

OPEN SESSION: There were 3 members of the public present for the Grant Aid application.

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on 15th February 2017 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Christine Ford (until 9.02pm)
Cllr Tim Ward
Cllr Angela Wiseman

IN ATTENDANCE: Terry Simpson, Town Clerk
Nicola Vodden, Meetings Administrator
George Creasey, Student Advisor
Katie Grubb, Student Advisor
Cllr Gloria O'Reilly
Cllr Michael Thierry

F/5396

APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Treleaven, Cllr Murphy and Oscar Poules, Student Advisor.

F/5397

DECLARATIONS OF INTEREST

Cllr Heron declared a non-pecuniary interest in payment 3001445 as the recipient is his son.

F/5398

MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 18th January 2017, having been circulated, be approved and signed by the Chairman as a correct record.

F/5399

GRANT AID

Members considered the application for Grant Aid from Churches Together (*Annex A*).

Adam Skirton presented the application for £3,000 to assist in the funding of 'Ringwood Family Fun Days', which is a community event organised by Churches Together in Ringwood and District, and run by volunteers. The principle, on the day, is that everything is free, with hotdogs, cream teas, ice-cream being provided. He showed a short film of the 2015 event.

Cllr Ford noted that previously, when the event was held on the Bickerley, car parking was available at Blinkbonnie, however this would not be as easy at Carvers, with limited spaces. The Town Clerk suggested that the public parking bays near the park could possibly be reserved for disabled badge holders and would make enquiries of New Forest District Council.

The Town Clerk confirmed that there would be at least one further Grant Aid application to consider this financial year, with £3,150 remaining in the budget. *At this point Cllr Rippon-Swaine declared a non-pecuniary interest as he is on the board at Forest Forge Theatre Company.*

Members were all in agreement that the event be supported by the Council and decided that £2,000 be awarded to Churches Together.

RESOLVED: That, under Section 137 of the Local Government Act 1972, a grant of £2,000 be awarded to Churches Together to support the cost of 'Ringwood's Family Fun Day '17

ACTION A Greenfield

**F/5400
MONTHLY FINANCIAL REPORTS**

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

Cllr Heron declared a non-pecuniary interest in payment 3001445 as the payee is his son.

In the absence of the Responsible Finance Officer, it was requested that further information be provided in respect of report (a) :-

- clarification be obtained as to who is responsible for paying items 3001430 & 3001469 relating to 71, Christchurch Road, according to the lease, and whether these have been re-charged to the tenants.
- that the electricity charged for The Place be checked to see if it relates to a back payment or if that is the expected monthly charge.
- that more information be provided in respect of cleaning at The Place and whether the payments made are weekly/monthly

Cllr Day commented that it would be helpful to have a report in respect of income included in the financial reports . He questioned report (d), inter account transfer authorisations and how it accords with the authority signed at January's meeting and the bank balances(c). The Chairman explained that money is invested on receipt of the precept payment, some long term and some shorter term. The funds are returned automatically at the end of the term and some will come back into the Imprest account, in order to make payments. He expected that as the authority signed is 'up to' an amount, that the transfer did not take place last month, but would circulate a written explanation from the Responsible Financial Officer.

In respect of report (e), the Town Clerk reported that an underspend had been achieved for the financial year which was good for the balances. He confirmed that the retention payment on the Gateway building was due and would have to be paid in this financial year.

Cllr Heron declared a non-pecuniary interest as he is the Portfolio Holder for Finance at NFDC.

Members agreed that the proposed additional transfers to earmarked reserves, be approved.

RESOLVED:

- 1) That further information be circulated in respect of the items detailed above
- 2) That the list of cheque payments on the Imprest account for January be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the list of Petty Cash payments for January be authorised. Cllrs Heron

- and Rippon-Swaine signed the report.
- 4) That the Statement of Town Council Balances be received and noted.
 - 5) That the Inter Account Transfer be authorised. Cllrs Heron and Rippon-Swaine signed the report.
 - 6) That the Finance Manager's Budget Monitoring Report Period 10 be received and noted.
 - 7) That the proposed additional transfers to earmarked reserves, noted in 2.4 & 2.5 of the report be approved.

ACTION R Fitzgerald

F/5401

INTERNAL AUDIT FOR FINANCIAL YEAR ENDING 31 MARCH 2017.

Cllr Heron declared a non-pecuniary interest in this item as he is the Portfolio Holder for Finance at NFDC.

The Town Clerk highlighted that New Forest District Council Audit Services had been used as the Council's internal auditor in previous years, providing a good service and he recommended that they be re-appointed for this financial year. Members agreed with his recommendation.

RESOLVED: That New Forest District Council be appointed as internal auditors for the financial year ending 31st March 2017

ACTION T Simpson

F/5402

COMMITTEE VACANCIES

The Town Clerk reported that following the resignation of Cllr Thierry as Town Mayor and Cllr Steele as Town Councillor there were two vacancies on the Planning, Town and Environment Committee and one on the Policy and Finance Committee. He indicated that Cllr O'Reilly had expressed an interest in being appointed to the Policy and Finance Committee.

Cllr Thierry suggested that a decision be deferred until the councillor vacancy was filled and Cllr Day indicated that he wished to remain a committee member for Planning, Town and Environment Committee and Policy and Finance Committee, as a full member, rather than as an ex-officio.

Following discussions, Members agreed to recommend to Full Council that Cllr O'Reilly be appointed to the Policy and Finance Committee.

In respect of the Planning, Town and Environment Committee vacancies, it was suggested that previously every Member was appointed, to ensure it was quorate at meetings. The Town Clerk would investigate and report back as to whether this should still be the case.

RECOMMENDED TO FULL COUNCIL:

- 1) That Cllr O'Reilly be appointed to the Policy and Finance Committee
- 2) That the Town Clerk report on whether all Members had been appointed to the Planning, Town and Environment Committee

F/5403**STUDENT ADVISOR WORKING PARTY**

Members received the Town Clerk's interim report on the Student Advisor Scheme (*Annex C*) and reported that he had met with the new Headteacher at Ringwood School. She had indicated that school and students were very supportive of the scheme and didn't believe that significant changes were required. He indicated that no matter the age of the student that they could give Councillors the benefit of how they feel about issues at their age.

Cllr Wiseman wished to see a working party, indicating that Student Advisors could get more out of their appointment if there was a working party, with some more guidance to provide them with an understanding of what can and can't be done, but also somewhere that they can raise issues.

Katie Grubb, Student Advisor commented on the students regard of the scheme and how important it is to them. However she supported the creation of a working party to bring all of the component parts together and to encourage people on the scheme to feel that they can offer opinions on any matters.

Cllr Ford recounted the intentions of the scheme when it was first introduced and that it was important for Student Advisors to understand the restrictions and legal constraints that the Council was working within. She also expressed how much she valued the students opinions.

The Town Clerk indicated that an introduction would be beneficial to explain to students the code of conduct and respecting confidentiality and that perhaps a working party was the best way forward, with the purpose of reviewing the Student Advisor Scheme and to look for and propose amendments.

Members agreed that a working party be created that would constitute the Student Advisors, a member of staff from Ringwood School, two Councillors and the Town Clerk. Members to be considered for appointment at Full Council.

RECOMMENDATION TO FULL COUNCIL:

- 1) That a Student Advisor Working Party be created, reporting to this Committee
- 2) That the Working Party comprises of the Student Advisors, a member of staff from Ringwood School, two Councillors and the Town Clerk
- 3) That Council appoint the two Councillor representatives

F/5404**YOUTH SERVICES AT THE PLACE**

The Town Clerk reported that with the consent of some Members, the extension to the Parentlink contract, to provide Youth Services at The Place was extended until Saturday 25th February and he requested the Committee now approve that decision retrospectively.

RESOLVED: That the extension of the contract to Parentlink to provide Youth Services at The Place until Saturday 25th February 2017 be approved, retrospectively.

ACTION T Simpson

**F/5405
VIC OPENING DATES 2017**

Members were provided with the list of proposed 2017 opening dates for the Visitor Information Centre (*Annex D*) and this was agreed without amendment.

RESOLVED: That the 2017 opening dates for the Visitor Information Centre, be approved.

ACTION C Smith

**F/5406
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 E*)

ACTION

**F/5407
THE PLACE**

Members considered additional correspondence received in respect of the claim for services at The Place (*Confidential Annex F*). Following detailed discussion of the issues, Members agreed that the decision previously made should be re-affirmed.

RECOMMENDATION TO FULL COUNCIL: That the decision previously made in respect of the claim for services at The Place be re-affirmed.

ACTION T Simpson

**F/5408
RINGWOOD GATEWAY**

Members considered the report in respect of the heating and cooling system at The Gateway Building (*Confidential Annex G*). Following discussions, it was agreed that this matter be considered at Full Council, when further information may be available.

RESOLVED: That the matter be deferred to Full Council on 22nd February 2017

ACTION T Simpson

**F/5409
TOWN CLERK**

Members considered the report in respect of recruitment of Town Clerk (*Confidential Annex H*). Following discussions, the recommendations within the report were agreed.

RECOMMENDATION TO FULL COUNCIL:

- 1) That the recommendations within the report be approved,

- 2) That a report be prepared for Full Council to enable a decision to be made on the appropriate date for advertising the vacancy

ACTION T Simpson

There being no further business, the Chairman closed the meeting at 9.25pm.

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

RECEIVED
22nd February 2017

APPROVED
15th March 2017

TOWN MAYOR

COMMITTEE CHAIRMAN



**Ringwood
Town Council
Grant Aid**

Ringwood Town Council **A**

30 JAN 2017

**Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk**

APPLICATION FOR GRANT AID: CTIRD

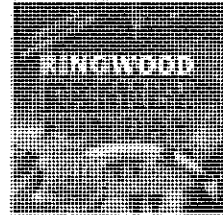
Churches Together in Ringwood

27 January 2017

[Redacted]

Tel: [Redacted]

E-mail: [Redacted]



Dear RTC

Enclosed is our Grant Application for the Churches Together in Ringwood and District 'Ringwood Family Fun Day 2017', together with our audited accounts as requested.

This will be our third 'Family Fun Day', which will be held in the centre of Town on Carvers Field on Saturday 10th June.

RTC has most generously supported and encouraged us in organising these challenging events and, without your support, it would simply not have been possible to run Community Projects of this magnitude.

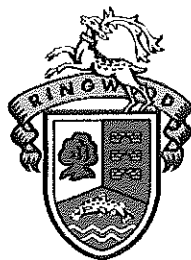
If you do have any queries, please don't hesitate to contact me (e-mail is best) or, if considered useful, I am more than happy to attend the Policy and Funding Meeting at which our application is to be assessed.

Yours sincerely

[Redacted signature]

Dr. Ian Mason-Smith

Funding Co-ordinator CTIRD



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	Churches Together in Ringwood & District (CTIRD)
Postal Address	[REDACTED]
Name of Contact	Dr. Ian Mason-Smith
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£3000
What is the purpose of the grant?	The 'Ringwood Family Fun Days' are organised and delivered by the members of Churches Together in Ringwood & District. These are days of entertainment and enjoyment for the families of Ringwood and the Town's visitors. The underlying rule is that EVERYTHING is entirely free and all manpower is voluntary. Funding for the event is by kind donations of local businesses, voluntary organisations, local government and individuals. A major challenge is the provision of the necessary catering, which in the past, has comprised: 3000 burgers, 1000 cream teas, 2000 hotdogs and 3000 ice creams. The purpose of this Grant Request is to assist in the funding of the Event Catering.
How would the people of Ringwood benefit from your receiving this grant?	CTIRD recognise that many families today find such 'Family Day's Out' simply unaffordable. The testimonies from previous Fun Days have shown how much they are appreciated. Our 'Love Ringwood' Project of last year also demonstrated how needed such days are. A further benefit is the opportunity of so many Voluntary Organisations and Businesses working together to deliver a great Community Project.

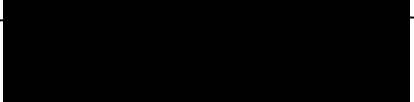
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How many Ringwood people would benefit?	5000+ on Saturday 10 th June 2017 at Carvers Field Ringwood
Total cost of project	£ £13,000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	'Poulner Baptist Chapel' [the Finance Accounting and Control Agent for the Project]

Information about your Organisation

Membership: 1000	What facilities do you provide? A full range of Community Services including: supporting the Ringwood Food Bank, Tools Aid and the Carers Group; providing Bereavement Counselling; operating Groups for toddlers, children and older people; and offering a rich diversity of opportunities to express and practice the Christian Faith for people of all ages.
Subscription: £ Nil	
Names of competing or similar organisations	

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

Cash in hand: £60.62	Annual income: £350	
Other sponsoring bodies and amounts donated by them	We anticipate approximately 50% to be provided by the Churches with the remainder by Businesses, Local Councils and Grants	£ 10000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have applied to: The Sainsbury Trust, Radian, and the Talbot Village Trust. And are currently applying to a further 20 smaller Trusts.	
Signature of Applicant		Date 27 January 2017
Position within the Organisation:	Funding Co-ordinator	

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	

CHURCHES TOGETHER IN RINGWOOD AND DISTRICT
 ACCOUNTS FOR THE YEAR ENDING 31ST MAY 2016

HSBC Account [REDACTED]

Balance at 30th June 2015 Sheet No. 339 243.15

INCOME

Ten Church Contributions @ £35.00 for 2015 – 2016 350.00

TOTAL 593.15

EXPENDITURE

[REDACTED] Partakers Expenses 34.76

PBC: Leaflets and Chocolates 262.64

[REDACTED] Partakers Expenses 37.89

Finance ReDirect: Insurance Mar 2016-Feb 2017 79.95

[REDACTED] Peace Lamps and Oil 51.39

PBC: Chocolate Hearts for Easter Outreach 65.90

TOTAL 532.53

FINAL BALANCE 60.62

Balance at HSBC at 31ST May 2016

Account No. [REDACTED] Sheet No. 350 60.62

AUDIT: Bruce Kitching

Hon. Treasurer: Barrie Noakes

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

15TH FEBRUARY 2017

POLICY AND FINANCE COMMITTEE 15TH FEBRUARY 2017**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST JANUARY 2017**

Date	Trans No	Details	Budget	Committee	Description	Amount £
Jan						
2017-01-10	3001424	Suez Recycling & Recovery	Supplies & Services	Cemetery	Refuse collection from Cemetery 1.12.16 - 28.2.17	621.26
2017-01-10	3001421	Elliott Brothers Ltd	Premises	Cemetery	One shot drain cleaner for Cemetery	7.45
2017-01-10	3001420	New Forest Farm Machinery	Transport	Recreation & Leisure	Repairs to Stihl BG86 C	98.56
2017-01-10	3001422	Banner Group Ltd	Supplies & Services	Policy & Finance	HP 339 Inkjet cartridge (C9504EE)	23.81
2017-01-10	3001428	Central Computer Management	Employees	Policy & Finance	Payroll processing and postage	279.36
2017-01-23	3001446	Lamps & Tubes Illuminations	Supplies & Services	Policy & Finance	Final invoice for Christmas 2016 inc. callouts on 12/12 & 23/12/16	4,066.50
2017-01-23	3001443	Ringwood Motor Company	Transport	Recreation & Leisure	Collect and repair glow plugs on Cabstar	73.56
2017-01-23	3001437	Peter Noble	Transport	Recreation & Leisure	Battery for Nissan Cabstar	63.60
2017-01-23	3001438	Peter Noble	Transport	Recreation & Leisure	Supply and fit two new tyres on mower	152.40
2017-01-23	3001439	Peter Noble	Transport	Recreation & Leisure	Service Massey Tractor	1,404.45
2017-01-23	3001445	Robert Heron	Supplies & Services	Policy & Finance	Supply & install Christmas Tree outside Ringwood Gateway	350.00
2017-01-23	3001444	SSE Contracting	Premises	Planning	Street lighting maint contract Carvers - 3rd 6 monthly invoice	164.72
2017-01-23	3001430	Wessex Water	Premises	Policy & Finance	Sewerage - 71 Christchurch Road	65.06
2017-01-23	3001440	Wessex Water	Premises	Recreation & Leisure	Sewerage - Mount Pleasant Sports Ground	161.16
2017-01-23	3001441	Wessex Water	Premises	Recreation & Leisure	Sewerage - Mount Pleasant Sports Ground	214.94
2017-01-23	3001448	ITEC	Supplies & Services	Policy & Finance	Photocopying and gold support	51.66
2017-01-23	3001442	Travis Perkins	Premises	Recreation & Leisure	Clitideck decking for Pocket Park	58.61
2017-01-23	3001447	Parent Link	Supplies & Services	Policy & Finance	Staffing for The Place between 2/12/16 & 19/12/16	1,032.00
2017-01-23	3001436	Screwfix	Supplies & Services	Recreation & Leisure	No nonsense penetrating oil	39.90
2017-01-23	3001423	Screwfix	Transport	Recreation & Leisure	Titan 850w Percussion Drill	39.99
2017-01-24	3001451	Vortex Designs Ltd	Premises	Policy & Finance	Office Uniform	127.92
2017-01-24	3001449	Ringwood Pest Control	Supplies & Services	Policy & Finance	Supply bait and box for The Place	93.00
2017-01-24	3001450	Ringwood Pest Control	Premises	Recreation & Leisure	Mole control in Parish Churchyard	200.00
2017-01-24	3001455	1st Stop Clean	Supplies & Services	Policy & Finance	Cleaning at The Place December	147.06
2017-01-30	3001473	Hampshire County Council	Transport	Recreation & Leisure	Transit 350 Double Cab Tipper	28,620.00
2017-01-30	3001454	Ringwood Junior School	Supplies & Services	Policy & Finance	Grant towards reading material P & F 5389	300.00
2017-01-31	3001471	Hampshire County Council	Supplies & Services	Policy & Finance	Stationery and cleaning for Gateway	45.52
2017-01-31	3001472	Central Southern Security	Premises	Recreation & Leisure	Bal of inv for work to install intruder alarm Container & Carvers	130.50
2017-01-31	3001469	Ringwood Fire & Security	Premises	Policy & Finance	Alters to existing fire protection equip at 71 Christchurch Rd	918.00
2017-01-31	3001470	1st Stop Clean	Supplies & Services	Policy & Finance	Deep clean of The Place and deep fat fryer	118.42
2017-01-31	3001476	TLC Online	Supplies & Services	Policy & Finance	Gateway Compliment Slips	36.25
2017-01-31	3001478	Sweepwise Ltd	Transport	Recreation & Leisure	Rollers for Duks Sweeper & Carriage	135.60
2017-01-03	SO	TLC On-line	Supplies & Services	Policy & Finance	Web Site Maintenance - Jan 2017	80.00
2017-01-03	DD	New Forest D.C.	Premises	Policy & Finance	Cemetery Rates - Jan 2017	353.00
2017-01-03	DD	New Forest D.C.	Premises	Policy & Finance	The Place Rates - Jan 2017	394.00
2017-01-04	DD	UK Fuels	Transport	Recreation & Leisure	Machinery & Vehicles - December 2016	45.53
2017-01-06	DD	ITEC	Supplies & Services	Policy & Finance	Photocopier Quarterly Charge	538.80
2017-01-31	DD	Utility Warehouse	Supplies & Services	Cemetery	Cemetery Mobile Phones - Dec 2016	38.01
2017-01-31	DD	Utility Warehouse	Supplies & Services	Cemetery	Cemetery Landline - Dec 2016	24.60
2017-01-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery Electricity - Dec 2016	47.75
2017-01-31	DD	Utility Warehouse	Premises	Cemetery	Cemetery Club Membership - Dec 2016	2.40
2017-01-31	DD	Utility Warehouse	Premises	Recreation & Leisure	Sports Pavilion Electricity - Dec 2016	47.86
2017-01-31	DD	Utility Warehouse	Premises	Recreation & Leisure	Sports Pavilion Club Membership - Dec 2016	2.40
2017-01-31	DD	Utility Warehouse	Premises	Recreation & Leisure	Pavilion Sports Ground Electricity - Dec 2016	25.36
2017-01-31	DD	Utility Warehouse	Premises	Recreation & Leisure	Pavilion Sports Ground Club Membership - Dec 2016	2.40
2017-01-31	DD	Utility Warehouse	Supplies & Services	Policy & Finance	The Place Mobile Phones - Dec 2016	12.00
2017-01-31	DD	Utility Warehouse	Supplies & Services	Policy & Finance	The Place Landline - Dec 2016	24.60
2017-01-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place Electricity - Dec 2016	243.88
2017-01-31	DD	Utility Warehouse	Premises	Policy & Finance	The Place Club Membership - Dec 2016	2.40
2017-01-12	BGC	Austin & Wyatt	Supplies & Services	Policy & Finance	Agents Fees - Jan 2017	130.00
2017-01-12	BGC	Austin & Wyatt	Supplies & Services	Policy & Finance	Gas Safety Inspection	99.00
2017-01-17	LloydsCC	Barriers Direct	Premises	Recreation & Leisure	High Security Disc Padlocks	E87.55
2017-01-17	LloydsCC	Garden Hires	Transport	Recreation & Leisure	Honda Air Filter	E4.80
2017-01-17	LloydsCC	NFDC	Employees	Policy & Finance	Payroll Emoluments	E940.00
2017-01-17	LloydsCC	Green Spark Plug	Transport	Recreation & Leisure	Spark Plug Cap	E2.75
2017-01-17	BP	Hampshire C.C.	Employees	Policy & Finance	Pension Dec 2016	5,505.64
2017-01-20	DD	Inland Revenue	Employees	Policy & Finance	Dec 2016	5,132.96
2017-01-25	Telepay	Staff	Employees	Policy & Finance	Jan 2017	18,915.23
TOTAL						72,544.18

AUTHORISATIONS

DATE

15th February 2017

15th February 2017

B

(b)

POLICY AND FINANCE COMMITTEE 15TH FEBRUARY 2017**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 31ST JANUARY 2017**

Date	Voucher No	Payee	Location	Description	Amount £
Jan					
2017-01-03	10/01	Sainsburys	Gateway	Milk	1.75
2017-01-03	10/02	New Saw Chains.Co	Tool Purchases	Chain Saw Chain	12.00
2017-01-03	10/03	John Taylor UK14	Allotments	Return Of Key Deposit x 2	20.00
2017-01-03	10/04	Waitrose	Gateway	Milk	1.38
2017-01-10	10/05	Ringwood Surplus Stores	Groundsmen	Dustpan & Brush	4.99
2017-01-10	10/06	Ringwood Surplus Stores	Groundsmen	Metal Dustpans & Brushes	10.96
2017-01-13	10/07	Waitrose	Gateway	Food & Drink For Town Clerk Interview	23.63
2017-01-16	10/08	Waitrose	Gateway	Milk	0.89
2017-01-14	10/09	Co-op	Gateway	New Milton A & T	0.50
2017-01-17	10/10	Ringwood Surplus Stores	Gateway	Sandpaper & Filler	3.48
2017-01-17	10/11	In Excess	Cemetery	Compost	3.95
2017-01-23	10/12	Waitrose	Gateway	Milk	1.89
2017-01-24	10/13	Waitrose	Gateway	Coffee & Coffee Mate	5.13
2017-01-25	10/14	Post Office	Gateway	Letter To Canada	1.05
2017-01-30	10/15	Sainsburys	Gateway	Dish brush, Milk & Coffee	8.50
2017-01-30	10/16	Ringwood Surplus Stores	Gateway	Toilet Brush	1.00
2017-01-31	10/17	Post Office	Gateway	Letter To NZ From Mayor	1.05
2017-01-31	10/18	Post Office	Gateway	Special Delivery To Toni Goulding	1.74
				TOTAL	103.89

AUTHORISATIONS**DATE**-----
15th February 2017-----
15th February 2017

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

<u>Account Name</u>	<u>Year Ended 31/03/2016</u>	<u>As At 31/12/2016</u>	<u>As At 31/01/2017</u>
	£	£	£
Imprest (Current) Account	99,100	43,984	95,142
Business Account	91,284	81,406	81,409
Investment Account	100,000	450,000	350,000
Greenways Rent Deposit	9,665	9,671	9,671
Petty Cash - Imprest	229	197	93
Petty Cash - Imprest	50	0	0
VIC Change Float	50	50	50
Information Desk Float	75	75	75
TOTAL BANK BALANCES	300,453	585,382	536,440

Note

1. The bank accounts were reconciled as at 31st January 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 15TH FEBRUARY 2017**INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

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

DATE

15th February 2017-----
15th February 2017

REPORT TO POLICY & FINANCE COMMITTEE – 15th FEBRUARY 2017
BUDGETARY CONTROL - 2016/17 PERIOD 10 (TO END OF JANUARY)

1. BACKGROUND

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

2. INCOME & EXPENDITURE APRIL 2016 TO JANUARY 2017

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure to the end of January is £519,509, or 74.7% of revised planned expenditure for the year. Excluding capital expenditure the figures are £504,296 and 75.7%.
- 2.2 This demonstrates continued downward pressure on expenditure. Around 50% of the underspend is attributable to employee costs, largely due to the vacancy for the Town Clerk. Further savings may be realised in this area but will depend on the costs of interim arrangements and the timescale for recruitment.
- 2.3 Maintenance budgets are also underspent. This is partially because of the necessity to make provision for unplanned eventualities and because of the generally un-even and reactive nature of spend in this area. Also, the consolidation of a number of separate maintenance budgets will take effect next year and should help to smooth out budget differences. In the meantime it is likely that the reduced spend on maintenance in the current year, which is likely to be around £8,000, will necessitate increased spend at some point in the future.
- 2.4 In addition, the Town Council will be required to pay a share of the outstanding retention on the construction of the Gateway Building. It is not clear, yet, when this payment, of £6,175, will fall due but it is entirely possible that it will be required in the current financial year. Further, a proposal to upgrade the heating and cooling systems in the building will result in additional investment by the Town council of around £12,100. It is proposed, therefore, that any underspend on maintenance budgets at the end of this year be added to the transfer to the buildings maintenance reserve to help meet any such costs.
- 2.5 The two major items of equipment approved for acquisition in the current year, a ride on mower and a tipper lorry, have now been purchased. The costs were somewhat less than predicted and the revised budgets for machinery acquisition and maintenance are likely to be underspent by around £2,000. In addition, the disposal of the old lorry has generated a further £2,000. The machinery replacement reserve was completely eliminated in supporting these purchases, so it is proposed that these underspends and receipts also be added to the planned transfer to the equipment replacement reserve.
- 2.6 Income generated during the year is likely to exceed revised plans by some £3,000, mainly due to higher than anticipated receipts for cemetery services. The overall impact of the reduced spends and increased income is an increase in the year end balances which will be transferred to reserves. If the suggested transfers to provisions, highlighted above, are made, the balance available to be transferred to the general fund will be around £40,000.
- 2.7 The general reserve currently stands at £201,330. This is now likely to increase to £241,000 at year end. Earmarked reserves and provisions currently stand at £155,514. The planned transfers to and from these reserves, together with the proposed transfers in 2.4 and 2.5 above will reduce this figure to around

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£153,000. This figure will be further reduced by the proposed investment in the Gateway Building and the release of the retention.

3. REVISED OUTTURN PREDICTIONS 2016-17

- 3.1 Spend against revised budgets has been analysed in detail and a view taken on the likely spend and income at year end.
- 3.2 In a large number of budgets, the reactive nature of spend means that it is prudent to retain some provision, even where there has been very limited spend to date. However, as we approach year end, it is clear that many of these budgets will not be required in part or in full. It is entirely possible, therefore, that further underspends may be harvested by year end.
- 3.3 However, no account has been taken of the additional costs of the Gateway Building, noted above, some of which may fall due in the current year.
- 3.4 The latest outturn predictions are included in the right hand column of Appendix 1. This outturn forecast will be kept under review as year end approaches.

4. FINANCIAL IMPLICATIONS

- 5.1 Spend to date has been broadly lower than planned and that there will be a net underspend, compared with the original budget of some £50,000
- 5.2 As a result, general reserves are expected to increase by £40,000 whilst earmarked reserves and provisions, which have been used to underwrite much of the Town Council's investment programme, are expected to decrease by around £2,000.

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 The proposed additional transfers to earmarked reserves, noted in 2.4 & 2.5 above be endorsed.
- 4.2 This report be noted.

For further information please contact:

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**SUMMARY BUDGETARY CONTROL REPORT
PERIOD APRIL 2016 - JANUARY 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	271,187	91,268	353,227
RECREATION, LEIS & O/S COM	254,308	281,840	218,450	35,859	269,455
PLANNING TOWN & ENVIRON	17,770	17,384	14,659	3,111	17,186
TOTAL REVENUE EXPENDITURE	634,533	665,963	504,296	130,237	639,867
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	21,915	23,370	12,285	9,630	23,370
RECREATION, LEIS & O/S COM	6,570	6,570	2,928	3,642	6,570
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE	28,485	29,940	15,213	13,272	29,940
TOTAL EXPENDITURE	663,018	695,903	519,509	0 143,509	669,807
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-108,294	-112,495	-91,102	-17,192	-114,053
RECREATION, LEIS & O/S COM	-75,093	-101,764	-96,255	21,162	-103,753
PLANNING TOWN & ENVIRON	0	0	-1,000	1,000	0
TOTAL REVENUE INCOME	-183,387	-214,259	-188,357	4,970	-217,806
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	-20,000	-20,000	-20,000	0	-20,000
RECREATION, LEIS & O/S COM	-4,920	-4,920	-4,920	0	-4,920
PLANNING TOWN & ENVIRON	0	-1,000	0	0	-1,000
TOTAL CAPITAL INCOME & FINANCE	-24,920	-25,920	-24,920	0	-25,920
TOTAL INCOME	-208,307	-240,179	-213,277	4,970	-243,726
COUNCIL'S NET COMMITTEE EXPEND	454,711	455,724	306,231	148,479	426,081
Add Transfers To Provisions	28,800	33,300	20,600	0 8,200	45,300
Deduct Transfers from Provisions	-21,941	-47,750	-22,721	0 780	-47,750
Transfer to/ from(-) General Reserve	1,422	21,718	158,881	0 -157,459	39,361
Budget Required before new bids & grants	462,992	462,992	462,992	0 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	77,404	0	25,078	98,202
Maintenance	37,500	37,500	3,005	0	34,495	34,500
Employee Direct Costs	2,934	3,300	1,871	0	1,063	2,350
Employee Allocated Costs	100,818	97,635	83,474	0	17,344	92,844
Member Costs	10,144	10,000	7,445	0	2,699	8,875
Grants	9,000	8,750	5,100	0	3,900	9,000
Other	69,420	76,858	62,731	0	6,689	77,299
Debt Charges	30,157	30,157	30,157	0	0	30,157
Capital	21,915	23,370	12,285	0	9,630	23,370
COMMITTEE EXPENDITURE	384,369	390,109	283,472	0	100,898	376,597
INCOME						
INCOME						
Revenue Income	-108,294	-112,495	-91,102	0	-17,192	-114,053
Capital Income/Finance	-20,000	-20,000	-20,000	0	0	-20,000
TOTAL COMMITTEE INCOME	-128,294	-132,495	-111,102	0	-17,192	-134,053
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	256,075	257,614	172,369	0	83,706	242,544
Add Transfers To Provisions	16,400	16,400	8,200	0	8,200	16,400
Deduct Transfers From Provisions	-1,915	-3,515	-600	0	-1,315	-3,515
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	270,560	270,499	179,969	0	90,591	255,429
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	377,325	384,426	310,331	0	66,994	371,000
HOLDING ACCOUNTS EXPEND.	377,325	384,426	310,331	0	66,994	371,000
HOLDING ACCOUNTS INCOME	-377,325	-384,426	-310,331	0	-66,994	-371,000
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	8,018	0	3,893	10,850
Maintenance	21,283	19,200	7,141	0	14,142	13,750
Machinery	27,825	48,700	43,686	0	-15,861	46,700
Employee Direct Costs	1,600	2,500	2,351	0	-751	2,500
Employee Allocated Costs	125,327	124,822	103,146	0	22,181	123,056
Planters	500	500	205	0	295	500
Activities Expenses	9,070	9,050	4,466	0	4,604	7,350
Other	1,450	1,250	820	0	630	1,250
Capital Expenditure	6,570	6,570	2,928	0	3,642	6,570
CEMETERY						0
Establishment	4,460	4,650	4,394	0	66	4,750
Maintenance	3,417	7,150	5,584	0	-2,167	7,950
Employee Allocated Costs	33,137	36,890	27,281	0	5,856	36,168
ALLOTMENTS						0
Establishment	1,100	1,000	630	0	470	900
Maintenance	1,000	1,000	546	0	454	900
Employee Allocated Costs	12,029	13,198	9,952	0	2,077	12,601
Other	200	230	230	0	-30	230
COMMITTEE EXPENDITURE	260,878	288,410	221,378	0	39,502	276,025
INCOME						
Recreation, Leisure & O/S	-36,729	-41,350	-35,554	0	-1,175	-39,253
Cemetery	-34,064	-56,064	-56,348	0	22,284	-60,150
Allotments	-4,300	-4,350	-4,353	0	53	-4,350
Capital Expend Finance	-4,920	-4,920	-4,920	0	0	-4,920
COMMITTEE INCOME	-80,013	-106,684	-101,175	0	21,162	-108,673
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	180,865	181,726	120,203	0	60,664	167,352
Add Transfers To Provisions	12,400	16,900	12,400	0	0	16,900
Deduct Transfers From Provisions	-19,026	-43,235	-21,121	0	2,095	-43,235
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	174,239	155,391	111,482	0	62,759	141,017

PLANNING, TOWN & ENVIRONMENT COMMITTEE	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance	Outturn
			£	£	£	£
EXPENDITURE						
Establishment	3,000	2,300	2,429	0	571	2,850
Employee Allocated Costs	14,770	15,084	12,230	0	2,540	14,336
Capital Expenditure	0	0	0	0	0	0
COMMITTEE EXPENDITURE	17,770	17,384	14,659	0	3,111	17,186
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	13,659	0	4,111	16,186
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 AFTER TRANSFERS TO PROVS	16,770	15,384	12,659	0	4,111	15,186

POLICY AND FINANCE COMMITTEE - 15th FEBRUARY 2017**STUDENT ADVISORS**

- 1 The Town Council introduced the Student Advisor scheme in 2008. It was the first such scheme to be adopted by any local council throughout the country. It works on a partnership basis with Ringwood School where the School nominates students and the Council formally appoints them to their roles. The need for the Council to make the formal appointments is for legal reasons relating to the students attendance at meetings as an advisor to councillors rather than as a member of the public.
- 2 The scheme has proved to be beneficial to both the Council and students who have been appointed to these roles.
- 3 The scheme was reviewed by the Council after the first year of operation when it was agreed that it should be continued in the manner as previously approved. The only change required at the time was for the Town Clerk to emphasise to the Ringwood School that there should be no minimum age for nominees and the Council would welcome nominees from the younger age groups at the School. In the event nominees have tended to be sixth form students.
- 4 Since the scheme was introduced there have been changes at senior level at both the Town Council and the Ringwood School. The Interim Town Clerk indicated at the last Council meeting that it would be appropriate to meet with the School to discuss the scheme prior to a further report being brought back to the Council for consideration of any changes that may be beneficial.
- 5 The Town Clerk and Deputy Town Clerk, together with Councillor Steve Rippon-Swaine, the Vice Chairman of the Committee (who has been involved with the scheme since its inception) will be meeting with the new School head and her staff shortly before the Committee meeting. At that time issues relating to length of tenure of student advisors, their age range and also the possibility of appointing either a Working Party, as suggested by Councillor Mrs Wiseman, to oversee the scheme or perhaps the appointment of one or two councillors as Champions will be discussed.
- 6 Whilst an update of discussions with Ringwood School will be made at the meeting a more detailed report for consideration by members will be prepared for the March meeting of the Committee.

Recommended

That the report be noted and a further report with proposals on the future development of the Student Advisor scheme be submitted to the next meeting of the Committee.

For further information please contact

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Town Clerk
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OPENING DATES FOR VIC 2017

Saturday, 15th April - Easter
Monday, 17th April – Bank Holiday

Saturday, 6th May
Saturday, 20th May - Fanfare for Spring
Saturday, 27th May

Saturday, 3th June
Saturday, 10th June
Saturday, 17th June
Saturday, 24th June

Saturday, 1st July
Saturday, 8th July
Saturday, 15th July
Saturday, 22nd July
Saturday, 29th July

Saturday, 5th August
Saturday, 12th August
Saturday, 19th August
Saturday, 26th August
Monday, 28th August - Bank Holiday

Saturday, 2nd September
Saturday, 9th September
Saturday, 16th September - Carnival

Saturday, 2nd December – Christmas Lights