

OPEN SESSION: There were no members of the public present.

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 21<sup>st</sup> June 2017 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr Christine Ford  
Cllr Gloria O'Reilly (until 7;10pm)  
Cllr Anne Murphy  
Cllr Michael Thierry  
Cllr Chris Treleaven  
Cllr Tim Ward  
Cllr Angela Wiseman

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

### **F/5451 APOLOGIES FOR ABSENCE**

All Members were present.

### **F/5452 DECLARATIONS OF INTEREST**

*Cllr Thierry declared a non-pecuniary interest in the grant aid application by Ringwood and Burley Band as he is the Vice-President and plays occasionally.*

### **F/5453 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meetings held on 17<sup>th</sup> May and 31<sup>st</sup> May 2017, having been circulated, be approved and signed by the Chairman as a correct record.

*With the agreement of all Members, Item 12. Sound equipment at The Place, was brought forward, at the request of Cllr O'Reilly, who had to leave the meeting early.*

### **F/5454 SOUND EQUIPMENT AT THE PLACE**

The Town Clerk requested that Members agree to him liaising with Ringwood School, in relation to the future use of the sound equipment at The Place, before considering whether to dispose of it. He indicated that the Youth Co-Ordinator had no use for it and suggested that this may be a good way of getting the equipment used and encourage young people in to The Place.

Members agreed to the recommendation and should Ringwood School not wish to pursue this, that the matter be brought back before the Committee, with suggestions for alternative uses.

**RESOLVED:** That discussion be undertaken with Ringwood School to ascertain whether a link could be established to provide for its students to have use of the sound equipment at The Place.

<b>ACTION T Simpson</b>
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*Cllr O'Reilly left the meeting at 7.10pm.*

**F/5455  
GRANT AID**

Members considered applications (*Annex B*).

Bickerley Green Residential Home (*deferred from 17<sup>th</sup> May 2017, F/5441 refers*)

*Cllr Ford declared a non-pecuniary interest as she had previously been a resident of the residential home.*

*Cllr Thierry declared a non-pecuniary interest, as the County Councillor, as the home is a Hampshire County Council run facility.*

Cllr Ward reported that following conversations with Emma Budd, Activities Co-Ordinator at Bickerley Green Residential Home and In-Excess, a truckload of garden furniture had been delivered, which fulfils their requirements, and they would like to amend the application to request a grant for £100 for a water feature.

The Chairman thanked Cllr Ward for his intervention and the local business for their support.

Members agreed that grant aid be awarded in the sum of £100.

Ringwood and Burley Band

*Cllr Thierry declared a non-pecuniary interest in the grant aid application by Ringwood and Burley Band as he is the Vice-President and plays occasionally. He left the room whilst the application was discussed.*

Members considered the application for £2,000, to continue the established tradition and long history of support to Ringwood town community and its civic occasions and to begin a training band. It was noted that the amount requested was a significant proportion of the total grant aid budget for the year.

Donations and gifts had been listed in the accounts and the Committee wished to know if this could be used towards the cost of the band supporting events or the start-up of a training band. It queried the events listed and suggested that, perhaps, if the training band had been separated from the events, that this might be a good initiative to support.

Considering that further information was required before the application could be determined, it was agreed to defer the application until the next meeting, when it was hoped a representative would attend.

- RESOLVED:** 1) That, under Section 137 of the Local Government Act 1972, a grant of £100 be awarded to Bickerley Green Residential Home for a water feature;  
2) That Ringwood and Burley Band's application be deferred to the next meeting and a representative be invited to attend.

<b>ACTION A Greenfield</b>
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*Cllr Thierry returned to the meeting at 7:20pm*

**F/5456**

**MONTHLY FINANCIAL REPORTS**

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

*Cllr Thierry declared a pecuniary interest in respect of payment 3001636 as he is the proprietor of Forest Newspapers.*

The Responsible Finance Officer (RFO) highlighted the retention payment 3001762 would come from reserves and confirmed that there were no other outstanding retention payments.

He also detailed income and expenditure from the café at The Place, which, up to the end of May, had run at a loss. The start-up costs were included in the figures and he indicated that it is still early days and this position is expected to improve.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for May be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for May be authorised. Cllrs Heron and Rippon-Swaine 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 Rippon-Swaine signed the report.
- 5) That the Finance Manager's budget monitoring report (period 2) be received and noted.

<b>ACTION R Fitzgerald</b>
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**F/5457**

**ANNUAL RETURN AND ACCOUNTS 2016/17**

Members considered the RFO's report (*Annex D*) in respect of the Final Accounts, indicating that there had been some slight adjustments to the draft papers prepared for the last Committee meeting. Housekeeping matters had been attended to and purchase orders raised but not yet satisfied, had been removed from the accounts. He reported that the amount to be returned to reserves had reduced by £3,000 and reserves would be increased by £59,000 by year end.

- RESOLVED:** 1) That the report be noted;  
2) That the Final Accounts for the financial year ending 31<sup>st</sup> March 2017 be received.

**RECOMMENDED:** That the Annual Return for the financial year ending 31<sup>st</sup> March 2017 be approved.

**ACTION R Fitzgerald**

**F/5458**

**VACANCY ON TWINNING ASSOCIATION**

Cllr Ward, as Mayor and President of the Twinning Association, invited any other Members to join, indicating that they would be very welcome. He noted that at the recent AGM there were few present and was keen to see membership increase.

**RESOLVED:** That Cllr Ring be appointed to the Twinning Association

**ACTION T Simpson**

**F/5459**

**PROJECTS**

Members considered *Annex E*, which detailed projects under the Committee's control.

The Town Clerk requested that an indication be given as to whether the projects listed should remain (with timescales) or be deleted, and whether there were any new projects to be included. This would be the starting point for the RFO and the new Town Clerk in preparing papers and for budget discussions later on in the year.

Each Committee would be considering its own projects and a combined list would be prepared in order for the Council to prioritise them. The Town Clerk highlighted that resources had to be carefully considered in terms of manpower and funds.

Members expressed caution against raising the public's expectations, by listing projects that are undeliverable or required the assistance of other agencies. Cllr Treleaven provided examples of 106 funding earmarked for projects, by NFDC, that were undeliverable and how the Developers Contributions Working Party were working to get the funds allocated to those that were deliverable.

It was agreed that all projects be pursued with the exception of 'grants', with Members indicating that the grant budget should not be separated as the current situation gives more flexibility.

**RESOLVED:** That the projects detailed in *Annex E* be allocated timeframes, as indicated under each heading.

**ACTION T Simpson**

**F/5460**

**REMEMBRANCE PROCESSIONS**

The Town Clerk indicated that Rev Terry Roberts currently organises the event, with the Town Council as the organising body. It was for the Council to organise road closures and fund the printing of the service sheets. He reported that Rev Roberts was attempting to secure a band to lead the procession, as this had been sadly missed last year.

Cllr Day suggested that the Ringwood and Burley Band be approached to provide a drummer, if no other band can be found, although it is understood that the band itself is committed to the Burley procession on Remembrance Day.

Cllr Ford wished to thank the ground staff for the magnificent job they are doing in raising and lowering the flag, outside the Gateway.

**RESOLVED:** That remembrance processions be acknowledged as a civil function and as such it is the Council's responsibility to arrange the road closures and include the events under its insurance.

<b>ACTION T Simpson</b>
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**F/5461**

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

Members considered a recommendation from the Recreation, Leisure and Open Spaces Committee to authorise virement of £560 from reserves for the cost of testing the lamp standards (*OS/5683 refers*)(*Annex F*).

Cllr Ward commented that organisers of events like and use them, so the Council as facilitator should continue to make the banners available to hire, as a means for them to advertise.

**RESOLVED:** That £560 be vired from reserves for the cost of testing the lamp standards

<b>ACTION T Simpson</b>
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**F/5462**

**ELECTRICITY SUPPLY TO GREEN SHEDS AT CARVERS**

Members considered a recommendation from the Recreation, Leisure and Open Spaces Committee to authorise virement of £3,700 from reserves for the replacement electricity supply to the green sheds at Carvers (*OS/5688 refers*)(*Annex G*).

The Town Clerk commented that although the underground quote is £700 more, it is a permanent replacement for the pole and the matter will not need to be re-visited. If the pole had been replaced it was likely that at some point the other two poles would need changing, incurring additional expense.

**RESOLVED:** That £3,700 be vired from reserves for the replacement electricity supply to the green sheds at Carvers

<b>ACTION T Simpson</b>
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*There being no further business, the Chairman closed the meeting at 8.08 pm.*

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

RECEIVED  
28<sup>th</sup> June 2017

APPROVED  
19<sup>th</sup> July 2017

TOWN MAYOR

COMMITTEE CHAIRMAN

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

## SOUND EQUIPMENT AT THE PLACE

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

For further information please contact

Terry Simpson  
Town Clerk  
01425 473883  
E-mail: [terry.simpson@ringwood.gov.uk](mailto:terry.simpson@ringwood.gov.uk)









# Ringwood Town Council Grant Aid

# B

(a)

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

## APPLICATION FOR GRANT AID

### Applicant's Details

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

### Details of Grant Request

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

**B**

(a)

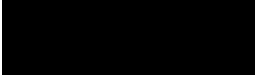
How many Ringwood people would benefit?	40
Total cost of project	£ 1500
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Bickerley Green Amenities Fund

**Information about your Organisation**

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



**Funds available to your organisation**

(apart from this grant application)

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

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

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

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

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

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

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

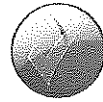
All funds that I raise at Bickerley Green go straight back to the residents that live here, due to not being supported with a budget I sadly have no means of providing you with an audited account.

I hope this explains things a little bit better.

Many thanks

Emma Budd





12 JUN 2017

# Ringwood Town Council Grant Aid

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

## APPLICATION FOR GRANT AID

### Applicant's Details

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

### Details of Grant Request

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

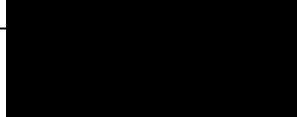
**B** (b)

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

**Information about your Organisation**

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

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

Cash in hand: £ nil	Annual income: £ 9,796.00	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We are planning to approach local companies for sponsorship.	
Signature of Applicant		Date 2/6/17
Position within the Organisation:	Assistant Secretary	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

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

# Ringwood and Burley Band

**B** (b)

## Yearly Accounts 2016 - 2017

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

Total	9,796.20	<4,343.06
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## Expenses

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

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

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

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



26-2-2017

**RINGWOOD TOWN COUNCIL**

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21ST JUNE 2017





## POLICY AND FINANCE COMMITTEE 21ST JUNE 2017

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST MAY 2017

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

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

## AUTHORISATIONS

DATE

21st June 2017

21st June 2017

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

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

## AUTHORISATIONS

DATE

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

POLICY AND FINANCE COMMITTEE 21ST JUNE 2017BANK BALANCES

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>30/04/2017</u>	<u>As At</u> <u>31/05/2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Imprest (Current) Account	31,916	82,094	62,707
Business Account	101,482	71,487	71,489
Investment Account	300,000	500,000	450,000
Greenways Rent Deposit	9,671	9,671	9,671
Petty Cash - Imprest	188	175	155
Petty Cash - The Café	0	50	50
VIC Change Float	50	50	50
Information Desk Float	75	75	75
<b>TOTAL BANK BALANCES</b>	<b>443,381</b>	<b>663,601</b>	<b>594,197</b>

Note

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

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

0

BUSINESS ACCOUNT TO IMPREST ACCOUNT

50,000

INVESTMENTS & RE-INVESTMENTS

0

## AUTHORISATIONS

DATE

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



**REPORT TO POLICY & FINANCE COMMITTEE – 21st JUNE 2017****BUDGETARY CONTROL - 2017/18 PERIOD 2 (TO END MAY)****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the opening two months of the year, April to May 2017. Revised budget forecasts and outturn predictions will be made as the financial year progresses.

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

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

**3. FINANCIAL IMPLICATIONS**

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

**4. RECOMMENDATION**

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager	or	Terry Simpson, acting Town Clerk
Tel: 01425 484723		Tel: 01425 484720
<a href="mailto:rory.fitzgerald@ringwood.gov.uk">rory.fitzgerald@ringwood.gov.uk</a>		<a href="mailto:terry.simpson@ringwood.gov.uk">terry.simpson@ringwood.gov.uk</a>





## RINGWOOD TOWN COUNCIL

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

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Year To Date</b>		<b>Annual Forecast Outturn</b>
	<b>£</b>	<b>Actual £</b>	<b>Unspent Budget £</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>				
POLICY & FINANCE COMMITTEE	376,917	59,478	317,439	0
RECREATION, LEIS & O/S COM	243,085	35,338	207,747	0
PLANNING TOWN & ENVIRON	25,868	2,533	23,335	0
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>97,349</b>	<b>548,521</b>	<b>0</b>
<b>CAPITAL EXPENDITURE</b>				
POLICY & FINANCE COMMITTEE	0	5,249	-5,249	5,249
RECREATION, LEIS & O/S COM	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	0	4,000	0
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>5,249</b>	<b>-1,249</b>	<b>5,249</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>102,598</b>	<b>0</b>	<b>5,249</b>
<b>REVENUE INCOME</b>				
POLICY & FINANCE COMMITTEE	-113,967	-5,803	-108,164	0
RECREATION, LEIS & O/S COM	-87,333	-16,438	-70,895	0
PLANNING TOWN & ENVIRON	0	-1,000	1,000	0
<b>TOTAL REVENUE INCOME</b>	<b>-201,300</b>	<b>-23,241</b>	<b>-178,059</b>	<b>0</b>
<b>CAPITAL INCOME &amp; FINANCE</b>				
POLICY & FINANCE COMMITTEE	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0
PLANNING TOWN & ENVIRON	-1,000	0	-1,000	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>-1,000</b>	<b>0</b>	<b>-1,000</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-23,241</b>	<b>-179,059</b>	<b>0</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>79,357</b>	<b>368,213</b>	<b>5,249</b>
<b>Add Transfers To Provisions</b>	<b>35,800</b>	<b>0</b>	<b>0</b>	<b>35,800</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>0</b>	<b>0</b>	<b>-3,570</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-11,576</b>	<b>154,755</b>	<b>0</b>	<b>-166,331</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,224</b>	<b>234,112</b>	<b>0</b>	<b>234,112</b>
Transitional & Identifiable grant from NFDC	0	0	0	0
Net Precept 2017/18	468,224	234,112	234,112	468,224
<b>Non recurring bids for 2016/17 included above</b>				
POLICY & FINANCE COMMITTEE	2,500		0	0
RECREATION, LEIS & O/S COM	15,000	36,933	2,067	38,000
PLANNING TOWN & ENVIRON		0	0	0
Less transfer from provisions	-14,806	-35,270	-3,536	-35,270

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## RINGWOOD TOWN COUNCIL

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

**REPORT TO POLICY & FINANCE COMMITTEE – 21<sup>st</sup> JUNE 2017**  
**BUDGETARY CONTROL - 2016/17 OUTTURN AND ANNUAL RETURN**

**1. BACKGROUND**

- 1.1 The purpose of this report is to update Members with the final income and expenditure figures for the year to March 2017. All transactions have now been processed and as predicted in the last report there have been some minor changes.
- 1.2 The annual return has been prepared and is awaiting audit. A copy is included for information at Appendix 1 together with the Balance Sheet at 31st March 2017 (Appendix 2). The Annual Return needs to be signed off by the Council before the 2<sup>nd</sup> of July in accordance with the Accounts and Audit regulations 2015.

**2. INCOME & EXPENDITURE OUTTURN 2016/17**

- 2.1 Gross expenditure for the year is £654,693 against a revised budget of £695,903. The slight reduction on the figure previously reported has arisen because a number of small outstanding commitments on the system have been cancelled.
- 2.2 Income collected now stands at £240,693 which is slightly more than the revised budget of £240,179. The reduction on the figure previously reported is because some income, primarily rental income, received towards the end of the year, was in respect of fees due in 2017/18 and the sums have been scheduled into the following year accordingly. A summary income and expenditure account is included at Appendix 3.
- 2.3 At the beginning of the year, the combined reserves and provisions stood at £356,844. In addition to the receipts noted in 2.2 above, planned transfers of £45,300 were made from the revenue account to specific earmarked reserves to support future investment. At the same time funds of £55,535 were drawn down to mitigate expenditure in the year, notably the purchase of a tipper truck for which funds of £34,000 were required. The adjusted income and expenditure noted above have reduced the additional amount to be transferred to the General reserve by £3,080 to £59,299. This means that the balance at 31st March will now be £423,196. The movements on reserves are illustrated in Appendix 4.

**3. RECOMMENDATION**

It is **recommended** that:-

- 4.1 This report be noted.
- 4.2 The Annual Return be submitted to full Council for approval.

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](mailto:rory.fitzgerald@ringwood.gov.uk)

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



## Annual Return for the financial year ended 31 March 2017

		Year Ending		% Variance
		31 March 2016 £	31 March 2017 £	
1	Balances brought forward	377,593	356,844	
2	(+) Annual precept	468,593	462,991	-1.2
3	(+) Total other receipts	896,210	258,054	-71.2
4	(-) Staff costs	-370,715	-375,448	1.3
5	(-) Loan interest/ capital repayments	-20,796	-30,157	45.0
6	(-) Total other payments	994,041	-249,088	-74.9
7	(=) Balances carried forward	356,844	423,196	
8	Total cash & investments	300,453	443,381	
9	Total fixed assets & long term assets	3,574,128	3,574,128	0.0
10	Total borrowings	442,507	425,171	-3.9

Note. Explanations required where 2016/17 figures are more than 10% greater than 2015/16

### BALANCE SHEET AS AT 31 MARCH 2017

YEAR ENDED 31/03/2016			YEAR ENDED 31/03/2017	
£	£		£	£
		<b><u>CURRENT ASSETS</u></b>		
4,801		Prepayments	8,896	
92,167		Trade Debtors	21,774	
29,662		VAT Reimbursable	11,193	
100,000		Short Term Investments	300,000	
200,453		Cash in Hand and at Bank	143,381	
		Purchase Tax	0	
	427,083	<b>Total Assets</b>		485,245
		<b><u>LESS CURRENT LIABILITIES</u></b>		
		Receipts In Advance	8,691	
9,069		Trade Creditors	39,709	
49,783		Trade Creditors Control Account	1,557	
0		VAT Payable	0	
0		Deposits	12,092	
11,388		<b>Total Liabilities</b>		62,049
	70,239	<b>TOTAL NET ASSETS</b>		423,196
		<b>REPRESENTED BY:</b>		
	356,844	Balance - General Fund		252,930
		Earmarked Reserves & Provisions		170,266
	201,330	<b>TOTAL EQUITY</b>		423,196
	155,514			
	<b>356,844</b>			

I certify that the above balance sheet, and the Income and Expenditure Account for the year ending 31 March 2017, presents fairly the financial position of this Council.

Signed \_\_\_\_\_ Responsible Finance Officer

Date \_\_\_\_\_

Signed \_\_\_\_\_ Town Mayor

Date \_\_\_\_\_

SUMMARY OF INCOME AND EXPENDITURE FOR 2016/17

<u>ALL COMMITTEES</u>	<u>Actual</u>	<u>Revised</u>	<u>Variance</u>
	<u>£</u>	<u>Budget</u>	<u>£</u>
<b>REVENUE EXPENDITURE</b>			
POLICY & FINANCE COMMITTEE	724,274.12	751,165	-26,890.88
LESS HOLDING A/CS RECHARGED EXPEND	-369,899.70	-384,426	14,526.30
RECREATION, LEIS & O/S COM	195,938.61	217,722	-21,783.39
CEMETERY	43,895.60	48,690	-4,794.40
ALLOTMENTS	13,428.34	15,428	-1,999.66
PLANNING TOWN & ENVIRON	16,963.58	17,384	-420.42
<b>TOTAL REVENUE EXPENDITURE</b>	<b>624,600.55</b>	<b>665,963</b>	<b>-41,362.45</b>
<b>CAPITAL EXPENDITURE</b>			
POLICY & FINANCE COMMITTEE	23,522.00	23,370	152.00
RECREATION, LEIS & O/S COM	6,570.00	6,570	0.00
PLANNING TOWN & ENVIRON	0.00	0	0.00
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>30,092.00</b>	<b>29,940</b>	<b>152.00</b>
<b>TOTAL COMMITTEE EXPENDITURE</b>	<b>654,692.55</b>	<b>695,903</b>	<b>-41,362.45</b>
<b>REVENUE INCOME</b>			
POLICY & FINANCE COMMITTEE	-946,545.52	-959,912	13,366.48
LESS HOLDING A/CS RECHARGED INCOME	369,899.70	384,426	-14,526.30
LESS Precept	462,991.00	462,991	
RECREATION, LEIS & O/S COM	-40,332.44	-41,350	1,017.56
CEMETERY	-61,341.13	-56,064	-5,277.13
ALLOTMENTS	-4,437.50	-4,350	-87.50
PLANNING TOWN & ENVIRON	0.00	0	0.00
<b>TOTAL REVENUE INCOME</b>	<b>-219,765.89</b>	<b>-214,259</b>	<b>-5,506.89</b>
<b>CAPITAL FINANCE/INCOME</b>			
POLICY & FINANCE COMMITTEE	-20,000.00	-20,000	0.00
RECREATION, LEIS & O/S COM	0.00	-4,920	4,920.00
PLANNING TOWN & ENVIRON	-1,000.00	-1,000	0.00
<b>TOTAL CAPITAL FINANCE/INCOME</b>	<b>-21,000.00</b>	<b>-25,920</b>	<b>4,920.00</b>
<b>TOTAL INCOME</b>	<b>-240,765.89</b>	<b>-240,179</b>	<b>-586.89</b>
<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>	<b>413,926.66</b>	<b>455,724</b>	<b>-41,797.34</b>
<b>TRANSFERS TO PROVISIONS</b>			
POLICY & FINANCE COMMITTEE	24,400.00	16,400	8,000.00
RECREATION, LEIS & O/S COM	20,900.00	16,900	4,000.00
CEMETERY	0.00	0	0.00
PLANNING TOWN & ENVIRON	0.00	0	0.00
<b>TOTAL TRANSFERS TO PROVISIONS</b>	<b>45,300.00</b>	<b>33,300</b>	<b>12,000.00</b>



SUMMARY OF INCOME AND EXPENDITURE FOR 2016/17

<u>ALL COMMITTEES</u>	<u>Actual</u>	<u>Revised</u>	<u>Variance</u>
<u>REVENUE EXPENDITURE</u>	£	Budget £	£
<b>TRANSFERS FROM PROVISIONS</b>			
POLICY & FINANCE COMMITTEE	-6,380.00	-3,515	-2,865.00
RECREATION, LEIS & O/S COM	-47,925.00	-43,005	-4,920.00
CEMETERY	-230.00	-230	0.00
PLANNING TOWN & ENVIRON	-1,000.00	-1,000	0.00
ADDITIONAL TRANSFER TO PROVISION	0.00	0	0.00
<b>TOTAL TRANSFERS FROM PROVISIONS</b>	<b>-55,535.00</b>	<b>-47,750</b>	<b>-7,785.00</b>
TRANSFER FROM(-)/TO GENERAL RESERVE	59,299.34	21,717	37,582.34
<b>COUNCIL'S NET COMMITTEE EXPENDITURE BEFORE PRECEPT</b>	<b>462,991</b>	<b>462,991</b>	<b>0</b>
ADD PRECEPT RECEIVED	-462,991	-462,991	0
<b>COUNCIL'S NET EXPENDITURE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>

## RINGWOOD TOWN COUNCIL

Appendix 4

PROVISIONS AND RESERVES

Title & Code	Balance 01/04/2016 £	£	Cash Receipts	Transfer fr Revenue £	Sub Total £	Transfer btwn resv £	Transfer to Revenue £	Balance 31/03/2017 £
<b>EAR-MARKED PROVISIONS &amp; RESERVE</b>								
I.T. & Equipment TM602	21,900.00			4,500.00	26,400.00			26,400.00
Repairs To Pavements (Root Dam) 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
<b>Sub Totals</b>	<b>124,712.40</b>	<b>0.00</b>	<b>7,020.00</b>	<b>45,300.00</b>	<b>177,032.40</b>	<b>500.00</b>	<b>-35,640.00</b>	<b>141,892.40</b>
Dev Contribs TM680	12,116.13	0.00			12,116.13		-3,340.00	8,776.13
Cem Maint TM681	2,360.00	0.00			2,360.00		-230.00	2,130.00
Dev Cons(cap) TM682	0.00	0.00	2,587.84		2,587.84			2,587.84
Capital Receipts TM684	13,125.00	0.00			13,125.00			13,125.00
Grants Unapplied TM685	3,200.00	0.00	7,680.00		10,880.00	-1,100.00	-8,025.00	1,755.00
Loans Unapplied TM686	0.00	0.00			0.00			0.00
<b>Total Earmarked Provisions &amp; Reserve</b>	<b>155,513.53</b>	<b>0.00</b>	<b>17,287.84</b>	<b>45,300.00</b>	<b>218,101.37</b>	<b>-600.00</b>	<b>-47,235.00</b>	<b>170,266.37</b>
--Gen Reserve B010 TM699	201,330.32			59,299.34	260,629.66	600.00	-8,300.00	252,929.66
<b>Total Provisions and Reserves</b>	<b>356,843.85</b>	<b>0.00</b>	<b>17,287.84</b>	<b>104,599.34</b>	<b>478,731.03</b>	<b>0.00</b>	<b>-55,535.00</b>	<b>423,196.03</b>
<b>Decrease ( - ) or Increase in Reserves &amp; Provisions during 2016/17:-</b>								<b>66,352.18</b>



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

**INITIAL REVIEW OF PROJECTS**

**1. INTRODUCTION**

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

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

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

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

**2. CAPITAL PROJECTS**

**Millennium Clock in Furlong Car Park**

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

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

	<b>Timeframe</b>
<b>Millennium Clock in Furlong Car Park</b>	<b>Short term</b>

**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.

# E

	<b>Timeframe</b>
<b>92 Southampton Road</b>	<b>Medium term</b>

### 3. OTHER PROJECTS

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

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

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

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

	<b>Timeframe</b>
<b>Investigations into use and development of land at rear of Greenways</b>	<b>Long term</b>

#### **Ringwood Gateway**

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

	<b>Timeframe</b>
<b>Ringwood Gateway</b>	<b>Short term</b>

#### **Information Technology**

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

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

At present staff cannot obtain access to the Council's main systems from home and homeworking is not a viable option. Discussions are underway with the District Council's new ICT Service Manager to bring forward proposals to provide this facility. Some Councils have

also provided tablets for members to view Agenda, reports and minutes. Details of any proposals for software development will be included in the budget reports.

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

	<b>Timeframe</b>
<b>Information technology</b>	<b>Short/Medium/Long term</b>

### Grants

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

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

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

	<b>Timeframe</b>
<b>Grants</b>	<b>To be deleted</b>

### Technical Support

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

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

	<b>Timeframe</b>
<b>Technical Support</b>	<b>Long term</b>

# E

## EARMARKED PROVISIONS

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

	<b>Timeframe</b>
<b>Earmarked provisions</b>	<b>Short term</b>

## 4. RESOURCE AND FINANCIAL IMPLICATIONS

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

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

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

## 5. RECOMMENDATIONS

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

For further information, contact:

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

**OS/5683**

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

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

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

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

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

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

**ELECTRICITY SUPPLY TO GREEN SHEDS AT CARVERS**

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

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

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

<b>ACTION</b> T Simpson
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