

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

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

Held on Wednesday 4<sup>th</sup> January 2017 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Anne Murphy  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Jacqui Terry  
Cllr Michael Thierry  
Cllr Tim Ward  
Cllr Angela Wiseman

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk  
Jack Cheshire and Oscar Poules, Student Advisors

### **O/S5635 APOLOGIES FOR ABSENCE**

All Members were present.

### **OS/5636 DECLARATIONS OF INTEREST**

Cllr Thierry declared a pecuniary interest in agenda item 6 (Monthly Speciality Market) as the operator of the Antiques and Decorative Arts Fairs advertises in his paper.

### **OS/5637 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 7<sup>th</sup> December 2016, having been circulated, be approved and signed as a correct record.

### **OS/5638 COMMITTEE BUDGET**

Members were asked to give further consideration to budget requirements for 2017/18 and the recommendations made in the Finance Manager's report (*Annex A*), noting that queries raised at the last meeting (*OS/5634 refers*) had been fully addressed in the report.

**RESOLVED:** 1) That the budgets and proposals in Appendices A and B be approved.  
2) That the proposals in Appendix A be put forward and prioritised as shown.

<b>ACTION</b> R Fitzgerald
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### **OS/5639 WESSEX WATER IMPROVEMENT WORKS**

The Deputy Town Clerk reported that she had met with a representative of Wessex Water, together with Cllr Briers and the Grounds Foreman, to discuss concerns about the amount of

water lying on the Bickerley following the completion of the improvement works to the sewerage network.

Wessex Water accepted that the water was not draining away as quickly as before and agreed to arrange for a specialist land drainage engineer to look at the issue and find a way to resolve it. Some levelling of the site may also be required. At this stage, it was felt that the ground may not have recovered sufficiently for any events to be held at The Bickerley in 2017 and, if this proved to be the case, Wessex Water would be required to compensate the Council for any loss of income and provide trackway to enable the Carnival Fun Fair to be held at Carvers, as in 2016.

**RESOLVED:** That the Deputy Town Clerk's verbal report be noted.

<b>ACTION</b> J Hurd
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**OS/5640  
MONTHLY SPECIALITY MARKET**

*Cllr Thierry declared a pecuniary interest as the operator of the Antiques and Decorative Arts Fairs advertises in his paper. He took no part in the discussion or voting.*

Members considered the Deputy Town Clerk's report (*Annex B*), together with supporting information provided by the operator of the Antiques and Decorative Arts Fairs.

Cllr Ring had visited the Fairs, which he found to be very refreshing, and hoped that the quality of the stalls would continue to be improved.

Cllr Ward reported that he had spoken to Mr Morant, the operator of the Wednesday Charter Market, who had confirmed that the Fairs had had no adverse impact on his market. He was very pleased with the monthly Fairs and hoped that they would continue.

Cllr Ward also praised the extensive advertising for the monthly Fairs, which helped to raise the profile of the town.

**RESOLVED:** That the Antiques and Decorative Arts Fairs be held in Gateway Square on the second Saturday of each month from March to December 2017, and that a full review be carried out in September 2017 prior to any bookings being taken for 2018.

<b>ACTION</b> J Hurd
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There being no further business, the Chairman closed the meeting at 7.10pm.

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

RECEIVED  
25<sup>th</sup> January 2017

APPROVED  
1<sup>st</sup> February 2017

TOWN MAYOR

COMMITTEE CHAIRMAN

**RECREATION, LEISURE AND OPEN SPACES COMMITTEE**  
**4th JANUARY 2017**

**DRAFT BUDGET 2017/2018**

**1. INTRODUCTION**

**1.1** Members considered draft budget proposals for 2017/18 at the meeting of this Committee on the 7<sup>th</sup> December. A number of questions were raised and recommendations were made for a number of changes. This report reflects those changes and provides further explanation for the revised budget for 2016/17 and the proposed budget for 2017/18.

**1.2** To assist Members, the following draft documents are attached:-

**Appendix A:** Shows the progress made on the new expenditure items approved for inclusion in the 2016/17 budget together with revised proposals for new expenditure bids for 2017/18.

**Appendix B:** Shows the approved original budget 2016/17 of £174,240 (including non-recurring growth of £34,956 funded from reserves), the draft revised budget 2016/17 of £155,392 which reflects the latest forecast outturn for 2016/17 together with the revised draft budget for 2017/18 of £165,221 which excludes any new bids. The revised budget 2016/17 includes residual capital expenditure of £6,570 for the skate park which is funded from grants and reserves.

For comparison, actual net expenditure in 2015/16 was £215,034 before transfers to and from provisions and £151,690 after transfers.

**2. REVISED BUDGET 2016/17**

**2.1** The revised budget (column 4 Appendix B) now shows a net decrease of £18,848 over the original budget (column 3). The main reasons for this further decrease from the previously reported figure are the inclusion of grant receipts to fund flood prevention work. The revised table of changes is set out below:-

Details	£
1. Purchase of additional vehicles and machinery	20,875
2. Reduced Grounds maintenance	-2,083
3. Additional Expenditure on Cemeteries	7,676
4. Increase in Cemeteries income	-22,000
5. Increases in other income	-4,671
6. Increase transfer to vehicle maintenance reserve	4,500
7. Less increased transfer from provisions	-24,209
8. Other minor increases in expenditure	1,064
<b>Total</b>	<b>-18,848</b>

**2.2** Flood prevention work is included in the revised budget. This covers the purchase of generators, pumps and sandbags and we anticipate expenditure of £4,000 in the current year, included within the plant and machinery purchase budgets. This expenditure will be funded from a grant receipt received during the year and currently held in reserves.

**2.3** Subject to Committee and Council approval, the revised budget for the year, following all transfers to and from reserves, will be £155,392.

### **3. REVISED DRAFT BUDGET 2017/18**

- 3.1** As previously noted, the base budget for 2017/18 has been prepared on an incremental basis by rolling forward the 2016/17 budget and adjusting for non recurring expenditure and known inflationary cost changes. Other than for pay costs, there will only be general inflationary increases of 2.5% applied where budgets are typically largely spent or overspent. Other specific adjustments for inflation have been applied where these are known and unavoidable, e.g. for insurance.
- 3.2** An analysis of spend against existing budgets from April 2013 revealed a number of areas where budgets may no longer be required or may be consolidated to release savings. This process has released more than £5,600 from this Committees budgets.
- 3.3** Thus, a range of small buildings budgets, covering the Bickerley toilets (£73), Carvers Pavilion Maintenance (£50) and a generic "Buildings Maintenance" budget of £600 have been consolidated into one buildings Maintenance budget of £1,250. The reason for this is simply that over the last few years spend has varied, exceeding the budgets in one area whilst no spend has been recorded in others, but in aggregate the spend is broadly in line with the proposed increased budget.
- 3.4** Similarly the budgets for Bickerley/Pocket Park (£300) and Poulner lakes (£500) have been consolidated with "Grounds – Other" to form a more meaningful budget of £3,800. This means that there will still be funds available for Poulner Lakes access if required.
- 3.5** Other significant proposed adjustments include:
- The fencing budget has been reduced from £2,000 to £1,000 because there has been little spend since 2013 and only £1,000 was spent in that year.
  - The War graves maintenance budget has been moved to Cemeteries which is where the grant monies from the War Graves Commission are received.
  - The machine purchases budget of £15,000 was non-recurring expenditure as set out in Appendix A and has therefore been taken out of 2017/18.
  - The Playground inspections budget was initially increased to take account of the new skatepark and any additional safety inspections that that might entail. To date the budget has not been required and following a review it has been reduced.
  - Savings arising from the chainsaw operating training undertaken earlier this year is expected to reduce spend on tree safety work by £1,000.
  - Income is expected to grow by almost £10,900, most of which is cemeteries, whilst income inflation will add a further £1,350.
- 3.6** Pages 1 and 2 of Appendix B show the summary budget figures for the Committee, whilst Pages 3-7 show the detailed budgets. The draft budget excludes any new expenditure bids. New bids that are being brought forward for consideration are discussed in Section 4, below and summarised in Appendix A.
- 3.7** The Committee is asked to consider the new bids in Appendix A and the draft budget proposals in Appendix B. These will then go forward to the Policy & Finance Committee later in January for consideration as part of the Council's total budget.

#### **4. NEW BIDS 2017/18**

- 4.1** A new non recurring bid for 2017/18, amounting to £1,810, has been proposed. This is in respect of additional training for grounds staff in areas including health and safety, first aid, manual handling and various role specific courses to maximise the return on our investment in plant and equipment.
- 4.2** A further bid is proposed for the installation of improved CCTV at Ringwood Cemetery in an attempt to tackle problems of vandalism and fly tipping in the grounds.

#### **5. RECOMMENDATIONS**

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) the proposals in Appendix A be ranked in order of priority,

For further information please contact:

Rory Fitzgerald, Finance Manager or Jo Hurd, Deputy Town Clerk

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**RECREATION, LEISURE & OPEN SPACES COMMITTEE****REPORT ON APPROVED BUDGET PROPOSALS FOR 2016/17**

NO.	ITEM	REASON	BUDGET 16/17 £	COMMENTS
1.	Replacement Ride on Mower	Existing machinery is at end of life.	15,000	New ride on mower has been acquired.
2.	Funding from Reserves		-14,806	Funding applied
		<b>TOTAL NET COSTS</b>	<b>194</b>	

**NEW BUDGET PROPOSALS FOR 2017/18**

NO.	ITEM	REASON	17/18 £	18/19 £	19/20 £	Priority
1.	Ground Staff Training	There is a desperate need for all staff to obtain some additional training in a variety of areas both to comply with our legal duty of care and to provide motivation to staff and demonstrate their value to the Town Council	1,810			<b>1</b>
2.	CCTV Ringwood Cemetery	To install improved CCTV at Ringwood Cemetery in order to tackle vandalism and fly tipping	1,000			<b>2</b>
3.						
4.						
5.						
		<b>TOTAL NET COSTS</b>	<b>2,810</b>			

**SUMMARY RECREATION, LEISURE AND OPEN SPACES COMMITTEE  
REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18**

1	2	3	4	5
Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
<b>REVENUE EXPENDITURE</b>				
Recreation & Open Spaces				
--Establishment	10,900	11,911	11,700	11,480
--Maintenance	15,725	21,283	19,200	18,615
--Machinery	37,377	27,825	48,700	8,972
--Employee Costs	125,387	126,927	127,322	129,025
--Planters	0	500	500	500
--Activities Expenses	9,225	9,070	9,050	9,020
--Other	1,001	1,450	1,250	1,150
<b>Sub Total</b>	<b>199,615</b>	<b>198,966</b>	<b>217,722</b>	<b>178,762</b>
Cemetery				
--Establishment	5,096	4,460	4,650	5,103
--Maintenance	5,882	3,417	7,150	5,050
--Employee Costs	31,549	33,137	36,890	34,355
<b>Sub Total</b>	<b>42,527</b>	<b>41,014</b>	<b>48,690</b>	<b>44,508</b>
Allotments				
--Establishment	752	1,100	1,000	1,100
--Maintenance	509	1,000	1,000	1,300
--Employee Costs	11,447	12,029	13,199	12,323
--Other	230	200	230	230
<b>Sub Total</b>	<b>12,938</b>	<b>14,329</b>	<b>15,429</b>	<b>14,953</b>
<b>Total Revenue Expenditure</b>	<b>255,080</b>	<b>254,309</b>	<b>281,841</b>	<b>238,223</b>
<b>CAPITAL EXPENDITURE</b>				
Recreation & Open Spaces	391,884	6,570	6,570	0
<b>Total Capital Expenditure</b>	<b>391,884</b>	<b>6,570</b>	<b>6,570</b>	<b>0</b>
<b>COMMITTEE EXPENDITURE</b>	<b>646,964</b>	<b>260,879</b>	<b>288,411</b>	<b>238,223</b>
<b>REVENUE INCOME</b>				
Recreation & Open Spaces	-40,710	-36,729	-41,350	-37,836
Cemetery	-51,012	-34,064	-56,064	-45,097
Allotments	-4,390	-4,300	-4,350	-4,400
<b>Total Revenue Income</b>	<b>-96,112</b>	<b>-75,093</b>	<b>-101,764</b>	<b>-87,332</b>
<b>CAPITAL INCOME/FINANCE</b>				
Recreation & Open Spaces	-335,818	-4,920	-4,920	0
<b>Total Capital Income/Finance</b>	<b>-335,818</b>	<b>-4,920</b>	<b>-4,920</b>	<b>0</b>
<b>TOTAL COMMITTEE INCOME</b>	<b>-431,930</b>	<b>-80,013</b>	<b>-106,684</b>	<b>-87,332</b>
<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>	<b>215,034</b>	<b>180,866</b>	<b>181,727</b>	<b>150,891</b>

**SUMMARY RECREATION, LEISURE AND OPEN SPACES COMMITTEE  
REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18**

1	2	3	4	5
Description	Actual 15/16 £	Orig Est 16/17 £	Revised 16/17 £	Orig Est 17/18 £
<b>ADD TRANSFERS TO PROVISIONS</b>				
Recreation & Open Spaces	24,600	12,400	16,900	16,900
Cemetery	0	0	0	0
<b>Total Transfer To Provisions</b>	<b>24,600</b>	<b>12,400</b>	<b>16,900</b>	<b>16,900</b>
<b>LESS TRANSFERS FROM PROVISIONS</b>				
Recreation & Open Spaces	-87,714	-18,796	-43,005	-2,340
Cemetery	-230	-230	-230	-230
<b>Total Transfer From Provisions</b>	<b>-87,944</b>	<b>-19,026</b>	<b>-43,235</b>	<b>-2,570</b>
<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>	<b>151,690</b>	<b>174,240</b>	<b>155,392</b>	<b>165,221</b>
Add proposed new recurring bid				0
Add proposed new non-recurring bids				2,810
Less financed from provisions				0
<b>NET COMMITTEE EXPENDITURE</b>	<b>151,690</b>	<b>174,240</b>	<b>155,392</b>	<b>168,031</b>



**REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6
Code	Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
	<b>Establishment</b>				
P100 TB101	--Electricity	1,242	1,040	1,000	1,040
P210 TB101	--Cleaning mats/consumables	85	150	150	150
P552 TB101	--Environmental Agency	446	470	450	470
P553 TB101	--Health & Safety	323	200	200	200
S012 TB101	--Protective Clothes	1,073	835	500	835
S052 TB101	--Mobile Phones	612	690	500	520
T211 TB101	--Travel Expense	146	100	500	200
P150 TB229	--Water	2,649	1,826	1,800	1,500
P553 TB272	--Playground Inspections	250	600	600	265
T022 TB280	--Fuel	4,074	6,000	6,000	6,300
	<b>Total Establishment</b>	<b>10,900</b>	<b>11,911</b>	<b>11,700</b>	<b>11,480</b>
	<b>Maintenance</b>				
S042 TB201	--Bickerley Toilets	0	73	50	0
P002 TB202	--Buildings	76	600	4,000	1,250
P002 TB203	--Carvers Pavilion maintenance	7	500	100	0
P550 TB204	--Grounds - Carvers	23	2,000	1,000	2,050
P006 TB207	--Maint in Closed Churchyard	400	2,000	1,000	2,050
P002 TB208	--Dr. Littles Garden	40	0	100	0
P002 TB213	--Long Lane Mtn	128	2,600	2,000	2,665
P002 TB217	--The Bickerley/Pocket Park	34	300	300	0
P002 TB218	--Poulner Lakes	92	500	300	0
P002 TB224	--War Memorial	0	50	50	0
P006 TB229	--Grounds - Other	4,479	3,000	2,000	3,800
P542 TB229	--Fencing	0	2,000	1,500	1,000
P545 TB229	--Tree Safety Work	3,593	5,000	4,000	4,000
P546 TB229	--Tree Safety Consultant	0	400	400	400
P006 TB254	--Rodent Control	269	260	400	200
P550 TB255	--St Furn paint	0	200	200	200
P002 TB271	--Ash Grove Play Area	49	0	0	0
P002 TB272	--Play Areas	6,535	1,000	1,000	1,000
P550 TB423	--War Graves Maintenance	0	800	800	0
	<b>Total Maintenance</b>	<b>15,725</b>	<b>21,283</b>	<b>19,200</b>	<b>18,615</b>
	<b>Machinery</b>				
S002 TB280	--Small Tools Purchase	724	522	1,000	522
T010 TB280	--Machine Maintenance	9,000	11,000	7,500	8,250
T100 TB280	--Machine Purch	26,376	15,000	39,000	0
T110 TB280	--Hiring Costs	128	260	200	200
T010 TB281	--Cabstar service/maint	1,149	1,043	1,000	0
	<b>Total Machinery Costs</b>	<b>37,377</b>	<b>27,825</b>	<b>48,700</b>	<b>8,972</b>
	<b>Employee Costs</b>				
E310 TB101	--Staff Recruitment	0	0	0	0
E505 TB101	--Staff Training	872	1,600	2,500	1,600
E690 TB181	--Office Staff Allocated Costs	36,653	33,140	33,395	34,545
E691 TB181	--Groundstaff Allocated Costs	87,862	92,187	91,427	92,880
	<b>Total Employee Costs</b>	<b>125,387</b>	<b>126,927</b>	<b>127,322</b>	<b>129,025</b>

**REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6
Code	Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
	<b>Planters</b>				
S002 TB253	--Planters For Floral Displays	0	500	500	500
	<b>Total Planters</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Activities Expenses</b>				
P006 TB204	--Cricket	76	500	250	500
P103 TB204	--Floodlighting	0	100	100	0
P006 TB205	--Tennis Courts	2,150	200	200	300
P006 TB219	--Poulner School Expenses	10	500	250	500
P006 TB221	--Football	2,126	500	2,000	1,500
P006 TB225	--Ringwood School Expenses	0	470	400	470
P006 TB228	--Rugby	504	100	100	100
P007 TB251	--Roundabout Flower Beds	2,972	2,700	2,500	2,700
P006 TB251	--Flower Beds	0	1,000	1,000	700
P002 TB274	--Skate Park Expenses	21	1,000	250	250
S040 TB302	--Young Childrens' Entertain	1,366	2,000	2,000	2,000
	<b>Total Activities Expenses</b>	<b>9,225</b>	<b>9,070</b>	<b>9,050</b>	<b>9,020</b>
	<b>Other</b>				
P006 TB256	--Dog Waste Collection	1,001	1,200	1,000	900
S380 TB256	--Dog Waste Bins	0	250	250	250
P002 TB257	--Travellers	0	0	0	0
	<b>Total Other</b>	<b>1,001</b>	<b>1,450</b>	<b>1,250</b>	<b>1,150</b>
	<b>Total Revenue Expenditure</b>	<b>199,615</b>	<b>198,966</b>	<b>217,722</b>	<b>178,762</b>
	<b>Capital Expenditure</b>				
C320/321 TB902	--Skatepark development	148,318	6,570	6,570	0
0 0	--Purchase of land at Long Lane	243,566	0	0	0
	<b>Total Capital Expenditure</b>	<b>391,884</b>	<b>6,570</b>	<b>6,570</b>	<b>0</b>
	<b>COMMITTEE EXPENDITURE</b>	<b>591,499</b>	<b>205,536</b>	<b>224,292</b>	<b>178,762</b>

**REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6
Code	Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
	<b>REVENUE INCOME</b>				
R028	TB101 --Wayleaves	-91	0	-90	-10
R026	TB201 --The Bickerley	-1,700	-1,252	-1,000	-1,252
R018	TB204 --Carvers	-1,321	-1,252	-2,500	-1,300
R019	TB204 --Cricket	-1,658	-2,609	-2,500	-2,700
R021	TB204 --Floodlighting	0	-52	-50	0
R025	TB204 --Tennis	-241	-417	-250	-475
R027	TB206 --Castleman Trail	-1,105	-835	-835	-835
R011	TB219 --Poulner Junior School	-12,000	-14,608	-14,600	-14,608
R029	TB220 --Poulner Infant School	-1,975	0	-1,025	0
R022	TB221 --Football	-6,293	-6,000	-6,800	-6,150
R012	TB225 --Ringwood School	-7,825	-5,217	-5,250	-5,217
R013	TB226 --Ringwood Junior School	-315	-104	-650	-600
R017	TB227 --Bowling	-1,452	-1,461	-1,200	-1,500
R023	TB228 --Rugby	-1,776	-730	-2,100	-750
R014	TB251 --Roundabouts Flower Beds	-2,958	-2,087	-2,500	-2,439
R015	TB274 --Skatepark	0	-105	0	0
	<b>Total Revenue Income</b>	<b>-40,710</b>	<b>-36,729</b>	<b>-41,350</b>	<b>-37,836</b>
	<b>CAPITAL INCOME/FINANCE</b>				
R583	TB902 --S106 Contribution re Skatepark	-148,318	-4,920	-4,920	0
0	0 --PWLB Loan re land purchase	-187,500	0	0	0
R583	TB114 --Capital Grants	0	0	0	0
R081	TB114 --Contribution from HCC	0	0	0	0
	<b>Total Capital Income/Finance</b>	<b>-335,818</b>	<b>-4,920</b>	<b>-4,920</b>	<b>0</b>
	<b>TOTAL COMMITTEE INCOME</b>	<b>-376,528</b>	<b>-41,649</b>	<b>-46,270</b>	<b>-37,836</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>	<b>214,971</b>	<b>163,887</b>	<b>178,022</b>	<b>140,926</b>
	<b>Transfer To Provisions</b>				
M410	TB114 --Machinery	7,700	5,500	10,000	10,000
S002	TB114 --Play Equipment	16,900	6,900	6,900	6,900
	<b>Total Transfers To Provisions</b>	<b>24,600</b>	<b>12,400</b>	<b>16,900</b>	<b>16,900</b>
	<b>Transfer From Provisions</b>				
R551	TB114 --Transfer from Provisions (rev)	-28,956	-14,806	-35,270	0
R550	TB114 --Transfer from Provisions (cap)	-56,418	0	-3,745	0

**REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/18  
CEMETERY**

Col. 1	2	3	4	5	6
Code	Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
	<b>Establishment</b>				
P100 TB401	--Electricity	713	420	500	445
P150 TB401	--Water	230	100	100	200
P155 TB401	--Sewerage Expenses	127	150	150	150
P210 TB401	--Cleaning materials	0	30	100	100
P556 TB401	--Business Rates	3,504	3,500	3,550	4,008
S040 TB401	--New Plan	296	0	0	0
S059 TB401	--Telephone	226	260	250	200
	<b>Total Establishment</b>	<b>5,096</b>	<b>4,460</b>	<b>4,650</b>	<b>5,103</b>
	<b>Maintenance</b>				
P006 TB421	--Buildings	565	210	1,500	500
P545 TB422	--Trees & Tree Planting Prog	320	600	600	1,000
P547 TB422	--Memorial Safety	102	520	500	500
S040 TB422	--Grounds	3,454	470	2,500	1,000
P550 TB423	--War Graves Maintenance	0	0	0	800
S040 TB424	--Columbarium	0	0	0	0
S040 TB425	--Refuse Collection	1,441	1,617	2,050	1,250
	<b>Total Maintenance</b>	<b>5,882</b>	<b>3,417</b>	<b>7,150</b>	<b>5,050</b>
	<b>Employee Costs</b>				
E690 TB481	--Allocated Office Staff	9,544	10,059	14,012	10,563
E691 TB481	--Allocated Groundstaff	22,005	23,078	22,878	23,793
	<b>Total Employee Costs</b>	<b>31,549</b>	<b>33,137</b>	<b>36,890</b>	<b>34,355</b>
	<b>TOTAL EXPENDITURE</b>	<b>42,527</b>	<b>41,014</b>	<b>48,690</b>	<b>44,508</b>
	<b>INCOME</b>				
R050 TB401	--Burials	-24,030	-15,000	-25,000	-20,000
R051 TB401	--Purchase of Plots	-12,040	-12,000	-18,000	-13,000
R052 TB401	--Grave Maintenance	-236	-150	-150	-175
R053 TB401	--Legacy	-104	-100	-100	-100
R054 TB401	--Memorials	-10,668	-6,000	-10,000	-10,000
R056 TB401	--War Graves	-832	-814	-814	-822
R054 TB422	--Memorial Benches	-3,102	0	-2,000	-1,000
	<b>TOTAL INCOME</b>	<b>-51,012</b>	<b>-34,064</b>	<b>-56,064</b>	<b>-45,097</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>	<b>-8,485</b>	<b>6,950</b>	<b>-7,374</b>	<b>-589</b>
M410 TB414	<b>Transfer To Provisions</b> --Memorials Provision	0	0	0	0
R551 TB414	<b>Transfer From Provisions</b> --Transfer from Provisions (rev)	0	0	0	0
R486 TB414	--Transfer from Reserve (Maint)	-230	-230	-230	-230
	<b>Total Transfers From Provisions</b>	<b>-230</b>	<b>-230</b>	<b>-230</b>	<b>-230</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>	<b>-8,715</b>	<b>6,720</b>	<b>-7,604</b>	<b>-819</b>

**REVISED BUDGET 2016/17 & ORIGINAL BUDGET 2017/17  
ALLOTMENTS**

Col. 1	2	3	4	5	6
Code	Description	Actual 15/16 £	Original 16/17 £	Revised 16/17 £	Original 17/18 £
	<b>EXPENDITURE</b>				
	<b>Establishment</b>				
P150 TB501	--Water	752	1,100	1,000	1,100
	<b>Total Establishment</b>	<b>752</b>	<b>1,100</b>	<b>1,000</b>	<b>1,100</b>
	<b>Maintenance</b>				
S100 TB510	--Allotments Maintenance	136	500	200	500
P420 TB510	--Pest Control	373	500	800	800
P151 TB510	--Hightown Road Water Supply	0	0	0	0
	<b>Total Maintenance</b>	<b>509</b>	<b>1,000</b>	<b>1,000</b>	<b>1,300</b>
	<b>Employee Costs</b>				
E690 TB501	--Allocated Office Staff	10,313	10,840	12,019	11,119
E691 TB501	--Allocated Groundstaff	1,134	1,189	1,179	1,204
	<b>Total Employee Costs</b>	<b>11,447</b>	<b>12,029</b>	<b>13,199</b>	<b>12,323</b>
	<b>Other</b>				
S043 TB501	--Competition	230	200	230	230
	<b>Total Other</b>	<b>230</b>	<b>200</b>	<b>230</b>	<b>230</b>
	<b>TOTAL EXPENDITURE</b>	<b>12,938</b>	<b>14,329</b>	<b>15,429</b>	<b>14,953</b>
	<b>INCOME</b>				
R070 TB501	--Allotment Rents	-4,390	-4,300	-4,350	-4,400
	<b>TOTAL INCOME</b>	<b>-4,390</b>	<b>-4,300</b>	<b>-4,350</b>	<b>-4,400</b>
	<b>TOTAL NET EXPENDITURE</b>	<b>8,548</b>	<b>10,029</b>	<b>11,079</b>	<b>10,553</b>

## REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE 6 JANUARY 2017

### MONTHLY SPECIALITY MARKET

#### 1. INTRODUCTION

- 1.1 At the Full Council meeting on 28 September, the following was agreed (C/5877 refers):
- 1) That a monthly Saturday speciality market be held in the Gateway Square between March and December for a trial period of six months.
  - 2) That the Town Clerk agree the type of market with the Chairman of Recreation, Leisure & Open Spaces Committee prior to granting approval.
- 1.2 Ringwood Antiques and Decorative Arts Fair was subsequently held on the second Saturday of the month in the three months of October, November and December. These Fairs were well received in the town, both by visitors and traders, and detailed feedback will be circulated to Members prior to the Committee meeting.
- 1.3 The next three Fairs have now been advertised for 11 March, 8 April and 13 May 2017
- 1.4 Although the Council agreed to a six month trial, it is necessary to give the organiser of the Fairs certainty of continuity as the traders will need to be informed in March of dates for June onwards. This certainty would also ensure that the quality and quantity of traders is sustainable.

#### 2. RECOMMENDATION

- 2.1 It is RECOMMENDED that the Ringwood Antique and Decorative Arts Fair be held in Gateway Square on the second Saturday of each month from March to December 2017, and that a full review be carried out in September 2017 prior to any bookings being taken for 2018.

For further information, please contact:

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