

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

12th February 2026

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



Mrs C Bennett
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meeting held on 21 st January 2026	1 minute
5. FINANCIAL REPORTS (<i>Report A attached</i>): a. To receive and authorise list of payments made on Imprest Account for January 2026 b. To receive Statement of Town Council Balances and authorise Inter Account Transfers c. To receive the Finance Manager's budgetary monitoring report d. To note the Community Infrastructure Levy (CIL) report	15 minutes
6. REVIEW OF THE PRESENTATION OF FINANCIAL INFORMATION TO MEMBERS To note the Town Clerk's report (<i>Report B</i>)	10 minutes
7. ASSERTION 10 To note the Town Clerk's report and recommendations therein (<i>Report C</i>)	5 minutes
8. STANDING ORDERS To review Standing Orders as to Meetings (<i>Report D</i>)	10 minutes

	<u>Time estimate</u>
9. THRIVING MARKET PLACE – DEVIATION FROM FINANCIAL REGULATIONS	5 minutes
To consider a recommendation from Planning, Town and Environment Committee on 6 th February 2026 in relation to commissioning of a sculpture and the suspension of Financial Regulations for this purpose (<i>Report E – extract of minutes</i>)	
10. LICENSING OF MARKETS AND FAIRS	5 minutes
To note the Town Clerks annual report on licensing of markets and fairs in Gateway Square (<i>Report F</i>)	
11. PROJECTS (current and proposed) To consider the officers' report (<i>Report G</i>), receive any verbal updates and agree next steps where necessary."	5 minutes
12. COMMUNICATIONS Members to decide on items requiring a publicity and to confirm a spokesperson if required.	2 minutes

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

Committee Members

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

Officers

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

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th February 2026

Paid Expenditure Transactions

Start of year 01/04/25

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

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	02/01/26	6302		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery January 2026
DD	02/01/26	6303		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse January 2026
		6243/1		£25.00	£0.00	£25.00	P&F	Tony Robinson	Eye Sight Test
		6243/2		£60.00	£0.00	£60.00	P&F	Tony Robinson	Contribution to Glasses
3040	05/01/26	6243	RTC806746	£85.00	£0.00	£85.00		Tony Robinson	Eye sight test and contribution to glasses for DSE use
DD	05/01/26	6304		£321.19	£53.53	£267.66	PT&E	SSE Southern Electric	Carvers Street Lighting 01/09/25 - 30/09/25
3041	06/01/26	6269	RTC806737	£500.00	£0.00	£500.00	P&F	James Phillip Cooper	Supply of Christmas tree for the Market Place 2025
DD	06/01/26	6305		£179.93	£29.99	£149.94	PT&E	SSE Southern Electric	Carvers Street Lighting 01/10/25 - 31/10/25
DD	07/01/26	6306		£183.54	£30.59	£152.95	PT&E	SSE Southern Electric	Carvers Street Lighting 01/11/25 - 30/11/25
DD	07/01/26	6307		£38.94	£6.49	£32.45	RLOS	Sky Business	05/01/26 - 04/02/26
DD	08/01/26	6308		£367.42	£61.24	£306.18	RLOS	Yu Energy	01/12/25 - 31/12/25
		6279/1		£118.08	£0.00	£118.08	RLOS	Chris Wilkins	Consultancy services (football project)
3042	12/01/26	6279	RTC806749	£118.08	£0.00	£118.08		Chris Wilkins	Provision of project consultancy services
		6280/1		£214.82	£0.00	£214.82	P&F	Rory Fitzgerald	Consultancy Fee
		6280/2		£18.00	£0.00	£18.00	P&F	Rory Fitzgerald	Travel Costs
		6280/3		£8.80	£0.00	£8.80	P&F	Rory Fitzgerald	Car Parking
3043	12/01/26	6280	RTC806755	£241.62	£0.00	£241.62		Rory Fitzgerald	Consultancy Fees and Travel Costs Attendance at Ringwood Gateway 02/01/2026
		6281/1		£1,680.00	£0.00	£1,680.00	P&F	Julie Flenley	Locum finance manager services
3044	12/01/26	6281	RTC806753	£1,680.00	£0.00	£1,680.00		Julie Flenley	Locum finance manager services
		6282/1		£219.60	£36.60	£183.00	RLOS	Solent Fire Safety Services	Charge for Cemetery / sheds
		6282/2		£298.50	£49.75	£248.75	RLOS	Solent Fire Safety Services	Charge for carvers
3045	12/01/26	6282	RTC806626	£518.10	£86.35	£431.75		Solent Fire Safety Services	Annual service of fire extinguishers for Cemetery, Sheds, Carvers Joint price for service split 50/50 £118.75 Replacement extinguishers sheds/cem and disposal £123 Replacement extinguishers clubhouse £190

Paid Expenditure Transactions

Start of year 01/04/25

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

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3046	12/01/26	6283	RTC806751	£200.00	£0.00	£200.00	RLOS	Andrew Tanner	20 pounds per tree x 10 - 5 to 6ft Christmas tree's for Winter Wonderland event
3047	12/01/26	6284	RTC806747	£540.00	£90.00	£450.00	P&F	Parish Online	Mapping Software annual fee (22/12/2025 to 22/12/2026)
3048	12/01/26	6285	RTC806744	£234.00	£39.00	£195.00	RLOS	Your Eco Gardener	To fell and stack dangerous tree as identified by the tree officer at NFDC
		6286/1		£999.55	£166.59	£832.96	P&F	Cloudy Group	January IT fees
3049	12/01/26	6286	RTC806748	£999.55	£166.59	£832.96		Cloudy Group	Monthly fee including security, MS licenses and support
3050	12/01/26	6287	RTC806752	£253.00	£0.00	£253.00	P&F	SLCC Enterprises Ltd	Renewal of Membership for 2026 - Jo Hurd
3051	12/01/26	6288		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	November 2025
		6292/1		£7,686.00	£1,281.00	£6,405.00	RLOS	Grass and Grounds Ltd	installation of trees and guards
3052	13/01/26	6292	RTC806379	£7,686.00	£1,281.00	£6,405.00		Grass and Grounds Ltd	supply and plant 5 x rootballed 14 - 16 sized Ulmus 'Fiorente' rebona for Carvers Field and guards per quote 3257 to be put in Autumn 2025
		6293/1		£1,639.92	£273.32	£1,366.60	RLOS	Grass and Grounds Ltd	One tree and guard planted at Carvers
3053	13/01/26	6293	RTC806590	£1,639.92	£273.32	£1,366.60		Grass and Grounds Ltd	One tree and guard for Carvers (in addition to others already ordered) quote 3437
		6294/1		£382.51	£63.75	£318.76	RLOS	Grass and Grounds Ltd	To move the two broken elm trees at Carvers
3054	13/01/26	6294	RTC806591	£382.51	£63.75	£318.76		Grass and Grounds Ltd	To lift and relocate two broken Elm trees at Carvers quote 3487
		6295/1		£5,711.04	£951.84	£4,759.20	RLOS	Grass and Grounds Ltd	Wildflower landscaping supply and installation
3055	13/01/26	6295	RTC806592	£5,711.04	£951.84	£4,759.20		Grass and Grounds Ltd	Wildflower landscaping supply and instatllation
		6296/1		£816.00	£136.00	£680.00	P&F	Good Directions Ltd	Works to Millennium Clock (Quote 1st Dec 2025) - site visit
3056	13/01/26	6296	RTC806756	£816.00	£136.00	£680.00		Good Directions Ltd	Repair / refurbishment of the Millennium Clock (NFDC short stay car park) - £680 + Vat visit/inspection - (UP TO £700 + Vat parts - costs to be reimbursed by Ringwood Carnival) - separate PO's to aid part payment - PO 1 of 2

Paid Expenditure Transactions

Start of year 01/04/25

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

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3057	13/01/26	6297	RTC806758	£50.99	£0.00	£50.99	RLOS	Sam Shutler	Work boots	3000/1/5
BP	15/01/26	6300		£9,480.09	£0.00	£9,480.09	P&F	Hampshire County Council	Pension December 2025	2600/1/3
FPI	15/01/26	6323		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/01/26 - 14/02/26	2400/19
DD	16/01/26	6309		£45.14	£7.52	£37.62	RLOS	3G	December 2025	3000/1/6
		6310/1		£1,051.34	£0.00	£1,051.34	P&F	Public Works Loan Board	Principle	2500/1/2
		6310/2		£13,914.87	£0.00	£13,914.87	P&F	Public Works Loan Board	Interest	2500/1/1
DD	16/01/26	6310		£14,966.21	£0.00	£14,966.21		Public Works Loan Board	PW640644	2500/1/2
BP	19/01/26	6301		£9,974.71	£0.00	£9,974.71	P&F	Inland Revenue	December 2025	2600/1/2
		6298/1		£1,144.50	£190.75	£953.75	RLOS	Insight Security & Facilities Ltd	FIREWORK SECURITY * FIRST AID	3100/1
		6298/2		£869.40	£144.90	£724.50	RLOS	Insight Security & Facilities Ltd	Fireworks medics x 4 1 paramedic and ambulance onsite	3100/1
3058	20/01/26	6298	RTC806643	£2,013.90	£335.65	£1,678.25		Insight Security & Facilities Ltd	fireworks event	3100/1
3059	20/01/26	6299		£6,168.48	£1,028.08	£5,140.40	P&F	The Festive Lighting Company Limited	3rd stage and final payment re order 806340	2400/2
DD	20/01/26	6311		£347.65	£57.94	£289.71	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January 2026 calls	2000/1/11
DD	20/01/26	6312		£158.36	£7.54	£150.82	RLOS	Edf	Cemetery December 2025	3200/1/1
		6313/1		£420.00	£0.00	£420.00	P&F	Julie Flenley	final locum fees	2400/18
		6313/2		£30.75	£0.00	£30.75	P&F	Julie Flenley	postage return of laptop	2400/18
3060	20/01/26	6313	RTC806775	£450.75	£0.00	£450.75		Julie Flenley	final locum charges	2400/18
		6314/1		£229.63	£0.00	£229.63	P&F	Rory Fitzgerald	Consultancy Fee	2400/18
		6314/2		£18.00	£0.00	£18.00	P&F	Rory Fitzgerald	Travel Costs	2400/18
		6314/3		£8.80	£0.00	£8.80	P&F	Rory Fitzgerald	Car Parking	2400/18
3061	20/01/26	6314	RTC806768	£256.43	£0.00	£256.43		Rory Fitzgerald	Consultancy Fees and Travel Costs Attendance at Ringwood Gateway 13/01/2026	2400/18
		6315/1		£15.97	£2.66	£13.31	P&F	Hampshire County Council	819050 A4 Copier paper	2000/1/8
		6315/2		£11.04	£1.84	£9.20	P&F	Hampshire County Council	819748 Laminator pouches A4	2000/1/8
3062	20/01/26	6315	RTC806762	£27.01	£4.50	£22.51		Hampshire County Council	Stationery	2000/1/8

Paid Expenditure Transactions

Start of year 01/04/25

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

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		6316/1		£684.00	£114.00	£570.00	RLOS	NBB Recycled Furniture	Memorial Bench with Aluminium Plaque (Brown) Bench - L1500 x D570mm / Seat - H870mm
		6316/2		£300.00	£50.00	£250.00	RLOS	NBB Recycled Furniture	Captain's Double Seat (Brown). H870 x W1371 x D649mm Approved RLOS (agenda item OS/6474)
3063	20/01/26	6316	RTC806687	£984.00	£164.00	£820.00		NBB Recycled Furniture	Bench order
		6317/1		£168.00	£28.00	£140.00	P&F	SLCC Enterprises Ltd	Training course 'PIALC' (Charmaine Bennett)
3064	20/01/26	6317	RTC806774	£168.00	£28.00	£140.00		SLCC Enterprises Ltd	Training course 'PIALC' (Charmaine Bennett)
3065	20/01/26	6318		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/10/25 - 14/11/25
3066	20/01/26	6319		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/01/26 - 14/02/26
3067	20/01/26	6320		£870.00	£145.00	£725.00	P&F	TC Group	Qtr until December 2025
3068	20/01/26	6321		£8.59	£1.43	£7.16	RLOS	Itec	Carvers Clubhouse 24/12/25
3069	20/01/26	6322		£32.64	£5.44	£27.20	P&F	Itec	Gateway 24/12/25
DD	21/01/26	6326		£195.54	£32.59	£162.95	PT&E	SSE Southern Electric	Carvers Street Lighting AGR3848393 01/12/25 - 31/12/25
		6324/1		£1,000.00	£0.00	£1,000.00	RLOS	Swing Unlimited Big Band	performance fee
3070	22/01/26	6324	RTC806502	£1,000.00	£0.00	£1,000.00		Swing Unlimited Big Band	Performance fee at Ringwood Grand Fireworks
DD	22/01/26	6327		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge
BP	23/01/26	6325		£32,275.95	£0.00	£32,275.95	P&F	Salaries	January 2026
3072	26/01/26	6336	RTC806769	£60.00	£10.00	£50.00	RLOS	Your Eco Gardener	To supply a salt bin and 100kg of white marine salt for winter gritting
3073	26/01/26	6337	RTC806770	£336.00	£56.00	£280.00	RLOS	Your Eco Gardener	Two separate emergency tree jobs in the same area.
									1. To cut up and clear fallen poplar after reports from the Mayor and a councillor. 2. To fell the damaged and diseased tree that was damaged by the first tree during the storm
3074	26/01/26	6338	RTC806740	£534.00	£89.00	£445.00	RLOS	P Stubbington Land Surveys Ltd	Land survey to provide accurate boundary locations during the design stage of the new cemetery area

Paid Expenditure Transactions

Start of year 01/04/25

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

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3075	26/01/26	6339	RTC806680	£570.00	£95.00	£475.00	RLOS	New Forest District Council	Tree Surveys 2025/26 - to carry out tree surveys as per the SLA
		6340/1		£240.00	£40.00	£200.00	P&F	Ringwood & Fordingbridge News	One page in 21st January 2026 issue
3076	26/01/26	6340	RTC806761	£240.00	£40.00	£200.00		Ringwood & Fordingbridge News	Ringwood Town Council Newsletter - Edition 6
3077	28/01/26	6341	RTC806787	£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	Winter wonderland videography
PAY	28/01/26	6342		£15.30	£0.00	£15.30	P&F	Lloyds Bank	Bank charges January 2026
DD	29/01/26	6344		£104.58	£5.02	£99.56	P&F	SSE Southern Electric	AGR3046615 Market Place 14/10/25 - 14/01/26
		6246/1		£223.51	£223.51	£0.00	P&F	FMG Repair Services	VAT to be reclaimed
Lloyds CC Jan 25 1	30/01/26	6246	RTC806731	£223.51	£223.51	£0.00		FMG Repair Services	VAT on insurance claim for works van - zurich ref 20-50-803425 - to be paid on NV credit card
		6328/1		£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-viz trousers M
		6328/2		£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-viz trousers L
		6328/3		£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-Viz trousers3XL
		6328/4		£7.50	£0.00	£7.50	RLOS	Glovesnstuff	Delivery
Lloyds CC Jan 26 2	30/01/26	6328	RTC806721	£85.62	£13.02	£72.60		Glovesnstuff	Waterproof hi-viz trousers for groundteam x 3 - to be paid for on NV credit card
		6329/1		£38.94	£6.49	£32.45	P&F	Amazon	Printer ink for cemetery office
Lloyds CC Jan 25 3	30/01/26	6329	RTC806690	£38.94	£6.49	£32.45		Amazon	Ink (on NV credit card) 540 and 541
		6330/1		£1,200.00	£200.00	£1,000.00	P&F	New Forest District Council	Long stay parking clocks £200 + VAT = £240
		6330/2		£94.00	£15.67	£78.33	P&F	New Forest District Council	Short stay parking clock £39.17 + VAT = £47
Lloyds CC Jan 25 4	30/01/26	6330	RTC806707	£1,294.00	£215.67	£1,078.33		New Forest District Council	Parking clocks 5 x long stay, 2 x short stay - paid for on NV credit card
Lloyds CC Jan 25 6	30/01/26	6331		£175.56	£29.26	£146.30	P&F	Microsoft	18/11/25 - 17/12/25
Lloyds CC Jan 25 7	30/01/26	6332		£247.20	£41.20	£206.00	P&F	Microsoft	18/11/25 - 17/12/25
Lloyds CC Jan 25 8	30/01/26	6333	RTC806732	£347.50	£0.00	£347.50	RLOS	DVLA	12 months road tax for Ford tipper EF66 AVD - paid for on NV credit card

Paid Expenditure Transactions

Start of year 01/04/25

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

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC	Jan 25 9	30/01/26	6334	RTC806722	£180.33	£21.35	£158.98	RLOS	Booker Café order for resale 10.12.25	3802/3/1
Lloyds CC	Jan 25 10	30/01/26	6335		-£28.14	£0.00	-£28.14	RLOS	Amazon Refund re order 806760	3802/2/1
			6343/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse Phone & Broadband	3000/1/6
			6343/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse Club	3200/1/1
DD	30/01/26	6343		£40.20	£6.70	£33.50		Utility Warehouse Cemetery December 2025	3000/1/6	
		6345/1		£1.50	£0.00	£1.50	Counc	Ringwood Town Council Scourers	10000	
		6345/2		£10.95	£0.00	£10.95	Counc	Ringwood Town Council Milk etc	10000	
		6345/3		£22.50	£3.75	£18.75	Counc	Ringwood Town Council Cemetery - Stonechips	10000	
		6345/4		£2.99	£0.50	£2.49	Counc	Ringwood Town Council Calendar for Finance Manager	10000	
		6345/5		£3.15	£0.00	£3.15	Counc	Ringwood Town Council Bin bags for Grounds team	10000	
Petty Cash -	Jan 26	31/01/26	6345	£41.09	£4.25	£36.84		Ringwood Town Council Petty Cash January 2026	10000	
Total				£108,238.15	£6,055.55	£102,182.60				

POLICY AND FINANCE COMMITTEE 18th February 2026

ACCOUNT BALANCES & TRANSFERS - 18.03.26

<u>Account Name</u>	<u>Predicted</u>	<u>Actual at</u>	<u>Predicted Movement</u>	<u>Further Transfers</u>	<u>Predicted</u>
	<u>31 Jan 26</u>	<u>31 Jan 26</u>		<u>Required to</u>	<u>31-Jan-26</u>
	£	£	£		£
Imprest (Current) Account	61,677	27,248	-39,390	37,000	24,858
Business Account	9,997	10,000			10,000
Investment Account (CCLA Ac)	185,000	235,000		-37,000	198,000
Petty Cash - Imprest (General)	141	100			100
Petty Cash - Carvers Clubhouse	50	50			50
VIC Change Float	0	0			0
Information Desk Float	75	75			75
TOTALS	256,940	272,473	-39,390	0	233,083

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

Notes:

1 **Imprest Account**

Balance in Imprest A/c 31.01.26	£ 27,248
VAT Paid into Imprest A/c 02.02.26	30,610
Anticipated net expenditure to 18.03.26	-70,000
Anticipated add transfers into Imprest ac needed to 18.03.26	37,000
Est Balance in Imprest A/c 18.03.26	24,858

2 **Investment Maturity**

No investments due to mature

3 The bank accounts were reconciled at 31st January 2026.

Proposed Transfer Authorised By:-

Date _____

REPORT TO POLICY & FINANCE COMMITTEE - 18th February 2026

The purpose of this report is to provide Members with a budget monitoring report for the first ten months of the financial year April 2025 to January 2026.

Income & Expenditure – Appendix A

In January 2026, the Council approved a revised budget of £686,215 including planned transfers to and from reserves. The “Budget Summary Report 2025/2026” Appendix A, details the agreed revised budget (column 6). This existing report has been extended to include (column 7) a Revised Budget from April 2025 – January 2026, (10/12ths of the Revised Budget in column 6), and the actual income and expenditure from April 2025 – January 2026 (column 8).

The revised budget for April to January 26 shows a predicted outcome of £2,163 additional expenditure needed from the General Reserve at year end, to cover the shortfall for the year. The Actual income and expenditure for April to January 26 outcome shows a £103,375 expenditure requirement from the General Reserve at year end. Whilst within the revenue budgets there are small variations between budget and actual, timing differences and expenditure that has been funded from reserves; the main reason for the variance of £103,375 is the Gateway Recharge, estimated around £25,000 and the Bournemouth Community sports Trust share of costs estimated at £82,000; both amounts will be invoiced in March 2026. Once these have been invoiced, the outcome is estimated to be on target with the revised budget.

Officers seek approval to vire budget provision from Flower beds and Open Spaces budgets to the Tree Maintenance budget.

Two trees have recently fallen at Poulner Play Area, prompting the Grounds Manager to request a tree survey from NFDC. The survey has identified approximately £2,000 of additional remedial works. While these works have been categorised as “medium risk,” the Grounds Manager considers them more urgent in light of the recent failures and the location within a public play area.

Given that there is an underspend within certain budget headings this financial year, officers propose virement to enable the works to proceed without delay.

Reserves & Provisions - Appendix B

The Reserves & Provisions spreadsheet has been amended to now show the actual transfers made during 2025-2026 (column 2-4), and the current balance position per Edge, at the end of January 2026, being £293,746.43 (column 5, excluding the General Reserve).

Columns 6 and 7 have been added to show the budgeted transfers to and from Reserves and Provisions that have not yet happened or transferred. Column 8 details the estimated balance at the end of year, being £294,204.44 (excluding the General Reserve).

Recommendation:-

- 1) To receive the Finance Manager's report; and
- 2) To approve the virement of funds between budgets as outlined above.

For more information please contact:

Michelle Gordon, Finance Manager

01425 473883 Finance.manager@ringwood.gov.uk

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1	2	3	4	5	6	7	8
Committee	Actual 22/23 £	Actual 23/24 £	Actual 24/25 £	Budget 25/26 £	Revised 25/26 £	Rev Bud Apr-Jan £	Actual April-Jan £
Policy & Finance							
Expenditure	382,040	421,425	438,427	430,796	490,383	408,653	398,083
Income	-133,528	-215,977	-182,209	-168,785	-180,061	-150,051	-144,866
Net Expenditure	248,512	205,448	256,218	262,011	310,322	258,602	253,217
Transfers to Reserves	14,000	45,595	0	12,700	12,700	10,583	10,583
Transfers from Reserves	-37,841	-15,042	0	-3,000	-52,532	-43,777	-43,777
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	224,671	236,001	256,218	271,711	270,490	225,409	220,023
Recreation & Leisure							
Expenditure	1,069,677	2,280,039	55,563	484,745	493,083	410,902	445,501
Income	-517,390	-1,962,442	0	-177,318	-127,538	-106,282	-25,004
Net Expenditure	552,287	317,597	55,563	307,427	365,545	304,620	420,497
Transfers to Reserves	17,900	17,900	0	26,400	26,900	22,417	22,417
Transfers from Reserves	-365,598	-85,180	0	-89,416	-156,598	-130,498	-130,498
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	204,589	250,317	55,563	244,411	235,847	196,539	312,415
Events							
Expenditure	51,702	41,356	28,449	37,418	46,805	39,004	46,436
Income	-35,311	-49,857	-42,125	-38,000	-45,525	-37,938	-49,148
Net Expenditure	16,391	-8,501	-13,677	-582	1,280	1,067	-2,712
Transfers to Reserves	0	12,361	0	5,582	3,720	3,100	3,100
Transfers from Reserves	-10,823	0	0	0	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	5,568	3,860	-13,677	5,000	5,000	4,167	388
Cemeteries							
Expenditure	63,343	66,427	10,739	70,224	67,189	55,991	55,428
Income	-41,041	-37,989	-33,296	-27,609	-36,320	-30,268	-34,666
Net Expenditure	22,302	28,438	-22,557	42,615	30,868	25,723	20,762
Transfers to Reserves	2,500	2,500	2,500	0	0	0	0
Transfers from Reserves	-230	-250	0	-230	-230	-192	-192
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	24,572	30,688	-20,057	42,385	30,638	25,532	20,571
Allotments							
Expenditure	19,577	23,718	1,880	20,858	25,371	21,143	22,150
Income	-5,954	-7,791	-7,623	-7,380	-7,380	-6,150	-7,271
Net Expenditure	13,623	15,927	-5,743	13,478	17,991	14,993	14,879
Transfers to Reserves	0	0	0	0	0	0	0
Transfers from Reserves	0	0	0	0	0	-3,875	-3,875
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	13,623	15,927	-5,743	13,478	13,341	11,118	11,004
Carvers Clubhouse							
Expenditure	100,991	98,786	105,807	98,329	119,019	99,182	102,815
Income	-26,274	-29,128	-27,084	-26,500	-27,900	-23,250	-26,539
Net Expenditure	74,717	69,658	78,723	71,829	91,119	75,932	76,276
Transfers to Reserves	2,500	2,500	0	2,500	2,500	2,083	2,083
Transfers from Reserves	-2,841	-165	0	-1,000	-1,000	-833	-833
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	74,376	71,993	78,723	73,329	92,619	77,182	77,526
Planning, Town & Environment							
Expenditure	37,474	30,610	40,583	41,815	41,322	34,435	33,849
Income	-5,850	-1,100	-11,100	-1,100	-1,100	-917	-1,100
Net Expenditure	31,624	29,510	29,483	40,715	40,222	33,518	32,749
Transfers to Reserves	0	3,650	0	0	0	0	0
Transfers from Reserves	-6,016	-2,784	-960	-1,000	-1,941	-1,618	-1,618
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	25,608	30,376	28,523	39,715	38,281	31,901	31,131
Total Base Expenditure	1,724,804	2,962,361	681,449	1,184,184	1,283,171	1,069,310	1,104,261
Total Income	-765,348	-2,304,284	-303,437	-446,692	-425,825	-354,855	-288,594
Total transfer to reserves	36,900	84,506	2,500	47,182	45,820	38,183	38,183
Total Transfer from reserves	-423,349	-103,421	-960	-94,646	-216,951	-180,793	-180,793
Total New Bids				1,164			
Less funded from earmarked reserves							
Total Budget Requirement	573,007	639,162	379,552	691,193	686,215	571,846	673,058
Precept	531,856	553,949	610,429	683,620	683,620	569,683	569,683
Covid Relief grant		4,071	1	0	0	0	0
Transfer to/-from General Reserve	-41,151	-81,142	230,877	-7,573	-2,595	-2,163	-103,375

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Reserve Movements	Actual Net	Balance
INCOME						
	Policy & Finance					
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Policy & Finance	£0.00	£0.00	£0.00	£8,801.75	£8,801.75
	Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£27,320.00	£27,538.00	£0.00	£24,504.09	-£3,033.91
310	Events	£38,000.00	£45,525.00	£0.00	£49,148.01	£3,623.01
320	Cemetery Income	£27,609.00	£36,321.00	£0.00	£34,665.71	-£1,655.29
330	Allotment Income	£7,380.00	£7,380.00	£0.00	£7,270.94	-£109.06
350	Capital Income	£150,000.00	£100,000.00	£0.00	£500.00	-£99,500.00
380	Carvers Clubhouse	£26,500.00	£27,900.00	£0.00	£26,539.40	-£1,360.60
	Total Recreation, Leisure & Open Spaces	£276,809.00	£244,664.00	£0.00	£142,628.15	-£102,035.85
	Planning, Town & Environment					
400	Income	£1,100.00	£1,100.00	£0.00	£1,100.00	£0.00
	Total Planning, Town & Environment	£1,100.00	£1,100.00	£0.00	£1,100.00	£0.00
	Council					
100	Precept	£683,620.00	£683,620.00	£0.00	£683,620.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£0.00	£124.38	£124.38
110	Client Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£168,786.00	£180,061.00	£34,708.55	£179,008.55	-£35,761.00
	Total Council	£852,406.00	£863,681.00	£34,708.55	£862,752.93	-£35,636.62
	Total Income	<u>£1,130,315.00</u>	<u>£1,109,445.00</u>	<u>£34,708.55</u>	<u>£1,015,282.83</u>	<u>-£128,870.72</u>

Financial Budget Comparison

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Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE						
Policy & Finance						
2000	Establishment	£138,083.00	£159,241.00	£17,942.00	£142,323.37	£34,859.63
2100	Maintenance	£49,949.00	£75,603.00	£0.00	£2,639.76	£72,963.24
2200	Democratic Process (members Costs)	£13,890.00	£13,000.00	£0.00	£10,313.20	£2,686.80
2210	Grants	£2,000.00	£2,000.00	£0.00	£1,100.00	£900.00
2300	Employee Costs- Allocated Office Staff	£125,270.00	£128,000.00	£0.00	£101,381.36	£26,618.64
2310	Employee overhead Costs	£4,117.00	£4,168.00	£0.00	£3,832.25	£335.75
2400	Other	£37,173.00	£46,893.00	£0.00	£48,645.79	-£1,752.79
2500	Capital Financing	£31,546.00	£31,546.00	£0.00	£61,478.32	-£29,932.32
2501	Capital	£29,932.00	£29,932.00	£0.00	£26,368.63	£3,563.37
2600	Wages Control Account	£0.00	£0.00	£0.00	-£19,455.22	£19,455.22
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House-Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£431,960.00	£490,383.00	£17,942.00	£378,627.46	£129,697.54
Recreation, Leisure & Open Spaces						
3000	Recreation & Leisure (Other)	£75,779.00	£100,705.00	£47,117.39	£87,001.08	£60,821.31
3001	RL&OS -Employee Costs	£188,887.00	£182,600.00	£0.00	£152,264.83	£30,335.17
3002	Employee Costs	£2,000.00	£2,000.00	£0.00	£195.00	£1,805.00
3100	Events	£19,812.00	£24,957.00	£0.00	£25,485.66	-£528.66

Financial Budget Comparison

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Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Revised	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£17,606.00	£21,848.00	£0.00	£20,950.22	£897.78
3200	Cemetery	£9,948.00	£9,188.00	£0.00	£6,879.93	£2,308.07
3201	Cemetery -Employee Costs	£60,275.00	£58,000.00	£0.00	£48,547.98	£9,452.02
3300	Allotments	£2,575.00	£7,575.00	£4,650.00	£7,426.84	£4,798.16
3301	Allotments -Employee Costs	£18,284.00	£17,796.00	£0.00	£14,723.37	£3,072.63
3350	Capital Expenditure	£218,080.00	£207,779.00	£47,604.08	£206,040.72	£49,342.36
3801	Youth Services Employee costs	£59,890.00	£85,000.00	£0.00	£66,877.91	£18,122.09
3802	Carvers Clubhouse	£38,440.00	£34,020.00	£51,674.32	£35,937.47	£49,756.85
Total Recreation, Leisure & Open Spaces		£711,576.00	£751,468.00	£151,045.79	£672,331.01	£230,182.78
Planning, Town & Environment						
4000	Planning, Town & Environment	£3,589.00	£4,322.00	£1,940.82	£3,284.06	£2,978.76
4001	Employee Costs	£38,226.00	£37,000.00	£0.00	£30,564.55	£6,435.45
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£41,815.00	£41,322.00	£1,940.82	£33,848.61	£9,414.21
Council						
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.14	-£0.14
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00
Total Council		£0.00	£0.00	£0.00	£0.14	-£0.14
Total Expenditure		£1,185,351.00	£1,283,173.00	£170,928.61	£1,084,807.22	£369,294.39

Financial Budget Comparison

Comparison between 01/04/25 and 31/01/26 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Revised	Reserve Movements	Actual Net	Balance
Total Income	£1,130,315.00	£1,109,445.00	£34,708.55	£1,015,282.83	-£128,870.72
Total Expenditure	£1,185,351.00	£1,283,173.00	£170,928.61	£1,084,807.22	£369,294.39
Total Net Balance	-£55,036.00	-£173,728.00		-£69,524.39	

RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES1st April 2025 - 31st March 2026

	1	2	3	4	5	6	7	8
	Actual Balance 01/04/25 £	Actual Transfers 2025/26 :			Balance 31.01.26 £	Additional Planned Transfers:-		Estimated Balance 31.03.26 £
EARMARKED PROVISIONS		Put Into Res/Pro £	Removed From Res/Pro £	Cash Receipts Into Res/Pro £		Put Into Res/Pro from Revenue £	Removed From Res/Pro £	
I.T. & Equipment	28,300			-17,942	10,358.00	1,700		12,058
Gateway	25,000	0			25,000.00		-7,800	17,200
Cemetery	27,033		0		27,032.72			27,033
Buildings Reserve	51,534				51,533.97	4,500	-17,530	38,504
Election	5,000		0		5,000.00	5,000		10,000
Vehicle & Machinery	51,546			-39,825	11,721.10	20,000	-125	31,596
Play Equipment	22,516			-7,164	15,352.18	6,900		22,252
Memorials	0			0	0.00			0
Christmas Lights	10,283				10,282.50		-6,000	4,283
Carvers Clubhouse equipment reserve	3,988			-966	3,022.49	1,000	-34	3,988
Ringwood Events	18,152				18,152.12	3,720	-500	21,372
Memorial Lantern	0			0	0.00			0
Carvers Grounds	175			0	175.20			175
Carvers Sheds feasibility	0			0	0.00			0
Infrastructure & Open Spaces	15,371			0	15,370.77	3,000		18,371
Open Space Security Measures	1,406	0			1,406.04		-1,406	0
Neighbourhood Plan	3,383	0	0		3,383.07			3,383
Football development Project	0	0	0		0.00			0
Budget Underspends retained for use in 2024/25*	3,000	0	0		3,000.00			3,000
Total Provisions	266,687	0	-65,897	0	200,790.16	45,820.00	-33,395.00	213,215.16
RESERVES								
Earmarked Reserves:								
Dev Contribs	13,805			-845	12,960.46			12,960
Cem Maint	270				270.00		-230	40
Dev Cons(CIL)	35,158			-9,308	31,054.73		-9,451	21,604
Capital Receipts	18,942				18,942.34			18,942
Grants Unapplied	72,339			-94,878	6,963.75	2,760	-3,470	6,254
Loans Unapplied	0				0.00			0
Maintenance contract fees in advance (Ellingham PC)	3,152				3,152.00		-1,576	1,576
Total Earmarked Reserves and Provisions	410,354	0	-170,929	34,709	274,133.44	48,580.00	-48,122.00	274,591.44
General Reserve - Profit & Loss	236,927				236,926.62	2,690	-2,595	237,022
Key & Rent Deposits	19,613				19,613			19,613
Total Reserves & Customer Deposits	666,893	0	-170,929	34,709	530,673	51,270	-50,717	531,226

Monthly CIL Reserve report to Policy & Finance Committee

Balance held in reserves at 1 April 2025 £ 35,157.64

Plus receipts:

Consent No.: 20/10976	£1,402.06	
Consent No.: 23/10467	<u>£1,353.37</u>	
	Total receipt April 2025	£2,755.43
Consent No.: 23/10874	£844.06	
Consent No.: 24/10339	£272.56	
Consent No.: 24/10527	<u>£1,333.50</u>	
	Total receipt October 2025	£2,450.12

Less funds applied 2025/26:

Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) &	
F/6454 23 July 2025	£3,013.64
Bus shelters - F/6423 21 May 2025	£1,095.82
Upper Kingston fence - F/6423 21 May 2025	£4,650.00
MUGA signage - F/6465 17 Sept 25	<u>£549.00</u>
	£9,308.46
Actual Balance Per Reserve & Provisions @ 31.01.26	<u>£31,054.73</u>

Less agreed allocations:

Carvers MUGA - F/6465 17 Sept 25 (up to additional £10,000)	£9,451.00
Poulner Lakes road upgrade - F/6423 21 May 2025	<u>£15,000.00</u>
	£24,451.00

Unallocated balance as at 11 February 2026 £6,603.73

Notes:

The unallocated balance takes no account of expenditure which has not been formally allocated for a particular purpose even if it is known or highly likely that it will need to be met from the CIL reserve.

POLICY AND FINANCE

18/02/2026

Review of the Presentation of Financial Information to Members

Purpose of the Report

The Council provides members with a wide range of financial information through budgets, monitoring reports, and supporting papers. While this information is accurate and compliant, there is an opportunity to review how it is presented to ensure it better supports members in understanding the Council's financial position and in making decisions.

This report proposes a short, focused review of how financial information is presented to members.

Rationale

The purpose of the review would be to consider whether current financial reporting:

- presents information clearly and in line with sector good practice;
- is straightforward for officers to prepare and maintain; and
- helps members see, at a strategic level, the Council's overall financial position, key risks, and emerging pressures.

The review is **not** intended to change financial controls, governance arrangements, or decision-making authority. It is solely about whether the format and emphasis of reports best meet members' needs.

Proposed approach

It is proposed that a small, informal working group be established to work with officers to consider:

- which financial information members find most helpful for strategic oversight;
- whether information could be structured or summarised more clearly; and
- how detailed information can continue to be provided without obscuring the headline position.

Any recommendations arising from this work would be brought back to members for consideration in the usual way.

Recommendation

That up to three councillors be appointed to an informal working group to support a review of the presentation of financial information to members.

Further Information

For further information relating to this report, please contact:

Charmaine Bennett, Town Clerk, charmaine.bennett@ringwood.gov.uk or Michelle Gordon, Finance Manager, finance.manager@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 18 FEBRUARY 2026

MEMBER BRIEFING PAPER: ASSERTION 10

1. PURPOSE OF THIS PAPER

1.1. The purpose of this paper is to brief Members on AGAR Assertion 10, a new and explicit requirement introduced through the Smaller Authorities' Proper Practices Panel (SAPPP), and to outline what this means for the Council and how it is being addressed.

2. WHAT IS AGAR ASSERTION 10?

2.1. As Members will be aware, the Accounts and Audit Regulations 2015 require smaller authorities, including Ringwood Town Council, to undertake an annual review of the effectiveness of their system of internal control through completion of the Annual Governance and Accountability Return (AGAR).

2.2. The AGAR includes a series of statements, known as assertions, to which the authority must answer Yes or No. A new Assertion 10 has been introduced and relates specifically to data protection and information governance compliance.

2.3. Assertion 10 states that the authority confirms that it has complied with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2.4. In order to answer 'yes' to this assertion, councils are required to be able to demonstrate that they have appropriate arrangements in place for the lawful and secure handling of personal data. In practical terms, this includes being able to evidence matters such as:

- **Email management:** Use of generic email accounts hosted on an authority-owned domain, for example clerk@abcparchcouncil.gov.uk or clerk@abcparchcouncil.org.uk, rather than using personal email accounts such as abcparchclerk@gmail.com or abcparchclerk@outlook.com.
- **Website accessibility:** All smaller authorities must meet legal requirements for all existing websites
- **Freedom of Information and transparency:** All websites must include published documentation as specified in the Freedom of Information Act 2000, **and the Transparency Code for Smaller Authorities** (where applicable). Parish and town councils are required to: adopt and maintain an approved Publication Scheme under the Freedom of Information Act 2000; adopt the ICO's Model Publication Scheme and make it publicly available; and publish a Guide to Information, using the ICO's templates for parish and town councils.
- **Data protection and GDPR:** All smaller authorities must comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018; process personal data lawfully, fairly and securely in line with the principles of data protection.
- **IT Policy:** all smaller authorities must have an IT Policy. This policy should explain how councillors, clerks, staff and other authorised users are expected to conduct authority business in a secure and lawful way when using IT equipment and software. This includes the use of both authority-owned and personal equipment.

2.5. The Council already meets the majority of the requirements set out above in practice. The principal area for further strengthening is that our governance around the use of IT systems are currently addressed across a number of documents rather than within a single, standalone IT Policy. The recent appointment of a new IT service provider provides a timely opportunity to review and bring these arrangements together in line with current Proper Practices.

3. NEXT STEPS

- 3.1. This report is provided for information only, to bring Members up to speed on the introduction of AGAR Assertion 10 and its implications for data protection and information governance. No decisions are required at this stage.
- 3.2. Officers' intention is to bring a draft standalone IT Policy to the next appropriate meeting for Member review and approval, in order to consolidate existing arrangements and align the Council clearly with current Proper Practices.

4. RECOMMENDATION

4.1 Members are asked to:

1. Note the introduction of AGAR Assertion 10 and its focus on data protection and information governance compliance.
2. Note the information set out in this report, which is provided to bring Members up to date on current requirements and expectations.
3. Note that a draft standalone IT Policy will be brought to a future meeting for Member review and approval.

For further information please contact:

Charmaine Bennett, Town Clerk

Tel: 01425 484720

Charmaine.bennett@ringwood.gov.uk

POLICY & FINANCE COMMITTEE**18th February 2026****Review and Adoption of Revised Standing orders****1. Introduction and reason for report**

1.1 To present revised Standing Orders for consideration and recommendation to Full Council, based on the NALC Model Standing Orders (England, 2025), and to summarise the limited local adjustments made to reflect established Council practice.

2. Background

2.1 Standing Orders form part of the Council's constitutional framework, governing how meetings are conducted and decisions are taken. They are kept under review to ensure they remain legally accurate, reflect current best practice, and align with national guidance.

2.2 The Council is a member of the National Association of Local Councils (NALC), which publishes Model Standing Orders reflecting current legislation, case law, and sector practice. The model is periodically updated and is intended to be adopted by councils as a baseline, with limited local amendment where appropriate.

3. Summary of What Has Changed

3.1 The revised Standing Orders reflect adoption of the NALC model, with the following points of note:

- Locally drafted explanatory material and duplicated statutory provisions have been removed where these are now covered by the national model or by law.
- Detailed procurement and financial controls are now primarily governed through the Council's Financial Regulations, in line with the NALC approach.
- The NALC model's lighter treatment of staffing matters has been broadly adopted; however, a limited local provision has been retained to ensure appropriate committee awareness of significant absences of the most senior officer.
- Local flexibility for Planning Committee meeting length has been retained to reflect the statutory volume of planning business.
- The Living Wage Employer provision, added in 2024, has been retained.
- Core provisions relating to quorum, public participation, voting, declarations of interest, and rules of debate remain substantively unchanged, now expressed using the NALC model wording.

3.2 No changes are proposed to the Council's decision-making powers or statutory responsibilities

4. Issues for decision and any recommendations

That the Committee recommends to Full Council the adoption of the revised Standing Orders based on the NALC Model Standing Orders (England, 2025).

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk



RINGWOOD TOWN COUNCIL STANDING ORDERS (ENGLAND)

Ringwood Town Council

STANDING ORDERS

Version control

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RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

1. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	○
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and may sit or stand when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their**

- **casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - the time and place of the meeting;
 - the names of councillors who are present and the names of councillors who are absent;
 - interests that have been declared by councillors and non-councillors with voting rights;
 - the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - if there was a public participation session; and
 - the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours except for meetings of the Planning, Town & Environment Committee which shall not exceed 3 hours.

3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no

- less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

4. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until**

a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also *standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

5. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

8. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and

organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be

considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

14. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee** or a sub-committee,
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of that committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- f. 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 real Living Wage and
 - seek to negotiate in every relevant procurement contract clauses relating to payment of the real Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.

18. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Staffing Committee, or if they are not available, the Vice-Chair (if there is one), of any significant or prolonged absence, and that person shall report such absence to the Staffing Committee at its next meeting where it has operational or governance implications.
- c The chair of the Staffing Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in their absence, the vice-chair of the same in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of Staffing Committee, this shall be communicated to another member of Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

20. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

21. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be**

used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

EXTRACT OF MINUTES FROM PLANNING, TOWN & ENVIRONMENT COMMITTEE
6th February 2026**P/6543****PROJECTS (current and proposed)**

Thriving Market Place – The Working Party meeting was held on 28th January. NFDC consultants presented work to date on the revised scope looking at the wider area between Gateway Square and the start of West Street, with a continued focus on improving accessibility, safety and the overall sense of arrival into Market Place. Proposals are evolving and a detailed briefing will be provided to all councillors on 25th February, with public consultation being planned for 26th March, where residents and stakeholders will be invited to comment on the emerging designs. It is currently expected that consideration of funding allocation will be taken to NFDC Cabinet in May.

It is still proposed to commission an animal sculpture to be delivered this year ahead of the wider scheme, and to be located in Market Place. The Working Party supported commissioning Priscilla Hann, who sculpted the mare and foal in the Furlong Centre, for continuity of theme, style and quality across the town. Members agreed to recommend to Policy and Finance Committee that approval be given for a deviation from Financial Regulations in respect of this project, to waive the requirement to obtain comparative quotations. This is to enable the commissioning of the sculpture to proceed in a timely manner.

It was noted that NFDC has agreed to release CIL funding allocated to the project in advance of the main scheme coming forward, to allow the sculpture to be commissioned and installed within the current year.

There was some concern about the location of the sculpture (although noted this was still to be agreed); that the design concept may involve the loss of one or two existing trees in Market Place with no re-planting proposed; and with the suggestion that the Jubilee Lamp be brought back in to use as a water fountain, due to operational costs.

Speed Indicator Devices – This project has been added to the project plan. Information is being gathered to inform an implementation plan. The next step is to invite Speedwatch and other organisations to put forward locations for agreement by the Council and Ellingham, Harbridge and Ibsley Parish Council. The chosen devices need to be suitable for the proposed locations.

It was also noted that Speedwatch equipment needs replacing. Once this is costed, funding will be sought. There will then be an opportunity to arrange sessions along Christchurch Road, subject to there being enough volunteers.

RESOLVED: That the update on projects (*Annex D*) be received.

RECOMMENDED to Policy & Finance Committee:

- 1) That Priscilla Hann be commissioned to design and deliver an animal sculpture for installation in Market Place, in order to maintain continuity of theme, style and quality across town centre public art; and
- 2) That approval be given for a waiver of Financial Regulation 5.7, to dispense with the requirement to obtain comparative quotations, in accordance with Financial Regulations 5.11 and 5.12.

ACTION	J Hurd / N Vodden
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POLICY & FINANCE COMMITTEE

18th February 2026

Licensing of Markets and Fairs

1. Introduction and reason for report

- 1.1 This Council has responsibility for managing the use of Gateway Square, especially as a venue for markets and fairs. The Council has no wider power to licence such events in the town because, by virtue of an ancient Royal Charter, the market rights are in private ownership (and such events as the Council licences must also be approved by the rights owner). This committee oversees this function on behalf of the Council.
- 1.2 The purpose of this report is therefore to provide information about current licences granted and the policies being followed by officers in this regard.

2. Markets and Fairs currently licensed by the Council

- 2.1 The current licences are:

Event	Licensee	Dates	Notes
Farmers' Market	Hampshire Farmers' Markets Ltd.	Last Saturday of each month (special date in December)	Terminable on 3 months' notice
Antiques & Decorative Arts Fair	Ms. J. Edwards	First or second Saturday of every other month with a Winter break	Terminable on 3 months' notice
Ringwood Artisan Market	Boston Artisan Holdings Ltd.	Monthly except Jan. & Feb. (extended from The Furlong Shopping Centre)	Terminable on 3 months' notice

- 2.2 Dates of all markets are published on the Council's website.

3. Licensing policies

- 3.1 Unless directed otherwise by this Committee officers will:
 - 3.1.1 Update this report at the meeting of the Committee every February; and
 - 3.1.2 Renew existing licences if requested on substantially the same terms as existing.

4. Issues for decision and any recommendations

Members are invited to:

- 4.1 Note this report; and
- 4.2 Consider any further directions to be given to officers

For further information, contact:

Charmaine Bennett, Town Clerk
 Direct Dial: 01425 484720
 Email: charmaine.bennett@ringwood.gov.uk

Policy and Finance Committee
Project Oversight Report

1. Introduction and reason for report

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate report is required for decision-making.

2. Background

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

3. Scope of report

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

Project title	Purpose/intended outcome	Status	Progress update	Key risks/issues	Next milestone/decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial position
Millennium Clock Refurbishment	To refurbish the Millennium Clock located at NFDC's Furlong Short Stay Car Park, ensuring it remains in good working order.	In progress	Ringwood Carnival has offered to fund the full cost of the required repairs as a donation to the Town Council. Officers have commissioned the works, which are scheduled to take place on 24 February 2026 .	None identified.	Completion of refurbishment works.	Note – update only.	Town Clerk	Office Manager	No financial implications for the Town Council; works fully funded by external donation.
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	Scoping stage	Initial review underway to scope current arrangements and identify compliance requirements.	Clarity required on the scope of Assertion 10 and the evidence needed to demonstrate compliance.	Report to Policy & Finance Committee (February) explaining AGAR Assertion 10 requirements and recommended actions.	Note at this stage; further consideration following receipt of the report.	Town Clerk	Finance Manager	Unknown

Annual Town Assembly – Format Refresh (One-Year Project)	To design and deliver a refreshed Annual Town Assembly that meets statutory requirements while improving accessibility, clarity of information, and meaningful engagement between the Town Council and local electors.	In progress	Date for the Annual Town Assembly has been confirmed. Initial format agreed - invite local organisations to have a table to raise profile, officers starting to work on a presentation of RTC achievements over the last year. Emphasis on raising awareness of the assembly.	No material risks identified at this stage. Primary considerations relate to public engagement and ensuring the format supports constructive dialogue.	Issue invitation to members to attend an informal planning meeting to inform the refreshed Assembly format.	Note inclusion of the project and confirm support for officer-led delivery with informal member input, reporting progress via the projects report.	Town Clerk	Office manager	A modest provision is included within the 2026/27 budget to cover associated costs.
Poulner Lakes Lease (Anglers' Association Land)	To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.	On hold	The Council has previously considered the possibility of a lease arrangement with the relevant landowner. Following member consideration, no active negotiations are currently being pursued.	Any future lease arrangement would require careful consideration of legal, financial, and management implications.	Any future progression would require further consideration and explicit authorisation by the appropriate committee.	None at present.	Town Clerk	N/A	No current financial commitment.

Building Assets – Condition & Reserves Scoping	To scope the council's building assets in order to identify where external professional input may be required to inform long-term maintenance planning and building reserves.	Scoping stage	Officer-led scoping to review council building assets and identify where external professional input may be proportionate to support long-term maintenance planning and building reserves. No external commissions at this stage.	Risk of unnecessary or disproportionate expenditure on external professional input if assurance needs are not clearly scoped first.	Completion of asset triage, with internal recommendation on whether targeted external input is required for specific buildings.	None at this stage. Committee involvement when external professional input is recommended and budget approval is needed.	Town Clerk	Grounds Manager	No current financial commitment.
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4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:

Charmaine Bennett, Town Clerk
charmaine.bennett@ringwood.gov.uk
 01425 484720