Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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POLICY & FINANCE COMMITTEE

Dear Member 12th November 2026

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 18th November 2026** at 7.00pm and your attendance is requested.



Mrs C Bennett
Town Clerk

AGENDA

	Time estimate
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meeting held on 21st October 2026	1 minute
5. FINANCIAL REPORTS (*Report A attached)*: a. To receive the Finance Manager's budget monitoring report b. To receive and authorise list of payments made on Imprest Account for October c. To receive Statement of Town Council Balances and authorise Inter Account Transfers d. To note the Community Infrastructure Levy (CIL) report	10 minutes
6. REVIEW OF RESERVES POLICY To consider the Town Clerk's report (*Report B*)	10 minutes
7. RESERVES & CIL – INITIAL BUDGET CONSIDERATIONS To consider the Town Clerk's report (*Report C*)	10 minutes
8. BULLYING, HARRASSMENT AND RESPECT AT WORK POLICY To consider adoption of a new Bullying, Harassment and Respect at Work policy (*Report D)*	5 minutes

Time estimate
2 minutes
2 minutes

9. **PROJECTS** (current and proposed)
   To consider the officers' report (*Report E*), receive any verbal updates and agree next steps where necessary

10. **COMMUNICATIONS**
    Members to decide on items requiring a publicity and to confirm a spokesperson if required

If you would like further information on any of the agenda items, please contact Charmaine Bennett, Town Clerk on (01425) 484720 or email charmaine.bennett@ringwood.gov.uk.

Committee Members
Cllr Michael Thierry (Chairman)
Cllr Peter Kelleher (Vice Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos (ex-officio)
Cllr Janet Georgiou
Cllr James Swyer (ex-officio)
Cllr Glenys Turner

Officers
Charmaine Bennett, Town Clerk
Michelle Gordon, Finance Manager
Nicola Vodden, Office Manager

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th November 2026

Ringwood
Town Council

COMMITTEE REPORT

Report title	Revenue Budget Monitoring 2026/27 (to 31 October 2026)
Committee	Policy and Finance
Date	18th November 2026
Report author	Michelle Gordon, Finance Manager/RFO

Decision Summary

Purpose	To provide Members with an update on the Council's revenue budget position at 31 October 2026.
Decision type	To note
Financial impact	Revenue budget variance of £46,981 favourable against profiled budget.
Budget provision	Existing budget
Confidential / exempt	No-

1. Introduction and reason for report

To provide Members with an update on the Council's revenue budget position at 31 October 2026 and highlight significant variances from the profiled budget.

2. Background Information

The revenue budget monitoring position at 31 October 2026 shows a favourable variance of £46,981 against the profiled budget.

The favourable position primarily reflects backdated interest received on a pre-existing debt, allotment income received in advance and the timing of planned expenditure. This has been partially offset by an adverse variance of £25,576 relating to the Football Development Project accounting adjustment. Following advice from the Council's Internal Auditor, this prior-year transaction has been accounted for in the 2026/27 financial year.

A more detailed analysis of individual variances is provided in the explanatory notes accompanying this report.

3. Financial Implications

Members should note that the full annual precept of £740,842 has already been received and is reflected in the current financial position. As this income is received in advance of much of the year's expenditure, it results in a substantial interim surplus on the Financial Budget Comparison Report.

The budget monitoring variance of £46,981 favourable therefore provides a more meaningful indicator of current budget performance.

4. Future Reporting

Members are advised that a routine budget monitoring report is not expected to be presented to the December 2026 meeting of the Committee. Due to the timing of the meeting, report publication deadlines and preparation of the draft budget, it is not possible to prepare a meaningful budget monitoring report based on unreconciled financial information. Financial performance will continue to be monitored by officers and any significant issues requiring Member attention will be reported as necessary.

5. Issues for Decision and Recommendations

Members are requested to:

1. Note the revenue budget monitoring position at 31 October 2026.
2. Note the favourable variance of £46,981 against the profiled budget.
3. Note the explanatory notes provided for significant budget variances.
4. Note that no budget monitoring report will be included in the December 2026 meeting.

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

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1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Policy & Finance	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Total Income	**-186,418**	**-108,744**	**-135,880**	27,136			
Total Expenditure	**462,640**	**269,874**	**248,023**				
Gateway Building Costs	204,838	119,489	89,805	29,684	8,062	931	*Gateway Recharge Balance- to be invoiced by RTC at year end, timing.*
Employee Costs	137,314	80,100	80,154	-54	22,036		*Int Rec CCLA - Inv level lower in 26-27 than 25-26 & Int Rec from a Pre-Existing Debt.*
Members Costs	14,177	8,270	7,934	336	2,162		*Market Place Income - Higher than budgeted, transfered to Gateway Square Maint Reserve.*
Other	44,833	26,153	39,391	-13,238		-895	*HALC & NALC Annual Affiliation Fees 26-27 paid at beg. of year- timing.*
Debt Charges	61,478	35,862	30,739	5,123		31,858	*RTC Share of Gateway Costs, invoiced by NFDC in March 27.*
Capital Expenditure	0	0	0	0		-1,122	*Computer Maintenance - Microsoft Licences timing.*
						-12,846	*Xmas Light Inst. chgs for full year inc - timing. Add. £752 exp due to square damge from pollarding*
Receipts made in Advance 01.04.26			-2,296	2,296		-1,452	*Annual Audit fees - timing.*
Payments made in Advance 01.04.26			4,571	-4,571		-5,080	*Annual Insurance Premium - timing.*
						-1,192	*Visitors Centres Purchases - Caddy Bag Resell Purchase*
						2,825	*PWLB Loan Interest, timing.*
						2,299	*PWLB Loan Repayments, timing.*
Transfers to Reserves	14,200						
Transfers from Reserves	-13,983					-873	*Small Variance Balances Across Multiple Budgets*
Overall Position Against Budget	**276,440**	**161,130**	**114,418**	**46,712**		**46,712**	Income is currently £32,260 below budget and expenditure is £14,452 under budget. As both variances favourably affect the budget position, they combine to produce an overall variance of £46,712
			Favourable	46,712			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

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1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Recreation & Leisure	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Income	-25,841	-15,074	-16,446	1,372	-2,252		*Grounds Income - Verti drain reduced from 2 visits to 1.*
Capital Income	0	0	25,576	-25,576	-25,576		*Football Development Project – £25,576 adverse variance arising from a prior-year*
Total Income	**-25,841**	**-15,074**	**9,130**				
Total Expenditure	**271,060**	**158,118**	**144,596**				
Establishment Costs	13,215	7,709	7,737	-28		2,444	*Poulner Jnr School - includes maint chg 1.10.26-31.12.26, timing.*
Maintenance of Various Facilities	24,911	14,531	11,130	3,402		4,975	*Tree Surgery & Safety Work underpend, timing.*
Plant & Equipments	19,224	11,214	4,652	6,562		3,245	*Machine Maintenance, timing.*
Employee Costs	205,586	119,925	115,711	4,214		3,398	*Employee costs, timing.*
Activities Expenditure	3,695	2,156	790	1,366		3,354	*Machine purchases, timing.*
Other	4,428	2,583	2,852	-269		-1,129	*Memorial benches - Funding for benches in previous year.*
Capital Expenditure	0	0	1,724	-1,724			
Payments made in Advance 01.04.26			283	-283			
Transfers to Reserves	37,000					576	*Small Variance Balances Across Multiple Budgets*
Transfers from Reserves	-20,484						
Overall Position Against Budget	**261,734**	**143,044**	**154,009**	**-10,965**		**-10,965**	
			Adverse	-10,965			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Events	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Total Income	**-51,500**	**-30,042**	**-24,162**	-5,880	-6,591	-459	*Fireworks Event - Final Analysis to be Completed on Receipt of Final Transactions.*
Total Expenditure	**69,567**	**40,581**	**39,420**		2,628	4,595	*Xmas Activities, timing.*
Events Expenditure	43,750	25,521	24,057	1,463	-3,632	1,080	*800th Anniv Events - Timing and funded from Events Reserve*
Employee Costs	25,817	15,060	15,362	-302	1,686	-4,342	*800th Anniv Merchandise - continued sales, final analysis to be completed at year end (no budget).*
Payments made in Advance 01.04.26			758	-758			
Transfers to Reserves	0					-442	*Small Variance Balances Across Multiple Budgets*
Transfers from Reserves	-13,067						
Overall Position Against Budget	**5,000**	**10,539**	**16,016**	**-5,477**		**-5,477**	
			Adverse	-5,477			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

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1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Cemeteries	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Total Income	**-34,642**	**-20,208**	**-22,410**	2,202	5,590		*Purchase of ERB plots over expected budgeted level.*
Total Expenditure	**68,749**	**40,104**	**39,648**			-1,072	*Memorial lower than budgeted.*
Establishment Costs	4,114	2,400	2,276	123		-1,275	*Burials lower than budgeted.*
Maintenance Costs	721	421	548	-127			
Employee Costs	63,914	37,283	36,824	460			
Payments made in Advance 01.04.26			353	-353			
Transfers to Reserves	0						
Transfers from Reserves	-40					-938	*Small Variance Balances Across Multiple Budgets*
Overall Position Against Budget	**34,067**	**19,896**	**17,591**	**2,305**		**2,305**	
			Favourable	2,305			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Allotments	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Total Income	**-7,128**	**-4,158**	**-6,722**	2,564	6,831		*Inc Rec in Adv - Allotment Rents 1.10.26-30.09.27, adj for prepayment to be made at year end.*
Total Expenditure	**21,637**	**12,622**	**12,137**				
Establishment Costs	941	549	73	476			
Maintenance Costs	1,052	614	893	-280			
Employee Costs	19,333	11,277	11,171	106			
Other	312	182	0	182			
Receipts made in Advance 01.04.26			-3,783	3,783			
Transfers to Reserves	**0**						
Transfers from Reserves	**0**						*Small Variance Balances Across Multiple Budgets*
Overall Position Against Budget	**14,510**	**8,464**	**1,633**	**6,831**		**6,831**	
			Favourable	6,831			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

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1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Carvers Clubhouse	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Activities Income	0	0	-2,188	2,188	2,188		*Additional income from activities.*
Café Income	-27,500	-16,042	-21,146	5,104	5,104		*Additional income from cafe sales.*
Other Income	-2,500	-1,458	-3,839	2,380	1,851		*Income from Carvers - Circus.*
Total Income	**-30,000**	**-17,500**	**-27,173**				
				0		2,333	*Partnership or Youth Services budget not currently utilised.*
Total Expenditure	**119,731**	**69,843**	**71,465**			-1,543	*Food purchases for resale*
Establishment Costs	10,420	6,078	4,275	1,804		-1,724	*Cafe and caretaking staff costs, timing, higher costs over summer months.*
General Supplies & Services	8,810	5,139	3,849	1,290		-1,201	*Activities Expenditure - timing.*
Employee Costs	79,902	46,609	48,582	-1,972			
Activities Expenditure	4,000	2,333	3,535	-1,201			
Café Food Purchases	16,600	9,683	11,226	-1,543			
Payments made in Advance 01.04.26			1,237	-1,237			
Transfers to Reserves	2,500					-195	*Small Variance Balances Across Multiple Budgets*
Transfers from Reserves	-1,000						
Overall Position Against Budget	**91,231**	**52,343**	**45,530**	**6,813**		**6,813**	
			Favourable	6,813			

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

1	2	3	4	5	Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
Committee: Planning, Town & Env.	**Budget 26/27 £**	**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**			
Total Income	**-1,100**	**-642**	**-1,100**	458	458		*Parish Lenghtman Scheme 26-27 full year received in advance.*
Total Expenditure	**41,960**	**24,477**	**24,172**			-916	*Office Staff.*
Maintenance	3,542	2,066	846	1,220		1,015	*Street lighting Carvers, timing, smaller bills during summer.*
Employee Costs	38,418	22,411	23,326	-916			
Capital Expenditure	0	0	0	0			
Transfers to Reserves	3,000					206	*Small Variance Balances Across Multiple Budgets*
Transfers from Reserves	-1,000						
Overall Position Against Budget	**42,860**	**23,835**	**23,072**	**763**		**763**	
			Favourable	763			

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Key: On track
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RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

1	2		3	4	5
Revenue Budget Monitoring Summary	**Budget 26/27 £**		**Budget April-Oct £**	**Actual April-Oct £**	**Variance £**
Policy & Finance	276,440		161,130	114,418	46,712
Recreation & Leisure	261,734		143,044	154,009	-10,965
Events	5,000		10,539	16,016	-5,477
Cemeteries	34,067		19,896	17,591	2,305
Allotments	14,510		8,464	1,633	6,831
Carvers Clubhouse	91,231		52,343	45,530	6,813
Planning, Town & Environment	42,860		23,835	23,072	763
Revenue Budget Monitoring Position (exc grant/reserve funded activity)			419,251	372,269	46,981
Reconciliation to Edge Financial Budget Comparison Report					
Revenue Budget Monitoring Position				372,269	
Add:					
Grants/Reserve Funded Activity - Expendiure				90,069	
Less:					
Grants/Reserve Funded Activity - Income				-61,437	
Precept Income Received				-740,842	
Payments/Receipts in Advance				-1,124	
Net Balance Per Edge Financial Budget Comparison				-341,065	
Net Reserve Movement				-7,177	
Net Position After				**-348,242**	
Budget Funding and Reserves					
Revenue Budget Requirement	725,842				
Funded by Precept	740,842				
Budgeted Contribution to General Reserve	15,000				

Note: The Revenue Budget Requirement includes the approved budgeted contribution to General Reserve of £15000. The purpose of this report is to monitor performance against the revenue budget. Planned tranfers to and from reserves are therefore excluded from the profiled budget and actual expenditure columns above and are reported separetely in the Reserves Summary.

Key: On track
Monitoring
Action Required

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RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2026 - 31st March 2027

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	1	2	3	4	5	6	7	8	9	10	11	12	13
		Actual Transfers 2026/27 :						Outstanding Planned Transfers:-					
	Actual Balance 01/04/26	Planned Trans Put into Res/Pro From Revenue	Planned Trans Withdrawn From Revenue	Cash Receipts Into Res/Pro	Additional Exp Out of Res/Pro	Between Provisions	**Balance 31.10.26**	Planned Trans Put into Res/Pro From Revenue	Planned Trans Withdrawn From Revenue	Growth	Capital & Other Receipts	Between Provisions	Estimated Balance 31.03.27
	£	**£**	**£**	**£**		**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
EARMARKED PROVISIONS													
I.T. & Systems Equipment Provision	**12,058.00**				-4,234.25		**7,823.75**	2,700					10,524
Gateway Building Provision	**25,000.00**						**25,000.00**		-9,100				15,900
Gateway Square Maintenance	**0.00**			4,495.00	-430.20		**4,064.80**	1,455					5,520
Cemetery Provision	**27,032.72**				-29,334.51	17,973.62	**15,671.83**						15,672
Buildings Repair Provision	**38,503.97**						**38,503.97**	5,500					44,004
Elections Provision	**10,000.00**						**10,000.00**	5,000					15,000
Vehicle & Machinery Renewal Provision	**31,721.10**		-5,750		-1,050		**24,921.10**	27,000					51,921
Play Equipment Provision	**22,752.18**						**22,752.18**	10,000					32,752
Memorials Provision	**0.00**						**0.00**						0
Christmas Lights Provision	**4,282.50**						**4,282.50**		-4,283				-1
Carvers Clubhouse Equipment Provision	**4,022.49**						**4,022.49**	1,000	-1,000				4,022
Ringwood Events Reserve	**17,833.12**		-8,004.50				**9,828.62**		-5,663				4,166
Memorial Lantern	**0.00**						**0.00**						0
Carvers Grounds Dev Provision	**175.20**						**175.20**						175
Carvers Sheds feasibility	**0.00**						**0.00**					10,000	10,000
Infrastructure & Open Spaces	**18,370.77**						**18,370.77**	3,000					21,371
Open Space Security Measures	**1,406.04**						**1,406.04**						1,406
Neighbourhood Plan	**3,383.07**						**3,383.07**						3,383
Football development Project	**0.00**						**0.00**						0
Budget Underspends retained for use in following year	**5,500.00**		-5,500.00				**0.00**						0
Speedwatch	**1,650.00**			50.00	-214.75		**1,485.25**						1,485
Flowerbeds	**0.00**						**0.00**						0
Total Provisions	**223,691.16**	**0.00**	**-19,254.50**	**4,545.00**	**-35,263.71**	**17,973.62**	**191,691.57**	**55,655.00**	**-20,045.50**	**0.00**	**0.00**	**10,000.00**	**237,301.07**
RESERVES													
Earmarked Reserves:													
Crow Stream Maintenance	**12,960.46**						**12,960.46**		-1,000				11,960
Cemetery Maintenance	**40.00**						**40.00**		-40				0
Dev Cons(CIL)	**21,603.73**			11,109.86	-1,383.00	-16,330.59	**15,000.00**						15,000
Capital Receipts	**18,942.34**						**18,942.34**					-10,000	8,942
Grants Unapplied	**2,083.11**			48,782.33	-15,772.50	-1,643.03	**33,449.91**		-13,158		19,508		39,800
Loans Unapplied	**0.00**						**0.00**						0
Grounds Maintenance contract fees in advance (Ellingham PC)	**1,576.00**						**1,576.00**		-1,576				0
Total Earmarked Reserves and Provisions	**280,896.80**	**0.00**	**-19,254.50**	**64,437.19**	**-52,419.21**	**0.00**	**273,660.28**	**55,655.00**	**-35,819.50**	**0.00**	**19,508.00**	**0.00**	**313,003.78**
General Reserve - Budget Under/Overspend	**329,751.43**						**329,751.43**	**15,000**					**344,751**
Key & Rent Deposits - Allotments	**20,382.99**			**94.00**	**-34.00**		**20,442.99**						20,443
Total Reserves & Customer Deposits	**631,031.22**	**0.00**	**-19,254.50**	**64,531.19**	**-52,453.21**	**0.00**	**623,855**	**70,655**	**-35,820**	**0**	**19,508**	**0**	**678,198**

Paid Expenditure Transactions

Start of year 01/04/26 **A**

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3379	01/10/26	6701		£19,282.56	£3,213.76	£16,068.80	P&F	The Festive Lighting Company Limited	Balance due, tn 6695 - Year 2 of 3 year contract Christmas Illuminations Contract	2400/2
	01/10/26	7039		£1,053.90	£50.18	£1,003.72	RLOS	Edf	Balance due, tn 7026 - Balance due, tn 6927 - Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/0	3000/1/1
3380	01/10/26	7047	RTC807137	£12,341.73	£0.00	£12,341.73	P&F	Zurich Insurance Plc	RTC Premises/Motor Insurance Cover 01.10.26-30.09.27	2000/1/3
3379	01/10/26	7068		-£19,282.56	-£3,213.76	-£16,068.80	P&F	The Festive Lighting Company Limited	Contra (part payment) for tn 6701, Balance due, tn 6695 - Year 2 of 3 year contract Christmas Illuminations Contract	2400/2
3379	01/10/26	7069		£12,336.96	£2,056.16	£10,280.80	P&F	The Festive Lighting Company Limited	Part payment , tn 6701 - Payment 2 of 3, Balance due, tn 6695 - Year 2 of 3 year contract Christma	2400/2
BP	01/10/26	7088		£99.44	£0.00	£99.44	P&F	Salaries	Salaries September 2026 CK Underpaid	2600/1/1
DD	01/10/26	7089		£180.00	£0.00	£180.00	RLOS	New Forest District Council	Rates Carvers Clubhouse October 2026	3802/1/6
DD	01/10/26	7090		£248.00	£0.00	£248.00	RLOS	New Forest District Council	Rates Cemetery September 2026	3200/1/5
	01/10/26	7091		-£1,053.90	-£50.18	-£1,003.72	RLOS	Edf	Contra (part payment) for tn 7039, Balance due, tn 7026 - Balance due, tn 6927 - Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/0	3000/1/1
	01/10/26	7092		£150.56	£7.17	£143.39	RLOS	Edf	Part payment , tn 7039 - Part payment of A-DAC606F6-002, Balance due, tn 7026 - Balance due, tn 6927	3000/1/1
NFDC Tfr6	01/10/26	7108		£9.28	£0.00	£9.28	P&F	New Forest District Council	NFDC Tfr6 Sept 2026 Credit Card charges	2000/1/18
NFDC Tfr6	01/10/26	7128		£37.49	£0.25	£37.24	RLOS	New Forest District Council	NFDC Tfr6 01/09/26 Clubhouse purchases for resale	3802/3/1
NFDC Tfr6	01/10/26	7129		£10.40	£0.00	£10.40	RLOS	New Forest District Council	NFDC Tfr6 18/08/26 Clubhouse purchases for resale	3802/3/1
		7003/1		£30.44	£5.07	£25.37	RLOS	Pattco Ltd Paragon Business Finance	PAT testing Carvers Clubhouse	3802/1/1
		7003/2		£30.44	£5.07	£25.37	RLOS	Pattco Ltd Paragon Business Finance	PAT testing Carvers Sheds	3000/2/1
		7003/3		£59.95	£10.00	£49.95	RLOS	Pattco Ltd Paragon Business Finance	PAT testing Cemetery	3200/2/1

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3381	06/10/26	7003	RTC807038	£120.83	£20.14	£100.69		Pattco Ltd Paragon Business Finance	Pat testing for Carvers Clubhouse / Carvers Pavillion / Carvers Sheds and Ringwood Cemetery - booked in for Tuesday 8th September 2026 - £49.95 per site (2 sites - 1 x Carvers, 1 x Cemetery) fo 50 items - additional items will be charged at 79p per item plus VAT	3802/1/1
3382	06/10/26	7014		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/09/26 - 15/10/26 Machine rental	3802/3/1
3384	06/10/26	7071	RTC807157	£1,049.40	£174.90	£874.50	RLOS	Maisie E Jones	Carvers clubhouse activity - 5 x summer pottery workshops - and pottery glazing for 53 children / pottery items	3802/2/7
3383	06/10/26	7074		£894.00	£149.00	£745.00	P&F	TC Group	Payroll services quarter until September 2026	2310/1
DD	07/10/26	7052		£42.54	£7.09	£35.45	RLOS	Sky Business	05/10/26 - 04/11/26 Clubhouse Telephone & Broadband	3802/2/5
DD	08/10/26	7076		£145.44	£6.93	£138.51	RLOS	Yu Energy	Carvers Clubhouse September 2026	3802/1/3
3388	13/10/26	7030		£28.68	£4.78	£23.90	P&F	Itec	Monthly photocopier charge Gateway 17/09/26	2000/1/9
3385	13/10/26	7031	RTC807131	£45.60	£7.60	£38.00	RLOS	Taste Vending Ltd	12 oz coffee cups - for coffe resale at Carvers café	3802/3/1
3390	13/10/26	7042	RTC807125	£104.00	£17.32	£86.68	RLOS	England Garden Machinery	to supply 4 x Aspen four stroke fuel for general use by the grounds team.	3000/1/10
3387	13/10/26	7067	RTC807144	£350.00	£0.00	£350.00	RLOS	Ringwood & Verwood Boxing	Boxing outreach programme from school summer holidays activities at carvers	3802/2/7
3394	13/10/26	7094	RTC807163	£250.00	£0.00	£250.00	P&F	Ringwood Carer's Group	P & F 23.09.26 F/6588 Grant Aid 26-27	2210/1
3395	13/10/26	7095	RTC807162	£250.00	£0.00	£250.00	P&F	Trinity United Church	P & F 23.09.26 F/6588 Grant Aid 26-27	2210/1
3392	13/10/26	7096	RTC807161	£150.00	£0.00	£150.00	P&F	Rotary Club of Ringwood	P & F 23.09.26 F/6588 Grant Aid 26-27	2210/1
3393	13/10/26	7097	RTC807160	£200.00	£0.00	£200.00	P&F	Ringwood Meeting Housing Association	P & F 23.09.26 F/6588 Grant Aid 26-27	2210/1
3391	13/10/26	7098	RTC807159	£150.00	£0.00	£150.00	P&F	Helping Older People New Forest (HOPe)	P & F 23.09.26 F/6588 Grant Aid 26-27	2210/1
3389	13/10/26	7099		£822.29	£137.05	£685.24	P&F	Cloudy Group	October 2026 IT Support	2000/1/12
3386	13/10/26	7107	RTC807173	£1,080.00	£180.00	£900.00	RLOS	A STAR Loo Hire	14 x toilet cubicles 6 man urinal block delivered and collected to Carvers for Ringwood Fireworks event 1st Nov 26	3100/1
BP	14/10/26	7104		£11,994.38	£0.00	£11,994.38	P&F	Hampshire County Council	September 2026 Salaries Pension	2600/1/3

Paid Expenditure Transactions

Start of year 01/04/26 A

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
DD	15/10/26	7078		£410.40	£68.40	£342.00	RLOS	Grist Environemental Ltd	September 2026 Cemetery waste removal	3000/6/1
		6532/1		£1,140.00	£190.00	£950.00	RLOS	Frettens Solicitors	Conveyancing for land swap at Poulner Lakes	3350/14
3402	19/10/26	6532	RTC806220	£1,140.00	£190.00	£950.00		Frettens Solicitors	Legal services	3350/14
3402	19/10/26	7045	RTC807077	£1,816.80	£302.80	£1,514.00	Grant	Frettens Solicitors	Preparation of lease for Mens Shed for Pavillion. Fees to be reimbursed.	20000
3399	19/10/26	7055	RTC807136	£456.00	£76.00	£380.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip change for the Cemetery for general waste Cost includes a £15 fuel surcharge account payment	3000/6/1
3398	19/10/26	7057	RTC807128	£480.00	£80.00	£400.00	P&F	Fordingbridge Town Council	Conflict management training for 3 grounds team and one front desk officer	2310/2
DD	19/10/26	7073		£42.42	£7.07	£35.35	RLOS	3G	Mobile phones September 2026	3000/1/6
3401	19/10/26	7075		£40.19	£6.70	£33.49	RLOS	Itec	Monthly charge photocopier charge Carvers Clubhouse 30/09/26	3802/2/2
BP	19/10/26	7103		£14,456.46	£0.00	£14,456.46	P&F	Inland Revenue	September 2026 Salaries Tax	2600/1/2
3400	19/10/26	7117	RTC807153	£119.76	£19.96	£99.80	P&F	Restore Datashred	Cost of 10 bags of confidential shredding	2000/1/8
		7118/1		£151.14	£0.00	£151.14	P&F	Riley Dunn & Wilson Ltd	Binding of Council minutes	2200/1/5
		7118/2		£43.20	£7.20	£36.00	P&F	Riley Dunn & Wilson Ltd	Courier	2200/1/5
3396	19/10/26	7118	RTC807060	£194.34	£7.20	£187.14		Riley Dunn & Wilson Ltd	Binding of Council minutes 3 volumes @ £50.38 = £151.14 (no VAT) Courier £18 x 2 = £36 (plus VAT)	2200/1/5
		7119/1		£30.50	£0.00	£30.50	RLOS	Royal British Legion	RTC Logo wreath	3100/4
		7119/2		£30.50	£0.00	£30.50	RLOS	Royal British Legion	Normandy Vets wreath	3100/4
3397	19/10/26	7119	RTC807127	£61.00	£0.00	£61.00		Royal British Legion	Remembrance Wreaths for 2026	3100/4
BP	19/10/26	7148		-£14,456.46	£0.00	-£14,456.46	P&F	Inland Revenue	Contra (part payment) for tn 7103, September 2026 Salaries Tax	2600/1/2
BP	19/10/26	7149		£14,084.43	£0.00	£14,084.43	P&F	Inland Revenue	Part payment , tn 7103 - Part payment of Inland Revenue for September 2026, September 2026 Salaries	2600/1/2
3403	20/10/26	6359		£2,660.00	-£139.99	£2,799.99	RLOS	Aurora Fireworks Ltd	Balance due, tn 6356 - Balance due, tn 6353 - Balance due, tn 6350 - 1st Nov 2026 - Deposit of 700 r	3100/1

Paid Expenditure Transactions

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
DD C	20/10/26	7077		£435.64	£72.61	£363.03	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	October 2026 Calls	2000/1/11
DD	20/10/26	7079		£48.50	£2.31	£46.19	RLOS	Edf	Cemetery September 2026	3200/1/1
3403	20/10/26	7109	RTC807134	£700.00	£699.99	£0.01	RLOS	Aurora Fireworks Ltd	Final balance in respect of ringwood fireworks display on 1st November (paid £840 deposit, £3360 balance - £4200 total inc vat - add together with trans 6359) INV 4191 Balance due 1st Oct 26	3100/1
3404	20/10/26	7126	RTC807181	£72.00	£12.00	£60.00	RLOS	Williams Monumental	25 litre container of Hypochloric Acid	3200/2/2
FPI	21/10/26	7132		£178.20	£29.70	£148.50	P&F	Brightwater	Fees 15/10/26 - 14/11/26 Southampton Road property	2400/19
DD	21/10/26	7154		£103.48	£17.25	£86.23	PT&E	SSE Southern Electric	Carvers Street Lighting AGR5563405 September 2026	4000/1/2
DD	22/10/26	7138		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge Hewlett Packard copier Clubhouse A1C20435	3802/2/1
FPI	23/10/26	7134		£26.40	£4.40	£22.00	P&F	Brightwater	Fees 15/10/26 - 14/11/26 Southampton Road property	2400/19
BP	23/10/26	7136		£60.00	£0.00	£60.00	P&F	Salaries	Salaries October 2025 RF	2600/1/1
BP	23/10/26	7137		£32,971.58	£0.00	£32,971.58	P&F	Salaries	Salaries October 2026	2600/1/1
		7165/1		£10.05	£0.00	£10.05	Counc	Ringwood Town Council	Tea coffee etc	10000
		7165/2		£7.75	£0.00	£7.75	Counc	Ringwood Town Council	Car park for training for groundsmen (Conflict resolution training)	10000
		7165/3		£25.50	£4.25	£21.25	Counc	Ringwood Town Council	Keys cut for Carvers Pavilion	10000
		7165/4		£0.95	£0.16	£0.79	Counc	Ringwood Town Council	Cable clips for groundsmen	10000
		7165/5		£16.00	£2.67	£13.33	Counc	Ringwood Town Council	Photo mount for mayorial portrait	10000
Petty Cash Oct 2026	23/10/26	7165		£60.25	£7.08	£53.17		Ringwood Town Council	Petty Cash - 26/09/26 - 23/10/26	10000

Paid Expenditure Transactions



paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3406	26/10/26	6968	RTC807092	£360.61	£60.10	£300.51	RLOS	1st Stop Cleaning	Temp Cleaning cover for staff employee - normal lady is on annual leave from 31st Aug - 1st oct Leaving cover required for the below dates at £33.39 per day. X 8 days = 267.12 +vat plus 1 extra 3rd Sep 7th 10th 14th 17th 21st 24th 28th September - Diane returns on Friday 2nd October	3801/2
3414	26/10/26	7018	RTC807119	£54.00	£9.00	£45.00	RLOS	Elliott Brothers Ltd	aditional sleeper added to original order from 807118	3000/2/9
3412	26/10/26	7020	RTC807116	£82.79	£13.79	£69.00	RLOS	Elliott Brothers Ltd	Materials to fix the steps belonging to Hampshire right of ways for safety reasons. Materials include scalpings, wood, funnels	3000/2/9
3413	26/10/26	7021	RTC807118	£162.00	£27.00	£135.00	RLOS	Elliott Brothers Ltd	Sleepers for the step creation at the junction of Ringwood Juniors and Waterloo way cut through. Work being carried out for safety reasons 3 reclaimed sleepers purchased from the Lymington branch	3000/2/9
3407	26/10/26	7023	RTC807130	£152.88	£25.48	£127.40	RLOS	Letters & Logos Ltd	2 x ACM display boards advertising carvers clubhouse opening hours 1 for outside wall at Carvers and 1 for the front carvers gate	3802/2/1
3408	26/10/26	7041	RTC807133	£600.00	£0.00	£600.00	RLOS	Simon Chainey	Ringwood Fireworks 1st Nov 26 - 2 x fire performances freestyle	3100/1
3409	26/10/26	7064	RTC807149	£250.00	£0.00	£250.00	RLOS	Little Gizmo's Entertainment	Ringwood Fireworks event sun 1st Nov - Childrens entertainment 3 - 5pm at Carvers - Package to include children dancing/entertainment with 4 mascot characters - Trex, Tin Triceratops, cookie and crumble the chipmunks	3100/1
3415	26/10/26	7080	RTC807158	£26.52	£4.42	£22.10	RLOS	Elliott Brothers Ltd	additional arris rails for the gateway project. 2 x arris rails 75 mm	3000/2/19

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3410	26/10/26	7101	RTC807165	£116.84	£0.00	£116.84	RLOS	Taste Vending Ltd	Coffee supplies for café resale at Carvers	3802/3/1
DD	26/10/26	7105		£34.61	£1.65	£32.96	RLOS	Edf	Sports Pavilion 010926 - 011026	3000/1/1
3405	26/10/26	7112	RTC807177	£40.00	£0.00	£40.00	RLOS	Glitter Girls	Halloween Clubhouse glitter tattoo offer - for halloween themed party on Friday 30th Oct 12.30-1.30pm	3802/2/7
3411	26/10/26	7127	RTC807168	£240.00	£40.00	£200.00	P&F	Ringwood & Fordingbridge News	Inclusion of RTC newsletter (Edition 8) in October R&F News	2000/1/7
DD	27/10/26	7124		£32.82	£1.56	£31.26	P&F	SSE Southern Electric	Market Place AGR5563411 September 2026	2000/1/1
BP	27/10/26	7150		£372.03	£0.00	£372.03	P&F	Inland Revenue	Balance due, tn 7103 - September 2026 Salaries Tax	2600/1/2
3416	27/10/26	7151	RTC807189	£20.00	£0.00	£20.00	RLOS	Snake Shack	Carvers clubhouse halloween activity - Sanke shack educational visit	3802/2/7
PAY	28/10/26	7164		£10.00	£0.00	£10.00	P&F	Lloyds Bank	Bank charges - October 2026	2000/1/18
NFDC Tfr7	28/10/26	7166		£16.71	£0.00	£16.71	P&F	New Forest District Council	NFDC Tfr7 Oct 26 Credit card charge	2000/1/18
Lloyds CC Oct 26 14	29/10/26	6975	RTC807094	£486.20	£64.13	£422.07	RLOS	Booker	CC - Food order for carvers café - Order number 94475659	3802/3/1
Lloyds CC Oct 26 6	29/10/26	6990	RTC807097	£97.14	£16.19	£80.95	RLOS	Millstream Motor Services Aka Ringwood Tyres	Credit card payment Tipper truck new tyre due to puncture damage to tyre wall	3000/3/5
Lloyds CC Oct 26 12	29/10/26	6993	RTC807098	£37.85	£6.31	£31.54	P&F	Amazon	Disabled badge holders x 10 - for re-sale	2400/5/1
Lloyds CC Oct 26 15	29/10/26	7005	RTC807110	£159.52	£20.83	£138.69	RLOS	Booker	CC - Food order for resale at Carvers order 94566078	3802/3/1
Lloyds CC Oct 26 5	29/10/26	7015	RTC807122	£16.99	£2.83	£14.16	RLOS	screwfix	CC - Rechargeable lithium battery for RTC microphone / Pa system	3802/2/2
Lloyds CC Oct 26 16	29/10/26	7016	RTC807123	£264.64	£36.22	£228.42	RLOS	Booker	CC - Café items purchased for café resale Order number - 94647419	3802/3/1
Lloyds CC Oct 26 4	29/10/26	7017	RTC807124	£142.20	£23.70	£118.50	RLOS	Eversley Training Co	CC - 6 Staff members food and hygiene training 3 x level 2 3 x level 3	3802/2/6
Lloyds CC Oct 26 7	29/10/26	7022	RTC807129	£718.80	£119.79	£599.01	RLOS	Sum Up	CC - Carvers café cash register and POS system to replace the old broken café till.	3802/2/3
Lloyds CC Oct 26 1	29/10/26	7044	RTC807114	£329.99	£55.00	£274.99	P&F	Flexispot Ltd	Standing desk	2000/1/4

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/10/26 and 31/10/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC Oct 26 9	29/10/26	7056	RTC807135	£49.99	£0.00	£49.99	RLOS	screwfix	Credit card purchase Screwfix - RTC PO - 807135 Zero rated safety boots for VAT boots for Duncan Thomapson	3000/1/5
Lloyds CC Oct 26 17	29/10/26	7063	RTC807151	£195.98	£26.47	£169.51	RLOS	Booker	CC - Café food purchase for resale order - 94808681	3802/3/1
Lloyds CC Oct 26 8	29/10/26	7065	RTC807150	£1,302.00	£217.00	£1,085.00	RLOS	Zimma Limited (Ticket Tailor)	Ringwood fireworks event - website ticketing credits - 3500 tickets purchased, same as last year	3100/1
		7114/1		£9.93	£1.66	£8.27	P&F	Amazon	Security marker x 2	2000/1/8
		7114/2		£6.98	£1.16	£5.82	P&F	Amazon	Door sign	2000/1/8
		7114/3		£4.98	£0.83	£4.15	P&F	Amazon	Delivery	2000/1/8
Lloyds CC Oct 26 13	29/10/26	7114	RTC807121	£21.89	£3.65	£18.24		Amazon	Stationary and door sign	2000/1/8
Lloyds CC Oct 26 11	29/10/26	7116	RTC807154	£6.35	£1.06	£5.29	P&F	DPD	Cost of postage for 4 x laptops to be sent to Cloudy IT for secure data wiping - paid for NV credit card	2000/1/12
Lloyds CC Oct 26 18	29/10/26	7144	RTC807155	£12.99	£2.17	£10.82	P&F	Amazon	Label tape, paid on CB credit card	2000/1/8
Lloyds CC Oct 26 2 3	29/10/26	7146	RTC807156	£28.00	£0.00	£28.00	RLOS	Land Registry	4 land registry documents downloaded paid on CB credit card	3000/2/9
Lloyds CC Oct 26 10	29/10/26	7155	RTC807115	£154.50	£0.00	£154.50	Grant	New Forest District Council	Planning Application Fee for Lying Down Pig Sculpture Including 50% reduction for town/parish council	20000
		7125/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		7125/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	30/10/26	7125		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery October 2026	3000/1/6
FPI	31/10/26	7167		£366.00	£0.00	£366.00	RLOS	Stripe	Fees 01/10/26 - 31/10/26	3802/2/1
Total				£106,568.23	£5,069.05	£101,499.18				

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POLICY AND FINANCE COMMITTEE 18th November 2026

ACCOUNT BALANCES & TRANSFERS - 09.12.26

Account Name	Balance @ 01.11.26		Transfer Required - 09.12.26	Movement - 09.12.26	Between Accounts	Predicted 09.12.26
	£					£
Imprest (Current) Account	245,990			-114,513	-100,000	31,477
Business Account	10,033					10,033
Investment Account (CCLA Ac)	502,000				100,000	602,000
Petty Cash - Imprest (General)	93					93
Petty Cash - Carvers Clubhouse	50					50
VIC Change Float	0					0
Information Desk Float	75					75
TOTALS	**758,242**		**0**	**-114,513**	**0**	**643,729**

Note: Imprest and Business Accounts are with Lloyds Bank plc and the Investment Account is with CCLA

Notes:

1 **Imprest Account 1.11.26 - 09.12.26**

	£
Balance in Imprest A/c 01.11.26	245,990
Payroll, Pension & PAYE/NI Due Nov 26	-56,500
Supplier Payments Plus Committed Orders	-66,178
Tranfer to CCLA	-100,000
Other Scheduled Income During Nov 26	8,165
Est Balance in Imprest A/c 09.12.26	31,477

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Monthly CIL Reserve Report to Policy & Finance Committee	£	£
Balance Held In Reserves @ 31st March 2026		**21,603.73**
Plus Receipts 2026/2027:-		
Paid 23.04.2026:-		
Planning Ref: 24/10527 - 11-13 Meeting House Lane – erection of 1 dwelling	1,333.50	
Planning Ref: 20/10129 - 25 Market Place – convert 25A Market Place into a dwelling; conversion of Coach House into dwelling	2,855.61	
Planning Ref: 25/10797 - 72-74 Southampton Road – change of use to 3 residential dwellings	285.73	
Planning Ref: 23/1077 - 74 Eastfield Lane – erection of 2 dwellings	6,635.02	11,109.86
Plus Transfers To CIL Reserve 2026/2027:-		
Underspent MUGA returned to CIL fund from Grants Unapplied F/6465 Sept 25 P & F	1,643.03	1,643.03
Less Expenditure 2026/2027:-		
F/6519 March 2026 Taxi Rank Refurb Option 2 (tn6757)	-1,155.00	
F/6533 Additional Anti Graffiti Paint For Taxi Rank (tn6756)	-228.00	
Cemetry Programme (To cover tn6774 G Farwell Overhaul of Cemetery)	-15,780.00	
Cemetry Programme (To cover tn 6859 G Farwell Overhaul of Cemetery)	-2,193.62	
		-19,356.62
Balance Held In Reserves @ 30th September 2026		**15,000.00**
Less Agreed Allocations:-		
Poulner Lakes road upgrade - F/6423 21 May 2025	-15,000.00	
Carvers Recreation Ground Programme F/6563 17th June 2026	-12,500.00	
Play Area Development Programme F/6563 17th June 2026	-10,000.00	
		-37,500.00
Balance After Agreed Allocations		-22,500.00
Proposed Future Receipts/Expenditure:-		
Receipts Paid 2.11.2026:-		
19/11369 – 25-27 Southampton Road – add 2 storeys and create 6 residential apartments	3,514.50	
25/10288 – Site of 41 & 43 Manor Road – 2 pairs of semi detached dwellings	4,907.35	
21/10306 – Land of 53 Queensway – sever plot and create one new dwelling	367.76	
22/10497 – 1 Kingfisher Way – sever plot and create one new dwelling	1,428.88	10,218.49
Balance After Agreed Allocations & Proposed Future Transactions		-12,281.51

Nb. The balance after agreed allocations is shown as negative because future funding has been earmarked for approved projects.
These projects are not expected to commence until the next financial year.

A

2 **Investment Maturity**

No investments due to mature

3 The bank accounts were reconciled at 31st October 2026

Proposed Transfer Authorised By:- _____ _____

Date _____ _____

Bsnk Recs need to be signed off quarterly, June, Sept, Dec and Marh
Get bank balances from Bank, reconciliations from Edge
Bank, bank reconciliation

Ringwood
Town Council

COMMITTEE REPORT

Report title	Review of Reserves Policy
Committee	Policy and Finance
Date	18 November 2026
Report author	Charmaine Bennett, Town Clerk

Decision Summary

Purpose	To consider separating the standing policy from the annual financial schedule and recommend adoption of the revised policy.
Decision type	To approve
Financial impact	None identified
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

The existing Reserves Policy combines the principles for holding and managing reserves with a detailed schedule of individual balances, contributions and management plans. Both are useful, but considering them together can draw discussion towards the figures rather than the principles of the policy.

A revised policy has therefore been prepared as Annex A. The detailed schedule has been separated from the policy and will continue to be considered annually as part of the budget-setting process.

2. Background Information

The proposed policy explains why the Council holds reserves, the different types of reserves, and the principles for their management and review. It also distinguishes between reserves set aside by the Council and funds subject to legal or other restrictions. The revised policy also reflects the Council's intended General Reserve target of six months of net revenue expenditure, consistent with the approach considered by Policy & Finance Committee in July 2026.

The revised approach does not itself establish, close or change the value of any reserve. Individual reserve movements will continue to be considered in accordance with the Council’s Financial Regulations and the budget-setting arrangements.

It is proposed to review the standing policy normally every three years, or sooner following material changes in legislation, proper practices or the Council’s circumstances. The adequacy and proposed use of reserves will still be reviewed annually.

3. Financial Implications

There are no direct financial implications arising from the revision of the policy. Proposed contributions, transfers and expenditure will continue to be considered through the Council's established financial approval processes.

4. Issues for Decision and Recommendations

Members are asked to approve the revised Reserves Policy attached at Annex A.

Ringwood Town Council

RESERVES POLICY

Lead officer	Finance Manager
Approved by	Policy and Finance
Date approved	18 November 2026
Last reviewed	18 November 2026
Version	1
Next review	June 2029

Version history

Version	Date	Summary of changes
1	Nov 2026	New original

1. Purpose

Ringwood Town Council holds reserves to manage unexpected costs, protect services and plan for future expenditure. This policy explains why reserves are held, how they are managed and how their adequacy is reviewed.

The policy sets the principles. A separate Schedule of Reserves and Restricted Funds records individual balances, purposes, planned contributions and withdrawals. Members consider that schedule as part of the annual budget process, rather than approving those figures whenever this policy is reviewed.

2. Principles

The Council will manage reserves in line with applicable legislation, its Financial Regulations and the Practitioners' Guide issued by the Smaller Authorities' Proper Practices Panel (SAPPP). It will:

- normally fund day-to-day running costs through the annual budget, rather than relying on reserves;
- keep sufficient funds to manage unforeseen costs and financial risks;
- plan ahead for major repairs, asset replacement and other significant one-off expenditure;
- set aside funds for identified purposes, with a clear reason for the amounts held;
- avoid holding more money than is reasonably needed, while ensuring that reserves are adequate; and
- use funds subject to legal or external restrictions only for permitted purposes.

3. Types of funds

3.1 General Reserve

The General Reserve provides financial protection against unexpected expenditure, emergencies, reductions in income and other unforeseen circumstances. It also provides working funds to manage differences in the timing of income and expenditure.

The "Smaller Authorities Proper Practices Panel (SAPPP)" identifies a generally accepted range of three to twelve months of net revenue expenditure, depending on a council's size and financial risks.

Taking account of its responsibilities and financial circumstances, Ringwood Town Council aims to maintain a General Reserve equivalent to six months of net revenue expenditure.

The adequacy of the General Reserve will be assessed annually when the Council considers its overall budget and precept.

3.2 Earmarked Reserves

These are funds the Council has chosen to set aside for particular purposes, such as elections, building repairs, replacement equipment or future projects. Each must have a clear purpose and a reasonable basis for its balance or target.

Earmarked reserves will be reviewed annually to determine whether they remain necessary, whether the amounts held are appropriate, and whether any changes to contributions, withdrawals or existing reserves are required.

3.3 Restricted funds

Some money received by the Council is subject to restrictions set by law, grant conditions or legal agreements. This can include Community Infrastructure Levy (CIL), developer contributions and certain grants. Such funds may be held by the Council for some time before they are spent.

The annual schedule will identify restricted funds separately and, where relevant, record their purpose and conditions. Their accounting treatment will follow proper practices.

3.4 Capital receipts and funding

Proceeds from selling Council assets, capital grants and other capital funding will be accounted for and used in accordance with the legal and funding requirements that apply to them. Any restrictions will be identified in the annual schedule.

4. Decisions and responsibilities

The Responsible Financial Officer (RFO) will monitor reserves, advise Members on their adequacy and proposed use, and prepare the annual schedule.

Decisions to create, add to, withdraw from or change earmarked reserves must follow the Council's Financial Regulations and delegated powers. In particular, Financial Regulation 4.12 requires additions to and withdrawals from earmarked reserves to be agreed by the Council or relevant committee. Setting aside money does not itself authorise expenditure.

5. Annual review and reporting

The Council will review its reserves annually as part of the budget-setting process, taking account of financial risks, future commitments and planned expenditure.

A separate Schedule of Earmarked Reserves and Restricted Funds will be presented to Members to inform budget preparation. The adequacy of the General Reserve will be considered alongside the Council's overall budget and precept.

6. Review of this policy

The policy will normally be reviewed every three years, or sooner if legislation, guidance or the Council's circumstances materially change. Reserve balances and their adequacy will still be reviewed annually.

Ringwood
Town Council

COMMITTEE REPORT

Report title	Reserves & CIL- Initial Budget Considerations
Committee	Policy and Finance
Date	18 November 2026
Report author	Charmaine Bennett Town Clerk

Decision Summary

Purpose	To seek Members' initial comments on earmarked reserve proposals and the indicative CIL programme before the complete budget and Strategic Plan are considered.
Decision type	To provide direction
Financial impact	Indicative proposals only. No expenditure, reserve contributions or CIL allocations are being approved at this stage.
Budget provision	Existing budget
Confidential / exempt	No

1. Introduction and reason for report

This report gives Members an early opportunity to consider the purposes, forecast balances and proposed use of earmarked reserves for 2027/28, alongside potential allocations of Community Infrastructure Levy (CIL) funding.

At this stage the figures should be viewed as working assumptions to support budget development. No decision to approve reserve transfers, reserve contributions, CIL allocations or expenditure is requested at this meeting. Members' comments will help shape the draft budget and Strategic Plan that will be brought forward for formal consideration at a future meeting, when priorities, funding options and the overall financial position can be assessed together.

2. Background Information

Earmarked reserves

Annex A contains a draft schedule of earmarked reserves. The schedule brings together:

- forecast balances at 31 March 2027;
- the purpose of each reserve;
- proposed contributions during 2027/28;
- anticipated expenditure during 2027/28; and

- officer commentary on future requirements and funding assumptions.

The proposed contributions and expenditure shown within the schedule are intended to assist budget planning and identify potential future funding pressures. They are not recommendations for approval at this stage.

Members are invited to consider whether the assumptions remain appropriate and whether there are any priorities, risks or opportunities that should be reflected in the draft budget.

Community Infrastructure Levy (CIL)

Annex B contains an updated five-year forecast of anticipated CIL income and expenditure.

The forecast currently shows a deficit balance of approximately £12,282 at the end of 2026/27. This reflects the timing of anticipated receipts rather than an actual overspend. A significant CIL receipt previously anticipated during 2026/27 is now expected to be received in April 2027. Three allocations totalling £37,500 have previously been identified for the current financial year. It is considered unlikely that all of these projects will incur expenditure before 31 March 2027 and any unspent allocation would be carried forward into the subsequent year's programme.

The forecast assumes future receipts of approximately £217,647 during 2027/28 and £146,764 during 2028/29. Whilst these estimates have been prepared using the best information currently available, both the value and timing of future receipts remain uncertain. For this reason, the proposed programme should be regarded as indicative rather than committed.

The projects included within the forecast have been identified from:

- existing Council priorities;
- known infrastructure requirements;
- previously discussed Member aspirations;
- emerging capital projects; and
- anticipated future obligations.

With the exception of projects such as the Cemetery Programme, many of the figures remain high-level estimates and have not yet been developed into fully costed project proposals.

The purpose of the forecast is therefore not to allocate funding, but to provide Members with greater visibility of potential future demands on available CIL resources. This allows Members to understand how the addition of new projects or changes in priorities may affect the Council's ability to deliver other infrastructure improvements.

Any future expenditure will remain subject to:

- confirmation of CIL eligibility;
- availability of funding;
- project development and costing;
- consideration of alternative funding sources; and

- the Council's normal approval processes.

Key observations

The forecast indicates that, based on the current assumptions:

- sufficient resources are likely to be available to support the proposed Cemetery Programme;
- the proposed Play Equipment funding approach reflects the need both to maintain the Play Equipment Reserve at an appropriate level for future major repairs and replacements, and to provide a source of match funding for external grant opportunities where available;
- significant competing pressures may emerge from projects including the Grounds Building, Carvers Masterplan, neighbourhood planning work and wider infrastructure improvements;
- the indicative provision for the Carvers Masterplan has been included on the assumption that current external funding applications are unsuccessful. The position may become clearer as the budget process progresses and the forecast will be updated accordingly;
- the timing of future CIL receipts will be an important factor in determining when projects can realistically proceed; and
- introducing substantial additional projects may require existing assumptions to be revisited and priorities to be reassessed.

Members' comments will assist officers in refining both the reserve strategy and indicative CIL programme before the draft budget is presented for consideration.

3. Financial Implications

The schedules attached at Annexes A and B have been prepared to support development of the 2027/28 budget and longer-term financial planning. The schedules illustrate the relationship between revenue funding, earmarked reserves and Community Infrastructure Levy (CIL) funding. Future projects may be funded through a combination of these sources and there may be competing demands on each.

The indicative CIL programme has been prepared to demonstrate how available CIL funding might support current infrastructure priorities. Should Members wish to reduce or remove proposed CIL allocations, alternative funding sources may need to be identified, including revenue budgets, earmarked reserves, external grant funding or a combination of these.

Equally, where projects are not supported through revenue budgets or reserve funding arrangements, there may be increased reliance on external funding opportunities or a need to defer projects until sufficient funding becomes available.

The schedules are intended to help Members understand the implications that different funding approaches may have on the Council's overall financial position. Any expenditure, reserve contributions or CIL allocations will be considered alongside the complete draft budget and Strategic Plan before formal decisions are sought.

4. Issues for Decision and Recommendations

Members are asked to provide comments and strategic direction to assist offices in preparing the draft 2027/28 budget, reserve strategy and indicative CIL programme.

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Annex A

RINGWOOD TOWN COUNCIL PROPOSED RESERVES SCHEDULE 2027/28

PART A | WHAT HAS HAPPENED AND WHAT IS PROPOSED? £

Earmarked reserve	1 Apr 2026 £	Added 2026/27 from revenue £	Added 2026/27 from CIL or other source £	Withdrawn 2026/27 £	Forecast 31 Mar 2027 £	Proposed revenue contribution 2027/28 £	Proposed CIL or other contribution 2027/28 £	*Estimated* and expected spend 2027/28 £	Forecast 31 Mar 2028 £
7. IT & equipment provision	£12,058	£2,700	–	£4,234.25	£8,964	£2,700.00	£0.00	*£6,000*	£5,664
8. Gateway Building Provision	£25,000	£0	–	£9,100.00	£15,900	£2,000.00	£0.00	£0	£17,900
31. Gateway Square Maintenance	–	–	£4,495	£250	£4,245	–	*£2,500*	–	£6,745
9. Cemetery	£27,032	–	£17,973	£29,501	£15,504	–	£41,300	£45,300	£11,504
10. Buildings Repairs Provision	£38,504	£5,500	–	–	£44,004	£5,500	–	*£15,000*	£34,504
11. Elections	£10,000	£5,000	–	–	£15,000	£6,670	–	£21,670	–
12. Vehicle & Machinery	£31,721	£27,000	–	£6,800	£51,921	£27,000	–	£31,385	£47,536
13. Play Equipment	£22,752	£10,000	£10,000	–	£42,752	£10,000	£10,000	*£10,000*	£52,752
15. Christmas Lights Provision	£4,283		–	£4,283	–	–	–	–	–
16. Carvers Equipment	£4,022	£1,000	–	–	£5,022	£1,000	–	*£4,000*	£2,022
18. Ringwood Events Reserve	£17,833	–	–	£8,005	£9,829	–	–	–	£9,829
26. Grounds Team Building	–	–	£10,000	–	£10,000	–	£40,000	*£40,000*	£10,000
19. Infrastructure and open spaces fund	£18,371	£3,000	–	£9,185	£12,186	£3,000	–	–	£15,186
25. Open spaces security measures	£1,406	–	–	–	£1,406	–	–	*£1,406*	£0
21. Neighbourhood plan	£3,383	–	–	–	£3,383	–	–	–	£3,383

PART B | WHY DO WE HOLD IT AND WHAT IS THE DECISION?

Earmarked reserve & purpose	Management	Proposed approach for budget setting

IT and equipment provision: To meet the costs of replacing or upgrading the IT and communications equipment and supporting the Council's on-going digital requirements.	Following recent equipment replacements, the next major renewal is expected around 2030. It is proposed to extend the reserve to support wider digital improvements, including an asset management system for the Grounds Team to replace paper-based processes, and potential investment in Gateway meeting technology should legislation permit remote meetings. The annual contribution of £2,700 would be maintained.	Maintain annual contribution of £2700
Gateway Building: To meet expected future demands for contributions towards costs of major repairs or capital works to Gateway Council Building. Original contribution to building costs was £300,000. Our contribution to major repairs or capital works not expected to exceed £25,000.	We will maintain this fund at £25,000; £9,100 withdrawal now forecast.	Recommence annual contributions to restore the reserve towards its £25,000 target.
Gateway Square Maintenance: New fund est. in 2026/27 to provide for future maintenance and improvement works at Gateway Square.	The Council has agreed to transfer market income above the £1,500 annual budget assumption into this reserve. No additional contribution from the revenue budget is proposed. A target balance has not yet been agreed, and Members are invited to consider whether £15,000 would be an appropriate level.	Retain current approach and seek Member guidance on an appropriate target balance.
Cemetery - to meet future capital costs of either extending or improving the cemetery and managed by the council, or of maintenance works to memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	The reserve will contribute towards the cemetery development programme, alongside proposed CIL funding. The 2027/28 programme includes £45,300 of expenditure, of which £41,300 is proposed to be funded from CIL and £4,000 from this reserve. The need for further annual contributions will be reviewed in light of the approved CIL programme and future cemetery maintenance requirements.	Continue to use the reserve to support cemetery development works and review future contributions following consideration of CIL funding proposals.
Buildings - To act as a sinking fund to meet the cost of major building repairs for which the Council is liable at Greenways, Carvers Clubhouse and 92 Southampton Road. Expenditure is not currently expected to exceed £75,000.	The reserve has an existing target of £75,000, supported by annual contributions of £5,500. A wider review of building condition, maintenance liabilities and future requirements was commissioned during 2026/27 and is expected to continue into 2027/28. Initial assessments indicate that Carvers Clubhouse may require investment shortly but the amount is TBC. It is therefore proposed to maintain the annual contribution pending completion of the review, which will inform the future target and funding requirements.	Maintain annual contribution pending completion of the buildings review.

Elections — To meet the costs of scheduled and unexpected Town Council elections.	The existing target of £20,000 has been reviewed following an updated estimate of £21,670 for the 2027/28 elections. An increased contribution of £6,670 is proposed for 2027/28 to meet the anticipated cost. Following the elections, the Council will need to consider an appropriate contribution to rebuild the reserve, taking account of increasing election costs and the possibility of by-elections.	Increase annual contribution by £6,670 for 2027/28 to meet anticipated election costs.	Annex A
Vehicle & Machinery — To fund the planned replacement of vehicles and major machinery used by the Council's Grounds Maintenance Team.	The reserve is supported by an approved ten-year replacement programme, with contributions varying according to anticipated replacement requirements. The proposed contribution and expenditure for 2027/28 reflect the updated programme.	Continue contribution and expenditure in accordance with the approved replacement programme.	
Play Equipment- To fund the replacement, upgrading and major repair of children's play equipment at sites owned or managed by the Council.	The Council has identified the development of a Play Strategy in 2027/28, followed by implementation from 2028/29, as a strategic priority. The anticipated scale of investment is expected to exceed the previous allowance of £40,000 per replacement cycle. It is therefore proposed to maintain annual contributions of £10,000 from the revenue budget, alongside indicative annual CIL allocations of £10,000 for eligible improvements, subject to approval and funding availability.	Maintain annual contribution and continue to consider CIL funding opportunities for eligible improvements.	
Christmas Lights Provision- To meet costs associated with the provision, replacement or improvement of Christmas lights.	The remaining reserve balance is forecast to be used during 2026/27. No further contribution is currently proposed for 2027/28.	Close reserve from 2027/28 following planned use of remaining balance.	
Carvers Clubhouse Equipment: To meet the costs of replacing and improving furniture, kitchen equipment and other significant items at Carvers Clubhouse.	Some furniture and larger kitchen equipment is approaching the point where replacement is needed. It is proposed to maintain the annual contribution of £1,000	Maintain annual contribution of £1000	
Ringwood Events Reserve: Purpose: To provide a contingency against losses on Council-organised public events and to support eligible grants towards events organised by other organisations.	The reserve has been used as planned to support the town's 800th anniversary celebrations in 2026/27. With no comparable large-scale events currently planned for 2027/28, it is proposed to retain the remaining balance as a contingency against future event losses. Event surpluses may continue to be transferred into the reserve.	Retain reserve as a contingency for future event-related risks and continue current funding arrangements.	
Grounds Building Project: To provide funding towards the replacement of accommodation and associated facilities used by the Grounds Maintenance Team, including design, feasibility and professional fees.	The project has progressed to consideration of further works for a replacement or improved Grounds Building. Proposed CIL funding of £40,000 is identified for 2027/28.	Continue to utilise the reserve and proposed CIL funding to support project development.	

Infrastructure & Open Spaces Fund: To meet the costs of replacing or undertaking major repairs to infrastructure such as benches, bus shelters, boardwalks and noticeboards, and significant tree or environmental works not covered by annual budgets.	The reserve has an established target of £24,000, with annual contributions of £3,000. Following expenditure during 2026/27, it is proposed to continue the existing contribution to maintain provision for future repairs and improvements.	Maintain annual contribution of £3000
Open Space Security Measures: available to urgently protect sites and prevent unauthorised encampments	Fund was created in 23/24. Likely to be spent in 27/28	Members to consider whether the reserve should be retained following anticipated expenditure in 2027/28.

CIL funding forecast

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Annex B

	2026-27	2027-28	2028-29	2029-30	2030-31
CIL Balance (unallocated) at 1st April	£21,604	*-£12,282*	*£36,565*	*£93,829*	*£28,829*
Less expenditure in current year	£19,357	*£0*	*£0*	*£0*	*£0*
Income					
Additional CIL received to date	£22,971				
Forecast future Receipts		£217,647	£146,764	£5,000	£5,000
Total income	**£22,971**	**£217,647**	**£146,764**	**£5,000**	**£5,000**
Balance	**£25,218**	**£205,365**	**£183,329**	**£98,829**	**£33,829**
Agreed allocations	£37,500				
Balance after agreed allocations	**-£12,282**	**£205,365**	**£183,329**	**£98,829**	**£33,829**
Proposed allocations					
Cemetery Programme		£41,300	£37,000	£35,000	£0
Carvers Masterplan		£30,000			
Town Centre Revival		£10,000	£10,000	£10,000	£10,000
New grounds building next stage works		£40,000			
Flood alleviation		£7,500	£7,500		
Carvers Courts flooring				£15,000	
Passing bays Long Lane		£30,000			
Neighbourhood Plan			£25,000	£0	£0
Play Areas		£10,000	£10,000	£10,000	£10,000
Total CIL expenditure	**£0**	**£168,800**	**£89,500**	**£70,000**	**£20,000**
CLOSING BALANCE	**-£12,282**	**£36,565**	**£93,829**	**£28,829**	**£13,829**

Not included: cemetery car park repairs as should be required beyond 5 year window

Ringwood
Town Council

COMMITTEE REPORT

Report title	Bullying, Harassment and Respect at Work Policy
Committee	Policy & Finance Committee
Date	18 November 2026
Report author	Deputy Town Clerk

Decision Summary

Purpose	To consider adoption of a new Bullying, Harassment and Respect at Work Policy.
Decision type	Decision
Financial impact	None.
Budget provision	Not applicable.
Confidential / exempt	No.

1. Introduction and reason for report

The purpose of this report is to seek approval of a new Bullying Harassment and Respect at Work Policy (**Appendix 1**). The policy has been drafted following a review and update of the Council's Employee Handbook, including Section 6 (Equality, Diversity and Inclusion), to reflect strengthened legal duties on employers to take reasonable steps to prevent harassment in the workplace. The policy establishes clear expectations of behaviour for all those interacting with the Council and complements the employee-focused procedures already contained within the Employee Handbook.

2. Background Information

Officers, advised by Worknest, recently reviewed and updated the Employee Handbook to ensure it remains compliant with current employment legislation and best practice. As part of this review, provisions relating to bullying, harassment and sexual harassment were strengthened to reflect the increased emphasis on employers taking proactive steps to prevent harassment and create a respectful workplace.

Whilst the Employee Handbook contains procedures and guidance for employees, it is primarily an internal document. The proposed policy has therefore been developed to complement the Handbook by setting out the Council's expectations regarding bullying, harassment and respectful behaviour for

all those who interact with the Council, including councillors, contractors, volunteers, hirers, service users, residents and visitors.

The policy:

- Confirms the Council's commitment to providing a safe, respectful and inclusive environment.
- Applies to employees, councillors, contractors, volunteers, hirers, residents and visitors.
- Defines bullying, harassment, sexual harassment and third-party harassment.
- Sets out expected standards of behaviour when interacting with the Council.
- Clarifies responsibilities for managers and councillors in promoting a culture of dignity and respect.
- Addresses harassment by third parties, including behaviour directed towards employees and councillors by members of the public.
- Supports the Council's wider harassment prevention arrangements, including risk assessment, staff training and monitoring.

As councillors are specifically named within the scope of the policy and have a responsibility to promote a culture of dignity and respect, lead by example and support the Council's efforts to prevent bullying and harassment, it is important that Members are aware of the policy’s contents and the expectations it places upon them.

3. Financial Implications

There are no direct financial implications arising from adoption of the policy.

The policy forms part of the Council's wider arrangements for managing employment, health and safety and organisational risk.

4. Issues for Decision and Recommendations

It is recommended that:

1. The Bullying, Harassment and Respect at Work Policy be adopted.
2. It be noted that the policy applies to councillors as well as employees, contractors, volunteers and members of the public, and that councillors are expected to promote and uphold the standards contained within it.

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Appendix 1

Ringwood Town Council

Bullying, Harassment and Respect at Work Policy

Lead officer	**Town Clerk**
Approved by	**Policy & Finance Committee**
Date approved	**18 November 2026 (TBC)**
Last reviewed	**October 2026**
Version	**1**
Next review	**November 2029** **This policy will be reviewed every three years, or sooner if required by changes in legislation, guidance, organisational need or following any significant incident or complaint.**

1. Policy Statement

Ringwood Town Council is committed to providing a safe, respectful, inclusive and professional environment in which all individuals are treated with dignity and respect.

The Council has a zero-tolerance approach to bullying, harassment, sexual harassment, discrimination, intimidation, abuse and victimisation.

The Council will take all reasonable steps to prevent bullying and harassment and will take appropriate action where unacceptable behaviour occurs.

The Council expects employees, councillors, contractors, volunteers, service users, hirers, residents and visitors to treat one another courteously and respectfully at all times.

This policy should be read alongside the Council's Employee Handbook, Code of Conduct, Complaints Procedure, Grievance Procedure, Disciplinary Procedure and relevant health and safety policies.

2. Purpose

The purpose of this policy is to:

- Promote a culture of dignity and respect.
- Prevent bullying and harassment from occurring.
- Protect employees, councillors, volunteers and others acting on behalf of the Council.

- Set out standards of behaviour expected when interacting with the Council.
- Provide a framework for reporting, investigating and responding to concerns.
- Demonstrate the Council's commitment to meeting its legal obligations.

3. Scope

This policy applies to:

- All Council employees.
- Councillors.
- Agency workers and consultants.
- Contractors and suppliers.
- Volunteers.
- Members of the public.
- Hirers and users of Council facilities.
- Anyone interacting with the Council in person, by telephone, in writing, electronically, through social media or at Council meetings and events.

The policy applies both during and outside normal working hours where conduct is connected to Council business or individuals acting in their Council capacity.

4. Definitions

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that undermines, humiliates, denigrates or injures the recipient.

Bullying may be a pattern of behaviour or a serious one-off incident.

Harassment

Harassment is unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment may relate to a protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Sexual Harassment

Sexual harassment means unwanted conduct of a sexual nature which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Third-Party Harassment

Third-party harassment occurs when an employee, councillor or volunteer is subjected to harassment by someone who is not a fellow employee, such as a resident, contractor, supplier, visitor, hirer, event attendee or member of the public.

5. Standards of Behaviour

Everyone interacting with the Council is expected to:

- Treat others with courtesy and respect.
- Communicate constructively and professionally.
- Respect different opinions and viewpoints.
- Challenge inappropriate behaviour where appropriate.
- Support a safe and inclusive environment.
- Co-operate with investigations into alleged misconduct.

The Council may publish standards of behaviour for visitors, contractors, suppliers, hirers and users of its facilities and expects all persons engaging with the Council to comply with them.

6. Responsibilities

All Individuals

Everyone covered by this policy is expected to:

- Treat others with dignity, courtesy and respect.
- Refrain from behaviour that could constitute bullying or harassment.
- Raise concerns about unacceptable behaviour promptly.
- Co-operate with any investigation.

Managers

Managers are expected to:

- Lead by example and promote a respectful workplace culture.
- Address inappropriate behaviour promptly.
- Support employees who raise concerns.
- Ensure staff understand reporting procedures.
- Take reasonable steps to prevent harassment and respond appropriately to incidents.

Councillors

Councillors are expected to:

- Promote a culture of dignity and respect.
- Lead by example in their dealings with employees, councillors, contractors, volunteers and members of the public.
- Comply with the Members' Code of Conduct.
- Challenge inappropriate behaviour where appropriate.

- Support the Council's efforts to prevent bullying and harassment.
- Raise concerns through the appropriate channels where unacceptable behaviour is observed.

7. Examples of Unacceptable Behaviour

Examples include, but are not limited to:

- Shouting, swearing or aggressive language.
- Personal insults or ridicule.
- Offensive jokes, comments or banter.
- Unwanted physical contact.
- Unwelcome sexual comments, advances or gestures.
- Intimidation or threatening behaviour.
- Deliberate exclusion or isolation.
- Spreading malicious rumours.
- Abuse through email, social media or other electronic communications.
- Repeated, unreasonable or vexatious contact.
- Conduct that causes another person to feel threatened, humiliated or distressed.

The Council will consider the impact of behaviour on the recipient as well as the intention of the individual involved.

8. Prevention

The Council is committed to preventing bullying and harassment through:

- Clear policies and procedures.
- Appropriate training for employees and councillors.
- Maintaining and reviewing harassment risk assessment and action plan.
- Encouraging early reporting of concerns.
- Monitoring incidents and workplace culture.
- Reviewing arrangements regularly.
- Taking appropriate steps to address identified risks.

Managers and supervisors have a particular responsibility to lead by example and address inappropriate behaviour promptly.

9. Reporting Concerns

Employees

Employees who experience or witness bullying or harassment should report concerns in accordance with the procedures contained within the Employee Handbook.

Councillors

Concerns regarding the conduct of councillors should be dealt with through the relevant Code of Conduct arrangements.

Members of the Public

Members of the public wishing to raise concerns regarding employee conduct should use the Council's Complaints Procedure.

All reports will be taken seriously and handled as sensitively and confidentially as circumstances permit.

10. Third-Party Harassment

The Council recognises that employees, councillors and volunteers may encounter challenging behaviour from members of the public and others while undertaking Council business.

The Council recognises that public meetings, committee meetings, community engagement events, civic functions, consultations and other activities involving direct interaction with members of the public may present a heightened risk of inappropriate behaviour. The Council will take reasonable and proportionate steps to protect employees, councillors and volunteers participating in these activities.

Where third-party harassment occurs, the Council may:

- Require communications to be made through a specified contact.
- Restrict methods of contact.
- Refuse face-to-face meetings where justified.
- Record and monitor incidents.
- Remove individuals from Council premises or meetings where lawful.
- Issue written warnings regarding conduct.
- Involve the police where appropriate.
- Take any other reasonable action necessary to protect employees, councillors and others acting on behalf of the Council.

The Council will investigate reported incidents and consider what additional measures may be required to prevent recurrence.

11. Malicious or Vexatious Complaints

Complaints made in good faith will not result in any adverse treatment because a concern has been raised.

However, knowingly false, malicious or vexatious allegations may themselves constitute misconduct and may be dealt with through the appropriate procedures.

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Appendix 1

12. Monitoring and Review

The Council will:

- Keep arrangements under review.
- Monitor reported incidents and trends.
- Review relevant risk assessments.
- Provide refresher training where appropriate.
- Consult with employees regarding workplace risks and concerns.

This policy will be reviewed at least every three years, or sooner if required by changes in legislation or organisational need.

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Policy and Finance Committee
Project Oversight Report

1. Introduction and reason for report

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate re

2. Background

The project planner is updated weekly by officers and forms part of the Council's wider arrangements for project oversight and governance. Projects are reported by exception, with operational delivery managed by officers under existing delegations.

3. Scope of report

This report includes projects within the remit of this Committee only. Projects governed through other Committees are reported separately and are not included here.

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial poistion
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	A dedicated document retention and filing day has now taken place, with bags of confidential waste and other records no longer required for retention disposed of. A further session is planned for January 2027, with greater emphasis on electronic records and online filing. Technical and accessibility improvements continue. Anticipated changes to website standards in 2027 will need to be confirmed and considered as part of any website refresh or commissioning of a replacement website.	Further retention and filing session in January 2027, focusing on electronic records; review anticipated website standards changes to inform any website refresh or replacement.	Completion of the retention and records review, including disposal of documents no longer required under the Council's retention arrangements.	None at this stage.	Town Clerk	Town Clerk	No specific budget allocation. Any expenditure requirements will be identified through ongoing accessibility reviews and reported through the budget monitoring process.

Local Govt Reorganisation - monitoring and preparedness	To ensure the Council remains informed of emerging proposals for local government reorganisation and is prepared to respond to any implications for governance, services, assets, and community representation.	Monitoring	The Government's announced two-week pause has elapsed, but no further update has been received at the time of writing. The Council continues to monitor developments through sector networks and local authority communications.	Ongoing uncertainty regarding the future direction and timescales of local government reform. Potential transfer or devolution of services could create financial, asset management, staffing and operational implications for the Council, with limited opportunity to influence strategic decisions.	Review any formal proposals, consultations or service devolution opportunities as they emerge and determine whether a Council position or response is required.	Review any formal proposals, consultations or service devolution opportunities as they emerge and determine whether a Council position or response is required.	Town Clerk	Town Clerk	No current financial commitment. Future financial implications remain uncertain and will depend on the nature of any service devolution or local government reform proposals.
Poulner Lakes Lease (Anglers' Association Land)	To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.	Member decision required	The Committee has agreed to submit an Expression of Interest for recreational mitigation funding. The Town Clerk is finalising the submission ahead of the deadline on Monday 19 October 2026. Funding could potentially support works associated with the site. No active lease negotiations are currently underway.	Submit the Expression of Interest by Monday 19 October 2026 and report back on the outcome and any further requirements.	No further decision required for submission. Any subsequent funding commitments or proposed lease arrangements will be brought to Members.	Committee decision required	Town Clerk	Town Clerk	No current financial commitment. External funding opportunities are being explored which may help offset future costs should the Council decide to pursue further involvement with the site.

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Building Assets – Condition & Reserves Scoping	To scope the council's building assets in order to identify where external professional input may be required to inform long-term maintenance planning and building reserves.	Scoping stage	Initial officer review of the Council's building assets has commenced. A potential volunteer who might have provided initial scoping support free of charge has been unable to commit at present. The Carvers Clubhouse deep dive has also highlighted building condition and future maintenance requirements as a priority for further work. Officers remain keen to complete the wider building condition and reserves scoping exercise, but completion in time to inform the forthcoming budget-setting process cannot yet be confirmed.	Availability of suitable support may delay completion beyond the forthcoming budget-setting process. Without fuller condition information, there remains a risk of underestimating maintenance liabilities or setting reserves without a sufficiently informed assessment of future needs.	Confirm how the scoping work can be completed, including the support required and a realistic timetable, and establish what findings can inform the forthcoming budget.	Committee involvement required if external professional commissions, budget allocations or reserve adjustments are recommended.	Town Clerk	Grounds Manager	Manager No expenditure incurred to date. Free initial scoping support is not currently confirmed. Any proposal to commission paid professional support will be reported to Members for consideration.

4. Recommendation Members are asked to note the contents of this report.

For further information, please contact:
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