Ringwood Town Council

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

SUMMONS

Dear Member 23rd July 2026

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 29th July 2026 at 7.00pm.

Mrs C Bennett
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. To receive Apologies for Absence

3. To receive Declarations of Interest

4. To present donations arising from the 800th Anniversary Charter Market event to Greyfriars Community Centre and Moyles Court Wildlife Rescue

5. To receive a report from Ringwood Police

6. To approve as a correct record the minutes of the meetings on 27th May and 24th June 2026

7. To receive Minutes of Committees and approve recommendations contained therein:

Recreation, Leisure & Open Spaces	DATE :- 27th May, 3rd June & 1st July '26
Planning, Town & Environment	DATE:- 27th May, 5th June & 3rd July '26
Policy & Finance	DATE:- 27th May,17th June & 22nd July'26

Recommendations (see separate agenda items):-
- Review of Information Governance Framework 17th June '26 - F/6565 refers
- Annual review of Financial Regulations 22nd July'26 - F/6574 refers
- Financial Risk Assessment 22nd July'26 - F/6575 refers
- Millennium Clock Task & Finish Group – F/6580 refers
- Civility Pledge 22nd July 2026 – F/6581 refers

8. THRIVING MARKET PLACE PROJECT – EMERGING NFDC CABINET PROPOSALS
To receive a verbal update regarding emerging information concerning recommendations expected to be considered by NFDC Cabinet in relation to the Thriving Market Place project and to consider the Council's response.

**No formal decisions can be made during this item.*

9. REVIEW OF INFORMATION GOVERNANCE FRAMEWORK

a. To approve the revised Information Governance Policy and Data Protection Policy (*Report A)(F/6565 refers);*
b. To note the revised Privacy Notice; and
c. To approve that the supporting operational procedures and compliance records which sit beneath the framework are maintained by the Town Clerk

10. ANNUAL REVIEW OF FINANCIAL REGULATIONS

To endorse the Financial Regulations (*F/6574 refers*) (*Report B – to follow)*

11. FINANCIAL RISK ASSESSMENT *(F/6575 refers)*

a. That the Financial Risk Assessment (*Report C - to follow*) be approved;
b. That the position of the General Reserve is noted and the control is brought in line with the Practitioners Guide recommendations; and
c. That a target General Reserve level of 6 months is agreed.

12. CIVILITY PLEDGE

To approve the Council signing the Civility and Respect Pledge, delegate authority to the Town Clerk to complete the registration process and publish the Council's commitment accordingly (*Report D*) *(F/6581 refers)*

13. DEED OF SURRENDER OF PART – LONG LANE LEASE

To consider the Town Clerk's report and the issues for decision therein (*Report E*)

14. COMMITTEE COMPOSITION

a. To consider any changes to the composition of council committees, sub-committees, working parties or panels; and
b. To approve the appointment of Cllrs M DeBoos, Georgiou, Thierry and Turner to the Millennium Clock Task & Finish Group (*F/6580 refers*)

15.* To receive such communications as the Town Mayor may desire to lay before the Council

16.* To receive Reports from County and District Councillors

17.* To Receive Reports from Ringwood Town Councillors

18. Forthcoming Meetings – to note the following dates:

Planning, Town and Environment	10.00am	Friday 7th August 2026
Recreation, Leisure & Open Spaces	7.00pm	Wednesday 2nd September 2026
Planning, Town & Environment	10.00am	Friday 4th September 2026
Staffing	7.00pm	Wednesday 16th September 2026
Policy & Finance	7.00pm	Wednesday 23rd November 2026
Full Council	7.00pm	Wednesday 30th November 2026

19. COMMUNICATIONS

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

20. 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

**No formal decisions can be made during this item.*

21. LEGAL MATTERS

To receive a verbal report from the Town Clerk on legal matters

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

Council Members:
Chairman: Cllr Mary DeBoos, Town Mayor
Vice-Chairman: Cllr James Swyer, Deputy Mayor
Cllr Andrew Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Ingrid De Bruyn
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

Officers:
Charmaine Bennett, Town Clerk
Jo Hurd, Deputy Town Clerk

**No formal decisions can be made during this item.*

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POLICY & FINANCE COMMITTEE
17th JUNE 2026

Review of Information Governance Framework

1. Purpose of Report

1.1. The purpose of this report is to present the refreshed Information Governance framework to the Policy & Finance Committee and to seek a recommendation to Full Council that the three core documents forming the strategic layer of the framework be approved.

2. Background and Proposed Framework

2.1. The Council already has a number of documents relating to data protection, freedom of information, information security and records management. As these documents have developed over time, the annual review of information governance arrangements has provided an opportunity to refresh the current approach and organise documentation into a clearer and more proportionate framework. This review also supports the Council's obligations under AGAR Assertion 10 relating to compliance with data protection legislation and information governance requirements.

2.2. The revised framework, informed by the NALC Data Protection Roadmap and ICO guidance, distinguishes between:

Strategy & Policy (Council Approved)

- Information Governance Policy
- Data Protection Policy
- Privacy Notice
- Publication Scheme

These documents establish the Council's overall approach to information governance, data protection, transparency and accountability.

Operational Delivery (Officer Managed)

- Information Technology Policy
- Subject Access Request Procedure
- Personal Data Breach Procedure

These documents support day-to-day implementation of the framework.

Compliance & Evidence

- Data Map / Information Asset Register
- Appropriate Policy Document
- Data Protection Impact Assessments
- Retention Schedule
- Logs and training records

These records demonstrate accountability and support compliance with legislative requirements.

2.3. The framework is designed so that Members approve the core policies which set strategic direction, whilst officers maintain the procedures and records required for day-to-day operation and compliance.
2.4. Although informed by sector guidance, the framework has been tailored to the Council's own services and activities, including allotments, cemeteries, facility bookings, events, employment matters and community engagement.

3. Recommendation

It is recommended that Policy & Finance Committee:

1. reviews the refreshed Information Governance framework;
2. recommends to Full Council approval of the revised Information Governance Policy;
3. recommends to Full Council approval of the revised Data Protection Policy;
4. recommends to Full Council noting of the revised Privacy Notice; and
5. notes the supporting operational procedures and compliance records which sit beneath the framework and are maintained by the Town Clerk.

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk

Ringwood Town Council

Information Governance Framework

(How the Council Manages Information and Ensures Compliance)

Strategy & Policy (Council Approved)

- Information Governance Policy
- Data Protection Policy
- Privacy Notice
- Publication Scheme

Operational Delivery (Officer Managed)

- IT policy
- SAR Procedure
- Data Breach Procedure

Compliance and Evidence

- Data Map/Asset Register
- Appropriate Policy Document
- Data Protection Impact Assessment (DPIA)
- Retention Scheme

June 2026

A

Information Governance Policy

Adopted: xx

Review date: xx

1. Purpose

Information is a key Council asset and must be managed appropriately throughout its lifecycle. The Council relies on information to deliver services, fulfil its statutory duties, support democratic decision-making, manage employees, maintain financial records and engage with residents, businesses and community organisations.

This Policy establishes the Council's approach to Information Governance and provides the framework through which information is managed throughout its lifecycle.

The Council is committed to ensuring that information is:

- Managed lawfully and responsibly;
- Protected from loss, misuse and unauthorised disclosure;
- Accessible where there is a legal right of access;
- Accurate, reliable and fit for purpose; and
- Retained and disposed of appropriately.

This Policy provides the overarching framework for a suite of supporting policies, procedures and records which together ensure effective information governance across the Council.

2. Scope

This Policy applies to:

- Councillors;
- Employees;
- Volunteers;
- Contractors and consultants;
- Any person acting on behalf of the Council.

It applies to all information held by the Council regardless of format, including:

- Electronic records, cloud-based systems, emails and correspondence;
- Paper records;
- Photographs and recordings;
- Databases and business systems;
- Information held by third-party processors on behalf of the Council.

3. Information Governance Framework

The Council's Information Governance framework consists of four interconnected areas:

Openness and Transparency
The Council recognises its commitment to openness, accountability and public access to information. This includes compliance with:

Freedom of Information Act 2000;
Environmental Information Regulations 2004;
Publication Scheme requirements.

The Council will maintain and publish information in accordance with its adopted Publication Scheme.

Data Protection and Privacy
The Council recognises the rights of individuals to have their personal information processed lawfully, fairly and securely.

This includes compliance with:

UK General Data Protection Regulation (UK GDPR);
Data Protection Act 2018;
Privacy and Electronic Communications Regulations (where applicable).

Information Security
The Council will implement appropriate technical and organisational measures to protect information from accidental loss, unauthorised access, alteration or disclosure.

Records Management
The Council will maintain arrangements to identify, retain, review and dispose of information appropriately throughout its lifecycle.

4. Freedom of Information Requests

The Council will manage requests for information in accordance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004. All requests must be referred to the Town Clerk for coordination and response within statutory timescales.

5. Information Governance Objectives

The Council will:

- Understand what information it holds and why;
- Maintain appropriate records of processing activities;
- Identify lawful bases for processing personal information;
- Protect special category and criminal offence data where processed;
- Maintain appropriate security arrangements;
- Ensure information is retained only for as long as necessary;
- Respond appropriately to requests for information;
- Report, manage and learn from information security incidents and personal data breaches in accordance with Council procedures and legal requirements;
- Ensure that councillors, employees and other authorised users receive appropriate information governance training and awareness;
- Promote awareness and good information handling practices.

6. Accountability

The Council will maintain appropriate records, policies, procedures and evidence to demonstrate compliance with information governance requirements. This may include Data Maps, Information Asset Registers, Retention Schedules, Data Protection Impact Assessments, processor records, training records and incident logs.

7. Roles and Responsibilities

Full Council
The Council is responsible for approving the Information Governance framework and associated governance policies.

Town Clerk
The Town Clerk is responsible for overseeing the Council's data protection and information governance arrangements. The Council does not appoint a formal Data Protection Officer but ensures that appropriate advice and support is obtained where necessary to maintain compliance with data protection legislation. The Town Clerk is responsible for:

- Day-to-day implementation of this Policy;
- Maintaining information governance arrangements;
- Monitoring compliance;
- Reporting significant risks, incidents and developments.

8. Councillors, Employees and Other Users

All persons handling Council information are responsible for:

- Complying with Council policies and procedures;
- Protecting information appropriately;
- Reporting actual or suspected data breaches;
- Completing relevant training and awareness activities.

All individuals within scope are responsible for handling information in accordance with this policy and supporting procedures.

9. Supporting Policies and Documents

This Policy provides the overarching framework for the Council's Information Governance arrangements. Supporting documents include:

Governance Policies

- Data Protection Policy
- Information Technology Policy
- Privacy Notice
- Publication Scheme

Records and Evidence

- Data Map
- Information Asset Register
- Processor Register
- Retention Schedule
- Data Protection Impact Assessments
- Breach Log
- Training Records
- Appropriate Policy Document

10. Monitoring and Review

The Council will review its Information Governance arrangements periodically to ensure they remain effective, proportionate and compliant with legislative requirements.

This Policy will be reviewed every two years, or sooner where legislative, regulatory or operational changes require.

11. Related Legislation

This Policy supports compliance with:

- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- UK General Data Protection Regulation;
- Data Protection Act 2018;
- Privacy and Electronic Communications Regulations;
- Human Rights Act 1998;
- Local Government legislation relating to access to information and records.

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Data Protection Policy

Adopted: xx

Review date: xx

1. **Purpose**

Ringwood Town Council is committed to protecting personal information and ensuring that personal data is processed lawfully, fairly, securely and transparently.

The Council processes personal data in order to fulfil its statutory duties, deliver services, administer facilities, manage employees, support democratic governance and engage with residents, businesses and community organisations.

This Policy sets out the Council's approach to compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and associated legislation.

This Policy forms part of the Council's wider Information Governance framework.

2. **Scope**

This Policy applies to:

- Councillors;
- Employees;
- Volunteers;
- Contractors and consultants;
- Any person acting on behalf of the Council.

It applies to all personal data held by the Council regardless of format.

3. **Who We Process Information About**

The Council may process personal information relating to:

- Employees and former employees;
- Job applicants;
- Councillors and former councillors;

- Contractors, suppliers and service providers;
- Allotment holders and applicants;
- Cemetery customers and applicants;
- Hirers of Council facilities;
- Residents, correspondents and complainants;
- Volunteers and community groups;
- Event participants and attendees;
- Individuals captured by Council CCTV systems; and
- Other persons who engage with Council services or activities.

4. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly and transparently;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate and, where necessary, kept up to date;
- Retained only for as long as necessary;
- Processed securely and protected from unauthorised access, loss or disclosure.

The Council will maintain records and controls to demonstrate compliance with these principles.

5. Lawful Processing

The Council will identify and document an appropriate lawful basis before processing personal data and will generally rely upon one or more of the following:

- Public Task;
- Legal Obligation;
- Contract;
- Consent;
- Legitimate Interests;
- Vital Interests (where applicable).

Where special category data or criminal offence data is processed, the Council will identify and document the additional condition required by law.

The Council maintains records of processing activities through its Data Map and supporting documentation.

The Council will provide appropriate privacy information explaining how personal data is collected, used, shared, retained and protected.

6. Accountability

The Council will maintain appropriate records and evidence to demonstrate compliance with data protection legislation. These may include:

- Data Maps and Information Asset Registers;
- Records of processing activities;

- Data Protection Impact Assessments;
- Processor records;
- Training records;
- Breach logs;
- Subject Access Request records.

7. Special Category and Criminal Offence Data

The Council may process special category and criminal offence data where necessary, proportionate and permitted by law.

Examples may include:

- Employee health information;
- Reasonable adjustment requirements;
- Accessibility requirements;
- Trade union membership (where disclosed);
- Safeguarding information;
- Information disclosed through correspondence, complaints or service requests.

Processing of special category and criminal offence data will be supported by the Council's Appropriate Policy Document where required.

8. Individual Rights

The Council recognises the rights of individuals under data protection legislation, including:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to object;
- Rights relating to automated decision-making and profiling.

Requests will be managed in accordance with the Council's Subject Access Request Procedure.

9. Information Sharing and Processors

The Council may share information where there is a lawful basis to do so. Information may also be disclosed where required under access to information legislation, including the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

The Council may also use third-party suppliers and service providers to process information on its behalf.

Appropriate due diligence and contractual arrangements will be maintained with processors to ensure personal information is protected and processed only on the Council's instructions.

The Council maintains records of processors and information sharing arrangements where appropriate.

10. Information Security

The Council will implement appropriate technical and organisational measures to protect personal data.

Requirements relating to:

- Passwords and authentication;
- Use of Council equipment;
- Bring Your Own Device (BYOD);
- Remote working;
- Email and internet usage;
- Cloud services and data storage;

are contained within the Council's Information Technology Policy.

11. Data Breaches

Any actual or suspected personal data breach must be reported immediately.

Breaches will be managed in accordance with the Council's Personal Data Breach Procedure.

The Council will notify the Information Commissioner's Office and affected individuals where required by law.

12. Data Protection Impact Assessments

The Council will assess privacy risks associated with new projects, systems or processing activities.

Where processing is likely to result in a high risk to individuals' rights and freedoms, a Data Protection Impact Assessment (DPIA) will be undertaken.

13. Retention and Disposal

The Council will retain personal information only for as long as necessary and in accordance with its Retention Schedule.

Information that is no longer required will be securely deleted, destroyed or anonymised.

14. Training and Awareness

The Council will ensure that councillors, employees and relevant users receive appropriate information governance and data protection awareness training.

15. Roles and Responsibilities

Full Council

Full Council is responsible for approving the strategic policies that form part of the Council's Information Governance framework.

Town Clerk

The Town Clerk is responsible for overseeing and maintaining the Council's data protection framework, monitoring compliance and reporting significant risks or incidents to members where appropriate. The Council does not appoint a formal Data Protection Officer but ensures that appropriate advice and support is obtained where necessary to maintain compliance with data protection legislation.

Councillors, Employees and Other Users

All persons handling personal information are responsible for complying with this Policy and associated procedures.

16. Related Documents

This Policy should be read alongside:

- Information Governance Policy;
- Information Technology Policy;
- Publication Scheme;
- Appropriate Policy Document;
- Privacy Notice(s);
- Subject Access Request Procedure;
- Personal Data Breach Procedure;
- Retention Schedule;
- Data Map and Information Asset Register.

17. Review

This Policy will be reviewed every two years or sooner where legislative, regulatory or operational changes require.

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Ringwood Town Council

Privacy Notice

Last updated: [date]

1. Who We Are

Ringwood Town Council is committed to protecting your privacy and handling your personal information fairly, lawfully and transparently.

For the purposes of data protection legislation, Ringwood Town Council is the Data Controller.

Contact Details

Town Clerk
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

Email: enquiries@ringwood.gov.uk
Website: www.ringwood.gov.uk

2. Why We Process Personal Information

The Council collects and uses personal information to:

- Deliver Council services
- Manage allotments and cemeteries
- Administer venue and facility bookings
- Process payments and contracts
- Employ and manage staff
- Support councillors in carrying out Council business
- Respond to enquiries, complaints and correspondence
- Organise events and community activities
- Meet legal and regulatory obligations
- Protect Council assets and public safety

We only collect information that is necessary for these purposes.

3. What Information We May Collect

Depending on the service involved, we may collect:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Financial and payment information
- Employment information
- Information contained within correspondence or complaints
- CCTV images
- Information relating to accessibility requirements or other special category data where necessary

4. Our Lawful Bases for Processing

The Council processes personal information under one or more lawful bases permitted by data protection legislation, including where processing is necessary to carry out public functions, comply with legal obligations, fulfil contracts, protect vital interests, where consent has been provided, or where legitimate interests apply.

Where special category data is processed, we identify and document the additional condition required by law.

5. Who We Share Information With

The Council may share information where there is a lawful basis to do so.

This may include:

- Government departments and regulators
- Local authorities
- Professional advisers
- Auditors
- Legal advisers
- Insurers
- Banking and payment providers
- IT and software suppliers acting on our behalf
- Law enforcement agencies where required

We do not sell personal information.

Information may also be disclosed where required under access to information legislation, including the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

6. How We Protect Information

The Council takes information security seriously and uses appropriate technical and organisational measures to protect personal information.

These include:

- Access controls
- Password protection and multi-factor authentication
- Secure storage systems
- Staff and councillor awareness
- Information security procedures

7. **How Long We Keep Information**

The Council retains information in accordance with its Retention Schedule.

Retention periods vary depending on the purpose for which information is collected and any legal requirements that apply.

Information is securely deleted, destroyed or anonymised when no longer required.

8. **Your Rights**

Under data protection legislation you have the right to:

- Be informed about how your information is used
- Request access to your information
- Request correction of inaccurate information
- Request erasure where applicable
- Request restriction of processing
- Object to processing in certain circumstances
- Lodge a complaint

Some rights are subject to legal exemptions.

9. **Making a Data Protection Request**

If you wish to access your personal information or exercise any of your rights, please contact the Town Clerk using the contact details above.

Requests will be managed in accordance with the Council's Subject Access Request Procedure.

10. **Complaints**

If you are unhappy with how the Council has handled your personal information, please contact us in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO), details can be found at www.ico.org.uk

11. Further Information

Further information about the Council and its activities is available through its Publication Scheme.

More detailed service-specific privacy information may be provided where appropriate.

12. Changes to this Notice

This Privacy Notice will be reviewed periodically and updated where necessary to reflect changes in legislation, Council services or processing activities.

RINGWOOD TOWN COUNCIL

FINANCIAL REGULATIONS

(July 2026)

INDEX

1.	GENERAL	2
2.	RISK MANAGEMENT AND INTERNAL CONTROL	3
3.	ACCOUNTS AND AUDIT	3
4.	BUDGET AND PRECEPT	5
5.	PROCUREMENT	6
6.	BANKING AND PAYMENTS	89
7.	ELECTRONIC PAYMENTS	910
8.	CHEQUE PAYMENTS	119
9.	PAYMENT CARDS	110
10.	PETTY CASH	110
11.	PAYMENT OF SALARIES AND ALLOWANCES	102
12.	LOANS & INVESTMENTS	112
13.	INCOME	113
14.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	123
15.	STORES AND EQUIPMENT	124
16.	ASSETS, PROPERTIES AND ESTATES	124
17.	INSURANCE	124
18.	CHARITIES	135
19.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	135

These Financial Regulations were adopted by the Council at its meeting held on 22nd July 2026.

1. GENERAL

1.1 These financial regulations govern the financial management by the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's standing orders.

1.2 Councillors are expected to follow these Regulations and not to entice employees to breach them. Failure to follow these Regulations brings the office of Councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Finance Manager has been appointed as RFO for this Council and these Regulations apply accordingly. The RFO;

1.5.1 acts under the policy direction of the council;
1.5.2 administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
1.5.3 determines on behalf of the council its accounting records and control systems;
1.5.4 ensures the accounting control systems are observed;
1.5.5 ensures the accounting records are kept up to date;
1.5.6 seeks economy, efficiency and effectiveness in the use of council resources; and
1.5.7 produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

1.6.1 setting the final budget or the precept (Council Tax Requirement);
1.6.2 the outcome of a review of the effectiveness of its internal controls;
1.6.3 approving accounting statements;
1.6.4 approving an annual governance statement;
1.6.5 borrowing;
1.6.6 declaring eligibility for the General Power of Competence; and
1.6.7 addressing recommendations from the internal or external auditors.

1.7 In addition, the council or a delegated committed, shall:

1.7.1 determine and regularly review the bank mandate for all council bank accounts;
1.7.2 authorize any grant or a single commitment in excess of £15,000.

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1 **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The Clerk, with the RFO, shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Policy & Finance Committee.

2.7 Backups are carried out in accordance with our IT provider and Edge software provider.

3. ACCOUNTS AND AUDIT

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return, in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements~~,~~ the RFO shall submit them (with any related documents) to the council within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records, and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- Is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- Can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in The Practitioners Guide.

3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and receipts and display or publish any notices as required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than the end of December each year, The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 The RFO may also prepare a three-year forecast of expenditure and income including capital receipts which shall be updated to take account of decisions relating to the annual budget, precept and use of reserves together with other emerging issues which might impact the budget.

4.5 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council or a delegated committee.

4.6 Each committee shall review its draft budget and submit any proposed amendments to the Policy and Finance committee not later than the end of November each year.

4.7 The draft budget with any committee proposals and three year forecast (if available), including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance Committee and a recommendation made to the council.

4.8 Having considered the proposed budget and forecast (if available), the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.9 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.10 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.11 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.12 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.

4.13 Each individual budget entry will have an identified budget manager who will have overall responsibility for controlling spend against that budget. The budget manager will be an officer of the Council.

5. PROCUREMENT

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.3 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.4 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph *5.12*) obtain prices as follows:

5.5 For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.7 For contracts greater than £5,000 excluding VAT the Clerk, RFO or Budget Manager shall seek at least 3 fixed-price quotes;

5.8 Where the value is between £1,000 and £5,000 excluding VAT, the Clerk, RFO or Budget Manager shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers; unless the supplier is on the Approved Supplier List.

5.9 For smaller purchases, the Clerk, RFO or Budget Manager shall seek to achieve value for money, including, where practicable, by using the Council's approved supplier list.

5.10 Contracts must not be split into smaller lots to avoid compliance with these rules.

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14 Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

- include in tender documentation questions about fair work practices including payment of the Living Wage and
- seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.

5.15 Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

5.15.1 the council or an appropriate committee for all individual items of £15,000 and above (as evidenced by a Minute of a relevant meeting); and

5.15.2 the relevant Budget Manager for all individual items below £15,000 (as evidenced by a Purchase Order that has been either assigned to or approved by the Budget Manager and approved by a different officer from the one it is assigned to).

Purchases may not be disaggregated to avoid controls imposed by these regulations. Each budget manager is responsible for seeking advice from the RFO on the budget code applying to each item of expenditure and/or advice from the Clerk on the relevant legal power to incur it if they judge that such advice is needed. The RFO shall have power to alter the coding of expenditure which has (in the opinion of the RFO) been coded incorrectly by a budget manager at any time and by making a journal transfer if necessary.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18 Subject to regulation 5.21 & 5.22 below, no expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure by more than £100 or ten per cent (whichever is the greater) other than by resolution of the council, or duly delegated committee.

5.19 During the budget year and with the approval of Council, or duly delegated Committee, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

5.20 Where income is expected that is linked to or dependent upon a class of expenditure (e.g. from the sale of catering supplies or in connection with public events), expenditure in excess of the approved budget may be authorized by the Budget Manager in consultation with the RFO, if it is fully off-set by income earned.

5.21 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.22 Budget managers may, with the approval of the Clerk and the RFO, transfer or vire a limited amount of any of their unspent non payroll budget to enable increased expenditure in other non payroll related budgets. A maximum of 20% from an existing budget may be transferred and the maximum that can be transferred from any budget area is £500. This is subject to there being no overall increase in the budget. Any such budget transfer will be reported to Policy & Finance Committee and will be for the current year only unless member approval is granted to make the budget transfer permanent.

5.23 No expenditure shall be authorized, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, the requisite borrowing approval has been obtained first.

5.24 The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared monthly with effect from the third month of the financial year (except in August) and shall be supplemented with a report from the RFO on the overall budget position, explanations of material variances and, where practicable, comment on the expected out-turn at year-end. Routine budget comparison reports may be limited to main budget headings only but the RFO will produce a detailed report including budget sub-headings if requested.

5.25 The council may maintain a list of approved suppliers on the following conditions:

a) the list shall identify suppliers and specify the types of goods, materials, works or services that may be ordered from each;

b) the RFO may admit a supplier to the list only after due enquiry has been made to establish that it is willing and able to provide good value for money;

c) the RFO shall review each supplier's membership of the list every three years to ensure that it remains willing and able to provide good value for money and if unsatisfied on this point may remove the supplier from the list;

d) any potential supplier may apply to the RFO at any time for admission to the list;

e) the RFO shall report to the Policy & Finance Committee all admissions to and removals from the list; and

f) the Policy & Finance Committee shall review the list at least once a year and may resolve to admit or remove any supplier from it or alter the categories of goods, materials, works or services relating to a supplier on the list at any time.

6. BANKING AND PAYMENTS

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency & as soon as reasonably practical following the departure of a signatory.

6.2 The RFO shall prepare a schedule of all payments, forming part of the Agenda for the Meeting and present the schedule to the Policy and Finance Committee. That Committee shall review the schedule for compliance and, having satisfied itself shall endorse it by a resolution of the Committee. The approved schedule shall be signed by the Chairman of the Meeting and a second committee member at the meeting or as soon as practicable thereafter. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarized to remove public access to any personal information. Other personal data shall also be redacted in appropriate cases.

6.3 All invoices for payment shall be examined and verified by the relevant budget manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. The budget manager will mark the order as received when appropriate.

6.4 The relevant budget manager will match the invoices to the order and assign them to the appropriate expenditure heading. The Finance Officer will examine the invoices for arithmetical accuracy. The RFO shall take all steps to pay all invoices submitted, in a timely manner and in any event, within 28 days and report this at the next available Policy and Finance Committee Meeting.

6.5 The Clerk and RFO shall have delegated authority to authorise the payment of items as set out in section 5 and in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee;

b) An expenditure item authorised under 7.4 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee; or

c) fund transfers within the councils banking arrangements up to the sum of £50,000, per month, per account, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Policy and Finance Committee.

6.6 In respect of grants the Policy & Finance Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

6.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorize or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Clerk or RFO.

7. ELECTRONIC PAYMENTS

7.1 The council will make safe and efficient arrangements for the making of its payments.

7.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO may give instruction that a payment shall be made.

7.3 Payments not exceeding £50,000 may be made by the RFO (and/or any assistant authorized by the RFO) on the bank account by BACS and/or online transfer if supported by a Purchase Order receipted or an invoice examined and verified as described in Financial Regulations 5 and 6 above and shall be reported to the Policy & Finance Committee at the next convenient meeting.

7.4 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by the RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.5 Payment for certain items (principally Salaries) may be made by bank transfer provided that the instructions are authorized by the RFO and any payments are reported to the Policy & Finance Committee.

7.6 All authorized signatories may have access to view the Council's bank accounts online.

7.7 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

7.8 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

7.9 Members and officers shall ensure that computers used for the council's financial business have adequate security with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.10 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of officers and/or councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

7.11 Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by either the Clerk or the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

8. CHEQUE PAYMENTS

8.1 Cheques or orders for payment drawn on the bank account shall require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case.

8.2 If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

8.3 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

9.1 Credit Cards may be issued to any Budget Manager by the RFO in conjunction with the Clerk provided that the credit limit on the account shall not exceed £10,000 and arrangements are made to ensure the full balance shown on each monthly statement is paid by the due date to ensure that no interest shall become payable.

9.2 It will be the responsibility of the Budget Manager using such card to raise a Purchase Order for each transaction in the usual way.

9.3 Personal credit or debit cards of members or staff shall not be used under any circumstances, unless approved by the Clerk.

10. PETTY CASH

10.1 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) The RFO shall maintain 2 petty cash floats of £200 (Office) and £100 (Carvers Clubhouse) for the purpose of defraying operational and other expenses.

b) All petty cash payments must be supported by receipts to substantiate the expenditure. Wherever possible, valid VAT receipts must be obtained to support VAT recovery.

c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Policy & Finance Committee under 6.2 above.

e) A further float may be established from time to time to defray operational expenditure in respect of events. Such floats will be subject to the same controls that are set out above in paragraph 10, a) to d).

11. PAYMENT OF SALARIES

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing committee.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing staff for new positions, the council must consider a full business case.

12. LOANS AND INVESTMENTS

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets or loans to be repaid within the financial year) must be approved by the full council or delegated committee following a written report on the value for money for the proposed transaction.

12.3 The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investments of money under the control of the council shall be in the name of the Council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

13. INCOME

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2 The council will review all fees and charges for work done, services provided or goods sold at least annually, as part of the budget setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4 Personal cheques shall not be cashed out of money held on behalf of the council.

13.5 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.6 Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is

a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.7 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

16. ASSETS, PROPERTIES AND ESTATES

16.1 The Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible movable property does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 Budget managers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. CHARITIES

18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

19.1 The council shall review these regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these financial regulations.

19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2026/27

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of PAYE, NI and pension deductions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	**2**
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds FILCA qualification. Financial Regulations and Standing Orders are applied to all spending decisions, with Member approval required where delegation limits are exceeded.	Low	Low	**1**
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	**1**
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds FILCA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	**2**
Legal/ Administration	Failure to comply with employment legislation	Retain the services of an HR consultancy to advise on HR matters and disputes. Legal cover through Zurich insurance policy.	Low	Low	**1**

Key: 1 Low / 2 Medium / 3-6 High

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Noncompliance with data protection legislation, risk of fines or penalties	Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems. Subscribe to ICO annually.	Medium	High	**6**
Legal/ Administration	Failure of Members to scrutinise finances	Detailed budget and financial monitoring reports are presented regularly to Committee and Full Council. Members are provided with training and guidance to support effective scrutiny and challenge (scrutiny panels).			
Legal/ Administration	Failure to maintain Financial Regulations	Financial Regulations are formally reviewed at least annually by the Policy & Finance Committee and approved by Full Council. The Regulations are applied to all financial activity and provide clear procedures for procurement, payments, and financial control. Compliance is monitored by the RFO through regular review of financial processes, and any breaches or required updates are reported to Members and addressed promptly.			
Legal/ Administration	Cybersecurity & IT Systems	Retain the services of an IT consultancy to advise on cybersecurity matters & IT systems. Ensure the IT consultants have experience in the local council sector and can provide services covering all aspects of the council's cybersecurity & IT needs. Maintain a robust internal IT Policy for staff and councillors.	Low	High	**3**
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties.	Low	High	**3**

Key: 1 Low / 2 Medium / 3-6 High

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	**2**
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. The minimum level of the General Reserve should be maintained at between 3 and 12 months of net revenue expenditure (5.34 Practitioners Guide 26/27). Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing.	Medium	High	**6**
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Qtr 1. Additional inflationary and other financial risks mitigated by reserves	Medium	Medium	**2**
Financial	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation and control of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	High	**6**
Financial	Reduction/Loss of Income	Inflation, interest rates, balances held and the condition of the wider economy puts income at risk. Regular monitoring of income to identify emerging variances and effective credit control to minimize any shortfall. Annual review of charges and service demand to ensure achievable income targets. Where practical, use of long term service contracts to secure income over several years. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	High	High	**5**
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order	Low	Low	**1**

Key: 1 Low / 2 Medium / 3-6 High

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		placement or commitment. Goods receipted before payment, where possible.			
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorised by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions).	Low	Medium	**2**
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Medium	**2**
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Medium	**2**
Banking, Fraud & Treasury	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	**3**
Banking, Fraud & Treasury	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Banking, Fraud & Treasury	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the FO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	**1**
Banking, Fraud & Treasury	Unauthorised bank mandate changes	Bank mandates and authorised signatories are formally approved and reviewed periodically. Changes require dual authorisation and verification. Access to online banking is restricted.	Low	High	**5**
Banking Fraud & Treasury	Bank/Investment Failure	An approved investment strategy is in place. Funds are held only with approved, reputable institutions. Balances and investment performance are reviewed periodically.	Low	High	**5**
Procurement, Contracts & Grants	Failure to follow procurement rules	Financial Regulations define procurement thresholds. Multiple quotations or formal tenders are obtained as required. Value for money is demonstrated and decisions are recorded.	Low	Medium	**2**
Procurement, Contracts & Grants	Poor Contract Management	Contracts are monitored by officers to ensure delivery, value, and compliance with agreed terms. Performance updates are reported to Members where appropriate.	Medium	Medium	**2**
Procurement, Contracts & Grants	Grant Misuse	Grant applications are assessed against approved criteria. Awards are approved by Members. Conditions are attached where appropriate, including requirements for evidence of expenditure. Grant awards are very modest.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

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Risk	Hazard	Controls	Probability	Impact	Risk weighting
Procurement, Contracts & Grants	Failure to monitor grants	Grant recipients are required to provide appropriate evidence of how funds have been used. Post-award reviews are undertaken and reported.	Low	Medium	**2**
Accounting & Reporting	Incorrect year-end accounts	Accounts are prepared by the RFO in accordance with proper practices. Supporting working papers are maintained and subject to internal audit review prior to AGAR completion.	Low	High	**5**
Accounting & Reporting	Failure to submit AGAR	A clear annual timetable is maintained to ensure statutory deadlines are met. Responsibilities for preparation, review and submission are defined.	Low	High	**5**
Accounting & Reporting	Public inspection non-compliance	Public rights are exercised in accordance with statutory requirements. Notice is given and documentation made available as required.	Low	Medium	**4**
Business Continuity	Loss of key staff	Key procedures are documented. Staff are cross-trained where possible. External locum or professional support can be engaged if required.	Medium	High	**6**
Business Continuity	Loss of systems	Regular system backups are taken and tested. Access to cloud-based systems ensures continuity. IT support providers respond to incidents.	Low	High	**5**

Key: 1 Low / 2 Medium / 3-6 High

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Business Continuity	Operational disruption	A Business Continuity Procedure is in place. Major review due.	Low	High	**5**
Assets	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	**1**
Assets	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	**2**
Assets	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	Medium	**2**

Key: 1 Low / 2 Medium / 3-6 High

Ringwood
Town Council

COMMITTEE REPORT

Report title	Civility and Respect Pledge
Committee	Policy and Finance
Date	22 July
Report author	Charmaine Bennett

Decision Summary

Purpose	To consider whether the Council should formally sign up to the Civility and Respect Pledge promoted by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales, and to recommend accordingly to Full Council.
Decision type	To recommend to Full Council
Financial impact	None identified
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

The Civility and Respect Pledge is a sector-wide initiative intended to promote positive working relationships, professional standards and respectful behaviour within local councils.

The initiative has been developed in response to increasing concern nationally regarding bullying, harassment, intimidation and unacceptable behaviour experienced by Councillors, officers and volunteers within the local government sector. To date, 2,055 local councils across the country have signed the pledge but Ringwood Town Council has not yet considered it.

2. Background Information

NALC and its partner organisations have identified that bullying, harassment and intimidation can adversely affect the effectiveness of councils, discourage individuals from standing for election or serving as officers, and undermine public confidence in local democracy. The Civility and Respect Pledge forms part of a wider sector initiative to promote positive debate, good governance, professional working relationships and the wellbeing of Councillors and council staff.

By signing the pledge, a council publicly commits to promoting a culture of professionalism, courtesy and respect in interactions between Councillors, staff, members of the public and partner organisations.

The pledge does not create any new legal obligations or remove members' ability to robustly challenge, debate or scrutinise matters. Rather, it reinforces expectations that disagreement and democratic debate should be conducted appropriately and respectfully.

The sector definition provided within the pledge states that: "Civility means politeness and courtesy in behaviour, speech, and in the written word."

The pledge requires councils to confirm their commitment to a number of principles, including:

- treating councillors, staff, volunteers and members of the public with civility and respect;
- maintaining appropriate governance arrangements and employment policies;
- supporting member and officer training;
- addressing bullying and harassment where it occurs; and
- seeking early professional support where relationships or behaviours begin to deteriorate.

The Council already has in place a number of governance arrangements which support the principles of the pledge, including:

- adopted Codes of Conduct;
- member and officer training arrangements;
- grievance and disciplinary procedures;
- a Dignity at Work Policy; and
- established governance and committee procedures.

By adopting the pledge, the Council would:

- publicly demonstrate its commitment to civility, respect and good governance;
- reinforce existing standards, policies and employment practices already in place;
- support the wellbeing of Councillors, employees and volunteers;
- demonstrate leadership within the local council sector; and
- contribute to maintaining public confidence in local democracy and the Council's decision-making processes.

3. Issues for Decision and Recommendations

It is RECOMMENDED that the Policy & Finance Committee recommends to Full Council that:

1. Ringwood Town Council signs the Civility and Respect Pledge promoted by the National Association of Local Councils, the Society of Local Council Clerks and One Voice Wales;
2. the Council publicly commits to upholding the principles contained within the pledge; and
3. authority be delegated to the Town Clerk to complete the registration process and publish the Council's commitment accordingly.

Ringwood
Town Council

COMMITTEE REPORT

Report title	Deed of Surrender of Part – Long Lane Lease
Committee	Full Council
Date	29 July 2026
Report author	Town Clerk

Decision Summary

Purpose	To seek Council approval to enter into a Deed of Surrender of a small part of the land currently leased by the Council from Crest Nicholson Operations Limited in connection with highway works associated with the adjacent development.
Decision type	To approve
Financial impact	None identified
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

The Council leases land at Long Lane from Crest Nicholson Operations Limited. As part of the developer's Section 278 highway works, a very small section of the leased land is required to be dedicated as highway. The affected area is shown edged/coloured blue on the attached plan.

The developer has requested that the Council enter into a Deed of Surrender for this small area. The Council instructed Frettens Solicitors to review the proposed documentation, and the solicitor has confirmed that the deed is acceptable, subject to Council approval. The developer has also agreed to meet the Council's reasonable legal costs associated with the transaction.

2. Background Information

The principal provisions are that:

- the Council surrenders only the small area identified on the attached plan;
- the existing lease continues in force for the remainder of the site;
- the annual rent and all other lease terms remain unchanged;
- both parties release each other from future liabilities relating only to the surrendered land;

- the developer will register the deed with HM Land Registry and provide the Council with updated title documentation; and
- the developer will pay the Council's legal costs

3. Financial Implications (if applicable)

There is no ongoing financial impact on the Council. The annual rent remains unchanged and the developer will meet the Council's legal costs.

4. Issues for Decision and Recommendations

It is recommended that the Council:

1. approves the surrender of the small area of land identified on the attached plan;
2. authorises the Town Mayor and Town Clerk to execute the Deed of Surrender under the Council's Common Seal; and
3. authorises the Town Clerk to complete any associated administrative actions required to give effect to the deed.

E

DATED

DEED OF SURRENDER OF PART AND DEED OF VARIATION

relating to

Land at Long Lane Ringwood Hampshire

between

CREST NICHOLSON OPERATIONS LIMITED

and

RINGWOOD TOWN COUNCIL

wilkin chapman rollits

This deed is dated

HM Land Registry

Landlord's title number: HP854672

Administrative area: Hampshire New Forest

Tenant's title number: HP887869

Administrative area: Hampshire New Forest

Parties

(1) **Crest Nicholson Operations Limited** incorporated and registered in England and Wales with company number 1168311 whose registered office is at 500 Dashwood Lang Road, Bourne Business Park, Addlestone, KT15 2HJ **(Landlord)**

(2) **Ringwood Town Council** of Ringwood Gateway The Furlong Ringwood Hampshire BH24 1AT **(Tenant)**

BACKGROUND

(A) This deed is supplemental to the Lease.

(B) The Landlord remains entitled to the immediate reversion to the Lease.

(C) The residue of the term granted by the Lease remains vested in the Tenant.

(D) The Landlord and the Tenant have agreed to enter into this deed.

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this deed.

1.1 Definitions:

Annual Rent: the rent reserved pursuant to clause 3.1 of the Lease.

Electronic Payment: payment by electronic means in same day cleared funds from an account held in the name of the Landlord's Conveyancer or Tenant's Conveyancer (as applicable) at a clearing bank to an account in the name of the Tenant's Conveyancer or Landlord's Conveyancer (as applicable).

Landlord's Conveyancer: Wilkin Chapman Rollits of Cartergate House 26 Chantry Lane Grimsby DN31 2LJ (Ref GC/1106836/22) or any other conveyancer whose details may be notified in writing from time to time by the Landlord to the Tenant.

Lease: a lease of the Property dated 24 April 2024 and made between the Landlord (1) and the Tenant (2) and all documents supplemental or collateral to that lease.

Plan 1: the plan so marked and annexed to this deed.

Property: The Property known as Land at Long Lane Ringwood Hampshire as more particularly described in clause 1 and demised by the Lease.

Remaining Property: All of the land and buildings contained within title number HP887869 excluding the Surrenderd Property.

Surrendered Property: All that part of the Property, which is to be surrendered by this deed and which is shown coloured blue on Plan 1

Tenant's Conveyancer: Frettens Solicitors 2 Christchurch Road Ringwood BH24 1DN (Ref BC/84624/3) or any other conveyancer whose details may be notified in writing from time to time by the Tenant to the Landlord.

VAT: value added tax or any equivalent tax chargeable in the UK.

1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.

1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.4 Unless the context otherwise requires, words in the singular include the plural and in the plural include the singular.

1.5 References to the Property, the Surrendered Property and the Remaining Property include any part of them.

1.6 Unless the context otherwise requires, a reference to one gender includes a reference to the other genders.

1.7 A reference to any party includes that party's personal representatives, successors and permitted assigns.

1.8 A reference to legislation or legislative provision is a reference to it as amended, extended or re-enacted from time to time.

1.9 A reference to legislation or a legislative provision includes all subordinate legislation made from time to time under that legislation or legislative provision.

1.10 A reference to **writing** or **written** includes fax but not email.

1.11 A reference to a document is a reference to that document as varied or novated (in each case, other than in breach of the provisions of this deed) at any time.

1.12 References to a clause or Schedule is a reference to a clause or Schedule of this deed.

1.13 Any words following the terms **including**, **include**, **in particular**, **for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.14 References to the **Landlord** include a reference to the person entitled for the time being to the immediate reversion to the Lease.

1.15 The expressions **landlord covenant** and **tenant covenant** each have the meanings given to them by the Landlord and Tenant (Covenants) Act 1995.

2. Surrender of part

2.1 In consideration of:

(a) the Landlord paying £1.00 (excluding VAT) to the Tenant (of which the Tenant acknowledges receipt; and

(a) the Tenant granting the releases contained in clause 4;

the Tenant surrenders and yields up to the Landlord, with full title guarantee, all its estate, interest and rights in the Surrendered Property and the Landlord accepts the surrender of the Surrendered Property.

2.2 The residue of the term of years granted by the Lease shall, so far as it relates to the Surrendered Property, merge and be extinguished in the reversion immediately expectant on the termination of the Lease.

3. Value added tax

Each amount stated to be payable under or pursuant to this deed is exclusive of VAT (if any) unless otherwise stated.

4. Releases

4.1 Subject to clause 4.2:

(a) the Landlord releases the Tenant and its predecessors in title from all the tenant covenants of the Lease in so far as they relate to the Surrendered Property and from all liability for any subsisting breach of any of those covenants; and

(b) the Tenant releases the Landlord and its predecessors in title from all the landlord covenants of the Lease in so far as they relate to the Surrendered Property and from all liability for any subsisting breach of any of them.

4.2 The releases set out in clause 4.1(a) and clause 4.1(b) are conditional upon the surrender of the Surrendered Property pursuant to clause 2.1 taking effect so that, if the surrender of the Surrendered Property pursuant to clause 2.1 does not take effect for any reason whatsoever, the releases set out in clause 4.1(a) and clause 4.1(b) shall also not take effect.

5. Variations to the Lease

Without prejudice to clause 2.2, from the date of this deed (and subject to the surrender referred to in clause 2.1), the terms of the Lease shall be varied as set out in Schedule 1, otherwise the covenants, conditions and other provisions contained in the Lease are to apply in full force and effect to the Remaining Property as they previously applied to the Property.

6. Endorsement and registration of this deed

6.1 Within two weeks following the completion of this deed, the Landlord shall apply to register this deed at HM Land Registry against the Tenant's title number and the Landlord's title number.

6.2 The Landlord shall ensure that any requisitions raised by HM Land Registry in connection with an application for registration are dealt with promptly and properly.

6.3 Within one month after completion of the registration, the the Landlord shall send to the Tenant official copies of the respective registered titles.

7. Costs

On completion of this deed the Landlord shall pay £750.00 plus VAT towards the reasonable legal costs and disbursements of the Tenant incurred in connection with this deed.

8. Joint and several liability

Where the Landlord or the Tenant is more than one person, those persons shall in each case be jointly and severally liable for their respective obligations and liabilities arising under this deed. The Landlord may take action against, or release or compromise the liability of, or grant any time or other indulgence to, any one of the persons comprising the Tenant, without affecting the liability of any other of them.

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9. Third Party Rights

A person who is not a party to this deed shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

10. Governing law

This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

11. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

E

Schedule 1 Variations to the Lease

1. Variations to the Lease

1.1 Every reference in the Lease to the Property shall mean to the Remaining Property.

1.2 Every reference in the Lease to the plan annexed to the Lease is the plan annexed to the Lease excluding the Surrendered Property as shown on Plan 1.

1.3 The Annual Rent shall continue to be charged on the Remaining Property in exoneration of the Surrendered Property and which shall be payable as provided in the Lease.

E

Executed as a Deed by

Crest Nicholson Operations Limited ……..

acting by an attorney in the presence of

Signature of witness

Name (in Block Capitals)

Address

Executed as a Deed by affixing the

Common Seal of **Ringwood** ….……...

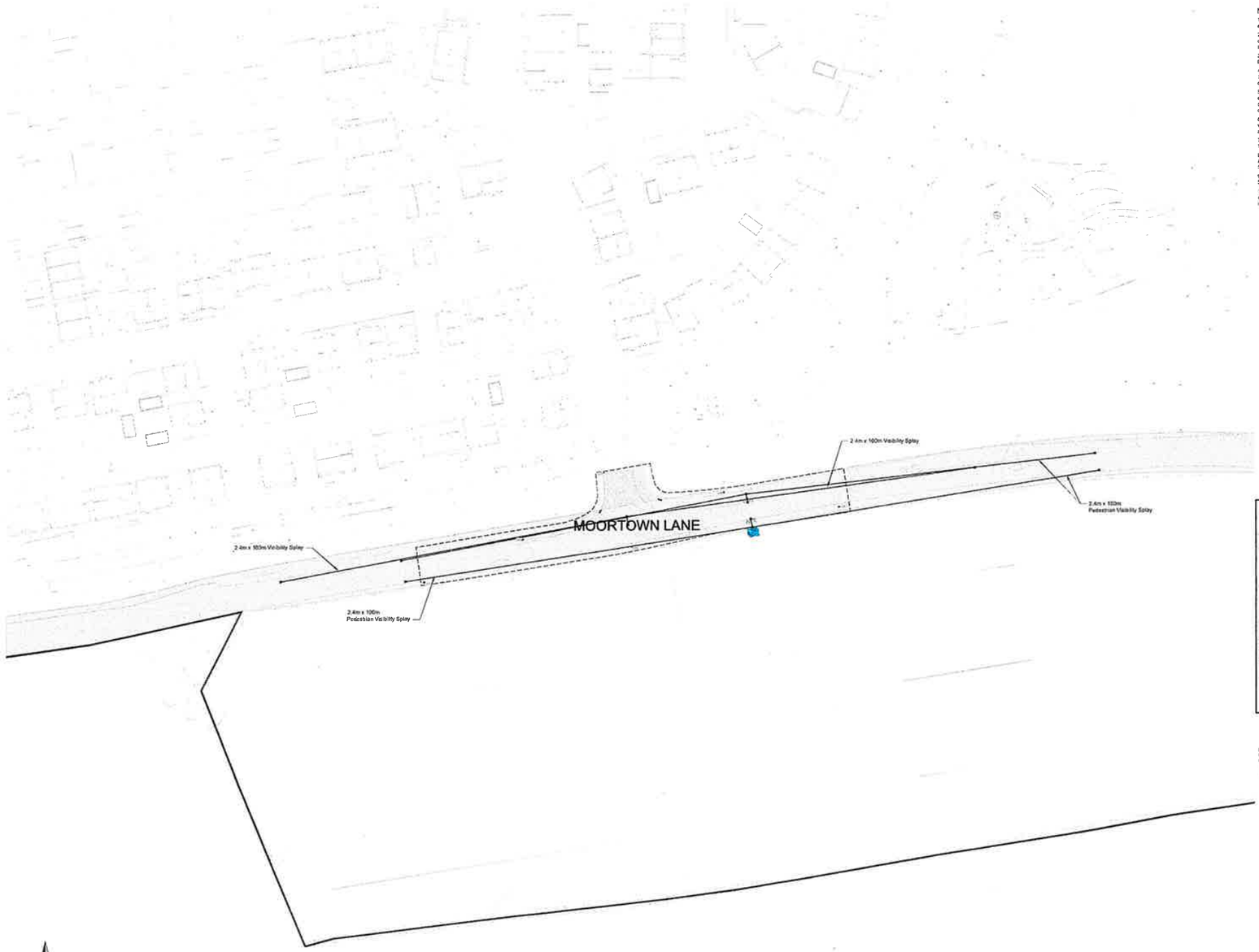
Town Council in the presence of

Authorised Signatory

Name

Position

E



Notes:

1 This drawing is to be read in conjunction with all relevant architects, engineers and specialist sub-contractors drawings and the specification

2 All setting out to be in accordance with the architects drawings. Any discrepancies between the engineers and the architects drawings to be referred to the architect before proceeding. Dimensions must not be scaled

3 All asphalt concrete mixes to be provided and laid in accordance with BS EN 13108-1 and 5 BS 594987:2007 and PD6691:2007

4 Existing kerbs, materials to be in accordance with the Highway Authority Specification for Highway Works, table 6/1, 6/2 and 6/4 contractor to provide extra kerbs to confirm same prior

5 Wet, graded crushed material to be clean and free of plastic, metal, clayey etc. passing a 75mm screen and containing sharp and graded to have a uniformly coefficient of uniformity (Cu) > 10, contractor to provide certificates to confirm comply/ areas

6 Contractor to allow for all works on the public highway to be in accordance with the local Highway Authority requirements, contractor to allow for application for all road opening licences and paying all necessary fees

7 Kerb edging / channels to be granite and laid in accordance with BS EN 13198 4

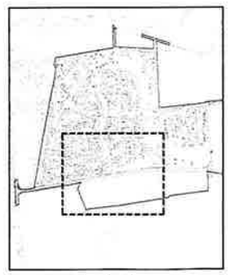
8 All highways macadam materials to be in accordance with the Highways Agency Specification for Highway Works: extent 100 for meter and 5 as 1103 to footways

9 Bitumen emulsion tack and bond coat to be laid in accordance with BS 594987:2007

10 Contractor to allow for over 0.25 ha. Any work within 5m of the public highway boundary will be subject to a Section 59 Highways Act agreement. Contractor to allow for any temporary traffic management

Legend

- Site Planning Boundary
- S278 Works Extent Boundary
- Existing Highway Authority Land
- Area to be adopted as Highway Authority Land



Location Plan
1:1250

P4	03.12.24	Revised to suit HCC comments. Issued for approval
P3	09.10.24	Revised to suit HCC comments. Issued for approval
P2	19.07.24	Revised to include visibility splays. Issued for Approval
P1	24.05.22	Issued for Approval
Rev	Date	Description

Crest Nicholson

Moortown Lane, Ringwood

S278 Land Plan

For Approval

114458	MC	MD	1:500 @ A1

114458-CAL-XX-XX-DR-D-0401 | P4