

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

14th March 2019

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th March 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 20th February 2019

5. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account for February
- b. To receive and authorise list of Petty Cash payments for February
- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's budgetary monitoring report

6. EVENTS FINANCE

To consider recommendation from Recreation, Leisure and Open Spaces Committee regarding transfer to earmarked reserves (*OS/5861 refers*)

7. CHARTER MARKET RE-LAUNCH EVENT

To consider approving a budget for expenditure on this event

8. GO NEW FOREST MEMBERSHIP

To consider the Deputy Town Clerk's report in respect of Go New Forest Membership (*Report B*)

9. PROJECTS

To receive an update in relation to projects (*Report C*)

10. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (the resolution required can only be achieved through private discussions and negotiations with another party)

11. POULNER LAKES

To consider recommendation from Recreation, Leisure and Open Spaces Committee in respect of property management issues (*OS/5865 refers*)

12. SPONSORSHIP

To review the Councils policy of commercial sponsorship of public amenities (*Confidential Report D*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Christine Ford

Cllr Gloria O'Reilly
Cllr Michael Thierry
Cllr Chris Treleaven
Cllr Angela Wiseman

Ex Officio Members

Cllr Tony Ring
Cllr Philip Day

Student Advisors

Oliver Magor
Jonathan Skirton
Tom Weetman

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20TH MARCH 2019

POLICY AND FINANCE COMMITTEE 20TH MARCH 2019

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LIST OF PAYMENTS FROM IM PREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2019

Date	Trans No	Details	Budget	Comm	Description	Amount £
Feb						
2019-02-05	3003343	Hampshire C.C.	Premis	Cem	Cemetery - Towel dispenser	10.48
2019-02-05	3003344	Status Computers	Cap	P&F	Gateway - New IT equipment & set up charges	2,437.20
2019-02-05	3003345	1st Stop Clean	S&S	P&F	Gateway - Cleaning	70.42
2019-02-11	3003362	Lamps & Tubes	S&S	P&F	Christmas Lights - Maintenance and removal	4,266.06
2019-02-11	3003369	Peter Noble	Trans	R&L	Roller mower - Repairs and labour	156.98
2019-02-11	3003370	Peter Noble	Trans	R&L	John Deere - Replace crankshaft filter	152.30
2019-02-11	3003374	Peter Noble	Trans	R&L	Roller mower - Service and sharpen blades	149.28
2019-02-11	3003375	Peter Noble	Trans	R&L	Long reach pole saw - Repairs	420.66
2019-02-11	3003376	Peter Noble	Trans	R&L	Massey Ferguson - Service	556.34
2019-02-11	3003364	Hampshire C.C.	S&S	P&F	Gateway - Stationery and cleaning	22.43
2019-02-11	3003368	Hampshire C.C.	Trans	R&L	Truck - Replace washer bottle/extend door strap	154.03
2019-02-11	3003372	SLCC	Employ	P&F	Gateway - Practioner's Conference 2019	464.00
2019-02-11	3003363	Alexandra	S&S	P&F	Carvers C/House - Chef's jacket	11.22
2019-02-11	3003365	Eco	Premis	R&L	Open Spaces - Super soil	27.67
2019-02-11	3003361	Site Safety Ltd	S&S	R&L	Groundstaff - Clothing	187.48
2019-02-11	3003373	Site Safety Ltd	S&S	R&L	Groundstaff - Aqua soft shell fleece jacket	39.54
2019-02-11	3003404	Site Safety Ltd	S&S	R&L	Groundstaff - Trousers	118.08
2019-02-11	3003379	Insight	Premis	R&L/Cem	Cemetery & Sheds - Alarm call outs	72.00
2019-02-11	3003371	Screwfix	Trans	R&L	Truck - De-icer	12.98
2019-02-11	3003377	Screwfix	S&S	R&L	Machinery - Flat washers	2.59
2019-02-11	3003389	HALC	Employ	P&F	Gateway - VAT training	72.00
2019-02-11	3003383	Upton Oil	Trans	R&L	Vehicles - Diesel	1,356.16
2019-02-11	3003382	Brewers	S&S	R&L	Cleaning supplies - Hammerite thins/Brush Clean	18.18
2019-02-11	3003384	Site Safety Ltd	S&S	R&L	Groundstaff - Chainsaw trousers	74.82
2019-02-11	3003390	Hampshire Trans Man	Trans	R&L	Vehicles - Maint contract 01/01/19-31/01/19	75.60
2019-02-25	3003403	Fernhill Wholesale	S&S	P&F	Gateway - Items to sell in VIC	268.40
2019-02-25	3003405	Hampshire C.C.	S&S	P&F	Gateway - Stationery	73.16
2019-02-25	3003400	Letters & Logos Ltd	S&S	P&F	Carvers C/House - PVC Banner	93.28
2019-02-25	3003408	Letters & Logos Ltd	S&S	P&F	Carvers C/House - A1 gloss poster	40.92
2019-02-25	3003378	Warrens Office	S&S	P&F	Gateway - A3 Laminator	118.80
2019-02-25	3003393	Itec	S&S	P&F	Gateway - Gold support & copy charge	75.85
2019-02-25	3003399	Status Computers	Cap	P&F	Gateway - Telephone/ PC Separation works	206.40
2019-02-25	3003398	1st Stop Clean	S&S	P&F	Carvers C/House - Upholstery cleaning	110.40
2019-02-25	3003409	New Forest Ice Cream	S&S	P&F	Carvers C/House - Ice creams for resale	347.06
2019-02-25	3003401	Transform Glazing	Premis	P&F	Cemetery - Replacement 2 double glazed units	99.10
2019-02-25	3003411	Clyde & Co Claims LLP	Premis	P&F	Gateway - Vat on services rendered	608.10
2019-02-25	3003410	PKF Littlejohn LLP	S&S	P&F	Gateway - Audit 2017/18	1,560.00
2019-02-26	3003406	Screwfix	Premis	R&L	Seats - Wood treatment	24.99

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Date	Trans No	Details	Budget	Comm	Description	Amount £
Feb						
2019-02-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - February 2019	80.00
2019-02-28	SO	Just Health & Safety	S&S	P&F	March 2019	212.40
2019-02-01	DD	New Forest D.C.	Premis	P&F	Carvers C/ House Rates - February 2019	186.00
2019-02-15	DD	Southern Electric	Premis	P&F	Market Place	37.82
2019-02-19	DD	Worldpay	S&S	P&F	Carvers C/ House	17.71
2019-02-20	DD	Zurich	Employs	P&F	AVC - January 2019	668.00
2019-02-25	DD	Elite Business	Cap	P&F	Gateway - Broadband	74.99
2019-02-28	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Jan 2019	30.01
2019-02-28	DD	Utility Warehouse	S&S	Cem	Cemetery landline - Jan 2019	31.20
2019-02-28	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Jan 2019	170.36
2019-02-28	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Jan 2019	2.40
2019-02-28	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Jan 2019	49.61
2019-02-28	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Jan 2019	2.40
2019-02-28	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Jan 2019	13.92
2019-02-28	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ ship - Jan 2019	2.40
2019-02-28	DD	Utility Warehouse	S&S	P&F	Carvers C/ House mobile phones - Jan 2019	10.00
2019-02-28	DD	Utility Warehouse	S&S	P&F	Carvers C/ House - Jan 2019	31.20
2019-02-28	DD	Utility Warehouse	Premis	P&F	Carvers C/ House electricity - Jan 2019	842.92
2019-02-28	DD	Utility Warehouse	Premis	P&F	Carvers Club/ House club mem/ ship - Jan 2019	2.40
2019-02-28	PAY	Lloyds	S&S	P&F	Bank charges January 2019	15.75
2019-02-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - February 2019	136.00
2019-02-18	LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	290.50
2019-02-18	LloydsCC	Commercial W/ Rooms	Premis	P&F	Carvers - Vandal proof toilet roll holder	21.00
2019-02-18	LloydsCC	Allfix	Premis	R&L	Seats - Bolts	28.94
2019-02-15	BP	Hampshire C.C.	Employs	P&F	Pension January 2019	6,919.44
2019-02-22	DD	Inland Revenue	Employs	P&F	January 2019	5,212.72
2019-02-25	Telepay	Staff	Employs	P&F	February 2019	22,307.39
TOTAL						51,952.44

AUTHORISATIONS

DATE

20th March 2019-----
20th March 2019

POLICY AND FINANCE COMMITTEE 20TH MARCH 2019

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2019

Date	Voucher No	Details	Location	Description	Amount £
Feb					
2019-02-01	11/01	Sainsburys	Gateway	Milk	1.95
2019-02-11	11/02	Sainsburys	Gateway	Milk	1.78
2019-02-13	11/03	Waitrose	Gateway	Milk & Coffee	8.54
2019-02-14	11/04	Waitrose	Gateway	Coffee	3.30
2019-02-19	11/05	C Smith	Gateway	Parking at Salisbury hospital	2.70
2019-02-19	11/06	In-Excess	Carvers C/ House	Brackets for shelves	1.35
2019-02-20	11/07	Sainsburys	Gateway	Milk	1.15
2019-02-20	11/08	3 Wishes	Gateway	Condolence card for Cllr Murphy	1.90
2019-02-21	11/09	Post Office	Gateway	Signed for letter - Cheque sent for investment	6.50
2019-02-25	11/10	Waitrose	Gateway	Milk	0.89
2019-02-27	11/11	Waitrose	Gateway	Milk & Coffee	6.15
TOTAL					36.21

LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2019

Date	Voucher No	Details	Location	Description	Amount £
Feb					
TOTAL					0.00

AUTHORISATIONS

DATE

 20th March 2019

 20th March 2019



POLICY AND FINANCE COMMITTEE 20th MARCH 2019

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted	
	28-Feb-19			28-Feb-19	Movement		Cash Out
	£	£	£	£	£	£	
Imprest (Current) Account	145,223	150,584	-58,000			92,584	
Business Account	51,525	51,527				51,527	
Investment Accounts 1	0					0	
Investment Accounts 2	0					0	
Investment Accounts 3	350,000	350,000				350,000	
Greenways Rent Deposit	10,832	10,822				10,822	
Petty Cash - Imprest	146	110				110	
Petty Cash - The Place	50	50				50	
VIC Change Float	50	50				50	
Information Desk Float	75	75				75	
TOTAL BANK BALANCES	557,901	563,218		-58,000	0	0	505,218

nb all balances, other than the investment accounts, are held with Lloyds Bank plc unless otherwise stated

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20th March 2019

20th March 2019

Investment Accounts 1	Lloyds Bank	32 day notice
Investment Accounts 2	Santander tbc	Term Deposit
Investment Accounts 3	CCLA	Instant access

Notes:

1	Imprest Account	£
	Anticipated net expenditure in month:	58,000
	Net Movement on imprest account	58,000

2 **Investment Maturity**
No investments due to mature

3 The bank accounts were reconciled as at 28th February 2019

4 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.

5 With reference to the Greenways Rent Deposit Account b)1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228

6 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.

7 A nominal account has been implemented to reflect the float held by the Information Desk.

8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 20th MARCH 2019
BUDGETARY CONTROL - 2018/19 PERIOD 11 (TO END FEBRUARY)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure to the end of February 2019. The summary budget report is included at Appendix 1. The summary budget also includes a revised and up to date outturn forecast.

2. INCOME & EXPENDITURE APRIL 2018 TO FEBRUARY 2019

- 2.1 Expenditure to the end of January totalled £ 669,386, or 87% of the revised budget. The remaining outstanding expenditure is mainly due to recharges of Gateway costs, i.e. our share of the total costs of the building which is calculated after the end of the year, and computer systems maintenance costs. Both of these are charges raised by NFDC and together are expected to amount to almost £35,000.
- 2.2 Income received and invoiced to date, excluding the precept, stands at £214,586, or 92% of the revised budget. In some areas, particularly sports activities, planned income is unlikely to be achieved. This is mainly due to lower than predicted take up of non-contracted activities, although the decision by the rugby club not to renew their annual grounds maintenance contract has reduced income by around £1,500. Income is summarised in Appendix 2. Note that the schedule of income includes receipt of grants which are only taken into the revenue account, and included in the figures above, when the grant is applied.
- 2.3 The additional one off growth items approved for the current year total £110,466 (original budget £48,060 plus £5,250 Long Lane feasibility conditional on funding) of which £94,596 was to be funded from a combination of developer's contributions, earmarked reserves and grants. The expenditure to date against each item is as follows:

Description	Revised Budget	Expenditure
¿ Millenium Clock	£1,000	£1,155
¿ WW1 Armistice Commemoration	£1,500	£5,632
¿ Cemetery Improvements	£3,000	£3,220
¿ Mansfield Road Verge	£1,160	£0
¿ Carvers Recreation Ground Imps	£10,000	£4,300
¿ Replacement Front Deck Mower	£20,000	£16,346
¿ Long Lane Feasibility Study	£5,250	£5,250
¿ Human Sundial	£8,000	£500
¿ Sign Painting Fridays Cross	£1,556	£1,553
¿ Neighbourhood Plan	£0	£0
¿ Systems Replacement	£15,000	£8,506
¿ Playpark Improvements	£44,000	£41,071
Total	£110,466	£87,533 (79%)

The anticipated outturn is likely to be lower than the agreed budget for these items because of lower than anticipated costs on machinery replacement and slippage on the Human Sundial and Carver's recreation ground improvements projects. This will have little impact on the revenue account because most of the expenditure was to be met from reserves. Note that the additional expenditure on the Armistice Commemoration has been funded from grants and donations.

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- 2.4 The Recreation & Leisure Committee, at its meeting on the 6th of March, recommended the transfer of the gross surplus on events activities to the earmarked reserve set up to provide a contingency against future unfunded expenditure. The gross surplus stands at £5,690 although this figure might change as some of the pledged income has yet to be received. When the pledged income is all collected, the balance on the events reserve will stand at £11,032 at year end. The predicted outturn takes this transfer into account and it is also reflected in the schedule of Provisions and Reserves included at Appendix 3.
- 2.4 Overall, expenditure is marginally behind the level at which it might be expected at this stage in the year, whilst income is very marginally ahead. However, members should note that both income and expenditure profiles are subject to some significant transactions which occur close to year end. Nevertheless, the current position remains broadly in line with expectations albeit with a small increase in the predicted transfer to the general reserve.

3 Forecast Outturn 2018/19

- 3.1 A revised outturn forecast is included in Appendix 1. Most cost increases have been matched by cost reductions elsewhere and increases in income. However, overall net expenditure has decreased and is now predicted to be around £18,556 less than set out in the revised budget, although much of this reduction is in respect of activities that were to be funded from earmarked provisions.
- 3.2 The net transfers from earmarked provisions together with the rationalisation agreed in July, the grant receipts and the increased transfer to the General Reserve from the revenue account mean that reserves are predicted to reduce by £22,862, from £496,936 at April 1st 2018 to £474,073 by year end. The General Reserve will stand at £268,459 which is approximately 38% of the original expenditure budget and 55% of the annual precept. A schedule of Provisions and Reserves, including expected movements during the year, is included at Appendix 3.

4. FINANCIAL IMPLICATIONS

- 4.1 The Town Council remains on target to spend within the overall budget.
- 4.2 Reserves are expected to reduce by 4.6% in the year.

5. RECOMMENDATION

It is **recommended** that:-

- 5.1 This report is noted.

For further information please contact:
Rory Fitzgerald, Finance Manager or
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For further information please contact:
Chris Wilkins, Town Clerk
Tel: 01425 484720
Chris.wilkins@ringwood.gov.uk

**SUMMARY BUDGETARY CONTROL REPORT
PERIOD APRIL 2018 - FEBRUARY 2019**

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast Outturn
	£		Actual	Unspent Budget	£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	406,246	414,958	353,910	-61,048	418,800
RECREATION, LEIS & O/S COM	261,658	262,012	243,184	-18,828	263,955
PLANNING TOWN & ENVIRON	21,801	19,117	17,915	-1,202	19,714
TOTAL REVENUE EXPENDITURE	689,706	696,087	615,009	-81,078	702,469
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	15,000	8,506	-6,494	15,000
RECREATION, LEIS & O/S COM	10,000	54,000	45,371	-8,629	45,371
PLANNING TOWN & ENVIRON	8,000	8,000	500	-7,500	500
TOTAL CAPITAL EXPENDITURE	18,000	77,000	54,377	-22,623	60,871
TOTAL EXPENDITURE	707,706	773,087	669,386	0	763,340
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-131,886	9,680	-152,378
RECREATION, LEIS & O/S COM	-85,969	-89,954	-80,850	9,104	-87,951
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850	0	-1,850
TOTAL REVENUE INCOME	-206,796	-233,370	-214,586	18,784	-242,179
CAPITAL INCOME & FINANCE					
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
TOTAL CAPITAL INCOME & FINANCE	0	0	0	0	0
TOTAL INCOME	-206,796	-233,370	-214,586	18,784	-242,179
COUNCIL'S NET COMMITTEE EXPEND	500,910	539,717	454,800	-84,917	521,161
Add Transfers To Provisions	41,300	41,300	43,549	0	2,249
Deduct Transfers from Provisions	-41,570	-100,553	-81,323	0	19,230
Transfer to/ from(-) General Reserve	-15,444	4,732	68,169	0	63,438
Budget Required before new bids & grants	485,196	485,196	485,196	0	485,196
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2018/19	485,196	485,196	485,196	0	485,196
Non recurring bids for 2018/19 included above					
POLICY & FINANCE COMMITTEE	7,750	22,750	20,543	-2,207	27,037
RECREATION, LEIS & O/S COM	34,160	78,160	64,937	-13,223	64,937
PLANNING TOWN & ENVIRON	11,400	9,556	2,053	-7,503	2,053
Less transfer from provisions	-43,250	-94,596	-75,973	18,623	-83,472

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual £	Profiled Orig Bud £	Variance From O.B. £	Outturn £
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	105,283	108,180	94,664	0	-13,516	105,602
Maintenance	38,603	34,603	2,286	0	-32,317	34,173
Employee Direct Costs	2,053	1,901	2,192	0	291	2,506
Employee Allocated Costs	112,783	113,007	106,178	0	-6,829	116,100
Member Costs	9,930	8,750	5,736	0	-3,014	7,530
Grants	9,000	9,000	5,400	0	-3,600	9,000
Other (includes THE PLACE, figures below)	97,048	107,971	105,908	0	-2,063	112,343
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	15,000	8,506	0	-6,494	15,000
COMMITTEE EXPENDITURE	406,246	429,958	362,416	0	-67,542	433,800
INCOME						
INCOME						
Revenue Income (Including THE PLACE)	-119,717	-141,566	-131,886	0	9,680	-152,378
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-119,717	-141,566	-131,886	0	9,680	-152,378
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	286,529	288,392	230,530	0	55,999	281,422
Add Transfers To Provisions	24,400	24,400	28,057	0	3,657	30,090
Deduct Transfers From Provisions	0	-20,250	-13,756	0	6,494	-20,250
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	310,929	292,542	244,831	0	66,150	291,262
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	416,951	402,862	378,257	0	-24,605	412,720
HOLDING ACCOUNTS EXPEND.	416,951	402,862	378,257	0	-24,605	412,720
HOLDING ACCOUNTS INCOME	-416,951	-402,862	-378,277	0	24,585	-412,720
TOTAL NET EXPENDITURE	0	0	-20	0	-20	0
CARVERS CLUBHOUSE						
EXPENDITURE						
Establishment	9,462	10,462	8,916	0	-1,546	10,012
Maintenance	1,760	2,500	1,339	0	-1,161	2,000
Employee Direct Costs	500	500	45	0	-455	500
Employee Allocated Costs	46,015	35,056	31,022	0	-4,034	34,000
Other	0	4,000	4,320	0	320	4,500
COMMITTEE EXPENDITURE	57,737	52,518	45,642	0	-6,876	51,012
INCOME						
INCOME						
Revenue Income	0	-9,540	-9,752	0	-212	-10,250
TOTAL COMMITTEE INCOME	0	-9,540	-9,752	0	-212	-10,250
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	57,737	42,978	35,890	0	-7,088	40,762
Add Transfers To Provisions	5,000	5,000	4,167	0	-833	5,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	62,737	47,978	40,057	0	-7,921	45,762

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance	
			£	£	£	
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	11,115	11,083	10,655	0	-428	11,247
Maintenance	19,567	24,685	16,866	0	-7,819	19,000
Machinery	29,504	27,846	26,832	0	-1,014	27,802
Employee Direct Costs	1,600	2,000	2,557	0	557	2,750
Employee Allocated Costs	130,604	127,719	124,542	0	-3,177	135,600
Planters	510	0	0	0	0	0
Activities Expenses	8,566	8,704	5,604	0	-3,100	6,105
Other	1,173	1,150	853	0	-297	900
Capital Expenditure	10,000	54,000	45,371	0	-8,629	45,371
CEMETERY						
Establishment	5,205	5,349	5,216	0	-133	5,586
Maintenance	8,376	9,420	7,323	0	-2,097	8,465
Employee Allocated Costs	33,380	32,479	31,839	0	-640	34,570
ALLOTMENTS						
Establishment	1,000	750	800	0	50	1,000
Maintenance	1,216	1,300	807	0	-493	950
Employee Allocated Costs	9,608	9,292	9,061	0	-231	9,750
Other	235	235	230	0	-5	230
COMMITTEE EXPENDITURE	271,658	316,012	288,555	0	-27,456	309,326
INCOME						
Recreation, Leisure & O/S	-34,870	-38,202	-27,886	0	10,316	-33,917
Cemetery	-45,999	-46,652	-48,064	0	-1,412	-49,134
Allotments	-5,100	-5,100	-4,900	0	200	-4,900
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-85,969	-89,954	-80,850	0	9,104	-87,951
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,689	226,058	207,705	0	-18,352	221,375
Add Transfers To Provisions	16,900	16,900	15,492	0	-1,408	16,900
Deduct Transfers From Provisions	-32,570	-71,048	-66,400	0	4,648	-66,419
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,019	171,910	156,797	0	-15,112	171,856

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual	Profiled Orig Bud	Variance	
			£	£	£	
PLANNING, TOWN & ENVIRONMENT COMMITTEE EXPENDITURE						
Establishment	5,656	3,842	2,726	0	-1,116	3,214
Employee Allocated Costs	16,145	15,275	15,189	0	-86	16,500
Capital Expenditure	8,000	8,000	500	0	-7,500	500
COMMITTEE EXPENDITURE	29,801	27,117	18,415	0	-8,702	20,214
INCOME						
Capital Income & Finance	-1,110	-1,850	-1,850	0	0	-1,850
COMMITTEE INCOME	-1,110	-1,850	-1,850	0	0	-1,850
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,691	25,267	16,565	0	-8,702	18,364
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	8,088	-1,505
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,691	16,012	15,398	0	-614	16,859

**ANALYSIS OF INCOME AGAINST BUDGET
PERIOD APRIL 2018 - FEBRUARY 2019**

	2018/19 Original	2018/19 Revised	Quarter 3 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	40,272	40,381	39,168	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,790	
Civic Celebrations	5,000	10,500	20,651	Income from the Royal Wedding, Fireworks and Christmas Lights switch on events.
Other Grants & Donations *	0	4,250	4,975	Only to the extent that they are applied to the revenue account. Includes transfer from the Memorial Lantern fund and income for Christmas Events
VIC Sales	1,750	5,000	4,262	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	9,752	includes a donation of £250 for toys & play equipment
Interest on investments	960	960	1,130	
Other Income	0	200	200	Insurance receipt
Recreation & Leisure Committee				
Ringwood Schools	15,612	15,400	8,302	Note, Poulner Junior school awaiting acceptance of revised contract. There will be a small reduction in income.
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,732	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	7,464	
Rugby	2,000	2,000	440	New Ad hoc arrangement, the rugby club no longer have a fixed contract.
Tennis (including Floodlighting)	200	100	89	collected by NFDC and remitted at year end
Castleman Trail	700	700	715	Paid by HCC towards year end.
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
Cemeteries	45,999	46,652	48,064	Income receipts have generally been above anticipated
Allotments	5,100	5,100	4,900	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
Total Revenue Income:	206,796	233,370	214,586	
Capital				
s106	0	5,250	6,249	Re Long Lane improvements £5250 plus release of retention re-skatepark, £998.95
CIL		3,746	6,854	
Grants	0		0	
Loans			0	
Other		0	1,852	Note that £5,852.03 has been received re the lantern memorial fund, £4,000 has been transferred to Revenue to meet some of the Council's Costs.
Total Capital Income	0	8,996	14,955	
Total Budgetted Income	206,796	242,366	229,541	
Precept and other income taken to reserves				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	485,196	485,196	485,196	
Total Income	691,992	727,562	714,737	

PROVISIONS AND RESERVES**April 2018 to March 2019**

Title & Code	Balance 01/04/2018		Cash Receipts 2018/19	Transfer from Revenue 2018/19	Sub Total		Transfer between resvs (P&F Jul 18)	Transfer to Revenue 2018/19	Balance 31/03/2019
	£			£	£		£	£	£
EAR-MARKED PROVISIONS & RESERVE									
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00			-15,000.00	22,900.00
Gateway TM604	23,177.00			4,000.00	27,177.00				27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00			10,000.00
Greenways/Southampton Road Buildings Reserv TM607	0.00			8,000.00	8,000.00				8,000.00
Election TM608	8,641.88			2,900.00	11,541.88				11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00		-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00		-41,071.00	10,479.50
Memorials TM612	3,000.00				3,000.00				3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00			10,397.00
Carvers Clubhouse - future development TM625	16,551.00			5,000.00	21,551.00				21,551.00
Ringwood Events TM627	5,342.00			5,690.00	11,032.00				11,032.00
Carvers Grounds development TM631	0.00				0.00	15,000.00		-3,700.00	11,300.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00			9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00			0.00
Sub Totals	163,432.40		0.00	46,990.00	210,422.40	37,500.00		-76,117.00	171,805.40
Dev Contribs TM680	5,436.13		6,248.95		11,685.08			-6,771.76	4,913.32
Cem Maint TM681	1,900.00				1,900.00			-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,853.74		18,900.69			-4,800.00	14,100.69
Capital Receipts TM684	13,125.00				13,125.00				13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00		-255.00	0.00
Loans Unapplied TM686	0.00				0.00				0.00
Total Earmarked Provisions & Reserve	197,695.48		13,102.69	46,990.00	257,788.17	36,000.00		-88,173.76	205,614.41
--Gen Reserve B010 TM699	299,240.19			5,218.85	304,459.04	-36,000.00		0.00	268,459.04
Total Provisions and Reserves	496,935.67	0.00	13,102.69	52,208.85	562,247.21	0.00		-88,173.76	474,073.45
Decrease(-) or Increase in Reserves & Provisions during 2018/19:-									-22,862.22

EXTRACT FROM THE MINUTES OF THE RECREATION, LEISURE AND OPEN SPACES COMMITTEE MEETING ON WEDNESDAY 6TH MARCH 2019

**OS/5861
EVENTS MANAGEMENT**

i) Update on Events

Fireworks Event 2019 - Cllr Day reported that the firework display company had suggested the Council sign up to a 3 year contract as this would save an increase in fees. As there was no urgency to make a decision, Members agreed to review this again after the elections, as new Councillors may have a different view. It was noted, that under financial regulations, if the threshold of £5,000 is exceeded, there is a requirement to obtain three quotes.

Christmas Light Switch On Event and Market 2019 - Cllr Day reported that a questionnaire had been distributed to businesses in the town requesting their views on a number of aspects relating to the Christmas Market. Sadly the response rate had been very low.

Taking into account responses received to the questionnaire, comments from business owners, church activities, access requirements for buses and other scheduled events, it was proposed that the Christmas event be held on Sunday 1st December with a start time of 12 noon. It is hoped that more bookings will be achieved than last year and the market will extend further along the High Street, towards Friday's Cross. Cllr Loose gave reasons as to why he believed a Saturday would be the preferred day for many people and commented on how poor the lighting was in the High Street, to the detriment of that section of the market.

It was noted that Ringwood Community Network's events calendar was in operation and future events organised by the Events Team would be included.

ii) Review of the financial outcome of events in 2018/19 to date (*Annex C*)

The Town Clerk presented the report which had been prepared by the RFO. He requested that the Committee confirm its intentions regarding the surplus generated from events as there was a difference in understanding. Members agreed that the principal purpose of the earmarked reserve was to act as a contingency fund (in the event of a loss being made), but that the cumulative surplus could also be used to enhance future events or support other community events. It was also suggested that the surplus could enable events to be not so reliant on sponsorship or supplement a reduced ticket price.

Historically, the Council's staffing and resource costs, from assisting event organisers were absorbed and not identified specifically, nor recharged. The report, which details related staff costs for 2018-19, provides transparency with regard to this, however, Members agreed that the costs should not be set against the gross surplus resulting from events.

RESOLVED: That the proposal from the Events Team that the Christmas event be held on Sunday 1st December 2019 be accepted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

- 1) That the directly attributable staff costs should not be set against event revenue;
- 2) That the gross surplus from events (disregarding staff costs) be transferred to the relevant earmarked reserve as a contingency fund and to subsidise future events; and
- 3) That any proposed use of the reserve, suggested by the Events Team, is to be considered by the Committee.

ACTION C Wilkins / C Bennett

OS/5865
POULNER LAKES

Members considered the Town Clerk's report on property management issues at Poulner Lakes (*Confidential Annex F*).

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That the recommendation in the Town Clerk's report be approved.

**POLICY & FINANCE COMMITTEE – 20 MARCH 2019
GO NEW FOREST MEMBERSHIP**

1. At the Policy & Finance Committee meeting on 18 April 2018, it was agreed that the Town Council should join Go New Forest as a Town and Village member, and that the benefits of membership be reviewed prior to renewal. The cost at that time was £200 for a full year, which was reduced to £117 on a pro-rata basis to cover the period from June to December 2018.
2. We are now in receipt of an invoice for 2019 Town membership, at a cost of £200 +VAT, payable by 30 March 2019.
3. A copy of the proposal presented to the Town Council last April is attached as *Appendix A*. Nothing has come of the idea of a coordinated promotion of Ringwood; the establishment of a “Ringwood Marketing Group”; the development of an action plan; or the delivery of a pilot programme, all of which were outlined in the proposal.
4. The original intention had been to involve various organisations within the town, but this has also not transpired. Indeed, the recently established Ringwood Community Network has proven to be better supported locally.
5. Ringwood does have a presence on the New Forest tourism website, with some descriptive text about the town (see www.thenewforest.co.uk/explore/towns-and-villages/ringwood), but there are a limited number of Ringwood businesses and only a handful of Ringwood events listed (which does not include major events such as Fanfare for Spring, Carnival, Fireworks and Christmas Switch-On, for example).
6. Members are requested to consider whether or not to renew the membership of Go New Forest for 2019.

For further information, please contact:

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01425 484721

B

Go New Forest Membership & Promotional Proposal for Ringwood Town Council

BACKGROUND

GO New Forest (GNF) was established as a not for profit Community Interest Company following the transfer of the New Forest's tourism service from New Forest District Council exactly one year ago. Since then, GNF has enhanced much of its service provision such as investing over £35,000 in building a completely new version of www.thenewforest.co.uk; the creation of the Forest Finder, a brand new publication aimed at local residents and businesses; and the refreshment of the old Brand New Forest Card as the GO New Forest Card.

GNF has also grown its membership base to over 220 local visitor economy businesses and is now concentrating on the more commercial aspects of its work such as the promotion of New Forest town and village centres. Over the last few months GNF Officers have been in discussions with the Mayor of Ringwood Cllr Tim Ward and other interested members of the local community to investigate the viability of creating a GNF led coordination of the promotion of Ringwood, its community events and commercial and leisure offer to a radius of approximately 2 hours drive time, and to residents.

PROPOSAL

Go New Forest is happy to make all its content, promotional services, website and digital platforms and channels to distribute agreed messages and content on Ringwood as a must visit destination for commerce and pleasure and work with an agreed "Ringwood Marketing Group" to deliver a coherent and connected action plan to market the town and its surrounding area's events, facilities and general offer. The purpose of the action plan would be to promote Ringwood events, shopping, leisure and food & drink to residents, day visitors and the area's millions of staying visitors.

In doing so, GNF would require Ringwood Town Council to join GO New Forest as a Town & Village member at a reduced rate of £200.00 + VAT (usual rate £250.00), and for this fee GNF would coordinate the provision of new Ringwood content, imagery on www.thenewforest.co.uk and coordinate promotional public relations and marketing activity.

It's worth noting that www.thenewforest.co.uk receives over one million unique user visits and nearly 5 million page views per year. The Ringwood pilot programme would be the first of its kind and, once successfully constructed, would be replicated in all other key towns & villages throughout the district. In addition appropriate local websites, videos and photographs would connect into relevant Ringwood content on www.thenewforest.co.uk, local events would be added to the website's what's on pages and shared throughout GO New Forest's Social Media distribution programme and via all its other members businesses social media channels.



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	The columns and surround have been re-painted, completing the current project.	£1,000 Annual budget	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The installation of a poppy display on the town roundabout has been removed.	£500 Annual budget	£0	£0	Minimal	Definite	This item will not be updated further.
A3	ICT overhaul	Further hardware has been installed. The new software is being configured for use and staff trained. Regular contacts between RTC and NFDC staff to plan and implement the remaining steps are taking place.	£15,000 Earmarked reserve	£0	£15,000	Significant	No	This will require so much officer time and attention that some disruption of other projects and functions is highly likely.
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications in 2018-19								
C1	Review of Standing Orders	Revised Standing Orders adopted by full Council on 26 th September.				Moderate	Probable	Work continues on a revised Scheme of Delegation.





Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)							
A1	ICT Overhaul	Extensive overhaul of computer hardware, software and support services (including broadband and telephony services)	Non-recurrent costs of about £10K to be fully met from earmarked reserve. Recurrent costs expected to be same or lower.	Minimal	Significant	Moderate	1
Projects with budgetary implications (for possible inclusion as bids in later budgets)							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. A private briefing to councillors was given by the Town Clerk on 18 July 2018.	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
Projects with no or neutral budgetary implications							
	None						