

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

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

Held on 17<sup>th</sup> January 2018 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Philip Day  
Cllr Chris Treleaven  
Cllr Tim Ward  
Cllr Angela Wiseman

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Meetings Administrator  
Sadie Chambers, Student Advisor  
Joshua Kidd, Student Advisor

### **F/5523**

#### **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Briers, O'Reilly and Thierry and Student Advisor, Emily Litchfield.

### **F/5524**

#### **DECLARATIONS OF INTEREST**

Cllr Heron declared a non-pecuniary interest in respect of payment 3002195 to Ringwood and Fordingbridge Skip Hire due to a family connection.

Cllr Day declared a non-pecuniary interest in agenda item 10. as he is a member of the Events Team.

### **F/5525**

#### **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 13<sup>th</sup> December 2017, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5526**

#### **MONTHLY FINANCIAL REPORTS**

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

The Town Clerk reported, when reference was made to the half-yearly payment for CCTV line rental, that NFDC officers are in the process of formulating a service level agreement, which will be brought to Committee in the near future. It was hoped that this would result in better reporting and the provision of more useful data.

Further information was requested in respect of the payment from petty cash for a bike repair stand.

In respect of *Annex A(e)*, the RFO reported that, since the report had been written, there had been some changes to the figures for one-off projects, included in the 2017/18 budget. The

budget for 'Traffic Consultants' of £7,000 would now appear in the 2018/19 budget at a reduced cost of £4,000 and the Butlers Lane footpath project, to be completed this year, would cost £2,500, although the allocation had been £4,000. This would result in savings of £4,500. The cycle stands project was likely to slip into 2018/19. The funds for cycle stand and traffic consultants would be set aside in earmarked reserves.

In respect of budget outturn, he forecast that there would be a net transfer to the general fund of £4,183, opposed to the anticipated transfer from reserve of £4,800, an overall swing of £9,000 and there would be net savings overall of £4,500. The budget was broadly on track.

He also highlighted the variances on expenditure for election costs, which can be met by provisions with no impact on the revenue account, and an overspend on water charges.

A separate budget for 'The Place' was requested as there was a high level of expenditure, which needed to be detailed against revenue income. It was noted that the Manager at The Place had recently started in her role.

*Annex A (Appendix 2)* – the report analysing income against budget was amended to show that the period covered was April to December 2017 and included the final figures relating to the Fireworks event.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for October, November and December be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for October, November and December be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the Statement of Town Council Balances for October, November and December 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 report and Summary Budget Report for Q3 be received and noted.

<b>ACTION</b> R Fitzgerald
----------------------------

**F/5527**

**PROJECT OVERSIGHT**

The Town Clerk indicated that there had been no change to the current project status since the December meeting.

**RESOLVED:** That the current project report (*Annex B*) be noted.

**F/5528**

**COMMITTEE BUDGET 2018/19**

The Town Clerk presented the updated 'new projects planner' (*Annex C*).

WW1 Armistice Centenary Commemoration – The amount of £1,000, for additional support for the Remembrance event, was queried, as it was thought that all costs would be covered and there would be no requirement for this. It was agreed, however, that the item remain in the budget, until this is confirmed.

It was also noted that the proposal for the 'Silent Soldier' to be placed on the main town roundabout was supported by the Committee and it was suggested that the schools be involved in making poppies to display.

**RESOLVED:** That the new projects planner (*Annex C*) be noted.

**F/5529  
BUDGET**

The RFO detailed the method used in the preparation of the draft budget 2018/19 (*Annex D*). The original proposals suggested a requirement to transfer £50,000 from the general reserve to balance the budget (maintaining Council tax at 2%).

Further analysis of expenditure over the last few years was undertaken to bring budgets in line with requirements and this identified savings, resulting in a reduction of the draw on reserves to £36,848. Whilst this was viewed as affordable, it was not sustainable.

Members did not support the draft budget and the proposed level of the draw on reserves, in the absence of a plan to restore them. A discussion followed, with a view to adjusting some entries to bring about a reduction in expenditure, an increase in revenue or a change in priority of the non-recurring project bids.

The RFO agreed to re-evaluate the budget requirement for the VIC (pg. 2 E696 TA112), as it was thought that a 20% increase was too high. He was tasked with rationalising historic reserves and preparing information in relation to the life of all expensive equipment, with a view to ensuring that the relevant reserve has built up sufficiently when the equipment needs replacing.

<b>ACTION R Fitzgerald</b>
----------------------------

It was agreed, with reference to point 3.5 Table 2, that:-

- the support to WW1 commemoration event be reduced from £2,000 to £1,000 (-£1,000)
- Carvers recreation ground improvements are to be funded from CIL receipts (-£10,000)
- replacement of the mower is to be funded from earmarked provisions £20,000
- sign painting at Fridays Cross reduced from £900 to £400 (-£500)
- a recommendation be made that Neighbourhood Plan is reduced from £3,000 to £1,000 (-£2,000)

It was also agreed to increase revenue income from Markets (pg.3 R000 TA124) from £2,000 to £3,000 (£1,000) and add revenue income for ticket sales.

A proposal was made by Cllr Treleaven to increase the Council tax rise from 2% to 3%, which was seconded by Cllr Rippon-Swaine. Cllr Day asked for a recorded vote. Cllrs Treleaven, Rippon-Swaine, Ward and Heron were in favour. Cllrs Day and Wiseman were against. (£4,710)

These amounts, in addition to the £4,500 savings made on projects this year (Traffic Consultants £3,000 and Butlers Lane footpath £1,500), would impact on the draft budget and reduce the level of draw on the general reserve.

**RESOLVED:** That the Draft Budget 2018/19 is amended to take into account the decisions agreed by the Policy and Finance Committee, as detailed above.

**RECOMMENDED TO FULL COUNCIL:** That the re-drafted Budget 2018/19 be approved and the level of precept and Council Tax be set for 2018/19.

<b>ACTION</b> <b>R Fitzgerald</b>
-----------------------------------

**F/5530**

**CORPORATE PLAN WORKING PARTY**

Members considered the Town Clerk's report (*Annex E*) in respect of the preparation of a draft Corporate Plan and commented on the examples provided. He explained that a plan could show the broad strategy that the Council was working towards, with specific goals against which progress could be measured.

The general view was that this was unnecessary and time consuming for officers. Members felt that the project reports, which had been recently introduced were sufficient to provide focus and help with prioritisation and allocation of resources.

**RESOLVED:** That the preparation of a Corporate Plan for the Town Council not be pursued, at this time.

<b>ACTION</b> <b>C Wilkins</b>
--------------------------------

**F/5531**

**FINANCIAL CONTROL OF TOWN COUNCIL EVENTS**

Cllr Heron introduced the item by highlighting the two hugely successful events put on by a very small select committee, comprising of two Councillors and two members of the public, who had worked hard and within tight timescales.

He explained that previously events had either been organised 1) wholly as a Town Council event, 2) through a Working Party to bring in peoples expertise, but without the power to make decisions or 3) supporting event organisers via grants or assistance for example, with staff time, etc. The last two events did not fall into any of these categories and it had thrown up anomalies, which the Town Council and Events Team had worked hard to resolve, but there was a need to operate in a different way in the future. He continued to give his personal opinion on the matter, concluding that as public money was involved, the Council had to be financially responsible.

Cllr Day reported that the proposals for events would not have been put forward if they were not going to make a profit and none of the money allocated, £5,000 for fireworks and £3,000 for Christmas, had actually been spent. He described the constraints faced and the practicalities of meeting, making decisions and how costs could be incurred at each stage of the planning process. His view was that any process of approving decisions would delay matters, make the planning less flexible and the team less able to react.

The importance of finances and greater level of control was understood, however he indicated his disappointment that there was no alternative proposal and if the recommendation in the report (*Annex F*) was approved, no progress would be made with events and they would not happen. He suggested that a far greater degree of delegation was required.

The Town Clerk agreed that a Working Party would not be the solution, but that some form of agreement was needed to allow financial controls to be applied, possibly by setting a budget, with decisions being made by officers, in consultation with the events team. Tight controls wouldn't work, however there needed to be some officer oversight.

*With the agreement of all Members, Standing Orders were suspended to allow the meeting to continue past 9.00pm.*

Cllr Rippon-Swaine summarised by indicating that there cannot be any unexpected invoices nor un-receipted expenditure for events and the solution should be a more informal set up, with both of these conditions in mind, but enabling the organisers to react at short notice and as necessary.

It was agreed that a budget be set up for any given event, with the knowledge of the up-front expenditure to be incurred, and the organisers are to work with the Town Clerk (who can authorise expenditure) within the net budget. The suggested figure for the 19<sup>th</sup> May event was £5,000.

Cllr Day invited any interested parties to join the Events Team.

**RESOLVED:** That a net budget limit of £5,000 be set for the Royal Wedding Event on 19<sup>th</sup> May to cover up-front expenditure, on the basis that the event is expected to break even and the organisers are to work with the Town Clerk, who will ensure that the event is within budget and financial controls are complied with.

<b>ACTION</b> C Wilkins
-------------------------

*There being no further business, the Chairman closed the meeting at 9.18 pm.*

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

RECEIVED  
31<sup>st</sup> January 2018

APPROVED  
21<sup>st</sup> February 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

**A**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**17TH JANUARY 2018**

**POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST OCTOBER 2017**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Oct						
2017-10-10	3002076	The Tree Manage Co	Premis	R&L	Field Maples - Reduce	360.00
2017-10-10	3002069	Elliott Brothers Ltd	Premis	R&L	Open Spaces - Postfix	22.27
2017-10-10	3002070	New Forest D.C.	Employs	Allots	Gateway - Training T1 Highways KW & PV	194.00
2017-10-10	3002060	Central Southern Sec	Premis	Cem	Cemetery - Maint of alarm & replace battery	77.76
2017-10-10	3002077	Central Southern Sec	Premis	P&F	The Place - Annual maintenance of alarm	70.80
2017-10-10	3002061	SLCC	Employs	P&F	Training - Contracts & Tendering Course CW	174.00
2017-10-10	3002071	Letters & Logos Ltd	S&S	P&F	Remembrance Parade - Correx Panels/graphics	55.26
2017-10-10	3002063	Swintex Ltd	Premis	R&L	Open Spaces - Osprey green litter bin lid	24.31
2017-10-10	3002085	Central Comp Manage	S&S	P&F	Gateway - Payroll processing and postage	279.69
2017-10-10	3002072	Romsey Show	S&S	P&F	Gateway - Romsey Show ticket sales	156.75
2017-10-10	3002059	Greyfriars	S&S	P&F	Gateway - 2017/18 Affiliation Fee	21.00
2017-10-10	3002058	NFNPA	S&S	P&F	Gateway - Cycle Trail Maps	25.00
2017-10-10	3002073	Aquam Water Services	Premis	R&L	Open Spaces - Standpipe Hire	69.97
2017-10-10	3002062	Site Safety Ltd	S&S	R&L	Groundsmen - Sweatshirts	42.24
2017-10-10	3002057	Anna Lane	Premis	Allots	Allotments - Refund of allotment rent	25.00
2017-10-10	3002065	Mr A Steel	Premis	Allots	Allotments - Refund ground rent deposit	24.00
2017-10-10	3002066	Mr Kristian Wanstall	Premis	Allots	Allotments - Refund ground rent deposit	24.00
2017-10-10	3002067	Peter Hatton	Premis	Allots	Allotments - Refund ground rent deposit	24.00
2017-10-17	3002082	Avon Valley Concerts	S&S	P&F	Gateway - Grant towards future concerts	500.00
2017-10-17	3002081	Crow W I	S&S	P&F	Gateway - Grant towards kitchen refurbish.	500.00
2017-10-17	3002092	Tim Joy	Premis	Allots	Allotments - Refund ground rent deposit	24.00
2017-10-17	3002093	Peter Noble	Trans	R&L	Machinery - Kubota Mower Invest/repair brake	74.59
2017-10-17	3002094	Peter Noble	Trans	R&L	Machinery - Front deck mower blades, covers	137.77
2017-10-17	3002095	Peter Noble	Trans	R&L	Machinery - Strimmer investigate vibration	219.26
2017-10-17	3002096	Peter Noble	Trans	R&L	Machinery - Quick hitch towing links	16.80
2017-10-17	3002084	Hampshire C.C.	Premis	P&F	Gateway - Bleach and Monitor shelves for PC's	79.57
2017-10-17	3002102	Longham Gard Mach	Trans	R&L	Machinery - Massport mower blade	35.10
2017-10-17	3002064	New Forest D.C.	S&S	P&F	Gateway - Phone recharges 1.4.17 - 30.9.17	151.26
2017-10-17	3002107	Upton Oil	Trans	R&L	Transport - White Diesel	1,272.07
2017-10-17	3002108	Upton Oil	Trans	R&L	Transport - Red diesel	319.54
2017-10-17	3002104	Itec	S&S	P&F	Gateway - Copies charged and gold support	77.10
2017-10-17	3002097	Alexandra	S&S	R&L	Groundsmen - Polo Shirts & work trousers	144.48
2017-10-17	3002083	BDO LLP	S&S	P&F	Gateway - Review of annual return	1,596.00
2017-10-17	3002091	TUFF	S&S	P&F	The Place - Tuff sessions during August	2,000.00
2017-10-17	3002109	1st Stop Clean	Employs	P&F	Gateway - Office clean	70.42
2017-10-17	3002103	Glenacres Nursery	Premis	R&L	Open Spaces - Supply assorted hedging	288.00
2017-10-17	3002079	Aquacare	Premis	R&L	Carvers Pavilion - Legionella Risk Assessment	163.44

A

Date	Trans No	Details	Budget	Comm	Description	Amount £
Oct						
2018-10-02	SO	TLC On-line	S&S	P&F	Web Site Maintenance - October 2017	80.00
2018-10-02	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - October 2017	378.00
2018-10-02	DD	New Forest D.C.	Premis	P&F	The Place Rates - October 2017	181.00
2018-10-04	DD	UK Fuels	Trans	R&L	Fuel - September 2017	61.32
2018-10-05	DD	Fintec	S&S	P&F	Gateway - Photocopier quarterly charge	478.80
2018-10-13	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 2	64.72
2018-01-20	DD	Zurich	Employs	P&F	AVC - September 2017	600.00
2018-10-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - September 2017	31.53
2018-10-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - September 2017	24.60
2018-10-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - September 2017	33.45
2018-10-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - September 2017	2.40
2018-10-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - September 2017	31.75
2018-10-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - September 2017	2.40
2018-10-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - September 2017	159.37
2018-10-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - September 2017	2.40
2018-10-31	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - September 2017	10.00
2018-10-31	DD	Utility Warehouse	S&S	P&F	The Place landline - September 2017	24.60
2018-10-31	DD	Utility Warehouse	Premis	P&F	The Place electricity - September 2017	109.14
2018-10-31	DD	Utility Warehouse	Premis	P&F	The Place club membership - September 2017	2.40
2018-10-27	PAY	Lloyds	S&S	P&F	Bank charges September 2017	10.06
2018-10-12	BGC	Austin & Wyatt	S&S	P&F	Agents fees - October 2017	136.00
2018-10-17	LloydsCC	EB Neigh/hood Plan	Employs	P&F	Gateway - Training	30.00
2018-10-17	LloydsCC	Tampen & Tampen	Premis	P&F	The Place - Cleaning & buffer floor pads	20.86
2018-10-17	LloydsCC	NFDC	Trans	P&F	Gateway - Payroll emoluments	25.00
2018-10-17	LloydsCC	Annual Fee	S&S	P&F	Gateway - Annual Fee	32.00
2018-10-17	LloydsCC	Amazon	S&S	P&F	The Place - Cups & lids	18.99
2018-10-17	LloydsCC	Post Office	S&S	Allots	Allotments - Competition gift cards	90.00
2018-10-17	LloydsCC	Sainsburys	S&S	Allots	Allotments - Competition gift cards	50.00
2018-10-17	LloydsCC	Post Office	S&S	Allots	Allotments - Competition gift cards	90.00
2018-10-16	BP	Hampshire C.C.	Employs	P&F	Pension September 2017	6,060.34
2018-10-17	DD	Inland Revenue	Employs	P&F	September 2017	4,555.94
2018-10-25	Telepay	Staff	Employs	P&F	October 2017	22,136.26
					<b>TOTAL OCTOBER 2017</b>	<b>44,872.78</b>



**POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2017**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Nov						
2017-12-19	3002224	Central Southern Sec	Premis	Cem	Carvers Sheds - Faulty alarm pad	54.00
2017-12-19	3002141	Central Southern Sec	Premis	Cem	Cemetery - Replace door sensor alarm	39.49
2017-12-19	3002156	Screwfix	S&S	P&F	Open Spaces - Brass padlock	3.99
2017-12-19	3002145	Bournemouth Water	Premis	R&L	Bickerley stand pipe	11.97
2017-12-19	3002143	Encompass Surveys	S&S	P&F	Market Square - Topographical survey	660.00
2017-12-19	3002142	Tampen & Tampen	Premis	P&F	The Place - Defoam floor cleaner	18.60
2017-12-19	3002146	Bournemouth Water	Premis	P&F	The Place	86.24
2017-12-19	3002147	Bournemouth Water	Premis	P&F	71 Christchurch Road	62.22
2017-12-19	3002139	Hampshire C.C.	S&S	P&F	Gateway - Flip chart easel and pads	42.22
2017-12-19	3002138	Colin Joy	Premis	P&F	The Place - Replace broken plastic air bricks	360.00
2017-12-19	3002168	Peter Noble	Trans	R&L	Hayter Harrier 41 Push Mower	510.00
2017-12-19	3002169	Peter Noble	Premis	R&L	Tank - Attend and repair leak	71.98
2017-12-19	3002157	Itec	S&S	P&F	Gateway - Photo copies and gold support	77.42
2017-12-19	3002152	Peter Noble	Premis	Cem	Cemetery container - Welding repairs	238.39
2017-12-19	3002150	Water2Business	Premis	P&F	The Place - Sewerage charges	122.17
2017-12-19	3002144	Avoncrop	Premis	R&L	Open Spaces - Kaloam	748.80
2017-12-19	3002166	Pete Alvis	Premis	P&F	Greenways - Gas safety checks	132.00
2017-12-19	3002159	Hampshire C.C.	S&S	P&F	Gateway - Stationery and cleaning	22.90
2017-12-19	3002165	Hampshire C.C.	Trans	R&L	Truck - Maintenance 1.10.17 - 31.10.17	75.60
2017-12-19	3002149	Water2Business	Premis	P&F	71 Christchurch Road - Sewerage Charges	83.21
2017-12-19	3002170	Water2Business	Premis	R&L	Mount Pleasant (1) - Sewerage Charges	113.91
2017-12-19	3002148	Water2Business	Premis	R&L	Mount Pleasant (2) - Sewerage Charges	65.52
2017-12-19	3002158	New Forest D.C.	S&S	P&F	Christmas Event - Road Closure Application	150.00
2017-12-19	3002151	Peter Noble	Trans	R&L	Machinery - Strimmer replacement head/bowl	120.36
2017-12-19	3002182	NFFM	S&S	R&L	Machinery - MacExt Loppers and rake	93.50
2017-12-19	3002183	NFFM	S&S	R&L	Machinery - Grounds equipment	4,051.20
2017-12-19	3002184	NFFM	S&S	R&L	Machinery - Replacement Blower	214.20
2017-12-19	3002180	Pete Best	Premis	R&L	The Mount - Tree works	340.00
2017-12-19	3002171	Bournemouth Water	Premis	R&L	Mount Pleasant (1)	216.48
2017-12-19	3002172	Bournemouth Water	Premis	R&L	Mount Pleasant (2)	308.43
2017-12-19	3002173	Bournemouth Water	Premis	Allots	Southampton Road allotments	138.78
2017-12-19	3002174	Bournemouth Water	Premis	Allots	Upper Kingston Allotments	425.33
2017-12-19	3002175	Bournemouth Water	Premis	Cem	Cemetery	233.87
2017-12-19	3002181	Site Safety Ltd	S&S	R&L	Groundsmen - Safety Boots	122.40
2017-12-19	3002179	Eyecatcher Signs	S&S	P&F	Christmas Event - Poster artwork and printing	99.60
2017-12-19	3002163	Raie Frederick	S&S	P&F	Firework Event - Table and bins	40.00
2017-12-19	3002164	Raie Frederick	S&S	P&F	Firework Event - Rechargeable work lights/misc.	172.45
2018-01-03	3002292	Peter Street	S&S	Plan	Rod Lane/Crow Lane works - Ballast & cement	154.88

A

Date	Trans No	Details	Budget	Comm	Description	Amount £
Nov						
2018-11-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - November 2017	80.00
2018-11-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - November 2017	378.00
2018-11-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - November 2017	181.00
2018-11-01	DD	PWLB	Capital	P&F	Loan - Long Lane	5,374.96
2018-11-08	DD	UK Fuels	Trans	R&L	Fuel - October 2017	91.18
2018-11-20	DD	Zurich	Employs	P&F	AVC - October 2017	600.00
2018-11-24	DD	British Gas	Premises	P&F	Greenways September - November 2017	215.34
2018-11-30	DD	PWLB	Capital	P&F	Loan - Gateway	10,397.99
2018-11-30	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - October 2017	30.00
2018-11-30	DD	Utility Warehouse	S&S	Cem	Cemetery landline - October 2017	25.60
2018-11-30	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - October 2017	46.63
2018-11-30	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - October 2017	2.40
2018-11-30	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - October 2017	46.40
2018-11-30	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - October 2017	2.40
2018-11-30	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - October 2017	11.62
2018-11-30	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - October 2017	2.40
2018-11-30	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - October 2017	10.00
2018-11-30	DD	Utility Warehouse	S&S	P&F	The Place landline - October 2017	25.02
2018-11-30	DD	Utility Warehouse	Premis	P&F	The Place electricity - October 2017	162.74
2018-11-30	DD	Utility Warehouse	Premis	P&F	The Place club membership - October 2017	2.40
2018-11-28	PAY	Lloyds	S&S	P&F	Bank charges October 2017	11.80
2018-11-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - November 2017	136.00
2018-11-20	LloydsCC	Amazon	S&S	R&L	Equipment - Surveyors measure wheel	34.90
2018-11-20	LloydsCC	CitysPrint	Premis	R&L	Open Spaces - Removal of contaminated soil	69.28
2018-11-20	LloydsCC	AJR Engraving	Premis	R&L	Container - Keys	54.00
2017-11-13	BP	Hampshire C.C.	Employs	P&F	Pension October 2017	6,090.18
2018-01-22	DD	Inland Revenue	Employs	P&F	October 2017	5,160.78
2018-11-24	Telepay	Staff	Employs	P&F	November 2017	23,881.76
					<b>TOTAL NOVEMBER 2017</b>	<b>63,606.89</b>

**POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST DECEMBER 2017**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Dec						
2017-12-19	3002209	HALC	Employ	P&F	Gateway - GDPR training JH	48.00
2017-12-19	3002192	Forest Newspapers Ltd	S&S	P&F	The Place - Youth Manager advert	96.00
2017-12-19	3002228	Rgwd Pest Control	S&S	P&F	The Place - Pest Control	115.00
2017-12-19	3002230	Rgwd Pest Control	Premis	R&L	Ringwood Churchyard - Pest Control	127.00
2017-12-19	3002176	Hampshire C.C.	S&S	P&F	Gateway - Ivory copier paper	20.66
2017-12-19	3002177	Hampshire C.C.	S&S	P&F	The Place - Stationery and cleaning	25.08
2017-12-19	3002229	Hampshire C.C.	Premis	P/Cem	The Place & Cemetery - Stationery/cleaning	75.83
2017-12-19	3002194	Elliott Brothers Ltd	S&S	R&L	Equipment - Bolt croppers	38.81
2017-12-19	3002193	NFFM	S&S	R&L	Equipment - Leaf Rakes	41.62
2017-12-19	3002232	New Forest D.C.	Premis	P&F	Gateway - CCTV line rental 1.10.17 - 31.3.18	4,395.00
2017-12-19	3002187	Sol. Fire Safety Servs	Premis	P/R/C	The Place, Carvers & Cemetery - Fire extinguishers	166.14
2017-12-19	3002188	Screwfix	S&S	R&L	Machinery - Drill	149.99
2017-12-19	3002189	Screwfix	S&S	R&L	Machinery - Grinder	139.99
2017-12-19	3002190	Screwfix	Premis	R&L	Machinery - Masonry drill bit and 90mm bolts	7.98
2017-12-19	3002196	Letters & Logos Ltd	Premis	P&F	Christmas Event - Road closed signs stickers	36.78
2017-12-19	3002191	Alexandra	S&S	R&L	Groundsmen - Bottle Green Work Trousers SS	27.72
2017-12-19	3002210	Advertiser & Times	S&S	P&F	The Place - Youth Manager advert	148.32
2017-12-19	3002195	Rgwd & Fbridge Skip	Premis	P&F	Open Spaces - Mini skip	144.00
2017-12-19	3002231	Rgwd Pub Add Serv	S&S	P&F	Firework Events - Sound equipment	156.00
2017-12-19	3002185	Ellis Whittam	S&S	P&F	Gateway - Insurance Year 2/5	150.67
2017-12-19	3002186	Ellis Whittam	S&S	P&F	Gateway - New Employment Services Year 2/5	2,370.00
2017-12-19	3002226	CSST Ltd	S&S	P&F	Christmas Event - Supply 6 security staff	810.00
2017-12-19	3002227	CSST Ltd	S&S	P&F	Firework Event - Supply staff	483.00
2017-12-19	3002225	Ollie Angell	S&S	P&F	Christmas Event - Sound and lighting	100.00
2017-12-19	3002240	Hampshire C.C.	Premis	P&F	Disposable gloves and paper towels	19.70
2017-12-19	3002241	Hampshire C.C.	Trans	R&L	Ford Transit - Maintenance contract	75.60
2017-12-19	3002244	Peter Noble	S&S	P&F	Millennium Clock - Bolts and labour to repair	84.00
2017-12-19	3002247	Peter Noble	Trans	R&L	Slitter - Replacement roller and fit new scraper	124.20
2017-12-19	3002245	Elliott Brothers Ltd	Premis	R&L	Cemetery - Drill bit and coach bolts	4.29
2017-12-19	3002246	Elliott Brothers Ltd	S&S	R&L	UK Allotments - Replacement padlock	24.19
2017-12-19	3002243	NFFM	Trans	R&L	Mower - Bulb	2.35
2017-12-19	3002249	Daniel Shutler	Premis	R&L	Open Spaces - Hedge cutting	1,470.00
2018-01-03	3002293	Jenny Critchlow	Trans	P&F	The Place - Mileage 12.11.17 JC	13.00
2018-01-03	3002297	Kings Church	S&S	P&F	Gateway - Grant towards Christmas lunch	300.00
2018-01-03	3002299	NF CAB	S&S	P&F	Gateway - Grant towards services provided	1,000.00
2018-01-03	3002178	Nickie Jowett	S&S	P&F	Firework Event - Facebook ad/banner cleaning	23.74

Date	Trans No	Details	Budget	Comm	Description	Amount £
Dec						
2018-12-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - December 2017	80.00
2018-12-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - December 2017	378.00
2018-12-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - December 2017	181.00
2018-12-18	DD	Zurich	Employs	P&F	AVC - November 2017	600.00
2018-12-29	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - November 2017	30.00
2018-12-29	DD	Utility Warehouse	S&S	Cem	Cemetery landline - November 2017	24.60
2018-12-29	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - November 2017	48.99
2018-12-29	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - November 2017	2.40
2018-12-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - November 2017	27.68
2018-12-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - November 2017	2.40
2018-12-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - November 2017	5.52
2018-12-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ship - November 2017	2.40
2018-12-29	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - November 2017	26.53
2018-12-29	DD	Utility Warehouse	S&S	P&F	The Place landline - November 2017	24.60
2018-12-29	DD	Utility Warehouse	Premis	P&F	The Place electricity - November 2017	131.90
2018-12-29	DD	Utility Warehouse	Premis	P&F	The Place club membership - November 2017	2.40
2018-12-28	PAY	Lloyds	S&S	P&F	Bank charges November 2017	16.21
2018-12-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - December 2017	136.00
2018-12-18	LloydsCC	Amazon	Premis	P&F	The Place - Laptop lock	11.45
2018-12-18	LloydsCC	Amazon	Premis	P&F	Christmas Event - Snow machine fluid	23.99
2018-12-18	LloydsCC	GB Sport	Premis	R&L	Carvers - J Hook cradle seat	96.00
2018-12-18	LloydsCC	AJR Engraving	Premis	P/R	The Place & Open Spaces - Keys	18.00
2018-12-18	BP	Hampshire C.C.	Employs	P&F	Pension November 2017	5,886.38
2018-12-22	DD	Inland Revenue	Employs	P&F	November 2017	4,861.43
2018-12-22	Telepay	Staff	Employs	P&F	December 2017	19,410.52
					<b>TOTAL DECEMBER 2017</b>	<b>45,043.06</b>

## AUTHORISATIONS

DATE

17th January 2018

17th January 2018

**POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018****LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**  
**FOR THE PERIOD 1ST TO 31ST OCTOBER 2017**

Date	Voucher No	Details	Location	Description	Amount £
<b>Oct</b>					
2017-10-10	07/01	Mr Lane SR21	Allotments	Return of key deposit	10.00
2017-10-04	07/02	Mr Nazier UK3A	Allotments	Return of key deposit	10.00
2017-10-05	07/03	Sainsburys	Gateway	Milk	0.75
2017-10-06	07/04	Waitrose	Gateway	Milk,teabags & sugar	8.24
2017-10-10	07/05	Waitrose	Gateway	Coffee & Coffee mate	5.95
2017-10-12	07/06	Sainsburys	Gateway	Milk	1.00
2017-10-18	07/07	Mr Joy SR24A	Allotments	Return of key deposit	10.00
2017-10-18	07/08	Waitrose	Gateway	Milk	1.00
2017-10-18	07/09	Waitrose	Gateway	Milk	0.85
2017-10-31	07/10	Sainsburys	Gateway	Hand Soap	1.00
2017-10-27	07/11	Waitrose	Gateway	Milk	0.85
2017-10-30	07/12	Halfords	Small Tools	Bike repair stand	40.00
2017-10-31	07/13	Celebrations	Gateway	Calendar	2.55
<b>TOTAL</b>					<b>92.19</b>

**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**  
**FOR THE PERIOD 1ST TO 30TH NOVEMBER 2017**

Date	Voucher No	Details	Location	Description	Amount £
<b>Nov</b>					
2017-11-01	08/01	Sainsburys	Gateway	Milk	0.75
2017-11-01	08/02	Waitrose	Gateway	Milk	2.00
2017-11-01	08/03	Sainsburys	Gateway	Milk, biscuits, tea bags	8.95
2017-11-08	08/04	Ringwood Surplus	Gateway	Calendar	1.00
2017-11-09	08/05	Waitrose	Gateway	Coffee	5.38
2017-11-13	08/06	Sainsburys	Gateway	Milk	1.00
2017-11-13	08/07	Steadfast Security	The Place	Key	6.00
2017-11-21	08/08	Waitrose	Gateway	Milk	1.00
2017-11-22	08/09	Sainsburys	Cemetery	Air Fresheners	3.40
2017-11-22	08/10	Ringwood Surplus	Cemetery	Bleach	4.49
2017-11-22	08/11	In Excess	Cemetery	Memorial main stone chippings	8.97
2017-11-22	08/12	Sainsburys	Gateway	Milk	0.80
2017-11-28	08/13	Waitrose	Gateway	Milk	1.10
2017-11-30	08/14	Elliot's	Cemetery	Bolts for bin	2.78
2017-11-30	08/15	Waitrose	Gateway	Milk	1.35
<b>TOTAL</b>					<b>48.97</b>

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

Date	Voucher No	Details	Location	Description	Amount £
<b>Dec</b>					
2017-12-05	09/01	Waitrose	Gateway	Milk	0.85
2017-12-06	09/02	Jo Hurd	Gateway	Training parking	4.40
2017-12-08	09/03	Sainsburys	Gateway	Milk	0.80
2017-12-08	09/04	Steadfast Security	Market Place	Key for electric box	6.00
2017-12-12	09/05	Ringwood Fabrics	Mayorial Reg	Black ribbon	5.00
2017-12-13	09/06	Sainsburys	Gateway	Tea, coffee & milk	15.90
2017-12-19	09/07	Mr Beale SR7A	Allotments	Return of key deposit	10.00
2017-12-20	09/08	M Stratton	The Place	Christmas Food	49.54
2017-12-28	09/09	Sainsburys	Gateway	Milk	1.30
<b>TOTAL</b>					<b>93.79</b>

**AUTHORISATIONS**

DATE

17th January 2018

17th January 2018

**POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018****BANK BALANCES**

<u>Account Name</u>	<u>Year Ended</u> <u>31/03/2017</u>	<u>As At</u> <u>30/09/2017</u>	<u>As At</u> <u>31/10/2017</u>	<u>As At</u> <u>30/11/2017</u>	<u>As At</u> <u>31/12/2017</u>
	£	£	£	£	£
Imprest (Current) Account	31,916	366,357	674,196	185,913	146,272
Business Account	101,482	51,495	51,496	51,496	51,497
Investment Account	300,000	300,000	0	450,000	450,000
Greenways Rent Deposit	9,671	9,671	9,672	9,672	9,672
Petty Cash - Imprest	188	169	76	177	83
Petty Cash - The Café	0	50	50	50	50
VIC Change Float	50	50	50	50	50
Information Desk Float	75	75	75	75	75
<b>TOTAL BANK BALANCES</b>	<b>443,381</b>	<b>727,868</b>	<b>735,615</b>	<b>697,433</b>	<b>657,699</b>

**Note**

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

POLICY AND FINANCE COMMITTEE 17TH JANUARY 2018

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

50,000

BUSINESS ACCOUNT TO IMPREST ACCOUNT

INVESTMENTS & RE-INVESTMENTS

400,000

**AUTHORISATIONS**

**DATE**

-----  
17th January 2018

17th January 2018

**REPORT TO POLICY & FINANCE COMMITTEE – 17th JANUARY 2018**  
**BUDGETARY CONTROL - 2017/18 QUARTER 3 (TO END DECEMBER) &**  
**REVISED BUDGET OUTTURN FORECAST 2017/18**

## 1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first nine months of the year, April to December 2017. The report also includes an updated budget outturn forecast, which includes known and unavoidable budget variations. A revised draft budget for 2018/19 has been prepared and will also be presented at the meeting.

## 2. INCOME & EXPENDITURE APRIL 2017 TO DECEMBER 2017

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's total Committee expenditure for the first nine months of the year is £469,274, or 68.8% of planned expenditure for the year (revised budgets). Excluding capital expenditure the figures are £464,025 and 70.4%.
- 2.2 Income remains generally in accordance with budget plans with 74.2% of the revised budget estimate now received. A significant proportion of the remainder is represented by the anticipated receipts from NFDC for the refund of costs incurred by RTC on the shared Gateway Building. There is a similar large expenditure liability outstanding for our share of these pooled costs.
- 2.3 The most significant variances, not previously reported, include:
- ∩ Election expenses of £6,479. This unplanned expenditure will be met from the election reserve which was not required, as anticipated, in 2016/17.
  - ∩ There has been greater than anticipated expenditure on water at the cemetery, allotments and generally within open spaces. Whilst the sums are not large, there is likely to be an overspend of around £900 with respect to water charges.
- 2.3 At the previous meeting of this committee, attention was drawn to the likely shortfall in cemetery receipts. This trend continues and it now seems likely that receipts will be some £4,500 lower than the original estimate. Whilst some of this reduction was anticipated in the revised budget, a further reduction of £3,000 is now anticipated, although, because this income is entirely demand led, it is difficult to predict income with any degree of certainty. This shortfall in income generation has been more than offset by the additional income generated through the fireworks and Christmas events.
- 2.4 Appendix 2 provides a summary of income receipts, recorded in the ledger, up to the end of December.
- 2.4 The Fireworks event generated a net surplus of £5,011.84 and this sum has been transferred to an events reserve, created to provide seed funding for future events. A summary of the finances for the fireworks event is included below at table 1. The figures for the Christmas lights switch on event are not yet finalised and a summary will be presented to the next meeting. To date the event has generated receipts of £1,450 against recorded expenditure of £10,682 which includes the annual cost of the lights themselves. It is anticipated that, excluding the costs of lights, expenditure will be £2,599 and income generated will be £2,822.



# A

<b>Table 1: Fireworks Event 2017</b>			
Expenditure:			£
Fireworks display			2,500.00
Promotion, banners etc.			1,190.02
Entertainment			302.45
Security			483.00
Other misc. expenditure			65.17
	hours	rate	
Grounds staff	14	18.5	259.00
<b>Total expenditure</b>			<b>4,799.64</b>
Sponsorship			-4,583.33
Ticket sales			-5,228.15
<b>Total Income</b>			<b>-9,811.48</b>
<b>Net Surplus</b>			<b>-5,011.84</b>

### 3. OUTTURN FORECAST

- 3.1 A revised budget was presented to the November meeting of this Committee and updated for the December meeting. With less than a quarter of the year now remaining, an analysis of performance against budget has been carried out and a revised outturn forecast has been produced. Further outturn forecasts will be produced as we approach the end of the year.
- 3.2 The main variances likely to materialise are summarised in table 2, below.

<b>Table 2: Budget Outturn Forecast January 2018</b>			
	<b>Revised</b>	<b>Outturn</b>	<b>Difference</b>
	£	£	£
<b>Policy &amp; Finance</b>			
Establishment	102,135	100,985	-1,150
Buildings Maintenance	37,944	36,044	-1,900
Employee Expenses	100,782	99,732	-1,050
Member Costs	8,400	14,629	6,229
Income	-136,768	-135,705	1,063
<b>Recreation &amp; Leisure</b>			
Establishment	11,367	13,467	2,100
Grounds Maintenance	21,700	18,400	-3,300
Employee Expenses	128,519	127,019	-1,500
<b>Cemeteries</b>			
Income	-43,772	-40,532	3,240
<b>Other budget variances</b>	225,272	225,489	217
<b>Total net variance Revised Budget to Outturn Forecast</b>			<b>3,949</b>

- 3.3 As a result, the anticipated transfer from the General Reserve will be increased by this amount and the likely balance on the General Reserve at the 31st March 2018 will reduce to £248,113. The balance on earmarked reserves and provisions will remain unchanged at £196,026, giving total reserves and

balances of £444,139. Members should note that this outturn forecast was produced after the revised budget and so the figures presented in the budget papers (Reserves and Provisions) differ by this predicted change.

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

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

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

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

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>		<b>Annual Forecast</b>
	<b>£</b>		<b>Actual</b>	<b>Unspent Budget</b>	<b>Outturn</b>
<b>REVENUE EXPENDITURE</b>	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
POLICY & FINANCE COMMITTEE	376,917	389,201	276,790	100,127	391,480
RECREATION, LEIS & O/S COM	243,085	245,113	174,523	68,562	242,763
PLANNING TOWN & ENVIRON	25,868	24,622	12,712	13,156	24,597
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>658,936</b>	<b>464,025</b>	<b>181,845</b>	<b>658,840</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	0	18,749	5,249	-5,249	18,749
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	4,000	0	4,000	4,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>22,749</b>	<b>5,249</b>	<b>-1,249</b>	<b>22,749</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>681,685</b>	<b>469,274</b>	<b>180,596</b>	<b>681,589</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-113,967	-136,768	-99,768	-14,199	-135,705
RECREATION, LEIS & O/S COM	-87,333	-88,238	-67,005	-20,328	-85,256
PLANNING TOWN & ENVIRON	-1,000	-1,100	-1,100	100	-1,100
<b>TOTAL REVENUE INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-167,873</b>	<b>-34,427</b>	<b>-222,061</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-167,873</b>	<b>-34,427</b>	<b>-222,061</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>447,570</b>	<b>455,579</b>	<b>301,401</b>	<b>146,169</b>	<b>459,528</b>
<b>Add Transfers To Provisions</b>	<b>35,800</b>	<b>42,310</b>	<b>31,732</b>	<b>0</b>	<b>42,310</b>
<b>Deduct Transfers from Provisions</b>	<b>-3,570</b>	<b>-28,798</b>	<b>-14,386</b>	<b>0</b>	<b>-28,798</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-11,577</b>	<b>-868</b>	<b>-84,635</b>	<b>0</b>	<b>-4,817</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,223</b>	<b>468,223</b>	<b>234,112</b>	<b>0</b>	<b>468,223</b>
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2017/18	468,223	468,223	234,112	234,112	468,223
<b>Non recurring bids for 2017/18 included above</b>					
POLICY & FINANCE COMMITTEE	5,175	2,675	0	2,675	0
RECREATION, LEIS & O/S COM	2,810	4,310	1,000	3,310	1,000
PLANNING TOWN & ENVIRON	11,500	11,500	0	11,500	11,500
Less transfer from provisions	0	0	0	0	0

	Original Budget £	Revised 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	102,135	77,706	0	27,926	100,985
Maintenance	38,944	37,944	2,053	0	36,891	36,044
Employee Direct Costs	5,067	3,040	1,325	0	3,742	1,990
Employee Allocated Costs	105,326	97,742	72,377	0	32,949	97,742
Member Costs	10,390	8,400	11,838	0	-1,448	14,629
Grants	9,000	9,000	2,523	0	6,477	9,000
Other	71,012	99,394	77,422	0	-6,410	99,544
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	18,749	5,249	0	-5,249	18,749
<b>COMMITTEE EXPENDITURE</b>	<b>376,917</b>	<b>407,950</b>	<b>282,039</b>	<b>0</b>	<b>94,878</b>	<b>410,229</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	-113,967	-136,768	-99,768	0	-14,199	-135,705
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-99,768</b>	<b>0</b>	<b>-14,199</b>	<b>-135,705</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>262,950</b>	<b>271,182</b>	<b>182,271</b>	<b>0</b>	<b>80,679</b>	<b>274,524</b>
Add Transfers To Provisions	18,900	23,910	17,932	0	968	23,910
Deduct Transfers From Provisions	0	-25,228	-11,728	0	11,728	-25,228
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>281,850</b>	<b>269,864</b>	<b>188,475</b>	<b>0</b>	<b>93,375</b>	<b>273,206</b>
<b>HOLDING ACCOUNTS</b>						
<b>EXPENDITURE</b>						
Employee Direct Costs	393,964	458,016	293,949	0	100,015	397,770
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>393,964</b>	<b>458,016</b>	<b>293,949</b>	<b>0</b>	<b>100,015</b>	<b>397,770</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-393,964</b>	<b>-397,770</b>	<b>-292,294</b>	<b>0</b>	<b>-101,670</b>	<b>-397,770</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>60,246</b>	<b>1,655</b>	<b>0</b>	<b>-1,655</b>	<b>0</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance	
			£	£	£	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>						
Establishment	11,480	11,367	8,605	0	2,875	13,467
Maintenance	18,615	21,700	10,022	0	8,593	18,400
Machinery	8,972	14,350	9,045	0	-73	14,350
Employee Direct Costs	3,410	2,000	194	0	3,216	500
Employee Allocated Costs	128,948	126,519	94,578	0	34,370	126,519
Planters	500	250	3	0	497	250
Activities Expenses	9,020	9,400	7,989	0	1,031	9,550
Other	1,150	1,150	828	0	322	1,150
Capital Expenditure	0	0	0	0	0	0
<b>CEMETERY</b>						
Establishment	5,103	5,103	4,133	0	970	5,253
Maintenance	6,050	5,100	3,485	0	2,565	5,350
Employee Allocated Costs	34,757	34,009	25,412	0	9,345	34,009
<b>ALLOTMENTS</b>						
Establishment	1,100	1,000	932	0	168	1,100
Maintenance	1,300	1,300	441	0	859	1,000
Employee Allocated Costs	12,450	11,634	8,625	0	3,825	11,634
Other	230	230	230	0	0	230
<b>COMMITTEE EXPENDITURE</b>	<b>243,085</b>	<b>245,113</b>	<b>174,523</b>	<b>0</b>	<b>68,563</b>	<b>242,763</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-37,836	-39,566	-32,939	0	-4,897	-39,674
Cemetery	-45,097	-43,772	-29,016	0	-16,081	-40,532
Allotments	-4,400	-4,900	-5,050	0	650	-5,050
Capital Expend Finance	0	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-87,333</b>	<b>-88,238</b>	<b>-67,005</b>	<b>0</b>	<b>-20,328</b>	<b>-85,256</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>155,752</b>	<b>156,875</b>	<b>107,518</b>	<b>0</b>	<b>48,235</b>	<b>157,507</b>
Add Transfers To Provisions	16,900	18,400	13,800	0	3,100	18,400
Deduct Transfers From Provisions	-2,570	-2,570	-1,908	0	-662	-2,570
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,082</b>	<b>172,705</b>	<b>119,410</b>	<b>0</b>	<b>50,673</b>	<b>173,337</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance	
			£	£	£	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>						
Establishment	10,125	10,025	1,905	0	8,220	10,000
Employee Allocated Costs	15,743	14,597	10,807	0	4,936	14,597
Capital Expenditure	4,000	4,000	0	0	4,000	4,000
<b>COMMITTEE EXPENDITURE</b>	<b>29,868</b>	<b>28,622</b>	<b>12,712</b>	<b>0</b>	<b>17,156</b>	<b>28,597</b>
<b>INCOME</b>						
Capital Income & Finance	-1,000	-1,100	-1,100	0	100	-1,100
<b>COMMITTEE INCOME</b>	<b>-1,000</b>	<b>-1,100</b>	<b>-1,100</b>	<b>0</b>	<b>100</b>	<b>-1,100</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,868</b>	<b>27,522</b>	<b>11,612</b>	<b>0</b>	<b>17,256</b>	<b>27,497</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-750	0	-250	-1,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>27,868</b>	<b>26,522</b>	<b>10,862</b>	<b>0</b>	<b>17,006</b>	<b>26,497</b>

ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2017 - ~~NOVEMBER 2017~~ DECEMBER 2017

	2017/18 Original	2017/18 Revised	Period 7 Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	39,482	39,482	26,025	Some paid quarterly
Gateway Re-charges	68,735	68,735	48,978	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,090	
Civic Celebrations	150	9,811	9,811	Income from the firework event. Further income (and expenses) are likely to materialise with the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,450	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,444	Includes event ticket sales
The Place - Café sales	0	4,500	3,257	This will depend on the continuation of the café
Interest on investments	1,200	900	696	
Other Income	0	6,020	6,017	Insurance £6020
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	20,425	20,708	15,585	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,454	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	6,641	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	0	collected by NFDC and remitted at year end
Castleman Trail	835	683	683	Paid by HCC towards year end.
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
<b>Cemeteries</b>	45,097	43,772	29,016	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
<b>Allotments</b>	4,400	4,900	5,050	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
<b>Total Revenue Income:</b>	<b>202,300</b>	<b>226,106</b>	<b>167,873</b>	
<b>Capital</b>				
s106	0	12,047	9,459	£12,046.95 has been promised so far in 2017/18
Grants	0			
Loans			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Other				
<b>Total Capital Income</b>	<b>0</b>	<b>12,047</b>	<b>9,659</b>	
<b>Total Budgetted Income</b>	<b>202,300</b>	<b>238,153</b>	<b>177,532</b>	
<b>Precept and other income taken to reserves</b>				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>468,223</b>	<b>468,223</b>	<b>468,223</b>	
<b>Total Income</b>	<b>670,523</b>	<b>706,376</b>	<b>645,755</b>	



Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2017-18 budget)</b>								
A1	File Management System	Clerk met with an NFDC ICT services manager	£2,500	£0	£0	Minimal	Unlikely	ICT services are currently supplied by NFDC but the service level agreement has expired. Officers advise that the need remains but are unable to say when this project will be undertaken. Members agreed to move the budget to a suitably earmarked provision.
A2	Training – Staff	The full cost of training this year is now expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£2,035	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk and the revised health and safety management arrangements now agreed.
A3	Training – Members	The full cost of training this year is expected to be covered by the normal recurrent budget without any recourse to this additional provision.	£640	£0	£0	None	Probable	The exceptional training planned this year is not being undertaken owing to the change in clerk.
<b>Projects with budgetary implications (not included in 2017-18 budget but added since)</b>								
B1	Gateway – heating & cooling upgrade	Outcome of re-tendering on revised spec awaited from NFDC.		£0	£13,500	Minimal	Possible	NFDC is project manager. Cost to be met from reserves.
<b>Projects with no budgetary implications</b>								
C1	Post-audit action plan	Guiding principles for the review of the Financial Regulations were agreed at the September meeting.				Significant	Definite	Further updates will be given by the RFO (or Clerk) at committee meetings.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
<b>Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)</b>									
A1	Millennium Clock (in Furlong Car Park)	Re-paint pillars and surround and repair clock mechanism.	£0	£1,000	£0	Minimal	Significant	None	
A2	92 Southampton Rd. & Greenways	Build provision for future maintenance and repairs by earmarking 20% of rental income	£8,000 pa	£0	£0	None	Minimal	None	
A3	Information technology	Investment in portable devices, home working facilities and other opportunities for efficiency improvements will be met from recurrent budgets and provisions	£0	£0	£0	Minimal	Moderate	None	
A4	WWI Armistice Centenary Commemoration	A lasting addition to remembrance to be funded from a one-off increase in the recurrent budget for civic celebrations	£0	£500	£0	Moderate	Significant	Moderate	
A5	WWI Armistice Centenary Commemoration	One-off provision for enhanced Remembrance event(s) support	£0	£1,000	£0	Minimal	Minimal	Significant	
A6	Event support and grant awarding policy	Establishing new recurrent budget for Town Council events (£3,000) and splitting grants budget between other major events (£2,000) and other grants (£3,000)	£3,000	£0	£0	Significant	Significant	Significant	
<b>Projects with budgetary implications (for possible inclusion as bids in later budgets)</b>									
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. Has potential to generate a significant capital receipt.	£0	£?	£0	None	Significant	None	





B2	Technical Officer	Recruitment of a 0.2FTE employee	£?	£?	£0	Minimal	Significant	None	
<b>Projects with no or neutral budgetary implications</b>									
	None								

**POLICY & FINANCE COMMITTEE – 17<sup>th</sup> JANUARY 2018**  
**DRAFT BUDGET AND PRECEPT 2018/2019**

**1. INTRODUCTION**

**1.1** Members considered a revised budget for 2017/18 at the November and December meetings and considered a draft 2018/19 budget at the December meeting. The other two Committees have subsequently considered their own budgets and this report sets out revised draft proposals for the 2018/19 budget incorporating the amendments agreed at those meetings. This Committee is now asked to make a recommendation to Council on its overall budget and precept for 2018/19.

**2. REVISED DRAFT BUDGET 2018 TO 2019**

**2.1** Attached for the Committee's consideration are the following documents:-

Appendix A – Draft detailed Council budget, including actual spend 2016/17, original and revised budgets 2017/18 and revised draft proposals for 2018/19.

Appendix B – Provisions at 31<sup>st</sup> March 2017, and estimated balances at 31<sup>st</sup> March 2018 and 2019, based on the revised budget 2017/18 and the updated proposals for 2018/19.

**2.2** Following the December meeting of this Committee, a further analysis of budget spend has been undertaken with the aim of releasing savings to reduce the requirement to draw funds from the general reserve in 2018/19. It should be noted that despite the need to fund substantial additional expenditure totalling around £25,000 from reserves in the current year, overall reserves are expected to increase by almost £26,000 by year end, Appendix B.

**2.3** The proposed budgets have been reviewed in comparison with expenditure since 2013/14. This has highlighted a number of budgets for which the current provision, prepared on an incremental basis, is not in line with the normal requirements. Within this committee's own budgets, this process has released savings of £2,999 which together with the deletion of a growth proposal for an events budget of £3,000, has reduced the draft budget requirement by £6,000. There have, however, been some modest requirements to increase the budgets for bank charges which have increased markedly and to cover the recurring costs of the HR consultancy contract which was approved last year. The health and safety consultancy contract which was approved in November will add a further £2,125 to annual costs. The net reduction for this committee is £2,090.

**2.4** A similar process has been applied to the other Committee budgets. This has released savings of £3,155 within recreation and leisure, although much of that is swallowed up by the loss of the grounds maintenance contract for Ringwood school, which was previously reported and had already been taken into account. The proposal for improvement works at Long Lane has been removed, reducing costs by a further £2,625, this expenditure is now likely to be funded by developer's contributions. The proposal for an intruder alarm system at a cost of £5,000 has been taken into the current year although there will be a recurring maintenance charge of £1,700 in future years.

# D

- 2.5 There has been a necessary small increase in the draft budget for cemeteries to cover the above inflation increases in waste disposal. It should also be noted that cemeteries income is well below that which was planned and current income budgets are unlikely to be achieved. However, plans for 2018/19 have not been adjusted as the proposals are just 75% of that which was achieved in 2016/17. However these income assumptions will need to be kept under review.
- 2.6 A further £1,300 has been removed from allotments and planning budgets following a review of historic spend.
- 2.7 The overall impact of these changes is a reduced requirement to draw on the General reserve. Original proposals suggested a requirement to transfer almost £50,000 from the general reserve in order to balance the budget and maintain the Council Tax increase at 2%. The changes noted above have reduced that requirement to £36,848 which will reduce the General reserve to £215,212 by March 2019.
- 2.8 Whilst it will be possible to achieve a balanced budget, members should note that drawing funds from the General reserve on this scale is unsustainable. It is prudent to maintain the General Reserve at or close to 50% of the annual net spend, or precept. This would suggest a figure of around £240,000.
- 2.9 The Band D equivalent Council Tax attributable to Ringwood Town Council is currently £89.60 per annum. The proposed increase of 2% will increase this to £91.40, an increase of £1.80 per Band D property per year, or 3.5 pence per week.

### 3. Additional Budget Bids for 2018/19

- 3.1 The amended schedule of additional budget bids are listed below and at the foot of each Committee detailed budget page. They are also summarised in the overall budget summary. The aggregate cost of all of the bids in 2018/19 would be £61,385 of which £24,300 would be drawn from earmarked reserves and provisions. Note that the additional bids includes a proposal to transfer £8,000 annually to an earmarked buildings maintenance reserve and so does not represent additional expenditure as such.
- 3.2 Recurring budget bids, totalling £11,825, are set out in table 1, below.
- 3.3 The intruder alarm monitoring is the annual revenue cost of the new alarm system which has been approved for implementation in the current year. The implementation costs of £5,000 have been added to the current year revised budget.

**Table 1 - Recurring Budget Bids:**

<b>Policy &amp; Finance:</b>		
--Build provision for future repairs and maintenance to RTC Buildings		8,000
--Health and Safety annual management contract (approved November 2017)		2,125
	<b>Total</b>	<b>10,125</b>
<b>Recreation &amp; Leisure:</b>		
--Intruder Alarm Monitoring (Approved December 2017)		1,700
	<b>Total recurring bids</b>	<b>11,825</b>

- 3.4** Non-recurring bids, totalling £49,950 are summarised in Table 2, below. The most significant of these include the replacement of a 7 year old ride-on grass mower which has reached the end of its life. Costs are provisional at this stage and quotes have been requested. No estimate has been made of the disposal or trade in value of the existing equipment. The costs may therefore be significantly less than requested here. The machinery replacement reserve will stand at £16,300 at the end of this year (with a further £10,000 due to be transferred from the revenue account in 2018/19) and it is proposed to use these funds to offset the replacement cost.
- 3.5** It is proposed that Community Infrastructure Levy funds be used for the refurbishment of the human sundial in Market Place. The Town Council has received CiL funds of £12,047 in 2017/18.

**Table 2 - Non-Recurring Budget Bids:**

**Policy & Finance:**

--Millenium Clock (Furlong Car Park)	1,000
--WW1 Armistice Centenary commemoration - lasting addition to r	500
--WW1 Armistice Centenary commemoration - to support a commemoration event	2,000
<b>Total</b>	<b>3,500</b>
<b>Less</b> Financed from Provisions	0
<b>Net new non recurring bids</b>	<b>3,500</b>

**Recreation & Leisure:**

--Cemetery Improvements	3,000
--Mansfield Road Verge	1,160
--Carvers Recreation Ground Improvements	10,000
--Plant & Machinery - replacement of 7 year old front deck mower	20,000
<b>Total</b>	<b>34,160</b>
<b>Less</b> financed from provisions	-16,300
<b>Net new non recurring bids</b>	<b>17,860</b>

**Planning & Environment :**

--Human Sundial	8,000
--Sign Painting @ Friday's Cross	900
--Neighbourhood Plan	3,000
<b>Total</b>	<b>11,900</b>
<b>Less</b> financed from reserves & provisions	-8,000
<b>Net new non recurring bids</b>	<b>3,900</b>

- 3.7** The balance of reserves at the 31<sup>st</sup> of March 2018 is now estimated to be £448,086 of which £252,060 will be in the General Reserve, Appendix B. Planned transfers to reserves in 2018/19 are £41,300 including the additional £8,000 for buildings repairs provision. The planned drawdown on reserves is £27,870 including the £24,300 in respect of one-off items detailed in table 2. With no other transfers, the balance on reserves would therefore increase to £462,088 by March 2019.

**4. BUDGET IMPLICATIONS**

- 4.1** The Council precept is £468,223 in 2017/18. Growth in the Council Tax Base will increase this figure by £2,831 and the proposed 2% increase in Council Tax will add a further £9,420 generating a total increase in the precept of £12,250.

# D

- 4.2 However, the impact of inflation, new bids and other budget adjustments detailed above, will be an increased funding requirement of £49,098. This will require a further transfer from the general fund of £36,848 in order to achieve a balanced budget.
- 4.3 As noted above, whilst this is affordable in 2018/19, such an approach is not sustainable for any length of time and further action will be necessary to achieve a balanced budget in future years.

## 5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 this Committee make recommendations to Council on the provisional budget, the level of the precept, and an indication of the level of Council Tax that Members wish to set for 2018/19.

For any further information, please contact:

Rory Fitzgerald  
Finance Officer  
Tele: 01425 484723

or

Chris Wilkins  
Town Clerk  
Tele: 01425 484720

REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
AC	Code CC	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
		<b>EXPENDITURE-Establishment</b>					
P004	TA101	--Window Cleaning Greenways	CW	107	0	0	0
P100	TA101	--Electricity	CW	0	0	0	0
P150	TA101	--Water	CW	51	150	50	100
P220	TA101	--Insurance Premium	CW	10,001	10,350	10,415	10,557
P553	TA101	--Health & Safety	CW	44	500	300	250
S002	TA101	--Office Equipment	CS	0	500	300	250
S006	TA101	--Furniture	CS	0	500	400	500
S010	TA101	--Books & Publications	CS	219	260	200	265
S030	TA101	--Stationery	CS	945	1,025	1,000	1,046
S031	TA101	--Photocopy/scanner	JH	2,451	2,550	2,550	2,602
S033	TA101	--File Management System	CW	0	2,500	0	0
S046	TA101	--Postage	CS	1,544	2,000	1,500	1,750
S059	TA101	--Telephone & Fax	CW	8,100	8,300	8,300	8,466
S062	TA101	--Computer Maintenance	CW	3,000	3,075	3,075	3,137
S063	TA101	--G.I.S. Mapping	CW	500	780	500	500
S066	TA101	--Web Site Maintenance	CW	960	1,015	960	1,035
S067	TA101	--Computer equipment/s-ware	CW	0	400	400	300
S074	TA101	--Subscriptions	JH	2,638	2,930	2,930	2,989
S084	TA101	--Adverts	CW	597	750	1,000	765
S212	TA101	--Bank Charges	RF	32	50	200	250
S616	TA101	--Audit	CW	3,250	2,351	2,830	2,398
T211	TA101	--Travel Expense	CW	563	1,000	750	750
S002	TA102	--Office Exps Gtwy	CW	281	2,000	1,000	500
S073	TA102	--Hospitality/Refreshments	CW	316	250	300	255
E692	TA115	Caretaker Gtwy-Rechargeable	CW	6,803	6,220	7,109	7,423
E693	TA115	Cleaning Gtwy-Rechargeable	CW	4,688	5,367	4,835	5,991
E694	TA115	Info Officers Gtwy-Rechargeable	CW	48,261	50,308	50,431	50,569
S002	TA115	Supplies Gtwy-Rechargeable	CW	1,275	500	800	510
		<b>Total Establishment</b>		<b>96,626</b>	<b>105,632</b>	<b>102,135</b>	<b>103,157</b>
		<b>Maintenance</b>					
P012	TA101	--Vandalism	CW	810	1,500	1,500	1,530
P003	TA102	--Gateway	CW	29,929	30,944	30,944	31,563
P002	TA103	--Greenways	CW	1,767	6,000	5,000	5,000
P002	TA108	--92 Southampton Road	CW	239	500	500	510
		<b>Total Maintenance</b>		<b>32,745</b>	<b>38,944</b>	<b>37,944</b>	<b>38,603</b>
		<b>Employee Costs</b>					
E690	TA181	--Allocated Office Staff	CW	98,141	104,221	96,635	108,728
E691	TA181	--Allocated Groundstaff	CW	1,035	1,105	1,106	4,055
S040	TA101	--Payroll Outsourcing	CW	932	932	941	951
E505	TA101	--Staff Training	CW	651	4,035	2,000	1,000
E120	TA101	--Eye Tests	CW	294	100	100	102
		<b>Total Employee Costs</b>		<b>101,053</b>	<b>110,393</b>	<b>100,782</b>	<b>114,835</b>

REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>Members Costs</b>					
S002	TA105 --Mayoral Regalia	CW	0	0	0	0
S040	TA105 --Election Expenses	CW	-64	0	0	0
S076	TA105 --Members Allowances	CW	5,723	6,500	5,500	6,630
S077	TA105 --Mayor's Allowance Allocated	CW	917	1,000	1,000	1,020
S078	TA105 --Mayor's Allowance Unalloc	CW	0	0	0	0
S520	TA105 --Civic Expenses	CW	1,635	1,500	1,000	1,530
S522	TA105 --Members Training	CW	250	1,140	750	500
S522	TA105 --Members Travel & Subsist	CW	0	250	150	250
	<b>Total Members Costs</b>		<b>8,461</b>	<b>10,390</b>	<b>8,400</b>	<b>9,930</b>
	<b>Grants</b>					
S080	TA101 --Discretionary grants	CW	9100	9000	9000	9,000
	<b>Total Grants</b>		<b>9,100</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
	<b>Other</b>					
P593	TA101 --CCTV	CW	8,790	9,000	9,000	9,180
P594	TA101 --Car Park Clock Refurbishment	CW	0	0	230	0
S480	TA101 --Legal Fees	CW	899	1,500	1,000	1,530
S756	TA101 --Consultants Fees	CW	2,123	2,000	3,100	2,750
S753	TA108 --92 Southampton Road Agents fee	CW	1,315	1,315	1,365	1,341
S754	TA108 --92 Southampton Road	CW	0	0	0	0
S040	TA109 --Christmas Lights Instal & Stor	CW	13,366	11,000	11,000	11,220
E695	TA110 --Youth Workers	CW	26,434	30,546	46,893	46,015
S040	TA110 --Drop in Centre	CW	13,886	11,002	15,350	11,222
S040	TA111 --Millenium Clock	CW	220	250	250	255
S036	TA112 --Visitor Info Cntr - Purchases	CW	2,675	0	1,250	0
E696	TA112 --Visitor Information Centre	CW	2,669	4,299	4,000	5,102
S040	TA116 --Jubilee Lamp	CW	8	0	0	0
B206	TA120 --Bad Debts Write Off	RF	0	0	156	0
S040	TA121 --Support for Christmas activities	CW	0	0	0	0
S040	TA122 --WW1 Commemoration	CW	0	0	0	0
S084	TA124 --Ringwood Market - Advertising	CW	83	100	500	102
S002	TA125 --Support for Town Twinning	CW	184	0	0	0
S084	TA126 --Civic Events / Celebrations	CW	3,895	0	5,300	5,000
	<b>Total Other</b>		<b>76,547</b>	<b>71,012</b>	<b>99,394</b>	<b>93,718</b>
	<b>Debt Charges</b>					
C070	TA113 --Interest	RF	12,821	13,635	13,635	13,635
C080	TA113 --Loan Repaid	RF	17,336	17,911	17,911	17,911
	<b>Total Debt Charges</b>		<b>30,157</b>	<b>31,546</b>	<b>31,546</b>	<b>31,546</b>
	<b>Total Revenue Expenditure</b>		<b>354,689</b>	<b>376,917</b>	<b>389,201</b>	<b>400,789</b>
	<b>Capital Expenditure</b>					
C320	TA901 --Gateway Project	RF	0	0	18,749	0
C320	TA904 --The Place Youth Facility	RF	23,522	0	0	0
C384	TA903 --Computer Hardware	RF	0	0	0	0
	<b>Total Capital Expenditure</b>		<b>23,522</b>	<b>0</b>	<b>18,749</b>	<b>0</b>
	<b>COMMITTEE EXPENDITURE</b>		<b>378,211</b>	<b>376,917</b>	<b>407,950</b>	<b>400,789</b>

REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>REVENUE INCOME</b>					
R062	TA101	CW	-277	0	-6,020	0
R063	TA101	RF	-1,369	-1,200	-900	-960
R001	TA103	CW	-15,844	-16,005	-16,005	-16,325
R000	TA104	CW	-8,291	-10,643	-10,643	-10,856
R031	TA108	CW	-12,600	-12,834	-12,834	-13,091
R008	TA110	TBD	0	0	-4,500	0
R032	TA110	TBD	0	0	0	0
R035	TA112	CW	-3,402	0	-1,500	-1,750
R061	TA115	RF	-67,220	-68,735	-68,735	-68,735
R080	TA121	CW	-708	0	-2,820	0
R080	TA122	CW	0	0	0	0
R000	TA124	CW	-1,410	-4,400	-3,000	-2,000
R080	TA126	CW	-2,534	-150	-9,811	-5,000
	<b>Total Revenue Income</b>		<b>-113,655</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-118,717</b>
	<b>CAPITAL INCOME/FINANCE</b>					
R555	TA114	RF	0	0	0	0
R583	TA904	RF	-20,000	0	0	0
	<b>Total Capital Income/Finance</b>		<b>-20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL COMMITTEE INCOME</b>		<b>-133,655</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-118,717</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>244,556</b>	<b>262,950</b>	<b>271,182</b>	<b>282,072</b>
	<b>Transfer To Provisions</b>					
M410	TA114	RF	24,400	18,900	23,910	16,400
	<b>Total Transfer To Provisions</b>		<b>24,400</b>	<b>18,900</b>	<b>23,910</b>	<b>16,400</b>
	<b>Transfer From Provisions</b>					
R551	TA114	RF	-3,010	0	-6,479	0
R550	TA114	RF	-3,370	0	-18,749	0
	<b>Total Transfer From Provisions</b>		<b>-6,380</b>	<b>0</b>	<b>-25,228</b>	<b>0</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>262,576</b>	<b>281,850</b>	<b>269,864</b>	<b>298,472</b>



**Non Recurring Items Included in 2017/18 Budget, deducted from 2018/19 Base Budget**

	£
1. --File Management System	2,500
2. --Training - Officers	2,035
3. --Training - Members	640
4. 0	0
5. 0	0
6. 0	0
<b>Total</b>	<b>5,175</b>

**Non Recurring Items for consideration for 2018/19 Budget**

**Priority**

11. --Millenium Clock (Furlong Car Park)	1,000
12. --WW1 Armistice Centenary commemoration - lasting addition to remembrance	500
13. --WW1 Armistice Centenary commemoration - to support a commemoration eve	2,000
Less Financed from Provisions	0
<b>Total</b>	<b>3,500</b>

**Recurring Items for consideration for 2018/19 Budget**

21. --Build provision for future repairs and maintenance to RTC Buildings	8,000
22. --Health & Safety (approved P&F 15th November 2017)	2,125
23. 0	0
24. 0	0
<b>Total</b>	<b>10,125</b>

**The Estimated Total Net Budget for 2018/19, including all new bids, will be**

	£	£
<b>Total Net Budget for 2017/18 with new bids</b>	<b>281,850</b>	
Total Net Budget for 2018/19 <u>without</u> new bids		298,472
Add new bids		13,625
<b>Total Net Budget for 2018/19 <u>with</u> new bids</b>		<b>312,097</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>Establishment</b>					
P100 TB101	--Electricity	KW	689	1,040	750	1,000
P210 TB101	--Cleaning mats/consumables	KW	76	150	100	100
P552 TB101	--Environmental Agency	KW	447	470	447	479
P553 TB101	--Health & Safety	KW	172	200	400	204
S012 TB101	--Protective Clothes	KW	555	835	900	852
S052 TB101	--Mobile Phones	KW	504	520	520	530
T211 TB101	--Travel Expense	KW	300	200	200	150
P150 TB229	--Water	KW	1,045	1,500	1,500	1,530
P553 TB272	--Playground Inspections	JH	250	265	250	270
T022 TB280	--Fuel	KW	5,766	6,300	6,300	6,000
	<b>Total Establishment</b>		<b>9,804</b>	<b>11,480</b>	<b>11,367</b>	<b>11,116</b>
	<b>Maintenance</b>					
S042 TB201	--Bickerley Toilets	KW	93	0	0	0
P002 TB202	--Buildings	KW	2,191	1,250	6,000	1,275
P002 TB203	--Carvers Pavilion maintenance	KW	16	0	250	0
P550 TB204	--Grounds - Carvers	KW	169	2,050	1,500	2,000
P006 TB207	--Maint in Closed Churchyard	KW	200	2,050	2,000	1,000
P002 TB208	--Dr. Littles Garden	KW	0	0	0	0
P002 TB213	--Long Lane Mtn	KW	381	2,665	2,000	2,000
P002 TB217	--The Bickerley/Pocket Park	KW	59	0	0	0
P006 TB229	--Grounds - Other	KW	2,895	3,800	3,800	4,000
P542 TB229	--Fencing	KW	81	1,000	1,000	1,020
P545 TB229	--Tree Safety Work	KW	1,960	4,000	3,000	3,000
P546 TB229	--Tree Safety Consultant	KW	0	400	400	408
P006 TB254	--Rodent Control	KW	212	200	300	300
P550 TB255	--St Furn paint	KW	47	200	200	204
P002 TB271	--Ash Grove Play Area	KW	75	0	250	0
P002 TB272	--Play Areas	KW	332	1,000	1,000	1,500
	<b>Total Maintenance</b>		<b>8,711</b>	<b>18,615</b>	<b>21,700</b>	<b>16,707</b>
	<b>Machinery</b>					
S002 TB280	--Small Tools Purchase	KW	661	522	7,000	1,000
T010 TB280	--Machine Maintenance	KW	7,122	8,250	6,000	7,000
T100 TB280	--Machine Purch	KW	37,621	0	0	0
T110 TB280	--Hiring Costs	KW	0	200	100	204
T010 TB281	--tipper truck service/maint	KW	633	0	1,250	1,300
	<b>Total Machinery Costs</b>		<b>46,037</b>	<b>8,972</b>	<b>14,350</b>	<b>9,504</b>
	<b>Employee Costs</b>					
E310 TB101	--Staff Recruitment	CW	0	0	0	0
E505 TB101	--Staff Training	CW	2,621	3,410	2,000	1,600
E690 TB181	--Office Staff Allocated Costs	CW	32,601	34,905	32,365	36,353
E691 TB181	--Groundstaff Allocated Costs	CW	90,396	94,043	94,155	94,251
	<b>Total Employee Costs</b>		<b>125,618</b>	<b>132,358</b>	<b>128,520</b>	<b>132,204</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>Planters</b>					
S002 TB253	--Planters For Floral Displays	KW	205	500	250	510
	<b>Total Planters</b>		<b>205</b>	<b>500</b>	<b>250</b>	<b>510</b>
	<b>Activities Expenses</b>					
P006 TB204	--Cricket	KW	0	500	400	510
P103 TB204	--Floodlighting	KW	0	0	0	0
P006 TB205	--Tennis Courts	KW	0	300	300	306
P006 TB219	--Poulner School Expenses	KW	0	500	500	510
P006 TB221	--Football	KW	1,765	1,500	2,000	1,530
P006 TB225	--Ringwood School Expenses	KW	0	470	400	0
P006 TB228	--Rugby	KW	0	100	100	102
P007 TB251	--Roundabout Flower Beds	KW	680	2,700	3,000	2,754
P006 TB251	--Flower Beds	KW	704	700	700	714
P002 TB274	--Skate Park Expenses	KW	124	250	0	100
S040 TB302	--Young Childrens' Entertain	TBD	1,270	2,000	2,000	2,040
	<b>Total Activities Expenses</b>		<b>4,543</b>	<b>9,020</b>	<b>9,400</b>	<b>8,566</b>
	<b>Other</b>					
P006 TB256	--Dog Waste Collection	KW	820	900	900	918
S380 TB256	--Dog Waste Bins	KW	198	250	250	255
P002 TB257	--Travellers	KW	0	0	0	0
	<b>Total Other</b>		<b>1,018</b>	<b>1,150</b>	<b>1,150</b>	<b>1,173</b>
	<b>Total Revenue Expenditure</b>		<b>195,936</b>	<b>182,095</b>	<b>186,737</b>	<b>179,780</b>
	<b>Capital Expenditure</b>					
C320/321 TB902	--Skatepark development	CW	6,570	0	0	0
0 0			0	0	0	0
	<b>Total Capital Expenditure</b>		<b>6,570</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>COMMITTEE EXPENDITURE</b>		<b>202,506</b>	<b>182,095</b>	<b>186,737</b>	<b>179,780</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>REVENUE INCOME</b>					
R028	TB101 --Wayleaves	RF	-91	-10	-100	-90
R026	TB201 --The Bickerley	RF	-328	-1,252	-500	-300
R018	TB204 --Carvers	RF	-2,626	-1,300	-3,500	-3,000
R019	TB204 --Cricket	RF	-1,885	-2,700	-2,000	-2,000
R021	TB204 --Floodlighting	RF	0	0	0	0
R025	TB204 --Tennis	RF	-176	-475	-400	-200
R027	TB206 --Castleman Trail	RF	-790	-835	-683	-700
R011	TB219 --Poulner Junior School	RF	-12,325	-14,608	-14,608	-13,500
R029	TB220 --Poulner Infant School	RF	-2,050	0	-1,500	-1,500
R022	TB221 --Football	RF	-6,811	-6,150	-6,150	-6,750
R012	TB225 --Ringwood School	RF	-5,650	-5,217	-4,000	0
R013	TB226 --Ringwood Junior School	RF	-624	-600	-600	-612
R017	TB227 --Bowling	RF	-1,243	-1,500	-1,500	-1,530
R023	TB228 --Rugby	RF	-2,017	-750	-2,000	-2,000
R014	TB251 --Roundabouts Flower Beds	RF	-2,536	-2,439	-2,000	-2,488
R040	TB229 --Grounds - Other Income	RF	-1,180	0	-25	-200
	<b>Total Revenue Income</b>		<b>-40,332</b>	<b>-37,836</b>	<b>-39,566</b>	<b>-34,869</b>
	<b>CAPITAL INCOME/FINANCE</b>					
R583	TB114 --Capital Grants	RF	0	0	0	0
	<b>Total Capital Income/Finance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL COMMITTEE INCOME</b>		<b>-40,332</b>	<b>-37,836</b>	<b>-39,566</b>	<b>-34,869</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>162,174</b>	<b>144,259</b>	<b>147,171</b>	<b>144,911</b>
	<b>Transfer To Provisions</b>					
M410	TB114 --Machinery	RF	14,000	10,000	10,000	10,000
	--War memorial		0	0	1,500	0
S002	TB114 --Play Equipment	RF	6,900	6,900	6,900	6,900
	<b>Total Transfers To Provisions</b>		<b>20,900</b>	<b>16,900</b>	<b>18,400</b>	<b>16,900</b>
	<b>Transfer From Provisions</b>					
R551	TB114 --Transfer from Provisions (rev)	RF	-35,270	0	0	0
R550	TB114 --Transfer from Provisions (cap)	RF	-3,745	0	0	0
R552	TB114 --Transfer from Devlprs contrib (rev)	RF	-8,910	-2,340	-2,340	-2,340
	<b>Total Transfers From Provisions</b>		<b>-47,925</b>	<b>-2,340</b>	<b>-2,340</b>	<b>-2,340</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>135,149</b>	<b>158,819</b>	<b>163,231</b>	<b>159,471</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
RECREATION LEISURE & OPEN SPACES COMMITTEE**

**Non Recurring Items Included in 2016/17 Budget, deducted from 2017/18 Budget**

		£	
1. --Training		1,810	
1.       0		0	
	<b>Net Total</b>	<b>1,810</b>	
Less financed from provisions		0	
	<b>Net non recurring bids</b>	<b>1,810</b>	

**Non Recurring Items for consideration for 2017/18 Budget**

			<b>Priority</b>
11 --Cemetery Improvements		3,000	1
12 --Mansfield Road Verge		1,160	2
13 --Carvers Recreation Ground Improvements		10,000	3
14 --Plant & Machinery - replacement of 7 year old front deck mower		20,000	4
15 --Long Lane Sports Field (to be financed by developer's contributions NFDC)		0	5
16       0		0	6
17       0		0	7
	<b>Total</b>	<b>34,160</b>	
Less financed from provisions		-16,300	
	<b>Net new non recurring bids</b>	<b>17,860</b>	

**Recurring Items for consideration for 2017/18 Budget**

21  --Intruder alarm monitoring (approved December 2017, ) annual revenue consequence	1,700	
	<b>Total</b>	<b>1,700</b>

**The Estimated Total Net Budget for 2018/19, including all new bids.will be**

<b>Total Net Budget for 2017/18 with new bids</b>	£	£
	158,819	
Total Net Budget for 2018/19 <u>without</u> new bids		159,471
Add new bids		19,560
<b>Total Net Budget for 2018/19 <u>with</u> new bids</b>		<b>179,031</b>

## REVISED BUDGET 2017/18 &amp; ORIGINAL BUDGET 2018/19

## CEMETERY

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
<b>Establishment</b>						
P100	TB401					
	--Electricity	KW	587	445	445	454
P150	TB401					
	--Water	KW	150	200	200	204
P155	TB401					
	--Sewerage Expenses	KW	0	150	150	153
P210	TB401					
	--Cleaning materials	KW	156	100	100	102
P556	TB401					
	--Business Rates	CW	3,533	4,008	4,008	4,088
S059	TB401					
	--Telephone	KW	246	200	200	204
<b>Total Establishment</b>			<b>4,672</b>	<b>5,103</b>	<b>5,103</b>	<b>5,205</b>
<b>Maintenance</b>						
P006	TB421					
	--Buildings	KW	1,717	1,500	1,500	510
P545	TB422					
	--Trees & Tree Planting Prog	KW	350	1,000	500	1,020
P547	TB422					
	--Memorial Safety	KW	0	500	250	510
S040	TB422					
	--Grounds	KW	2,005	1,000	750	1,020
P550	TB423					
	--War Graves Maintenance	KW	0	800	600	816
S040	TB424					
	--Columbarium	KW	0	0	0	0
S040	TB425					
	--Refuse Collection	KW	2,626	1,250	1,500	1,500
<b>Total Maintenance</b>			<b>6,698</b>	<b>6,050</b>	<b>5,100</b>	<b>5,376</b>
<b>Employee Costs</b>						
E690	TB481					
	--Allocated Office Staff	CW	9,895	10,667	9,891	8,853
E691	TB481					
	--Allocated Groundstaff	CW	22,630	24,090	24,119	24,527
<b>Total Employee Costs</b>			<b>32,525</b>	<b>34,757</b>	<b>34,010</b>	<b>33,380</b>
<b>TOTAL EXPENDITURE</b>			<b>43,895</b>	<b>45,910</b>	<b>44,213</b>	<b>43,961</b>
<b>INCOME</b>						
R050	TB401					
	--Burials	CW	-30,174	-20,000	-18,000	-20,400
R051	TB401					
	--Purchase of Plots	CW	-13,755	-13,000	-11,000	-13,260
R052	TB401					
	--Grave Maintenance	CW	-253	-175	-350	-179
R053	TB401					
	--Legacy	CW	-106	-100	-100	-102
R054	TB401					
	--Memorials	CW	-14,290	-10,000	-13,000	-10,200
R056	TB401					
	--War Graves	CW	-832	-822	-822	-838
R054	TB422					
	--Memorial Benches	CW	-1,931	-1,000	-500	-1,020
<b>TOTAL INCOME</b>			<b>-61,341</b>	<b>-45,097</b>	<b>-43,772</b>	<b>-45,999</b>
<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>			<b>-17,446</b>	<b>813</b>	<b>441</b>	<b>-2,038</b>
M410	TB414					
	<b>Transfer To Provisions</b> --Memorials Provision	RF	0	0	0	0
R551	TB414					
	<b>Transfer From Provisions</b> --Transfer from Provisions (rev)	RF	0	0	0	0
R486	TB414					
	--Transfer from Reserve (Maint)	RF	-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>-17,676</b>	<b>583</b>	<b>211</b>	<b>-2,268</b>

**Non Recurring Items Included in 2017/18 Budget, deducted from 2018/19 Budget**

	£
--Installation of improved CCTV @ Ringwood Cemetery	1,000
<b>Total</b>	<b>1,000</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
ALLOTMENTS**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
P150 TB501	<b>EXPENDITURE</b> <b>Establishment</b> --Water	KW	823	1,100	1,000	1,000
	<b>Total Establishment</b>		<b>823</b>	<b>1,100</b>	<b>1,000</b>	<b>1,000</b>
	<b>Maintenance</b>					
S100 TB510	--Allotments Maintenance	KW	80	500	500	400
P420 TB510	--Pest Control	KW	466	800	800	816
	<b>Total Maintenance</b>		<b>546</b>	<b>1,300</b>	<b>1,300</b>	<b>1,216</b>
	<b>Employee Costs</b>					
E690 TB501	--Allocated Office Staff	CW	10,663	11,231	10,414	8,352
E691 TB501	--Allocated Groundstaff	CW	1,166	1,219	1,220	1,255
	<b>Total Employee Costs</b>		<b>11,829</b>	<b>12,450</b>	<b>11,634</b>	<b>9,608</b>
	<b>Other</b>					
S043 TB501	--Competition	CS	230	230	230	235
	<b>Total Other</b>		<b>230</b>	<b>230</b>	<b>230</b>	<b>235</b>
	<b>TOTAL EXPENDITURE</b>		<b>13,428</b>	<b>15,080</b>	<b>14,164</b>	<b>12,058</b>
	<b>INCOME</b>					
R070 TB501	--Allotment Rents	CW	-4,438	-4,400	-4,900	-5,100
	<b>TOTAL INCOME</b>		<b>-4,438</b>	<b>-4,400</b>	<b>-4,900</b>	<b>-5,100</b>
	<b>TOTAL NET EXPENDITURE</b>		<b>8,990</b>	<b>10,680</b>	<b>9,264</b>	<b>6,958</b>

**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
PLANNING, TOWN & ENVIRONMENT**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 16/17 £	Original 17/18 £	Revised 17/18 £	Original 18/19 £
	<b>EXPENDITURE</b>					
	<b>Maintenance</b>					
S040	TC110	JH	0	500	400	300
P006	TC122	JH	18	600	600	400
P100	TC111	JH	525	525	525	536
P101	TC111	JH	0	0	0	0
S040	TC903	JH	1,890	1,000	1,000	1,020
S002	TC117	JH	0	0	0	0
	<b>Total Maintenance</b>		<b>2,433</b>	<b>2,625</b>	<b>2,525</b>	<b>2,256</b>
	<b>Employee Costs</b>					
E690	TC181	CW	14,530	15,743	14,597	16,145
	<b>Total Employee Costs</b>		<b>14,530</b>	<b>15,743</b>	<b>14,597</b>	<b>16,145</b>
	<b>Total Revenue Expenditure</b>		<b>16,963</b>	<b>18,368</b>	<b>17,122</b>	<b>18,401</b>
	<b>Capital Expenditure</b>					
C320	0	JH	0	4,000	4,000	0
	<b>Total Capital Schemes</b>		<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>
	<b>TOTAL EXPENDITURE</b>		<b>16,963</b>	<b>22,368</b>	<b>21,122</b>	<b>18,401</b>
	<b>INCOME/FINANCE</b>					
R080	TC101	JH	-1,000	-1,000	-1,100	-1,110
	<b>TOTAL INCOME</b>		<b>-1,000</b>	<b>-1,000</b>	<b>-1,100</b>	<b>-1,110</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>15,963</b>	<b>21,368</b>	<b>20,022</b>	<b>17,291</b>
	<b>Transfer To Provisions</b>					
R551	TC114	RF	0	0	0	0
	<b>Total Transfer To Provisions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Transfer From Provisions</b>					
R551	TC114	RF	-1,000	0	0	0
R561	TC114	RF	0	0	0	0
R552	TC114	RF	0	-1,000	-1,000	-1,000
	<b>Total Transfer From Provisions</b>		<b>-1,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,000</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>14,963</b>	<b>20,368</b>	<b>19,022</b>	<b>16,291</b>

**Non Recurring Items Included in 2016/17 Budget, deducted from 2017/18 Budget**

1. Traffic Consultant	7,000
Cyce Stands (costs to be determined)	500
Butler's Lane Footpath Link	4,000
<b>Less financed from provisions</b>	
	<b>11,500</b>

**Non Recurring Items for consideration for 2017/18 Budget**

		Priority
12	--Human Sundial	8,000
13	--Sign Painting @ Friday's Cross	900
14	--Neighbourhood Plan	3,000
15	0	0
	<b>Less financed from provisions</b>	<b>-8,000</b>
	<b>Net Non Recurring Bids</b>	<b>3,900</b>

**Recurring Items for consideration for 2017/18 Budget**

0	0
<b>Less financed from provisions</b>	<b>0</b>
<b>Net Recurring Bids</b>	<b>0</b>



**REVISED BUDGET 2017/18 & ORIGINAL BUDGET 2018/19  
AND PRECEPT SUMMARY (Including New Bids)**

Col. 1	2	3	4
Description	Original 17/18 £	Revised 17/18 £	Original 18/19 £
<b>REVENUE</b>	<b>376,917</b>	<b>389,201</b>	<b>402,289</b>
<b>EXPEND.</b>	<b>182,095</b>	<b>186,737</b>	<b>179,780</b>
RECREATION, LEIS & O/S	45,910	44,213	43,961
CEMETERY	15,080	14,164	12,058
ALLOTMENTS	25,868	24,622	18,401
PLANNING, TOWN & ENVIR.			
<b>TOTAL REVENUE EXPENDITURE</b>	<b>645,870</b>	<b>658,937</b>	<b>656,489</b>
<b>CAPITAL</b>	<b>0</b>	<b>18,749</b>	<b>0</b>
<b>EXPEND.</b>	<b>0</b>	<b>0</b>	<b>0</b>
POLICY & FIN COM.-CAP EXP	0	0	0
REC, LEIS & O/S-CAP EXP	4,000	4,000	0
PLAN, TOWN & ENV.-CAP EXP			
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,000</b>	<b>22,749</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>649,870</b>	<b>681,686</b>	<b>656,489</b>
<b>REVENUE</b>	<b>-113,967</b>	<b>-136,768</b>	<b>-118,870</b>
<b>INCOME</b>	<b>-37,836</b>	<b>-39,566</b>	<b>-34,869</b>
POLICY & FINANCE COM.	-45,097	-43,772	-45,999
RECREATION, LEIS & O/S	-4,400	-4,900	-5,100
CEMETERY	-1,000	-1,100	-1,110
ALLOTMENTS			
PLANNING, TOWN & ENVIR.			
<b>TOTAL REVENUE INCOME</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-205,948</b>
<b>CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
POLICY & FIN COM.-CAP EXP	0	0	0
REC, LEIS & O/S-CAP EXP	0	0	0
PLAN, TOWN & ENV.-CAP EXP	0	0	0
<b>TOTAL CAPITAL FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME &amp; FINANCE</b>	<b>-202,300</b>	<b>-226,106</b>	<b>-205,948</b>
Less reduction in budget	0	0	0
<b>NET EXPENDITURE BEFORE TRANSFERS</b>	<b>447,570</b>	<b>455,580</b>	<b>450,541</b>
<b>ADD TRANSFERS TO PROVISIONS</b>			
POLICY & FINANCE COM.	18,900	23,910	16,400
RECREATION, LEIS & O/S	16,900	18,400	16,900
CEMETERY	0	0	0
PLANNING, TOWN & ENVIR.	0	0	0
<b>TOTAL TRANSFERS TO PROVISIONS</b>	<b>35,800</b>	<b>42,310</b>	<b>33,300</b>
<b>LESS TRANSFERS FROM PROVISIONS</b>			
POLICY & FINANCE COM.	0	-25,228	0
RECREATION, LEIS & O/S	-2,340	-2,340	-2,340
CEMETERY	-230	-230	-230
PLANNING, TOWN & ENVIR.	-1,000	-1,000	-1,000
<b>TOTAL TRANSFERS FROM PROVISIONS</b>	<b>-3,570</b>	<b>-28,798</b>	<b>-3,570</b>
<b>BUDGET REQUIRE BEFORE NEW BIDS</b>	<b>479,800</b>	<b>469,092</b>	<b>480,271</b>
<b>Add recurring bids for 2018/19</b>			
Policy & Finance			2,125
Recreation, Leis & O/S			1,700
Planning, Town & Env			0
<b>Add non-recurring bids for 2018/19</b>			
Policy & Finance			3,500
Recreation, Leis & O/S			34,160
Planning, Town & Env			11,900
<b>Plus additional transfer to provisions</b>			<b>8,000</b>
<b>Less transfers from provisions</b>			<b>-24,300</b>
<b>SUB TOTAL NET NEW BIDS</b>			<b>37,085</b>
<b>COUNCIL'S NET BUDGET</b>	<b>479,800</b>	<b>469,092</b>	<b>517,356</b>
Additional Transfers from( - ) or to Provisions	0	0	0
Transfers from( - ) or to General Reserve	-11,577	-869	-36,848
<b>COUNCIL'S PRECEPT BEFORE GRANTS</b>	<b>468,223</b>	<b>468,223</b>	<b>480,508</b>
To be met from Identifiable Grant from NFDC	0	0	0
To be met from Transitional Grant from NFDC	0	0	0
<b>COUNCIL TAX PAYERS IN RINGWOOD</b>	<b>468,223</b>	<b>468,223</b>	<b>480,508</b>

**COUNCIL TAX LEVELS FOR 2015/16, 2016/17, 2017/18 & 2018/19**

	2015/16	2016/17	2017/18	2018/19	Per Year	Per month
<b>Council Precept before Grant</b>	<b>468,593</b>	<b>462,992</b>	<b>468,223</b>	<b>480,508</b>		
<b>Council Tax Base</b>	<b>5,096.7</b>	<b>5,146.6</b>	<b>5,225.7</b>	<b>5,257.3</b>		
<b>Council Tax Per Band D Dwelling before grants</b>	<b>91.94</b>	<b>89.96</b>	<b>89.60</b>	<b>91.40</b>	<b>£1.80</b>	<b>0.15</b>
<b>Grant</b>	<b>-3.92</b>	<b>-1.94</b>	<b>0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>
<b>Council Tax Per Band D Dwelling after grants</b>	<b>88.02</b>	<b>88.02</b>	<b>89.60</b>	<b>91.40</b>	<b>£1.80</b>	<b>0.15</b>

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES												
1st April 2017 to 31st March 2019												
	Actual	Planned Transfers 2017/18:					Est.	Planned Transfers 2018/19:				Est.
	Bal	from	to	Cash	between	to General	Bal	from	to	between	to General	Bal
	01/04/17	Revenue	Revenue	Receipts	provisions	Reserve	31/03/18	Revenue	Revenue	provisions	Reserve	31/03/19
	£	£	£	£	£	£	£	£	£	£	£	£
<b>RESERVES</b>												
General Reserve	252,930	0	-869				252,060	0	-36,848			215,212
Dev Cont inc CIL	11,364		-3,340	12,047			20,071		-11,340			8,731
Cemetery Maintenance	2,130		-230				1,900		-230			1,670
Capital Receipts	13,125						13,125					13,125
Grants Unapplied	1,755						1,755					1,755
<b>Total Reserves</b>	<b>281,304</b>	<b>0</b>	<b>-4,439</b>	<b>12,047</b>	<b>0</b>	<b>0</b>	<b>288,911</b>	<b>0</b>	<b>-48,418</b>	<b>0</b>	<b>0</b>	<b>240,493</b>
<b>PROVISIONS</b>												
I.T. & Equipment	26,400	7,000					33,400	4,500				37,900
Repairs To Paths (Roots)	1,600						1,600					1,600
Gateway	34,000	4,000	-18,749				19,251	4,000				23,251
Maint in closed churchyard	4,800						4,800					4,800
Wall For Ashes	0						0					0
Elections	12,221	2,900	-6,479				8,642	2,900				11,542
Machinery	6,100	10,000		200			16,300	10,000	-16,300			10,000
Play Equip	31,251	6,900					38,151	6,900				45,051
Memorials	1,500	1,500					3,000					3,000
Christmas Lights	397						397					397
Festival	3,000						3,000					3,000
Grants	2,750						2,750					2,750
Capital Fund	3,744						3,744					3,744
Poulner Lakes	500						500					500
Built Environment	1,375						1,375					1,375
Armed Forces Day	704						704					704
The Place Future Development	11,551	5,000					16,551	5,000				21,551
Ringwood Events	0	5,010					5,010					5,010
Greenways/Southampton rd bdg rsv	0						0	8,000				8,000
Diamond Jubilee	0						0					0
<b>Total Provisions</b>	<b>141,892</b>	<b>42,310</b>	<b>-25,228</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>159,174</b>	<b>41,300</b>	<b>-16,300</b>	<b>0</b>	<b>0</b>	<b>184,174</b>
<b>TOTALS</b>	<b>423,196</b>	<b>42,310</b>	<b>-29,667</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>448,086</b>	<b>41,300</b>	<b>-64,718</b>	<b>0</b>	<b>0</b>	<b>424,668</b>
Earmarked Reserves	170,266	42,310	-28,798	12,247	0	0	196,025	41,300	-27,870	0	0	209,455
General Reserve	252,930	0	-869	0	0	0	252,060	0	-36,848	0	0	215,212
<b>Total Reserves</b>	<b>423,196</b>	<b>42,310</b>	<b>-29,667</b>	<b>12,247</b>	<b>0</b>	<b>0</b>	<b>448,086</b>	<b>41,300</b>	<b>-64,718</b>	<b>0</b>	<b>0</b>	<b>424,668</b>

## **Corporate Plan**

### **1. Introduction and reason why decision required**

- 1.1 Unlike many town councils of a similar size, budget, level of activity, etc. this council has no corporate plan. Producing one would require a decision from members to form a temporary working party to work with the Town Clerk and other staff to produce a document for the whole council to consider and approve.

### **2. Background information, options, impact assessment and risks**

- 2.1 The role of town councils like Ringwood Town Council has changed more in the last 20 years than in the previous 100. The growth of both public expectations and budgetary pressures on principal councils has put town councils in the awkward position of either having to take on a wider role or see local services and amenities lost. However, the resources available to us have not increased in line with this expanded role. Until now we have coped by making decisions pretty much on a case-by-case basis – responding to events. This approach has serious weaknesses; incremental increases in activity in multiple directions lead to loss of focus, diminished effectiveness, budget creep and a want of clear achievements. The alternative is to confront the realities of our situation and agree a set of priorities and defined goals in the form of a corporate plan, which we would all then work together to fulfil.
- 2.2 None of this is to suggest that we would necessarily stop altogether anything that we are doing now. However, agreeing to give higher priority to some activities, services, amenities or functions necessarily implies giving lower priority to all the others. Such decisions are difficult because, inevitably, some of the things to receive less attention will be things that some residents and councillors care deeply about. The hope, however, is that by focusing resources on specific goals, the council can be more effective – building a track record of solid achievements on the things that matter most to Ringwood residents, which we can all point to with pride.
- 2.3 A corporate plan could include the following:
  - 2.3.1 the council's vision of its role and what, in the broadest sense, it is trying to achieve;
  - 2.3.2 how that role is relevant to the issues currently facing the town which the council considers important;
  - 2.3.3 what, in general terms, the council proposes to do and how it will operate;
  - 2.3.4 specific actions the council plans to take within specified periods; and
  - 2.3.5 a medium term financial plan.
- 2.4 Such a plan could bring significant benefits. It would promote a better understanding, among councillors, staff and local residents and businesses alike, of the council's aims and priorities. It could guide future decision-making by helping to identify which proposals fit within a broader strategy (and which may be worthy but lower priority or less relevant). Committee roles could be better defined and aligned to council priorities. Staff resources could be allocated and employee performance assessed against the same criteria. Budgets could be agreed and set within a sensible framework.
- 2.5 How would such a plan differ from a Neighbourhood Plan or a Town Plan? Neighbourhood Plans (like the Local Plans which they sit alongside) contain policies relating to land use and development control. They may set out aspirations for future development but cannot contain positive commitments on

# E

the part of any person or organisation to bring such development about. Town Plans are usually more aspirational and positive, listing specific proposals. However, their remit involves viewing the community as a whole and envisaging outcomes to be achieved by all affected parties. A corporate plan, by contrast, contains the strategic vision and plan of a single organisation. If this council adopts one it should contain those goals (and only those goals) which the council itself is able to achieve.

- 2.6 Corporate plans typically cover a period of about four years. Specific goals are usually set for the first year or two only. To get the most benefit, the council should monitor progress against the plan every six months and update the plan every two years. Whilst this would, ideally, have been done soon after the last election, the benefits of doing it now remain and there are no obvious benefits to putting the task off until after the next election.
  - 2.7 Although preparing a Corporate Plan would not require any expenditure, it would require a certain amount of time and effort from both members and staff. Since the benefits usually more than justify that use of resources, however, such plans are generally considered an essential part of schemes of corporate governance.
  - 2.8 Examples of Corporate Plans of two other town councils are being circulated in electronic format to members with this note. Suggested terms of reference for a working party are attached.
3. Issues for decision and any recommendations
    - 3.1 ***Whether to establish a temporary working party of members to work with the Town Clerk and other council staff to prepare a draft Corporate Plan for consideration by this committee with the terms of reference suggested. (RECOMMENDATION: Approval)***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

**RINGWOOD TOWN COUNCIL****CORPORATE PLAN WORKING PARTY**

The Corporate Plan Working Party shall comprise three councillors appointed by the Policy & Finance Committee Council and shall report its proceedings, decisions and recommendations to meetings of that Committee. Meetings of the Corporate Plan Working Party shall be clerked by the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk. The Corporate Plan Working Party shall be temporary only and shall be dissolved upon adoption of a Corporate Plan by the Council.

**TERMS OF REFERENCE**

1. To supervise the preparation by the Town Clerk of a draft Corporate Plan for Ringwood Town Council to cover the period 2018-2022 and to that end:
  - a. to consult councillors, council staff and any other persons as it shall think fit; and
  - b. to co-opt other persons as members and/or to involve other persons in its proceedings on such basis as it shall think fit.

**DELEGATED POWERS**

None.

---

Adopted:

## Financial Controls on Town Council Events

### 1. Introduction and reason why decision required

- 1.1 At the last meeting of the Recreation, Leisure & Open Spaces Committee, members agreed in principle that the Town Council should (with the assistance of Ringwood Events Team) organize a number of public events and celebrations in 2018 (minute no. OS/5736 refers). Members of this committee ought now to consider the appropriate financial controls to apply in respect of these events.

### 2. Background information, options, impact assessment and risks

- 2.1 The present intention is that the events are organized on the basis and in the expectation of breaking even financially. Even assuming this aspiration is achieved, it is likely that expense will need to be incurred (or the council committed to incurring it at least) before relevant sponsorship, fees or other income is received. There is also an inevitable degree of risk that events may incur a loss. Any such loss would fall on the council. This could be met from the relevant provision (which currently stands at about £5,000) which raises the issues of use and monitoring the adequacy of that provision.
- 2.2 Whilst the Recreation, Leisure & Open Spaces Committee is probably best placed to oversee the general planning of town council events, managing the financial risks and applying suitable financial controls to them fall within this committee's remit. It is suggested that the key issues are:
- 2.2.1 How is expenditure to be controlled (especially in terms of setting limits and controlling the process)?
- 2.2.2 How will decisions be made about whether to proceed with events or cancel them (if it appears that a financial loss may be incurred, for example)?
- 2.2.3 How will decisions be made about the use and level of the relevant provision?
- 2.3 Decisions of the kinds mentioned could be delegated to the Recreation, Leisure & Open Spaces Committee or to officers but not to individual councillors or to the Ringwood Events Team. The matter could be reserved to this committee but, in practice this would require either a standing agenda item at every meeting (which could be wasteful since decisions are unlikely to be necessary so regularly and frequently) or at, say, quarterly intervals (which are unlikely to coincide neatly with when decisions are needed).

### 3. Issues for decision and any recommendations

- 3.1 ***What financial controls and oversight to apply in respect of expenditure upon town council events, decisions to proceed with or cancel them and management of the provision relating to them. (RECOMMENDATION: In the absence of a suitably convenient and robust alternative, a standing item for decisions on these issues should be included in agendas for all future meetings of this committee.)***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Rory Fitzgerald, Finance Manager  
Direct Dial: 01425 484723  
Email: [rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)