landline - February 2017	24.60
2017-03-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery Electricity - February 2017	59.32
2017-03-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery Club Membership - February 2017	2.40
2017-03-31	DD	Utility Warehouse	Premises	Rec & Leisure	Sports Pavilion Electricity - February 2017	65.23
2017-03-31	DD	Utility Warehouse	Premises	Rec & Leisure	Sports Pavilion Club Membership - February 2017	2.40
2017-03-31	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground Electricity - February 2017	6.75
2017-03-31	DD	Utility Warehouse	Premises	Rec & Leisure	Pavilion Sports Ground Club Membership - February 2017	2.40
2017-03-31	DD	Utility Warehouse	S&S	Policy & Finance	The Place Mobile Phones - February 2017	12.00
2017-03-31	DD	Utility Warehouse	S&S	Policy & Finance	The Place Landline - February 2017	25.76
2017-03-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place Electricity - February 2017	184.20
2017-03-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place Club Membership - February 2017	2.40
2017-03-24	BGC	Austin & Wyatt	S&S	Policy & Finance	Agents Fees - March 2017	130.00
2017-03-24	BGC	Austin & Wyatt	S&S	Policy & Finance	Boiler Repair - March 2017	54.00
2017-03-20	LloydsCC	Window & Door Repair	Premises	Policy & Finance	The Place - Night Ventilation Window	15.89
2017-03-20	LloydsCC	JNE Trading	Transport	Rec & Leisure	Vehicles - Chevron Reflective Tape	25.98
2017-03-20	LloydsCC	Amazon	Premises	Rec & Leisure	Long Lane - Wheelie Bin Bags/Sacks/Liners	23.99
2017-03-20	LloydsCC	Mandy's Tools	S&S	Rec & Leisure	Machinery - Post Hole Digger refund	-65.00
2017-03-20	LloydsCC	Southern Sheeting	Premises	Rec & Leisure	Buildings - Scaffold Bolts & Nuts	53.68
2017-03-20	LloydsCC	Amazon	Premises	Policy & Finance	The Place - bin	34.74
2017-03-14	BP	Hampshire C.C.	Employees	Policy & Finance	Pension February 2017	4,722.00
2017-03-22	DD	Inland Revenue	Employees	Policy & Finance	February 2017	4,895.35
2017-03-24	Telepay	Staff	Employees	Policy & Finance	March 2017	20,934.93
					TOTAL	60,874.73

AUTHORISATIONS

DATE

19th April 2017

19th April 2017

POLICY AND FINANCE COMMITTEE 19TH APRIL 2017

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 31ST MARCH 2017

Date	Voucher No	Details	Location	Description	Amount £
Mar					
2017-03-06	12/01	Waitrose	Gateway	Coffee mate & milk	4.27
2017-03-07	12/02	Mr Abernethy SR14	Allotments	Return of key deposit	10.00
2017-03-10	12/03	Waitrose	Gateway	Milk	1.00
2017-03-14	12/04	Lighthouse	The Place	Cheese plane	3.99
2017-03-14	12/05	Sainsburys	The Place	Cleaning products	4.10
2017-03-14	12/06	Makro	The Place	Mop & handle	23.36
2017-03-15	12/07	Waitrose	Gateway	Coffee	5.00
2017-03-15	12/08	Iceland	Gateway	Milk	0.90
2017-03-19	12/09	Tesco	Gateway	Coffee	4.00
2017-03-20	12/10	Harry Tuffins	The Place	Tupperware food boxes x 2	2.00
2017-03-20	12/11	Waitrose	Gateway	Milk & soap	2.78
2017-03-22	12/12	Waitrose	The Place	Window cleaner & Brasso	4.50
2017-03-27	12/13	Winchester Park & Ride	Employees	Training Course Parking	3.00
2017-03-28	12/14	Waitrose	Gateway	Teabags & milk	5.00
2017-03-30	12/15	Post Office	The Place	Special delivery to Tony Lewis	7.25
				TOTAL	81.15

AUTHORISATIONS

DATE

19th April 2017

19th April 2017

POLICY AND FINANCE COMMITTEE 19TH APRIL 2017**BANK BALANCES**

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2016</u>	<u>As At</u> <u>28/02/2017</u>	<u>As At</u> <u>31/03/2017</u>
	£	£	£
Imprest (Current) Account	99,100	46,992	31,916
Business Account	91,284	131,474	101,482
Investment Account	100,000	300,000	300,000
Greenways Rent Deposit	9,665	9,671	9,671
Petty Cash - Imprest	229	145	188
Petty Cash - Imprest	50	0	0
VIC Change Float	50	50	50
Information Desk Float	75	75	75
TOTAL BANK BALANCES	300,453	488,406	443,381

Note

1. The bank accounts were reconciled as at 31st March 2017.
2. With reference to the Greenways Rent Deposit Account a)Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
3. With reference to the Greenways Rent Deposit Account b)1st Floor, the initial balance of £2,637.50 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.
4. A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
5. A nominal account has been implemented to reflect the float held by the Information Desk.

POLICY AND FINANCE COMMITTEE 19TH APRIL 2017

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IM PREST ACCOUNT TO BUSINESS ACCOUNT

BUSINESS ACCOUNT TO IM PREST ACCOUNT

INVESTMENTS & RE-INVESTMENTS

AUTHORISATIONS

DATE

19th April 2017

19th April 2017

REPORT TO POLICY & FINANCE COMMITTEE – 19th APRIL 2017
BUDGETARY CONTROL - 2016/17 QUARTER 4 (to end of March)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the year to March 2017 and to present an updated outturn prediction for the year. Members should note that a number of 2016/2017 transactions remain to be processed and whilst all major outstanding transactions have been taken into account, the final position described here may change.

2. INCOME & EXPENDITURE APRIL 2016 TO MARCH 2017

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure to the end of March is £594,693, or 89.2% of revised planned expenditure for the year. Further expenditure of £41,000 is anticipated which will bring this total to 93.8% of the revised budget. The remaining expenditure is largely due to year end recharges from NFDC in respect of the pooled costs of the Gateway. Capital expenditure has very slightly exceeded the budget due to additional security measures at the Place. The additional expenditure amounts to £152, against a budget for the year of £29,940.
- 2.2 Income collected now stands at £201,667 or 94.1% of the revised budget. Again the difference is largely explained by year end recharges through which RTC recovers costs incurred on managing the Gateway Building. Note that, in addition to revenue income detailed above, the Town Council is in receipt of grant income and income from the sale of assets, of £34,700. The precept and transitional grant add a further £462,991. A more detailed analysis of income is included at Appendix 2.
- 2.3 The grants budget, originally established at £9,000 is now overspent. It was agreed earlier in the year that £250 be transferred to the Civic Expenses budget to underwrite a contribution towards the printing costs of the Royal British Legion in connection with the Remembrance Day Service. However, grant expenditure now stands at £9,100, an overspend of £350. This overspend can be met from an under spend on the Civic Expenses Budget.
- 2.4 There has been considerable pressure on the Youth Service budget during the year. The requirement to appoint an external provider to cover the service for four months has added £4,280 to bought in supplies and services which is otherwise overspent by £1,300. However expenditure in a number of budgets is somewhat lower than anticipated. Direct expenditure on staff is under spent by £2,780 and utilities expenditure is £1,500 less than planned. The total budget of £44,843 is overspent by £205. An analysis of spend against budget is included at appendix 3.
- 2.5 Staff costs are recharged across services. The revised budget, established before the resignation of the Town Clerk, stands at £384,426. The outturn figure is £370,215, an under spend of £14,211 most of which is accounted for by the departure of the Clerk in January. Further savings are expected in the current year whilst the position of Town Clerk remains vacant.
- 2.6 The likely outturn position for 2016/17 will be a net under spend of around £59,200 which will be transferred to the General reserve. This is an increase of £19,000 from the figure reported in March but it might reduce as year end transactions are processed. The movement on reserves during the year includes receipts from the sale of assets and grants of £14,700, planned transfers from revenue of £45,300 and planned transfers to revenue of £55,535. The net impact will be an increase in reserves of almost £63,700. The General reserve is

B

predicted to be £252,800 whilst earmarked reserves and provisions are predicted to be around £167,700 at year end. It should be noted that there remains an outstanding commitment in respect of building construction retention for the Gateway which may yet be processed in 2016/17. A summary of current provisions and reserves is included at Appendix 4.

3. FINANCIAL IMPLICATIONS

- 5.1 Spend for the year has been broadly lower than planned and there is likely to be a net underspend, compared with the original budget of some £45,600. In addition, grants, and sales of assets have generated £14,700.
- 5.2 As a result, general reserves are expected to increase by £51,500 whilst earmarked reserves and provisions, which are used to underwrite much of the Town Council's investment programme, are expected to increase by around £12,000.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report be noted.

For further information please contact:

Rory Fitzgerald, Finance Manager	or	Terry Simpson, Interim Town Clerk
Tel: 01425 484723		Tel: 01425 484720
rory.fitzgerald@ringwood.gov.uk		terry.simpson@ringwood.gov.uk

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

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£	£	Actual	Unspent Budget	Outturn
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	362,454	366,739	324,630	37,824	354,743
RECREATION, LEIS & O/S COM	254,308	281,840	253,164	1,145	253,164
PLANNING TOWN & ENVIRON	17,770	17,384	16,899	871	16,899
TOTAL REVENUE EXPENDITURE	634,533	665,963	594,693	39,840	624,805
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	21,915	23,370	23,522	-1,607	23,522
RECREATION, LEIS & O/S COM	6,570	6,570	6,570	0	6,570
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE	28,485	29,940	30,092	-1,607	30,092
TOTAL EXPENDITURE	663,018	695,903	624,785	0	654,897
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-108,294	-112,495	-94,556	-13,738	-113,772
RECREATION, LEIS & O/S COM	-75,093	-101,764	-106,111	31,018	-106,111
PLANNING TOWN & ENVIRON	0	0	-1,000	1,000	0
TOTAL REVENUE INCOME	-183,387	-214,259	-201,667	18,280	-219,883
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	-20,000	-20,000	-20,000	0	-20,000
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	-1,000	0	0	-1,000
TOTAL CAPITAL INCOME & FINANCE	-20,000	-21,000	-20,000	0	-21,000
TOTAL INCOME	-203,387	-235,259	-221,667	18,280	-240,883
COUNCIL'S NET COMMITTEE EXPEND	459,631	460,644	403,118	56,513	414,014
Add Transfers To Provisions	28,800	33,300	45,300	0	45,300
Deduct Transfers from Provisions	-26,861	-53,670	-55,535	0	-55,535
Transfer to/ from(-) General Reserve	1,422	22,718	70,109	0	59,213
Budget Required before new bids & grants	462,992	462,992	462,992	0	462,992
Transitional & Identifiable grant from NFDC	-9,995	-9,995	-9,995	0	-9,995
Net Precept 2016/17	452,997	452,997	452,997	0	452,997
Non recurring bids for 2016/17 included above					
POLICY & FINANCE COMMITTEE	2,500			0	0
RECREATION, LEIS & O/S COM	15,000	39,000	36,933	2,067	38,000
PLANNING TOWN & ENVIRON			0	0	0
Less transfer from provisions	-14,806	-38,806	-35,270	-3,536	-35,270

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance From O.B. £	
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	102,481	102,539	96,513	0	5,968	96,953
Maintenance	37,500	37,500	3,145	0	34,355	32,816
Employee Direct Costs	2,934	3,300	1,877	0	1,057	1,877
Employee Allocated Costs	100,818	97,635	99,178	0	1,639	99,178
Member Costs	10,144	10,000	8,569	0	1,575	8,570
Grants	9,000	8,750	9,100	0	-100	9,100
Other	69,420	76,858	76,091	0	-6,670	76,092
Debt Charges	30,157	30,157	30,157	0	0	30,157
Capital	21,915	23,370	23,522	0	-1,607	23,522
COMMITTEE EXPENDITURE	384,369	390,109	348,152	0	36,217	378,265
INCOME						
INCOME						
Revenue Income	-108,294	-112,495	-94,556	0	-13,738	-113,772
Capital Income/Finance	-20,000	-20,000	-20,000	0	0	-20,000
TOTAL COMMITTEE INCOME	-128,294	-132,495	-114,556	0	-13,738	-133,772
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	256,075	257,614	233,596	0	22,479	244,493
Add Transfers To Provisions	16,400	16,400	24,400	0	-8,000	24,400
Deduct Transfers From Provisions	-1,915	-4,515	-6,380	0	4,465	-6,380
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	270,560	269,499	251,616	0	18,944	262,513
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	377,325	384,426	370,215	0	7,110	370,215
HOLDING ACCOUNTS EXPEND.	377,325	384,426	370,215	0	7,110	370,215
HOLDING ACCOUNTS INCOME	-377,325	-384,426	-370,215	0	-7,110	-370,215
TOTAL NET EXPENDITURE	0	0	0	0	0	0

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE						
EXPENDITURE						
Establishment	11,911	11,700	9,726	0	2,185	9,727
Maintenance	21,283	19,200	8,710	0	12,573	8,710
Machinery	27,825	48,700	46,037	0	-18,212	46,037
Employee Direct Costs	1,600	2,500	2,571	0	-971	2,571
Employee Allocated Costs	125,327	124,822	123,235	0	2,092	123,235
Planters	500	500	205	0	295	205
Activities Expenses	9,070	9,050	4,543	0	4,527	4,543
Other	1,450	1,250	1,018	0	433	1,018
Capital Expenditure	6,570	6,570	6,570	0	0	6,570
CEMETERY						
Establishment	4,460	4,650	4,597	0	-137	4,597
Maintenance	3,417	7,150	6,698	0	-3,281	6,698
Employee Allocated Costs	33,137	36,890	32,584	0	552	32,584
ALLOTMENTS						
Establishment	1,100	1,000	630	0	470	630
Maintenance	1,000	1,000	546	0	454	546
Employee Allocated Costs	12,029	13,198	11,832	0	196	11,832
Other	200	230	230	0	-30	230
COMMITTEE EXPENDITURE	260,878	288,410	259,734	0	1,146	259,734
INCOME						
Recreation, Leisure & O/S	-36,729	-41,350	-40,332	0	3,603	-40,332
Cemetery	-34,064	-56,064	-61,341	0	27,277	-61,341
Allotments	-4,300	-4,350	-4,438	0	138	-4,438
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-75,093	-101,764	-106,111	0	31,018	-106,111
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,785	186,646	153,623	0	32,164	153,623
Add Transfers To Provisions	12,400	16,900	20,900	0	-8,500	20,900
Deduct Transfers From Provisions	-23,946	-48,155	-48,155	0	24,209	-48,155
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	174,239	155,391	126,368	0	47,873	126,368

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
PLANNING, TOWN & ENVIRONMENT COMMITTEE						
EXPENDITURE						
Establishment	3,000	2,300	2,369	0	631	2,369
Employee Allocated Costs	14,770	15,084	14,530	0	240	14,530
Capital Expenditure	0	0	0	0	0	0
COMMITTEE EXPENDITURE	17,770	17,384	16,899	0	871	16,899
INCOME						
Capital Income & Finance	0	-1,000	-1,000	0	1,000	-1,000
COMMITTEE INCOME	0	-1,000	-1,000	0	1,000	-1,000
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	17,770	16,384	15,899	0	1,871	15,899
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
TOTAL NET EXPENDITURE	16,770	15,384	14,899	0	1,871	14,899

	2016/17 Budget	2016/17 P12	Notes
Revenue:			
Policy & Finance Committee			
Rent (Greenways & Southampton Rd)	39,084	36,505	Tenant in default
Gateway Re-charges	67,710	48,493	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Christmas Events	0	708	
Civic Celebrations	0	2,534	Queen's Birthday Celebrations sponsorship (note grants received included with "other grants and donations", below)
VIC Sales	0	3,310	Includes event ticket sales
Interest on investments	1,500	1,318	
Other Income	0	1,687	Insurance £277; Market Stalls £1,410
Recreation & Leisure Committee			
Ringwood Schools	19,929	20,649	
Sponsored Flowerbeds	2,087	2,536	
Bowling	1,461	1,243	note - includes re-charged water charges which are picked up on TB229 (Grounds - Other)
Cricket	2,609	1,885	
Football	6,000	6,811	Includes additional (unplanned) receipt from Fordingbridge for use of pitches
Rugby	730	2,017	Includes additional (unplanned) receipt from Fordingbridge for use of pitches
Tennis (including Floodlighting)	469	176	collected by NFDC and remitted at year end
Castleman Trail	835	790	
Other use of recreation grounds	2,504	4,134	
Other Income	105	91	
Cemeteries	34,064	61,341	
Allotments	4,300	4,438	
Planning Town & Environment Committee			
Parish Lengthsman Grant (HCC)		1,000	
Total Revenue Income:	183,387	201,666	Excludes income coded directly against expenditure, such as refunds etc.
Precept	452,996	452,996	
Transitional Grant	9,995	9,995	
Disposal of Assets		2,100	Nissan Cabstar (£2,000) and Sweeper (£100)
Other Grants & Donations *	0	7,680	Taken to reserves to be drawn down as required (amount drawn down from grants unapplied in 2016/17 = £8,025)
Total Revenue Income plus precept:	646,378	674,437	
Capital			
s106	4,920	4,920	Skatepark Development
Grants	20,000	20,000	The Place
Loans			
Other			
Total Capital Income	24,920	24,920	
Total Income	671,298	699,357	

*** Other Grants & Donations received in year:**

i) Cllr Ford Grant - Queen's B'day celebrations	£50.00
ii) Cllr Rippon Swayne - Queen's B'day celebrations	£360.00
iii) NFDC small grant for summer youth scheme	£750.00
iv) SSE Grant for generators and sandbags	£4,000.00
v) Contribution from Youth Club re summer events	£1,500.00
vi) Ringwood Events Cttee re summer events	£20.00
vii) Cllr Rippon Swayne Cllr Grant for Xmas events	£1,000.00



	2016/17 Budget	2016/17 P12	Notes
Revenue:			
Policy & Finance Committee			
Rent (Greenways & Southampton Rd)	39,084	36,505	Tenant in default
Gateway Re-charges	67,710	48,493	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Christmas Events	0	708	
Civic Celebrations	0	2,534	Queen's Birthday Celebrations sponsorship (note grants received included with "other grants and donations", below)
VIC Sales	0	3,310	Includes event ticket sales
Interest on investments	1,500	1,318	
Other Income	0	1,687	Insurance £277; Market Stalls £1,410
Recreation & Leisure Committee			
Ringwood Schools	19,929	20,649	
Sponsored Flowerbeds	2,087	2,536	
Bowling	1,461	1,243	note - includes re-charged water charges which are picked up on TB229 (Grounds - Other)
Cricket	2,609	1,885	
Football	6,000	6,811	Includes additional (unplanned) receipt from Fordingbridge for use of pitches
Rugby	730	2,017	Includes additional (unplanned) receipt from Fordingbridge for use of pitches
Tennis (including Floodlighting)	469	176	collected by NFDC and remitted at year end
Castleman Trail	835	790	
Other use of recreation grounds	2,504	4,134	
Other Income	105	91	
Cemeteries	34,064	61,341	
Allotments	4,300	4,438	
Planning Town & Environment Committee			
Parish Lengthsman Grant (HCC)		1,000	
Total Revenue Income:	183,387	201,666	Excludes income coded directly against expenditure, such as refunds etc.
Precept	452,996	452,996	
Transitional Grant	9,995	9,995	
Disposal of Assets		2,100	Nissan Cabstar (£2,000) and Sweeper (£100)
Other Grants & Donations *	0	7,680	Taken to reserves to be drawn down as required (amount drawn down from grants unapplied in 2016/17 = £8,025)
Total Revenue Income plus precept:	646,378	674,437	
Capital			
s106	4,920	4,920	Skatepark Development
Grants	20,000	20,000	The Place
Loans			
Other			
Total Capital Income	24,920	24,920	
Total Income	671,298	699,357	

*** Other Grants & Donations received in year:**

i) Cllr Ford Grant - Queen's B'day celebrations	£50.00
ii) Cllr Rippon Swayne - Queen's B'day celebrations	£360.00
iii) NFDC small grant for summer youth scheme	£750.00
iv) SSE Grant for generators and sandbags	£4,000.00
v) Contribution from Youth Club re summer events	£1,500.00
vi) Ringwood Events Ctte re summer events	£20.00
vii) Cllr Rippon Swayne Cllr Grant for Xmas events	£1,000.00

The Place, Budget Estimates 2016/17

	Actual 2015/16	Budget 2016/17	Actual Mar-17	Proposed Budget 2017/18	Notes
Premises and general expenditure:					
P012 Vandalism Repairs & prevention	60.00	500.00	13.24	500.00	Estimated figure
P003 Reactive Maintenance		250.00	340.04	250.00	
P100 Electricity	2,038.22	3,000.00	1,656.28	2,000.00	March bill was £595.06. anticipate lower summer bills.
P150 Water Charges	226.58	500.00	332.54	400.00	Based on bills to end of March
P556 Business Rates	1,127.87	2,420.00	2,420.00	2,652.00	Annual bill received
S040 Hired & Contracted (general supplies)	2,043.60	2,760.00	8,342.38	4,000.00	Purchase and resale of food & drink is excluded from 2016/17 (exp includes Parent Link £4,284.00)
S041 Hired & Contracted - Grant Funded	0.00		0.00		
S059 Telephone Line & Broadband	58.55	200.00	210.24	200.00	Monthly line rental = £15.79
E505 Training	398.00	1,000.00	300.00	1,000.00	May be grant funded?
M410 Contribution to building reserves	9,621.00	5,000.00	5,000.00	5,000.00	Balance transferred to provisions in 15/16. Building cost circa £500,000. Note that £2,616.25 project costs were funded from general reserves in 2013/14 and £5,835.68 in 2014/15
	<u>15,573.82</u>	<u>15,630.00</u>	<u>18,614.72</u>	<u>16,002.00</u>	
Income:-					
R040 Pool Table Income	-163.60	0.00	0.00	0.00	Additional grants will allow additional expenditure
R008 Income - Drop in centre food sales	<u>-632.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Purchase and resale of food & drink is excluded from 2016/17
	<u>-796.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Net Revenue Expenditure	14,777.27	15,630.00	18,614.72	16,002.00	
Annual Budget	15,000.00	15,630.00	15,630.00	16,002.00	2.3% increase
Variance	222.73	0.00	-2,984.72		Balance will be returned to general reserves (to refund earlier subsidies)
Employee related:					
E695 Youth Officers Allocation	27,941.68	29,213.00	26,433.72	30,546.00	per budget estimates (note Parent Link exp included in S040, general supplies)
Total Annual Budget	28,637.00	44,843.00	45,048.44	46,548.00	
Total Budget remaining			-205.44		Variance against original budget

PROVISIONS AND RESERVES

Title & Code	Balance at 31/03/2016 £	Cash Receipts £	Transfer from Revenue £	Sub Total £	Transfer between reserves £	Transfer to revenue £	Balance at 31/03/2017 £
EAR-MARKED PROVISIONS & RESERVE							
I.T. & Equipment TM602	21,900.00		4,500.00	26,400.00			26,400.00
Repairs To Pavements (Root Darr) TM603	1,600.00			1,600.00			1,600.00
Gateway TM604	22,000.00		12,000.00	34,000.00			34,000.00
Maint in Closed Churchyard TM605	4,800.00			4,800.00			4,800.00
Mem Wall for ashes TM607	0.00			0.00			0.00
Election TM608	9,320.88		2,900.00	12,220.88			12,220.88
Mach Replace TM610	15,700.02	2,100.00	14,000.00	31,800.02		-25,700.00	6,100.02
Play Equipment TM611	24,880.00		6,900.00	31,780.00		-529.50	31,250.50
Memorials TM612	1,500.00			1,500.00			1,500.00
Christmas Lights TM613	397.00			397.00			397.00
Festival TM614	3,000.00			3,000.00			3,000.00
Grants TM616	2,750.00			2,750.00			2,750.00
Capital Fund TM617	3,744.00			3,744.00			3,744.00
Poulner Lakes TM619	500.00			500.00			500.00
Built Envir-Furn TM621	1,375.00			1,375.00			1,375.00
Armed Forces Day TM624	704.00			704.00			704.00
The Place - future development TM625	9,421.00		5,000.00	14,421.00	500.00	-3,370.00	11,551.00
Skatepark development provision TM626	1,120.50	4,920.00		6,040.50		-6,040.50	0.00
Sub Totals	124,712.40	7,020.00	45,300.00	177,032.40	500.00	-35,640.00	141,892.40
Dev Contribs TM680	12,116.13			12,116.13		-3,340.00	8,776.13
Cem Maint TM681	2,360.00			2,360.00		-230.00	2,130.00
Dev Cons(cap) TM682	0.00			0.00			0.00
Capital Receipts TM684	13,125.00			13,125.00			13,125.00
Grants Unapplied TM685	3,200.00	7,680.00		10,880.00	-1,100.00	-8,025.00	1,755.00
Loans Unapplied TM686	0.00			0.00			0.00
Total Earmarked Provisions & Reserve	155,513.53	14,700.00	45,300.00	215,513.53	-600.00	-47,235.00	167,678.53
--Gen Reserve B010 TM699	201,330.32		59,213.00	260,543.32	600.00	-8,300.00	252,843.32
Total Provisions and Reserves	356,843.85	14,700.00	104,513.00	476,056.85	0.00	-55,535.00	420,521.85
Decrease (-) or Increase in Reserves & Provisions during 2016/17:-							63,678.00

Grants Unapplied (TM685) Balance of £3,200 made up as follows:

i) Cllr Grant - Grafitti wall	£1,000	rec'd Dec 2012
ii) Cllr Grant - Interpretation Board	£ 500	rec'd Feb 2010
iii) Cllr Grant - Drop In	£ 500	rec'd Mar 2012
iv) Cllr Grant - Flag Pole	£ 600	rec'd Mar 2016
v) NFDC Summer Scheme	£ 600	rec'd Jul 2014

Transfers to other reserves:

i) Cllr Grant for Drop in - to TM 625 The Place future development	£500
ii) NFDC summer scheme 2014 - trfr to General reserve - applied in 2014	£600
Total transfers from TM 685	£1,100

Receipts in year:

i) Cllr Ford Grant - Queen's B'day	£50.00
ii) Cllr Rippon Swayne - Queen's B'day	£360.00
iii) NFDC grant for summer youth scheme	£750.00
iv) SSE Grant for generators and sandbags	£4,000.00
v) Youth Club Contribution re summer events	£1,500.00
vi) Ringwood Events Ctte re summer events	£20.00
vii) Cllr Rippon Swayne Grant for Xmas events	£1,000.00

Grants Unapplied (TM685) Balance of £1,755 made up as follows:

i) Graffiti Wall	£1,000	rec'd Dec 2012
ii) Interpretation Board	£ 500	rec'd Feb 2010
iii) SSE Grant for flood defence	£ 255	rec'd July 2016

Payments in year:

i) Contribution towards flagpole	£600.00
ii) Youth Club Summer Activities	£1520.00
iii) NFDC Contribution summer entertainment	£750.00
iv) Sandbags, water pumps and generators	£3,745.00
v) Queen's B'day celebrations	£410.00
v) Christmas Events	£1,000.00

REPORT TO POLICY & FINANCE COMMITTEE – 19th APRIL 2017

LONG TERM FINANCIAL PLANNING

1. Background

- 1.1 The Town Council currently produces an annual financial plan or budget with a planning horizon of around 18 months. This means that budget developments, growth and new investments tend to reflect the latest or current initiatives with little consideration given to support for longer term strategic development initiatives within the Town.
- 1.2 The annual budget also tends to be reactive rather than pro-active with little consideration given to investment demands which are likely to arise in the medium to long term such as planned maintenance of the Council's building stock.
- 1.3 The Town Council maintains a schedule of ear-marked reserves but has not reviewed these for some time and there is little coordination between the annual contributions to reserves and future budget planning. The reserves are largely held as a safety net against unplanned expenditure.
- 1.4 This paper sets out a proposal for a medium to long term financial planning model and a suggested approach to how such a model might be managed.

2. Planning & Forecasting

- 2.1 The annual revenue budget covers day to day administration costs and regular recurring items of expenditure. The budget is prepared in the autumn, finalised around the New Year and is the basis on which the annual precept is set. Revenue costs are generally met in full through the precept and fees and charges although occasionally and exceptionally some subsidy may be required from reserves. The revenue budget, compiled in isolation, does little to lay the foundations for structured investment in long term projects.
- 2.2 The capital budget covers investment which delivers a benefit for more than one year. Capital expenditure is typically funded from sources other than the precept, fees and charges (i.e. revenue) although occasionally capital expenditure may be funded from revenue. In most cases one off capital investment will have continuing revenue implications.
- 2.3 The Town Council currently plans capital expenditure on an ad hoc basis and the lack of a long term investment plan means that capital investment decisions are made without testing investment against a range of options. This approach favours short term expedience over long term planned development.
- 2.4 The Town Plan, published in 2008, gives some indication of the range of investments that the Town Council should be focussing on. The stated aim of the Town Plan is to retain the essential market town character whilst allowing some managed growth and putting the appropriate infrastructure in place. The long term plan should identify projects and initiatives that will fulfil the aims and objectives of the Town Plan.
- 2.5 A long term financial plan will therefore set out the aspirations and longer term obligations of the Town Council. Such a plan will help with assembling funding to deliver the programme and provide some context against which individual and competing investment decisions can be tested. The plan will also inform the annual revenue budget process by setting out both the revenue implications of proposed investment and the required level of provision that ought to be made to facilitate future investment.

- 2.6 A long term plan will also allow more ambitious projects the time to develop into a workable concept whilst affording the opportunity to assemble the necessary resources.

3. SOURCES OF FUNDING

- 3.1 Capital investment is funded from a number of sources in addition to revenue. The main funding sources include:
- ζ Grants and donations
 - ζ Planning receipts (S106 and CIL)
 - ζ Borrowing
 - ζ Earmarked Reserves and Provisions
 - ζ Sale of Assets (Capital Receipts)
 - ζ Revenue
- 3.2 Some of these funding sources are predicated on having identified requirements and a feasible investment plan in place. Planning receipts, in particular, are influenced by the identified infrastructure pressures resulting from development. For the Town Council these would include investment in sport and recreation facilities and play parks for example. Proposals for new housing development in the area, including beyond the boundaries of the Town Council, will potentially boost the availability of such funding.
- 3.3 Borrowing is an option with obvious direct revenue implications. Such an approach to funding might be appropriate where investment delivers continuing revenue savings or income which can offset the subsequent loan charges.
- 3.4 The rate of contribution to earmarked reserves and provisions is currently based on historic precedent and whilst that approach works well for regular investment in vehicles and equipment for example, the absence of any longer term plan makes it difficult to justify the maintenance or growth of other reserves. The Town Council currently makes provision for annual contributions to earmarked reserves of £33,300. This is broken down as follows:
- ζ £8,500 The Gateway including IT
 - ζ £2,900 Elections
 - ζ £5,000 The Place
 - ζ £10,000 Vehicles, Plant and Machinery
 - ζ £6,900 Play Equipment
- These contributions may be supplemented from time to time through underspends and disposal of assets.
- 3.5 Revenue investment in the capital programme may be appropriate in some circumstances, however, such expenditure, by its nature, is non-recurring and would be treated as an exceptional item in the revenue budget.

4. Developing & Maintaining the Plan

- 4.1 It is proposed that a long term financial plan, along these lines, be developed as part of the budget setting and revision process. The plan will then be reviewed at least quarterly with any new investment proposals being judged on their merits against existing identified proposals.
- 4.2 An illustration of a long term investment plan is included at Appendix 1. Note that the examples contained are for illustration only and all require further work to

determine costs and timescales. Members will wish to review the Town Plan to identify and bring forward other investment proposals.

- 4.3 The plan will include future aspirations which may have little or no immediate prospect of delivery but which, nevertheless, should be used to gauge the relative merit of new proposals.
- 4.4 At the same time, the schedule of earmarked reserves and provisions will be reviewed to align with the plan and annual contributions to reserves will be adjusted accordingly.

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 The proposals for the preparation of a long term financial plan be approved.
- 4.2 Members consult the Town Plan and consider which investment proposals to bring forward into the long term financial plan.

For further information please contact:

Rory Fitzgerald, Finance Manager	or	Terry Simpson, Acting Town Clerk
Tel: 01425 484723		Tel: 01425 484720
rorry.fitzgerald@ringwood.gov.uk		Terry.Simpson@ringwood.gov.uk

Long Term Investment Plan Summary (example illustration):

Proposed Scheme	Link to Town Plan	Year 1 2018/ 19	Year 2 2019/ 20	Year 3 2020/ 21	Year 4 2021/ 22	Year 5 2022/ 23	Year 6 + 2023 on	Notes
Children's Play Equipment	Community & Social	50,000	50,000					To be funded from Grant and earmarked reserves
Long Lane Sports Facilities	Community & Social		100,000	250,000	50,000			Development plan under consideration
Land adjoining Poulner Pits	Environment		20,000					
Environmental Improvements, Southampton Road	Economy						100,000	
Improved link between High Street and Market Place	Economy						200,000	
Extension to Cycle Network	Environment						250,000	To be funded from CIL & s106
Provision of Cinema/ Theatre	Community & Social						?	To be provided by 3 rd party – RTC role to facilitate
Improved access to the River/ Riverside Walk	Environment				200,000			Will require landowner consent/purchase of land.
Increased provision of informal open space	Environment						500,000	To be funded from CIL & s106
Controlled Pedestrian Crossing, Christchurch Road	Transport & Accessibility					100,000		
Total Investment Plan		50,000	170,000	250,000	250,000	100,000	1,050,000	

Funding:

Developer's Contributions, s106, Community Infrastructure Levy			120,000	250,000	50,000	75,000	750,000	
Grants & Donations		20,000	40,000				200,000	
Borrowing					200,000			
Earmarked Reserves & Provisions		30,000	10,000			25,000	100,000	
Total Funding		50,000	170,000	250,000	250,000	100,000	1,050,000	



INITIAL REVIEW OF PROJECTS**1. INTRODUCTION**

In the past during preparation of budgets the Town Council had adopted a practice of formulating a five year plan showing capital projects and other schemes and works that Committees had identified to meet the public's expectations on maintenance and development of services. Elsewhere on the Agenda for this meeting members are being asked to consider the Finance Manager's report on adoption of a more formal long term financial plan for the Council. It is therefore appropriate at this time to also identify the types of projects and other works that will need to be taken into account as any adopted financial plan is implemented.

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.

2. CAPITAL PROJECTS**Children's Play Equipment**

Provision has generally been made in budgets to allow replacement of this equipment on a rolling basis. The equipment at Toads Corner and Ash Grove has been updated but apart from replacement of the Slide at Carvers the equipment at that site is quite old and at least two pieces will need replacing preferably within the next two years.

Long Lane Sports Facilities

The Council has recently purchased eight acres of land to develop for additional sports purposes. Currently the land holding in that area is used for football, a small indoor shooting range and allotments. A Working Party has been established to bring forward proposals for a comprehensive development plan for the land.

Carvers Recreation Ground

The Council had previously wished to develop Carvers as a Town Park rather than one with a dual use attempting to incorporate sports facilities. To achieve that aim it had been hoped that it would be possible to relocate the Cricket and Bowls Clubs to new facilities as part of the Linden Homes development at Crow Lane. Unfortunately the District Council advised that national planning policy determined that the open space requirement would have to be met by the provision of informal open space to alleviate pressures on the National Park. This ruled out the possibility of relocating sports from Carvers.

In addition the Council owns three hard tennis courts at Carvers which are hired out on casual bookings through the Recreation Centre. By an agreement entered into many years ago the school has use of the courts for tennis and informal play during normal school hours.

If the Council's previous aims are to be achieved consideration will need to be given to the long term future of cricket and bowls and the future use of the tennis courts.

Riverside Walk

The Council has acquired land adjoining The Millstream and had been in discussions with the Social Club and the Scouts to facilitate a land purchase and exchange as the first steps of a

D

long term plan for the provision of a footpath alongside the Millstream to link the Danny Cracknel Pocket Park with West Street. Completion of the proposal would only be possible when the bus depot site is redeveloped. However in order to safeguard the Council's aim negotiations had been undertaken with the Social Club to purchase land between the Town Drain and the Millstream. Part of that land would have been exchanged with the land immediately adjoining the Millstream and owned by the Scouts. Provisional terms had been discussed with both parties but not completed as a result of proposals for redevelopment of the Social Club site. The Social Club has now been sold and the Developer has indicated that he is unwilling to proceed with the sale as originally proposed by the Town Council. The footpath link could still be achieved by acquisition of land on the south side of The Millstream with access from Pocket Park across the existing footbridge. A second footbridge would be required nearer the bus depot site.

This is clearly a long term project if the Council does wish to provide an extension of access alongside The Millstream.

Extension of Footpath adjoining The Bickerley

This proposal provided for a much needed extension of the footpath from the access to the Mill House flats along to the footpath past the Danny Cracknell Pocket Park. County Council funding was in place to allow the scheme to proceed. Because the Bickerley is designated as Village Green a Compulsory Purchase Order was required to enable part of the Village Green to be de registered. Unfortunately despite considerable local support there was one objection to the Order which would have led to a Public Inquiry the costs of which would have had to be underwritten by the Town Council. Until such time as the previous objector indicates that he would not object again to the proposal this scheme will need to be left in abeyance.

Land Adjoining Poulner Pits

The Council owns the former gravel pits off Poulner Road. Access is gained along the road originally constructed whilst gravel was being extracted from the site. Over time the road surface has deteriorated and is maintained as a countryside access with gravel used to repair depressions in the surface. The road is also used by the Angling Association for access to its fisheries. The District Council prepared a draft scheme for upgrading the access roadway some years ago at which time the estimated cost was in the order of £20,000. The scheme provided for the separation of pedestrians and vehicles as this is a well-used area by walkers.

Christmas Lighting

Since the Council took over responsibility for Christmas lighting it has gradually increased the investment to provide better displays in the town. The investment has mainly been within the Town Centre. There has been a proposal that consideration should be given to extending the cross street displays along Christchurch Road possibly in conjunction with owners of non-residential properties in that area.

Columbarium

As part of an initiative to extend the life of the cemetery and achieve an annual income stream to offset maintenance costs of operating the cemetery the Council had previously agreed to investigate the provision of a columbarium for the resting of ashes prior to their scattering in the Garden of Rest. A full financial appraisal has yet to be carried out but if the project is carried through with a carefully designed columbarium in a garden setting it will meet the Council's original objectives.

Ringwood Churchyard and Market Place

Officers have previously discussed both of these schemes separately. They have now been combined for consideration by a re constituted Working Party and proposals will be brought forward during the course of the year.

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 in order to keep it working. 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. Provision was made in the budget for these works to be carried out but they were not undertaken. It is now 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.

Neighbourhood Plan

The Government is encouraging Town and Parish Councils to prepare and adopt Neighbourhood Plans. A previous Government had encouraged Towns and Parishes to prepare Town and Parish Plans under The Market Towns Healthcheck initiative with the expectation that Principal Councils would take those Plans into consideration in formulating its Local Plans. Unfortunately as there was no legal obligation on Principal Councils to take Town Plans into consideration they remained as statements of Town and Parish Councils aspirations. Neighbourhood Plans do have legal status.

Although estimates of the cost of preparing Neighbourhood Plans vary considerably it is thought likely that for Ringwood, the net cost after any grants would be in the order of £50,000. The Chairman of Planning, Town and Environment Committee has indicated he is of the view that preparation and adoption of a Neighbourhood Plan would put the Town Council and residents in greater control of the future shape of the Town and should be seriously reconsidered. ~~This view is shared by his Committee.~~

Street Lighting in Kings Arms Lane

There have been complaints from residents about the lack of street lighting in this road. If the County Council cannot be persuaded to provide lighting the Town Council will need to consider making provision for these lights in its budget.

Lighting at Carvers Recreation Ground

As members are aware the lighting from Southampton Road to serve Carvers as far as the Cricket pavilion was not installed. Proposals for this to be undertaken this year are in preparation so that the footpath past the skate park, The Place and to the Cricket pavilion will be lit after dark.

D

3. OTHER PROJECTS

In addition to the capital projects outlined above, there are numerous other approved projects currently in progress, or to be carried out during the current financial year. These include investigations into use and development of land at rear of Greenways, Butlers Lane footpath link, cycle stands in town centre, review of Transport Assessment relating to the local Plan, consultations on the A31 improvement scheme, review of Developers Contributions, inscriptions and repairs to War Memorial and the implementation of the agreed training programme and review of policies and procedures.

4. RESOURCE AND FINANCIAL IMPLICATIONS

The projects and schemes 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.

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 on the establishment.

In the last cycle of meetings four working parties were established. These have to be serviced. Where projects have been promoted by external organisations it can be beneficial for the Council to appoint councillors to represent the Council at meetings of those bodies and to report back with proposals. The arrangements for the Council's involvement in the Anniversary of the End of World War 1 is an example of this approach. This also gives councillors more involvement with local organisations which will be of benefit to the Council.

5. CONCLUSIONS

The Council has previously identified a number of projects which will bring benefits to the Town and its residents. Clearly there are insufficient funds, even if grants can be obtained, to carry out all of the projects in a short time period. Each of the projects will need to be re-evaluated by individual Committees to determine firstly whether they should remain as live projects and secondly the timing of any works taking account of the likely financial position of the Council. It is not necessary to limit the time for completion of projects to five years and a much longer timeframe is likely to be more appropriate in some cases.

6. RECOMMENDATIONS

It is **recommended** that the contents of the report be noted and each Committee be requested to consider the projects under their control, together with any others not included in this report, with a view to including approved projects with proposed timescales and costs as part of their proposals during preparation of their budgets.

For further information, contact:

Terry Simpson
Town Clerk
Tel: 01425 484720
terry.simpson@ringwood.gov.uk

MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE

Held on Wednesday 5th April 2017 at 7.00pm

OS/5663

LIGHTING AT THE PLACE

The Town Clerk reported that there had been no change to the number or specification of the required lights at The Place, in order to provide adequate safe lighting (as recommended by the Policy and Finance Committee and further discussed at the Trustees meeting on 29th March 2017 (*OS/5657 and F/5418 refers*)).

He had spoken with the District Council and funding may be available from Section 106 developers' contributions. As the proposal would provide lights around the footpath, the skate park and across the open space to the cricket pavilion, it was thought that the criteria would be met. The fees involved in taking the scheme forward would be £960 for the electrical engineer's design and installation and the architect's fee of £500 (plus VAT and disbursements).

RECOMMENDATION TO POLICY AND FINANCE COMMITTEE: That the scheme to provide lighting at The Place be supported and professional advisors be instructed.

POLICY AND FINANCE COMMITTEE – 19th April 2017

TOWN FLAG

- 1 The Town Council does not currently have its own flag and the flag pole has only been erected when the Union flag is flown on official occasions or at half-mast in recognition of a very sad occasion or public disaster
- 2 It has been suggested that as the Town Council with its partners New Forest District Council and Hampshire County Council are located in the Town Centre the flag pole could be left in place permanently with a Town Council flag being flown except when the Union flag should be used.
- 3 The Council's crest is well known and a flag could simply replicate that image. Alternatively a flag could be designed to reflect the Council's location at the southern end of Hampshire and within the New Forest. If this latter option is felt appropriate members may consider that the design could be subject to a competition of school children of all ages within the Town.
- 4 As the flagpole has been in use for some time it may not be necessary to obtain planning consent, which is a normal requirement for new flag poles. Discussions are ongoing with the District Council on this point and any update on the position will be reported at Committee.
- 5 There is no specific budget provision for the purchase of a flag. Quotations are being obtained for a new flag for The Place which will give an indication of the cost of a new flag for The Gateway.
- 6 It is **recommended** that consideration be given to commissioning a Town Council flag incorporating simply the Council's crest or holding a competition for design of a new flag.

For further information please contact

Terry Simpson
Town Clerk
01425 473883
E-mail: terry.simpson@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 20th JULY 2016**MEMBERS ALLOWANCES****1. BACKGROUND**

- 1.1 New Forest District Council have increased their basic members allowances by 1% from the 1st of April 2017 as part of a two year agreement. This has an impact on the recommended basic allowance paid to members of Town and Parish Councils within the District.

2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS

- 2.1 For 2016/17 Ringwood Town Council paid a basic members allowance of £712.90 per annum. Currently seven members are in receipt of the allowance.
- 2.2 The District allowance is now £6,150 per annum and the recommended allowance for this Council is 12.5% of the District Council allowance, or £768.75. This would represent an increase of 7.83%.
- 2.3 The Town Council does not have to accept the increase, and need not adhere strictly to it, but 'must have regard to' the recommendations of the Independent Remuneration Panel when setting any allowances it has chosen to pay.
- 2.4 If the full increase is applied, spend will increase by £391 per annum which could be managed within the existing budget.
- 2.5 However, currently only 7 of 14 Councillors claim the allowance (Co-opted members are not eligible to claim the allowance). Should all Councillors claim, expenditure would increase by £5,770 and the budget would need to be increased by £4,260.
- 2.6 An increase of 1%, in line with the increase awarded to staff, would increase total costs by £50 per year and bring the basic allowance up to £720.03 per annum, well within the current budget provision.

3. Recommendations

- 3.1 It is recommended that the members allowance be increased by 1% per annum in line with the pay award granted to officers.

For further information please contact:

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

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

terry.simpson@ringwood.gov.uk

EXTRACT FROM MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE

Held on Wednesday 5th April 2017 at 7.00pm

OS/5661

THE PLACE

Cllr Heron declared a non-pecuniary interest, as a Trustee of The Place.

The Youth Co-Ordinator presented her monthly report and invited questions from Members. Regarding the crack in the floor, the Town Clerk confirmed that he would contact the builders to rectify it.

In respect of the provision of a café at The Place, the Town Clerk reported that there was the opportunity to open for the Easter break, by the Council employing someone on a temporary basis. He had had some preliminary discussions and indicated that the café could operate from 10:30 till 3pm, Monday to Friday for users of the play park and skate park, in line with the overall philosophy. He invited Members to agree the appointment subject to funding, which he estimated would be between £350 and £400 per week. In time, a clear analysis would be made on the costings, income, usage, etc. and reported back to Policy and Finance Committee, so that decisions could be made on how to take the café forward.

Cllr Heron reminded Members that Council proposed that the café open over Easter and was prepared to underwrite the cost, which would be offset against sales made. He indicated that he was more comfortable with a council employee operating the café, in a way in which the Council intends.

The Youth Co-Ordinator commented that the café could work well if the closing time was around 3pm, as the youth work commences later. The young people had indicated that even in the school holidays, it was better to retain the usual timings for youth work sessions. She informed Members that she had requested further information on a national initiative, which offers start-up funding for the provision of free hot meals for referred young people in the school holidays.

In respect of the lighting on the front of the building, which had been suffering vandalism, the Town Clerk reported that he had requested alternatives be considered and was advised that the most appropriate solution would be for 6 skydisc LED soft lights to be installed under the soffits. These would be more robust and provide sufficient lighting. The cost to remove the current lights and install the new lights was £582 and he confirmed that there was provision in the general maintenance budget to fund the works.

RESOLVED: 1) That the Youth Co-Ordinator's monthly report and notes from her meeting with the Headteacher of Ringwood School be received (Annex A (i))
2) That the Town Clerk be authorised to open a café at The Place for 2 weeks over Easter, initially, within a budget of no more than £500 per week
3) That the notes of the Trustees meeting held on 29th March 2017 be received (Annex A (ii))
4) That the outside lighting on the front of The Place be replaced and funding of £582 be made available from the general maintenance budget

RECOMMENDATION TO POLICY AND FINANCE COMMITTEE: That funding for the opening of the café be underwritten for the 2 week trial over Easter, for up to £500 per week

Tracy Sims introduced herself to Members, outlining her experience and suggested menu for the café. She would provide costings and consider appropriate profit margins, considering that the Council and school wished to encourage healthy eating and that some items would need to appeal to those with little money to spend. She also agreed to publicise the café's opening hours, via social media. Oscar Poules, Student Advisor, agreed to help publicise the café via the Head teachers' P.A.