

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

15<sup>th</sup> April 2025

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 23<sup>rd</sup> April 2025 at 7.00pm** and your attendance is requested.



Mr C Wilkins  
Town Clerk

---

### AGENDA

**1. PUBLIC PARTICIPATION**

There will be an opportunity for public participation at the start of the meeting

Time estimate

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 19<sup>th</sup> March 2025

1 minute

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

20 minutes

- a. To receive and authorise list of payments made on Imprest Account for March
- b. To note Cllr M DeBoos's verification and signing of bank reconciliations and statements for March
- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's budgetary monitoring report
- e. To note the Community Infrastructure Levy (CIL) report

**6. STAFFING PROPOSAL**

To consider a report from officers on the staffing around management of Carvers Clubhouse and events (*Report B*)

20 minutes

**7. COMPLAINTS PROCEDURE REVIEW**

To consider the Town Clerk's report (*Report C*)

5 minutes

**8. 92 SOUTHAMPTON ROAD**

To receive a verbal update from the Town Clerk

**9. PROJECTS** (current and proposed)

To consider the officers' report (*Report D*), receive any verbal updates and agree next steps where necessary

**10. EXCLUSION OF THE PRESS AND PUBLIC**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

**11. CHRISTMAS ILLUMINATIONS CONTRACT**

To consider a report from the Town Clerk about Christmas illuminations (*Confidential Report E*)

**12. STAFF MANAGEMENT MATTER**

To consider a confidential report from the Town Clerk and agree upon suitable action (*Confidential Report F*)

Time estimate

10 minutes

5 minutes

1 minute

20 minutes

20 minutes

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@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 John Haywood  
Cllr James Swyer  
Cllr Michael Thierry  
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Office Manager

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**23rd April 2025**

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

A

(a)

| Payment Reference | Paid date | Tn no Order no | Gross      | Vat       | Net        | Cttee | Details                     | Heading  |
|-------------------|-----------|----------------|------------|-----------|------------|-------|-----------------------------|--|
|                   |           | 4540/1         | £0.00      | £0.00     | £0.00      | P&F   | Karl Hopper T/A IT4 Dorset  | ESET Endpoint anti-virus licences 2000/1/15  |
|                   | 01/03/25  | 4540 RTC804903 | £0.00      | £0.00     | £0.00      |       | Karl Hopper T/A IT4 Dorset  | Software licence fees 2000/1/15  |
|                   |           | 5426/1         | £77.65     | £12.94    | £64.71     | PT&E  | SSE Southern Electric       | AGR0219078 4000/1/2  |
|                   |           | 5426/2         | £128.15    | £6.10     | £122.05    | PT&E  | SSE Southern Electric       | AGR0219079 4000/1/2  |
| DD 3              | 03/03/25  | 5426           | £205.80    | £19.04    | £186.76    |       | SSE Southern Electric       | January 2025 4000/1/2  |
| DD 1              | 03/03/25  | 5458           | £195.00    | £0.00     | £195.00    | RLOS  | New Forest District Council | NFDC Rates Carvers Clubhouse March 2025 3802/1/6   |
| DD 2              | 03/03/25  | 5459           | £250.00    | £0.00     | £250.00    | P&F   | New Forest District Council | NFDC Rates Southampton Road March 2025 2100/3  |
| DD                | 05/03/25  | 5460           | £32.34     | £5.39     | £26.95     | RLOS  | Sky Business                | 05/03/25 - 04/04/25 3802/2/5   |
| DD 1              | 10/03/25  | 5461           | £436.86    | £72.81    | £364.05    | P&F   | Siemens                     | Quarterly lease 07/03/25 - 06/06/25 2000/1/9   |
| DD 2              | 10/03/25  | 5462           | £501.97    | £83.66    | £418.31    | RLOS  | Yu Energy                   | February 2025 3802/1/3   |
| 2431              | 11/03/25  | 5451 RTC806246 | £15,120.00 | £2,520.00 | £12,600.00 | P&F   | Rcoutts Limited             | Southampton Road stage payment re order 806246 2100/3  |
|                   |           | 5452/1         | £168.90    | £28.15    | £140.75    | RLOS  | The Sign Maker              | Order Ref - 2502.ANG.031 150 x 100 cast aluminium plaque inc P&P 3200/2/9                    |
| 2432              | 11/03/25  | 5452 RTC806250 | £168.90    | £28.15    | £140.75    |       | The Sign Maker              | Memorial Plaque 3200/2/9   |
| FPO               | 11/03/25  | 5457           | £100.00    | £0.00     | £100.00    | P&F   | Rae Frederick               | Mayor's Allowance 2200/1/4   |
|                   |           | 5453/1         | £9.86      | £1.64     | £8.22      | RLOS  | Hunt Forest Group           | x1 multi-purpose grease 8 3000/2/4   |
|                   |           | 5453/2         | £9.22      | £1.54     | £7.68      | RLOS  | Hunt Forest Group           | x4 screw plugs 3000/2/4  |
| 2433              | 12/03/25  | 5453 RTC806251 | £19.08     | £3.18     | £15.90     |       | Hunt Forest Group           | x1 multi-purpose grease 8 x4 screw plugs 3000/2/4  |
|                   |           | 5454/1         | £210.00    | £35.00    | £175.00    | RLOS  | Solent Fire Safety Services | fire extinguisher training for grounds operatives 3002/1                                     |
| 2434              | 12/03/25  | 5454 RTC806239 | £210.00    | £35.00    | £175.00    |       | Solent Fire Safety Services | fire extinguisher training for grounds operatives 3002/1                                     |
| 2435              | 12/03/25  | 5455           | £14.76     | £2.46     | £12.30     | RLOS  | Itec                        | Carvers Clubhouse February 2025 3802/2/2   |
| 2436              | 12/03/25  | 5456           | £24.62     | £4.10     | £20.52     | P&F   | Itec                        | Gateway February 2025 2000/1/9   |
| BP                | 14/03/25  | 5464           | £900.00    | £0.00     | £900.00    | P&F   | Rae Frederick               | Mayor's Allowance 2200/1/4   |
| 2437              | 17/03/25  | 5463 RTC806266 | £105.00    | £17.50    | £87.50     | P&F   | Edge IT Systems Ltd         | Set up an extra remote account plus add an additional concurrent user for 2 months 2000/1/15 |
| FPO               | 17/03/25  | 5465           | £1,700.00  | £0.00     | £1,700.00  | P&F   | Prudential                  | AVC March 2025 2600/1/3  |

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

A

(a)

| Payment Reference | Paid date | Tn no  | Order no  | Gross     | Vat    | Net       | Cttee | Details                   | Heading   |
|-------------------|-----------|--------|-----------|-----------|--------|-----------|-------|---------------------------|---|
| FPO               | 17/03/25  | 5466   |           | £4,419.87 | £0.00  | £4,419.87 | P&F   | Hampshire County Council  | Pension February 2025   |
|                   |           | 5470/1 |           | £96.00    | £16.00 | £80.00    | RLOS  | Concentrate Limited       | internet services   |
|                   |           | 5470/2 |           | £96.00    | £16.00 | £80.00    | RLOS  | Concentrate Limited       | website hosting   |
| 2438              | 17/03/25  | 5470   | RTC806235 | £192.00   | £32.00 | £160.00   |       | Concentrate Limited       | Carvers Clubhouse website   |
|                   |           | 5471/1 |           | £117.00   | £19.50 | £97.50    | RLOS  | Elliott Brothers Ltd      | green treated softwood sleepers 100x200mm by 2.4m   |
|                   |           | 5471/2 |           | £119.70   | £19.95 | £99.75    | RLOS  | Elliott Brothers Ltd      | long rake welsh plum slate 40mm (20kg bag)  |
|                   |           | 5471/3 |           | £14.41    | £2.40  | £12.01    | RLOS  | Elliott Brothers Ltd      | forgefix spectre timberfix screws green 6.3x150mm box 50  |
|                   |           | 5471/4 |           | £9.90     | £1.65  | £8.25     | RLOS  | Elliott Brothers Ltd      | weedtex wwf1 weed control fabric 1mx15m   |
| 2439              | 17/03/25  | 5471   | RTC806263 | £261.01   | £43.50 | £217.51   |       | Elliott Brothers Ltd      | materials for war memorial beacon base  |
|                   |           | 5472/1 |           | £60.75    | £0.00  | £60.75    | P&F   | Rory Fitzgerald           | For period 1 Jan 2025 to 31 Dec 2025 adjusted to take into account retirement at end April 2025 |
| 2440              | 17/03/25  | 5472   | RTC806268 | £60.75    | £0.00  | £60.75    |       | Rory Fitzgerald           | CIPFA Subscription 2025   |
|                   |           | 5473/1 |           | £4.58     | £0.76  | £3.82     | P&F   | Hampshire County Council  | 945798 Ice Packs  |
|                   |           | 5473/2 |           | £4.73     | £0.79  | £3.94     | P&F   | Hampshire County Council  | 913200 Burn dressing  |
|                   |           | 5473/3 |           | £6.01     | £1.00  | £5.01     | P&F   | Hampshire County Council  | 930354 Gauze swabs  |
|                   |           | 5473/4 |           | £41.90    | £6.98  | £34.92    | P&F   | Hampshire County Council  | 816965 Blue paper rolls   |
|                   |           | 5473/5 |           | £4.67     | £0.78  | £3.89     | P&F   | Hampshire County Council  | 611500 AA batteries x 10  |
|                   |           | 5473/6 |           | £4.08     | £0.68  | £3.40     | P&F   | Hampshire County Council  | 610678 C batteries  |
|                   |           | 5473/7 |           | £10.22    | £1.70  | £8.52     | P&F   | Hampshire County Council  | 613415 Clock - replacement for drop-in  |
| 2441              | 17/03/25  | 5473   | RTC806254 | £76.19    | £12.69 | £63.50    |       | Hampshire County Council  | First Aid / Caretaker supplies and batteries  |
|                   |           | 5474/1 |           | £30.00    | £5.00  | £25.00    | RLOS  | Central Southern Security | Carvers - Intruder alarm  |
|                   |           | 5474/2 |           | £102.00   | £17.00 | £85.00    | RLOS  | Central Southern Security | Clubhouse - CCTV Annual maintenance   |
|                   |           | 5474/3 |           | £60.00    | £10.00 | £50.00    | RLOS  | Central Southern Security | Tractor Shed - Texecom D20 Dualtech wired   |
|                   |           | 5474/4 |           | £33.60    | £5.60  | £28.00    | RLOS  | Central Southern Security | Cemetery - C2123A batteries for intruder alarm  |
|                   |           | 5474/5 |           | £78.00    | £13.00 | £65.00    | RLOS  | Central Southern Security | Cemetery - CCTV Annual maintenance  |
| 2442              | 18/03/25  | 5474   |           | £303.60   | £50.60 | £253.00   |       | Central Southern Security | Annual Maintenance  |

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

**A** (a)

| Payment Reference | Paid date | Tn no Order no | Gross     | Vat     | Net       | Cttee | Details   | Heading   |
|-------------------|-----------|----------------|-----------|---------|-----------|-------|---|---|
|                   |           | 5475/1         | £156.00   | £26.00  | £130.00   | RLOS  | Central Southern Security                                 | Carvers Clubhouse Annual Maintenance Fee 3802/2/1   |
|                   |           | 5475/2         | £158.40   | £26.40  | £132.00   | RLOS  | Central Southern Security                                 | Carvers Clubhouse Digiair Annual Maintenance 3802/1/2   |
|                   |           | 5475/3         | £24.00    | £4.00   | £20.00    | RLOS  | Central Southern Security                                 | Carvers Clubhouse Annual Remote Reset Fee 3802/1/2  |
|                   |           | 5475/4         | £156.00   | £26.00  | £130.00   | RLOS  | Central Southern Security                                 | Cemetery Annual Maintenance Fee 3200/2/1  |
|                   |           | 5475/5         | £231.00   | £38.50  | £192.50   | RLOS  | Central Southern Security                                 | Cemetery Dualcom Annual Maintenance 3200/2/1  |
|                   |           | 5475/6         | £24.00    | £4.00   | £20.00    | RLOS  | Central Southern Security                                 | Cemetery Annual Remote Reset Fee 3200/2/1   |
|                   |           | 5475/7         | £156.00   | £26.00  | £130.00   | RLOS  | Central Southern Security                                 | Carvers Annual Maintenance Fee 3000/2/1   |
|                   |           | 5475/8         | £231.00   | £38.50  | £192.50   | RLOS  | Central Southern Security                                 | Carvers Dualcom Annual Maintenance 3000/2/1   |
|                   |           | 5475/9         | £24.00    | £4.00   | £20.00    | RLOS  | Central Southern Security                                 | Carvers Annual Remote Reset Fee 3000/2/1  |
| 2443              | 18/03/25  | 5475           | £1,160.40 | £193.40 | £967.00   |       | Central Southern Security                                 | Annual Maintenance 01/03/25 - 28/02/26 3802/2/1   |
| 2444              | 18/03/25  | 5476 RTC806269 | £620.00   | £0.00   | £620.00   | RLOS  | Nick Buxton QS Services Ltd                               | Contract management/cost monitoring services per invoice 0472 3350/10                                 |
| BP                | 19/03/25  | 5467           | £7,886.33 | £0.00   | £7,886.33 | P&F   | Inland Revenue  | February 2025 2600/1/2  |
| DD                | 19/03/25  | 5477           | £43.20    | £7.20   | £36.00    | RLOS  | 3G  | February 2025 3000/1/6  |
| DD                | 20/03/25  | 5478           | £345.07   | £57.51  | £287.56   | P&F   | Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach | March 2025 calls 2000/1/11  |
| 2445              | 24/03/25  | 5479 RTC806281 | £500.00   | £0.00   | £500.00   | P&F   | Youth Riders CIO  | Grant - £500 to Youth Riders towards the costs of a gazebo and safety equipment (P&F 19/03/25) 2210/1 |
| 2446              | 24/03/25  | 5480 RTC806282 | £400.00   | £0.00   | £400.00   | P&F   | FORIS (Friends of Ringwood Infants School)                | Grant of £400 to purchase coloured bibs for sports day 2210/1   |
| 2447              | 24/03/25  | 5481 RTC806283 | £500.00   | £0.00   | £500.00   | P&F   | Greening Ringwood CIC                                     | Grant - £500 towards the costs of making raised beds at Greyfriars Garden. 2210/1                     |
| 2448              | 24/03/25  | 5482 RTC806284 | £800.00   | £0.00   | £800.00   | P&F   | Ringwood & District Girl Guides                           | Grant - £800 towards the cost of replacement toilet facilities 2210/1                                 |
| 2449              | 24/03/25  | 5483 RTC806285 | £500.00   | £0.00   | £500.00   | P&F   | Ringwood Round Table                                      | Grant - £500 towards the cost of refurbishing Santa's sleigh 2210/1                                   |
|                   |           | 5484/1         | £1,415.88 | £235.98 | £1,179.90 | RLOS  | Marmax Products Limited                                   | Heavy duty benches for Carvers 3802/2/2   |
|                   |           | 5484/2         | £144.00   | £24.00  | £120.00   | RLOS  | Marmax Products Limited                                   | Delivery 3802/2/2   |
| 2450              | 24/03/25  | 5484 RTC806221 | £1,559.88 | £259.98 | £1,299.90 |       | Marmax Products Limited                                   | Benches for Carvers Recreation Ground 3802/2/2  |

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

**A** (a)

| Payment Reference  | Paid date | Tn no  | Order no  | Gross      | Vat     | Net        | Cttee | Details                  | Heading   |
|--------------------|-----------|--------|-----------|------------|---------|------------|-------|--------------------------|---|
|                    |           | 5485/1 |           | £15.00     | £0.00   | £15.00     | P&F   | Trevor Pogson            | Print materials 2200/1/5  |
| 2451               | 24/03/25  | 5485   | RTC805909 | £15.00     | £0.00   | £15.00     |       | Trevor Pogson            | Cost of materials for Town Mayor's portrait photo 2200/1/5  |
| FPI                | 25/03/25  | 5495   |           | £29,289.80 | £0.00   | £29,289.80 | P&F   | Salaries                 | March 2025 2600/1/1   |
|                    |           | 5486/1 |           | £0.00      | £0.00   | £0.00      | P&F   | RFNewspaper              | Advert for ATA 2000/1/7   |
|                    | 26/03/25  | 5486   | RTC805755 | £0.00      | £0.00   | £0.00      |       | RFNewspaper              | Advert for RTC Annual Town Assembly - quarter page - 1 issue - 92mmx127mm - order replaced with 806288 2000/1/7 |
| 2452               | 26/03/25  | 5487   | RTC806259 | £3,220.00  | £536.67 | £2,683.33  | P&F   | Carpet Barn and Bedstore | To supply and fit carpets at 92 Southampton road per sales quotation Q042765 dated 7/3/25 2100/3                |
|                    |           | 5488/1 |           | £6,807.00  | £0.00   | £6,807.00  | RLOS  | Veolia ES UK Limited     | Agreed contribution as Contributing Third Party to grant from Veolia Environmental Trust to Carvers 3350/13     |
| 2453               | 26/03/25  | 5488   | RTC806278 | £6,807.00  | £0.00   | £6,807.00  |       | Veolia ES UK Limited     | Third party contribution to VET project grant 3350/13   |
| DD                 | 27/03/25  | 5497   |           | £755.20    | £125.87 | £629.33    | P&F   | British Gas              | Greenways 05/02/25 - 07/03/25 2100/1  |
| PAY                | 28/03/25  | 5496   |           | £11.69     | £0.00   | £11.69     | P&F   | Lloyds Bank              | Bank charges March 2025 2000/1/18   |
|                    |           | 5503/1 |           | £70.00     | £11.67  | £58.33     | RLOS  | Amazon                   | noticeboard 3802/2/1  |
| Lloyds CC Mar 25 1 | 28/03/25  | 5503   | RTC806229 | £70.00     | £11.67  | £58.33     |       | Amazon                   | Noticeboard for oak room at Clubhouse 3802/2/1  |
|                    |           | 5504/1 |           | £64.99     | £0.00   | £64.99     | RLOS  | Activity Toys Direct     | replacement toy 3802/2/1  |
| Lloyds CC Mar 25 2 | 28/03/25  | 5504   | RTC806231 | £64.99     | £0.00   | £64.99     |       | Activity Toys Direct     | replacement toy paid on credit card 3802/2/1  |
|                    |           | 5505/1 |           | £27.49     | £4.58   | £22.91     | RLOS  | VistaPrint B.V           | postcards for under 1s 3802/2/4   |
| Lloyds CC Mar 24 3 | 28/03/25  | 5505   | RTC806232 | £27.49     | £4.58   | £22.91     |       | VistaPrint B.V           | Postcards for under 1s 3802/2/4   |
|                    |           | 5506/1 |           | £312.38    | £46.32  | £266.06    | RLOS  | Booker                   | food for resale 3802/3/1  |
| Lloyds CC Mar 25 5 | 28/03/25  | 5506   | RTC806247 | £312.38    | £46.32  | £266.06    |       | Booker                   | food for resale order : 88287573.Paid on credit card 3802/3/1   |
|                    |           | 5507/1 |           | £341.78    | £34.81  | £306.97    | RLOS  | Booker                   | food for resale 3802/3/1  |
| Lloyds CC Mar 25 6 | 28/03/25  | 5507   | RTC806242 | £341.78    | £34.81  | £306.97    |       | Booker                   | food for resale, order 88143188, paid on credit card 3802/3/1   |
|                    |           | 5508/1 |           | £32.99     | £0.00   | £32.99     | RLOS  | screwfix                 | jcb wellington boots for grounds operative size 10(credit card) 3000/1/5  |

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

**A** (a)

| Payment Reference   | Paid date | Tn no  | Order no  | Gross      | Vat       | Net        | Cttee | Details                | Heading  |           |
|---------------------|-----------|--------|-----------|------------|-----------|------------|-------|------------------------|--|-----------|
| Lloyds CC Mar 25 7  | 28/03/25  | 5508   | RTC806245 | £32.99     | £0.00     | £32.99     |       | screwfix               | JCB Hydromaster Size 10 Black Steel Toe Cap Safety Wellies (3862F)                             | 3000/1/5  |
|                     |           | 5509/1 |           | £36.30     | £6.05     | £30.25     | RLOS  | I-Hasco                | training course  | 3802/2/6  |
| Lloyds CC Mar 25 8  | 28/03/25  | 5509   | RTC806248 | £36.30     | £6.05     | £30.25     |       | I-Hasco                | Level 3 food hygiene course Bernadette Barratt   | 3802/2/6  |
|                     |           | 5510/1 |           | £46.95     | £7.83     | £39.12     | RLOS  | Brisant Secure Limited | 2 keys for front doors of clubhouse  | 3802/1/1  |
| Lloyds CC Mar 25 9  | 28/03/25  | 5510   | RTC806238 | £46.95     | £7.83     | £39.12     |       | Brisant Secure Limited | 2 keys for clubhouse   | 3802/1/1  |
| Lloyds CC Mar 25 10 | 28/03/25  | 5511   |           | £177.12    | £29.52    | £147.60    | P&F   | Microsoft              |  | 2000/1/15 |
| Lloyds CC Mar 11    | 28/03/25  | 5512   |           | £277.63    | £46.27    | £231.36    | P&F   | Microsoft              |  | 2000/1/15 |
|                     |           | 5513/1 |           | £406.14    | £67.69    | £338.45    | P&F   | Credit Card Supplier   | Hire of 2 De- humidifiers and heater for 92 Southampton Road                                   | 2100/3    |
| Lloyds CC Mar 25 12 | 28/03/25  | 5513   | RTC806219 | £406.14    | £67.69    | £338.45    |       | Credit Card Supplier   | Third week of hire of De-humidifiers for 92 Southampton Road plus heater, (National Tool Hire) | 2100/3    |
|                     |           | 5514/1 |           | £412.22    | £68.70    | £343.52    | P&F   | Credit Card Supplier   | 4th week of hire x2 dehumidifiers x1 heater for 92 southampton road(national tool hire)        | 2100/3    |
| Lloyds CC Mar 25 13 | 28/03/25  | 5514   | RTC806230 | £412.22    | £68.70    | £343.52    |       | Credit Card Supplier   | 4th week of hire dehumidifiers for 92 southampton rd plus one heater(national tool hire)       | 2100/3    |
|                     |           | 5468/1 |           | £353.88    | £16.85    | £337.03    | RLOS  | Utility Warehouse      | Energy   | 3200/1/1  |
|                     |           | 5468/2 |           | £34.20     | £5.70     | £28.50     | RLOS  | Utility Warehouse      | Phone & Broadband  | 3000/1/6  |
|                     |           | 5468/3 |           | £2.40      | £0.40     | £2.00      | RLOS  | Utility Warehouse      | Club   | 3200/1/1  |
| DD 1                | 31/03/25  | 5468   |           | £390.48    | £22.95    | £367.53    |       | Utility Warehouse      | UW Cemetery February 2025  | 3200/1/1  |
|                     |           | 5469/1 |           | £153.09    | £7.29     | £145.80    | RLOS  | Utility Warehouse      | Energy   | 3000/1/1  |
|                     |           | 5469/2 |           | £2.40      | £0.40     | £2.00      | RLOS  | Utility Warehouse      | Club   | 3000/1/1  |
| DD 2                | 31/03/25  | 5469   |           | £155.49    | £7.69     | £147.80    |       | Utility Warehouse      | UW Sports Pavilion February 2025   | 3000/1/1  |
|                     |           | 5489/1 |           | £558.00    | £93.00    | £465.00    | RLOS  | Newlands Training      | Tractor Driving Training for new Grounds Operative.  | 3002/1    |
| 2454                | 31/03/25  | 5489   | RTC806197 | £558.00    | £93.00    | £465.00    |       | Newlands Training      | Tractor Driving Training for new Grounds Operative   | 3002/1    |
|                     |           | 5490/1 |           | £13,197.00 | £2,199.50 | £10,997.50 | P&F   | Gala Lights            | Agreed settlement figure for contract cancellation   | 2400/2    |



# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/03/25 and 31/03/25

**A** (a)

| Payment Reference   | Paid date | Tn no  | Order no  | Gross      | Vat       | Net        | Cttee | Details                       | Heading   |
|---------------------|-----------|--------|-----------|------------|-----------|------------|-------|-------------------------------|---|
| 5490                | 31/03/25  | 5490   | RTC806271 | £13,197.00 | £2,199.50 | £10,997.50 |       | Gala Lights                   | Festive illuminations services 2400/2             |
|                     |           | 5491/1 |           | £138.00    | £23.00    | £115.00    | P&F   | Ringwood & Fordingbridge News | Issue 882 ( 1 May 2024) - quarter page 2000/1/17  |
| 2456                | 31/03/25  | 5491   | RTC806288 | £138.00    | £23.00    | £115.00    |       | Ringwood & Fordingbridge News | Notice of Annual Town Assembly 2024 2000/1/17     |
| 2457                | 31/03/25  | 5492   |           | £831.60    | £138.60   | £693.00    | P&F   | TC Group                      | Payroll Service Qtr4 2024/25 2310/1               |
| 2459                | 31/03/25  | 5493   |           | £15.77     | £2.63     | £13.14     | P&F   | Itec                          | Gateway March 2025 2000/1/9                       |
|                     |           | 5494/1 |           | £61.22     | £10.20    | £51.02     | RLOS  | Letters & Logos Ltd           | leaflets under 1s 3802/2/4                        |
| 2460                | 31/03/25  | 5494   | RTC806290 | £61.22     | £10.20    | £51.02     |       | Letters & Logos Ltd           | A5 leaflets for under 1s 3802/2/4                 |
|                     |           | 5498/1 |           | £70.13     | £11.69    | £58.44     | PT&E  | SSE Southern Electric         | AGR0219078 Continuous 4000/1/2                    |
|                     |           | 5498/2 |           | £115.73    | £5.51     | £110.22    | PT&E  | SSE Southern Electric         | AGR0219079 Dusk to Dawn 4000/1/2                  |
| DD 3                | 31/03/25  | 5498   |           | £185.86    | £17.20    | £168.66    |       | SSE Southern Electric         | February 2025 4000/1/2                            |
| NFDC Tfr12          | 31/03/25  | 5499   |           | £2.96      | £0.00     | £2.96      | RLOS  | New Forest District Council   | NFDC Tfr12 10/02/25 Purchases for resale 3802/3/1 |
| NFDC Tfr12          | 31/03/25  | 5500   |           | £14.18     | £0.00     | £14.18     | RLOS  | New Forest District Council   | NFDC Tfr12 17/02/25 Purchases for resale 3802/3/1 |
| NFDC Tfr12          | 31/03/25  | 5501   |           | £1.20      | £0.00     | £1.20      | RLOS  | New Forest District Council   | NFDC Tfr12 17/02/25 Purchases for resale 3802/3/1 |
| NFDC Tfr12          | 31/03/25  | 5502   |           | £0.88      | £0.00     | £0.88      | P&F   | New Forest District Council   | NFDC Tfr12 Credit card charges 2000/1/18          |
| FPI                 | 31/03/25  | 5515   |           | £6.80      | £0.00     | £6.80      | RLOS  | Sum Up                        | December 2024 Fees 3802/2/1                       |
| FPI                 | 31/03/25  | 5516   |           | £11.42     | £0.00     | £11.42     | RLOS  | Sum Up                        | January 2025 Fees 3802/2/1                        |
| FPI                 | 31/03/25  | 5517   |           | £15.65     | £0.00     | £15.65     | RLOS  | Sum Up                        | February 2025 Fees 3802/2/1                       |
| FPI                 | 31/03/25  | 5518   |           | £24.67     | £0.00     | £24.67     | RLOS  | Sum Up                        | March 2025 Fees 3802/2/1                          |
|                     |           | 5519/1 |           | £22.04     | £0.00     | £22.04     | Counc | Ringwood Town Council         | Coffee tea etc 10000                              |
|                     |           | 5519/2 |           | £8.15      | £0.00     | £8.15      | Counc | Ringwood Town Council         | Dishwasher tablets & Wipes 10000                  |
|                     |           | 5519/3 |           | £8.35      | £0.00     | £8.35      | Counc | Ringwood Town Council         | Letter for events - special delivery 10000        |
| Petty Cash Mar 2025 | 31/03/25  | 5519   |           | £38.54     | £0.00     | £38.54     |       | Ringwood Town Council         | Petty Cash March 2025 10000                       |
| <b>Total</b>        |           |        |           | £97,567.03 | £6,948.92 | £90,618.11 |       |                               |   |

**POLICY AND FINANCE COMMITTEE 23rd APRIL 2025**

**BANK BALANCES & PROPOSED TRANSFERS**

| <u>Account Name</u>            | <u>Predicted<br/>31-Mar-25</u> | <u>Actual at<br/>31-Mar-25</u> | <u>Predicted<br/>Movement</u> | <u>Proposed Transfers</u> |                | <u>Predicted<br/>30-Apr-25</u> |
|--------------------------------|--------------------------------|--------------------------------|-------------------------------|---------------------------|----------------|--------------------------------|
|                                | £                              | £                              | £                             | Cash Out<br>£             | Cash In<br>£   | £                              |
| Imprest (Current) Account      | 25,839                         | 132,419                        | 217,363                       | -300,000                  | 300,000        | 49,782                         |
| Business Account               | 30,802                         | 55,810                         |                               |                           |                | 55,810                         |
| Investment Accounts            | 355,000                        | 305,000                        |                               |                           |                | 605,000                        |
| Petty Cash - Imprest           | 178                            | 178                            |                               |                           |                | 178                            |
| Petty Cash - Carvers Clubhouse | 50                             | 50                             |                               |                           |                | 50                             |
| VIC Change Float               | 50                             | 50                             |                               |                           |                | 50                             |
| Information Desk Float         | 75                             | 75                             |                               |                           |                | 75                             |
| <b>TOTAL BANK BALANCES</b>     | <b>411,994</b>                 | <b>493,582</b>                 | <b>217,363</b>                | <b>-300,000</b>           | <b>300,000</b> | <b>710,945</b>                 |

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

23/04/25

23/04/25

|                     |      |                |
|---------------------|------|----------------|
| Investment Accounts | CCLA | Instant access |
|---------------------|------|----------------|

Notes:

- 1 **Imprest Account**

|   |                 |
|---|-----------------|
|   | £               |
| Anticipated net expenditure to end April        | 50,000          |
| Plus Football development project stage payment | 30,678          |
| Plus MUGA stage payment                         | 43,769          |
| less Precept due end of April                   | -341,810        |
| Net anticipated movement on imprest account     | <b>-217,363</b> |
- 2 **Investment Maturity**

No investments due to mature
- 3 The bank accounts were reconciled at 31st March
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 23<sup>rd</sup> April 2025****BUDGETARY CONTROL draft Outturn 2024/25****1. BACKGROUND**

1.1 The purpose of this report is to provide Members with a draft budget outturn report for the financial year 2024-25 just ended. There remain a small number of outstanding transactions to be processed into 2024/25 or the new year and these may alter the final outturn figures but any further changes will be small.

1.2 In January 2024, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. In December a revised budget of £680,298 was approved which, in order to balance, included a planned draw upon the general reserve of £36,733.

1.3 The approved and revised budget for 2024/25 may be summarised as follows:

|  | Original       | Revised        |
|--|----------------|----------------|
|  | £              | £              |
| Revenue Expenditure                    | 924,243        | 1,016,147      |
| Capital Expenditure                    | 235,000        | 341,865        |
| Plus transfers to earmarked reserves   | 45,100         | 47,099         |
| Less Revenue Income                    | -312,500       | -282,062       |
| Less Capital Income (grants)           | -153,633       | -276,041       |
| Less transfers from earmarked reserves | - 94,685       | -166,160       |
| <b>Net budget requirement</b>          | <b>643,525</b> | <b>680,298</b> |
| Funded by:                             |                |                |
| <b>Council Tax</b>                     | <b>643,525</b> | <b>643,525</b> |
| <b>Draw upon General Reserve</b>       |                | <b>36,773</b>  |

1.4 This report compares spend actual for the year against the revised budget and provides an updated prediction of the final expected outturn for the year. It was reported in March that there had been a modest improvement of around £19,000 in the budget outlook compared with the revised budget. This has now improved by a further £6,700 and the required draw upon the General Reserve to meet the budget deficit is now likely to be close to £11,000.

1.5 Total reserves (including rent & key deposits) stood at £639,190 at the 1<sup>st</sup> of April. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes which have incurred expenditure in previous years. Future expenditure on these will be met from reserves. The transfers from reserves have been processed based on actual expenditure incurred and so the predicted closing reserves figure will be very close to outturn. Note that a large grant payment in respect of the MUGA was received on the 31<sup>st</sup> March and is included in the reserves balances.

1.6 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the revised income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £156,384 is the figure before transfers to and from reserves, including the General Reserve, are taken into account.

## **2. INCOME & EXPENDITURE TO THE END OF MARCH 2025**

- 2.1 Total income recorded to the end of March amounts to £1,511,268 but this includes £643,525 precept together with £128,852 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £66,960 in respect of the football project which has been used to defray expenditure. The sum also includes £320,000 which has been invoiced in respect of the football project but which we don't expect to receive until the end of the project. Income recorded to date against the revised revenue budget therefore amounts to £351,716, which is somewhat more than was anticipated in the revised income budget for the year and represents an over-recovery of £69,654. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.
- 2.2 Approximately half of this apparent over-recovery is due to the presentation of the figures in the budget comparison report which, whilst it includes income that has been invoiced but not yet received, also includes some income which is due in 2025/26. Work is progressing to identify and ensure that all income transactions are recorded in the appropriate year. However, there are nevertheless some positive income variances which have helped to improve the outturn position. These have been reported previously but include events income, Carvers Clubhouse café income, cemetery fees, allotment rents and interest receipts. Cemetery fee income which now stands at £33,961 for the year comfortably exceeds the revised budget and is approaching the original budget of £37,922. Income generation has performed well in other areas, notably events, but it should be noted that some of the additional income will be partially offset against additional expenditure as is the case, for example with Carvers café. Note also that the larger than predicted surplus on events will all be taken to the events reserve.
- 2.3 Expenditure to the end of March totalled £1,358,797. A credit balance on the tax and pensions control accounts, pending settlement of monies due to H M Revenue and Customs and Hampshire Pension Services, adds a further £19,895 making expenditure to the end of March £1,378,692. Excluding capital expenditure funded from grants and reserves reduces this to £999,027 which is 98.3% of the revised budget.
- 2.4 This underspend takes into account the reduced fee paid in respect of Christmas lighting. The resulting underspend of £10,283 has been taken to reserves to mitigate any future increase in the cost of provision of the Christmas display. When this sum is added to the expenditure total, the outturn increases to 99.3% of the revised budget, an underspend of £6,800.
- 2.5 This residual underspend results from a large number of small variances but there is one significant underspend in respect of machinery maintenance. The budget for this was increased in January following a discussion with the grounds manager who was concerned that there were insufficient funds to meet the maintenance requirement. However, much of the maintenance has not yet been delivered and remains outstanding. It is proposed, therefore that the underspend of £3,000 be set aside to enable the additional work to be carried out in the new financial year, following a review of the machinery replacement schedule.
- 2.6 The net effect of these budget variances is that there will be a reduced outturn deficit of around £11,000, an improvement of £26,000 against the revised budget.

## **3. GROWTH & CAPITAL PROJECTS**

- 3.1 Capital expenditure in 2024/25 is summarised in the table below. Note, this includes some items which are shown under revenue in the accounts, such as machinery purchases, although they are funded from reserves. The multi-use games area (MUGA) at Carvers has now commenced and grant money has been received for the project. Similarly, work on the Skateramp at North Poulner has commenced as has the refurbishment of 92 Southampton Road. In addition, grant funding has been received for the provision of solar panels at Carvers Clubhouse and this project is also progressing in the current year. Note, the Columbarium project has now been cancelled.
- 3.2 All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

|                                     | Current Budget | Spend to February |
|-------------------------------------|----------------|-------------------|
| • Football Development Project      | £300,000       | £ 326,647         |
| • Carvers Workshop Feasibility      | £ 4,835        | £ 6,235           |
| • Machinery/equipment purchase      | £ 36,000       | £ 2,337           |
| • Columbarium*                      | £ 13,200       | £ 2,944           |
| • MUGA at Carvers                   | £ 6,800        | £ 6,807           |
| • Skateramp Nth Poulner             | £ 16,290       | £ 5,330           |
| • Thriving Market Place             | £ 10,000       | £ 10,000          |
| • Poulner lakes Access Improvement  | £ -            | £ 900             |
| • Carvers Clubhouse Solar Panels    | £ 550          | £ 13,742          |
| • 92 Southampton Road Refurbishment | £ 0            | £ 16,943          |
| Total                               | £387,675       | £391,885          |

\*The Columbarium project has now been cancelled.

- 3.3 Members should note that as we approach the end of the contract for the provision of a new clubhouse and facilities at Long Lane, some of the funding is being withheld pending completion and the Town Council is carrying a short term deficit which is currently around £300,000 (plus VAT which is reclaimed quarterly). Invoices have been raised for the outstanding sums, however, whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

#### 4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621, consisting of £254,457 in the general reserve and £365,165 earmarked reserves. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190.
- 4.2 Contributions to reserves, including the surplus on events, has added £64,720 to earmarked reserves whilst funding capital expenditure and particular expenses has reduced reserves by £150,019 (This includes the application of funds put aside to meet carried over expenditure from 2023/24). Additional receipts totalling £128,788 have been received. This includes CIL receipts totalling £15,878. The balance of earmarked reserves has therefore increased by £40,798 to £405,963.

- 4.3 The latest budget outturn prediction suggests a budget shortfall for the year of £10,700 which will have to be covered by the general reserve which is now expected to reduce to £246,444 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the proposed retention of budget underspends in respect of equipment maintenance is not reflected in the schedule of reserves.

## 5. RECOMMENDATIONS

It is **recommended** that: -

- 6.1 The budget monitoring position be noted.
- 6.2 Members approve the retention of the equipment maintenance underspend to meet a predicted requirement in 2025/26.
- 6.3 Members note the balances of Reserves.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

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

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

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

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

A

(d)

Appendix 1

|  |                           | Revised              | Reserve<br>Movements | Actual Net           | Balance            |
|--|---------------------------|----------------------|----------------------|----------------------|--------------------|
| <b>INCOME</b>                                      |                           |                      |                      |                      |                    |
| <b>Policy &amp; Finance</b>                        |                           |                      |                      |                      |                    |
| 280  | Carvers Club House Income | £0.00                | £0.00                | £0.00                | £0.00              |
| 999  | Suspense                  | £0.00                | £0.00                | £0.00                | £0.00              |
| <b>Total Policy &amp; Finance</b>                  |                           | £0.00                | £0.00                | £0.00                | £0.00              |
| <b>Recreation, Leisure &amp; Open Spaces</b>       |                           |                      |                      |                      |                    |
| 300  | Revenue Income (RLOS)     | £26,507.00           | £4,728.00            | £33,158.67           | £1,923.67          |
| 310  | Events                    | £30,000.00           | £0.00                | £42,625.21           | £12,625.21         |
| 320  | Cemetery Income           | £19,332.00           | £0.00                | £33,961.22           | £14,629.22         |
| 330  | Allotment Income          | £6,400.00            | £0.00                | £7,622.67            | £1,222.67          |
| 350  | Capital Income            | £276,041.00          | £0.00                | £387,175.00          | £111,134.00        |
| 380  | Carvers Clubhouse         | £26,800.00           | £0.00                | £28,039.09           | £1,239.09          |
| <b>Total Recreation, Leisure &amp; Open Spaces</b> |                           | £385,080.00          | £4,728.00            | £532,581.86          | £142,773.86        |
| <b>Planning, Town &amp; Environment</b>            |                           |                      |                      |                      |                    |
| 400  | Income                    | £1,100.00            | £10,000.00           | £11,100.00           | £0.00              |
| <b>Total Planning, Town &amp; Environment</b>      |                           | £1,100.00            | £10,000.00           | £11,100.00           | £0.00              |
| <b>Council</b>                                     |                           |                      |                      |                      |                    |
| 100  | Precept                   | £643,525.00          | £0.00                | £643,525.00          | £0.00              |
| 102  | Interest Business A/c     | £0.00                | £0.00                | £363.14              | £363.14            |
| 110  | Client Deposits           | £0.00                | £0.00                | £0.00                | £0.00              |
| 200  | Revenue Income            | £171,923.00          | £114,124.20          | £323,698.29          | £37,651.09         |
| <b>Total Council</b>                               |                           | £815,448.00          | £114,124.20          | £967,586.43          | £38,014.23         |
| <b>Total Income</b>                                |                           | <u>£1,201,628.00</u> | <u>£128,852.20</u>   | <u>£1,511,268.29</u> | <u>£180,788.09</u> |

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

|  |  | Revised     | Reserve<br>Movements | Actual Net  | Balance     |
|--|--|-------------|----------------------|-------------|-------------|
| <b>EXPENDITURE</b>                           |  |             |                      |             |             |
| <b>Policy &amp; Finance</b>                  |  |             |                      |             |             |
| 2000   | Establishment                          | £126,651.00 | £0.00                | £128,994.25 | -£2,343.25  |
| 2100   | Maintenance                            | £93,680.00  | £50,180.33           | £97,635.34  | £46,224.99  |
| 2200   | Democratic Process (members Costs)     | £14,482.00  | £0.00                | £13,412.65  | £1,069.35   |
| 2210   | Grants                                 | £5,200.00   | £0.00                | £5,200.00   | £0.00       |
| 2300   | Employee Costs- Allocated Office Staff | £122,411.00 | £0.00                | £121,603.96 | £807.04     |
| 2310   | Employee overhead Costs                | £4,742.00   | £0.00                | £6,592.03   | -£1,850.03  |
| 2400   | Other                                  | £35,390.00  | £3,000.00            | £22,586.85  | £15,803.15  |
| 2500   | Capital Financing                      | £61,478.00  | £0.00                | £61,478.32  | -£0.32      |
| 2501   | Capital                                | £650.00     | £2,748.39            | £30,784.65  | -£27,386.26 |
| 2600   | Wages Control Account                  | £0.00       | £0.00                | -£19,895.14 | £19,895.14  |
| 2801   | Carvers Employee Costs                 | £0.00       | £0.00                | £0.00       | £0.00       |
| 2802   | Carvers Club House- Expenditure        | £0.00       | £0.00                | £0.00       | £0.00       |
| 9999   | Suspense                               | £0.00       | £0.00                | £0.00       | £0.00       |
| <b>Total Policy &amp; Finance</b>            |  | £464,684.00 | £55,928.72           | £468,392.91 | £52,219.81  |
| <b>Recreation, Leisure &amp; Open Spaces</b> |  |             |                      |             |             |
| 3000   | Recreation & Leisure (Other)           | £92,600.00  | £7,336.73            | £58,227.00  | £41,709.73  |
| 3001   | RL&OS -Employee Costs                  | £181,843.00 | £0.00                | £183,785.96 | -£1,942.96  |
| 3002   | Employee Costs                         | £1,750.00   | £0.00                | £1,468.00   | £282.00     |
| 3100   | Events                                 | £24,012.00  | £2,747.50            | £29,244.92  | -£2,485.42  |



# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

|  |   | Revised              | Reserve<br>Movements | Actual Net           | Balance            |
|--|---|----------------------|----------------------|----------------------|--------------------|
| 3101   | Events - Employee Costs                 | £16,736.00           | £0.00                | £16,590.05           | £145.95            |
| 3200   | Cemetery                                | £9,360.00            | £0.00                | £10,739.62           | -£1,379.62         |
| 3201   | Cemetery -Employee Costs                | £59,706.00           | £0.00                | £59,948.65           | -£242.65           |
| 3300   | Allotments                              | £2,200.00            | £0.00                | £1,900.47            | £299.53            |
| 3301   | Allotments -Employee Costs              | £20,294.00           | £0.00                | £20,324.29           | -£30.29            |
| 3350   | Capital Expenditure                     | £341,215.00          | £44,419.90           | £348,880.05          | £36,754.85         |
| 3801   | Youth Services Employee costs           | £58,069.00           | £0.00                | £61,544.99           | -£3,475.99         |
| 3802   | Carvers Clubhouse                       | £44,737.00           | £22,477.93           | £56,979.49           | £10,235.44         |
| <b>Total Recreation, Leisure &amp; Open Spaces</b> |   | £852,522.00          | £76,982.06           | £849,633.49          | £79,870.57         |
| <b>Planning, Town &amp; Environment</b>            |   |                      |                      |                      |                    |
| 4000   | Planning, Town & Environment            | £3,550.00            | £960.00              | £3,509.25            | £1,000.75          |
| 4001   | Employee Costs                          | £27,256.00           | £0.00                | £27,260.88           | -£4.88             |
| 4050   | Capital Expenditure                     | £10,000.00           | £10,000.00           | £10,000.00           | £10,000.00         |
| <b>Total Planning, Town &amp; Environment</b>      |   | £40,806.00           | £10,960.00           | £40,770.13           | £10,995.87         |
| <b>Council</b>                                     |   |                      |                      |                      |                    |
| 10000  | Petty Cash - Office                     | £0.00                | £20.00               | £0.01                | £19.99             |
| 10001  | Petty Cash - Youth                      | £0.00                | £0.00                | £0.00                | £0.00              |
| 10002  | Petty Cash - Visitor Information Centre | £0.00                | £0.00                | £0.00                | £0.00              |
| 10003  | Petty Cash - Information Desk           | £0.00                | £0.00                | £0.00                | £0.00              |
| 10110  | Deposit Refunds                         | £0.00                | £0.00                | £0.00                | £0.00              |
| 10111  | Bank Charges                            | £0.00                | £0.00                | £0.00                | £0.00              |
| <b>Total Council</b>                               |   | £0.00                | £20.00               | £0.01                | £19.99             |
| <b>Total Expenditure</b>                           |   | <u>£1,358,212.00</u> | <u>£143,890.78</u>   | <u>£1,358,796.54</u> | <u>£143,106.24</u> |

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

Appendix 1

|                          | Revised             | Reserve<br>Movements | Actual Net         | Balance     |
|--------------------------|---------------------|----------------------|--------------------|-------------|
| Total Income             | £1,201,628.00       | £128,852.20          | £1,511,268.29      | £180,788.09 |
| Total Expenditure        | £1,358,012.00       | £143,890.78          | £1,358,796.54      | £143,106.24 |
| <b>Total Net Balance</b> | <b>-£156,384.00</b> |                      | <b>£152,471.75</b> |             |

## RESERVES AND PROVISIONS - MOVEMENT &amp; BALANCES

1st April 2024 to 31st March 2025

|   | Actual<br>Balance<br>01/04/24<br>£ | Planned and Proposed Movements 2024/25: |                  |                 |                                  |                            | Estimated<br>Balance<br>31/03/25<br>£ |
|---|------------------------------------|---|------------------|-----------------|----------------------------------|----------------------------|---------------------------------------|
|   |                                    | from<br>Revenue<br>£                    | to revenue       |                 | Capital & Other<br>Receipts<br>£ | between<br>provisions<br>£ |                                       |
|   |                                    |   | base budget<br>£ | Growth<br>£     |                                  |                            |                                       |
| <b><u>EARMARKED PROVISIONS</u></b>              |                                    |   |                  |                 |                                  |                            |                                       |
| I.T. & Equipment                                | 25,600                             | 2,700                                   |                  |                 |                                  |                            | 28,300                                |
| Gateway   | 25,000                             | 0                                       |                  |                 |                                  |                            | 25,000                                |
| Cemetery  | 26,033                             | 1,000                                   |                  |                 |                                  |                            | 27,033                                |
| Buildings Reserve                               | 64,502                             | 5,500                                   |                  | -19,626         | 1,158                            |                            | 51,534                                |
| Election  | 0                                  | 5,000                                   |                  |                 |                                  |                            | 5,000                                 |
| Vehicle & Machinery                             | 33,883                             | 20,000                                  |                  | -2,337          |                                  |                            | 51,546                                |
| Play Equipment                                  | 15,616                             | 6,900                                   |                  |                 |                                  |                            | 22,516                                |
| Memorials                                       | 0                                  | 0                                       |                  |                 |                                  |                            | 0                                     |
| Christmas Lights                                | 0                                  | 10,283                                  |                  |                 |                                  |                            | 10,283                                |
| Carvers Clubhouse equipment reserve             | 6,682                              | 1,000                                   | -946             | -2,748          |                                  |                            | 3,989                                 |
| Ringwood Events                                 | 13,172                             | 9,338                                   | -3,000           | -2,748          |                                  |                            | 16,762                                |
| Memorial Lantern                                | 0                                  | 0                                       |                  |                 |                                  |                            | 0                                     |
| Carvers Grounds                                 | 2,480                              | 0                                       |                  | -2,305          |                                  |                            | 175                                   |
| Carvers Sheds Feasibility                       | 3,075                              |   |                  | -3,075          |                                  |                            | 0                                     |
| Infrastructure & Open Spaces                    | 17,370                             | 3,000                                   |                  | -4,999          |                                  |                            | 15,371                                |
| Open Spaces Security Measures                   | 1,406                              |   |                  |                 |                                  |                            | 1,406                                 |
| Neighbourhood Plan                              | 3,383                              | 0                                       |                  |                 |                                  |                            | 3,383                                 |
| Football development Project                    | 23,959                             | 0                                       |                  | -23,959         |                                  |                            | 0                                     |
| Budget Underspends retained for use in 2022/23* | 35,225                             | 0                                       |                  | -35,225         |                                  |                            | 0                                     |
| <b>Total Provisions</b>                         | <b>297,387</b>                     | <b>64,721</b>                           | <b>-3,946</b>    | <b>-97,021</b>  | <b>1,158</b>                     | <b>0</b>                   | <b>262,298</b>                        |
| <b><u>RESERVES</u></b>                          |                                    |   |                  |                 |                                  |                            |                                       |
| Earmarked Reserves:                             |                                    |   |                  |                 |                                  |                            |                                       |
| Dev Contribs                                    | 14,765                             |   | -960             | -10,000         | 10,000                           |                            | 13,805                                |
| Cem Maint                                       | 500                                |   | -230             |                 |                                  |                            | 270                                   |
| Dev Cons(CIL)                                   | 29,030                             |   |                  | -9,751          | 15,878                           |                            | 35,158                                |
| Capital Receipts                                | 18,942                             |   |                  |                 |                                  |                            | 18,942                                |
| Grants Unapplied                                | 4,540                              |   |                  | -26,535         | 97,024                           | -2,690                     | 72,339                                |
| Loans Unapplied                                 | 0                                  |   |                  |                 |                                  |                            | 0                                     |
| Budget Underspends retained for use in 2022/23* |                                    |   |                  | -1,576          | 4,728                            |                            | 3,152                                 |
| <b>Total Earmarked Reserves and Provisions</b>  | <b>365,165</b>                     | <b>64,721</b>                           | <b>-5,136</b>    | <b>-144,883</b> | <b>128,788</b>                   | <b>-2,690</b>              | <b>405,964</b>                        |
|   |                                    |   |                  |                 |                                  |                            |                                       |
| <b>General Reserve</b>                          | <b>254,457</b>                     |   |                  | <b>-10,702</b>  |                                  | <b>2,690</b>               | <b>246,445</b>                        |
|   |                                    |   |                  |                 |                                  |                            |                                       |
| <b>Key &amp; Rent Deposits</b>                  | <b>19,569</b>                      |   |                  | <b>-20</b>      | <b>64</b>                        |                            | <b>19,613</b>                         |
|   |                                    |   |                  |                 |                                  |                            |                                       |
| <b>Total Reserves &amp; Customer Deposits</b>   | <b>639,190</b>                     | <b>64,721</b>                           | <b>-5,136</b>    | <b>-155,605</b> | <b>128,852</b>                   | <b>0</b>                   | <b>672,022</b>                        |

**Monthly CIL Reserve report to Policy & Finance Committee**

**CIL Reserve balance as at 1st March 2025:** £44,908.67

Less funds applied 2024/25:

Columbarium/Memorial Wall - F/6248 22 Nov. 2023 £2,944.03

Carvers MUGA - F/6320 19 June 2024 £6,807.00

|                               |  |            |
|-------------------------------|--|------------|
| Total funds applied 2024/2025 |  | -£9,751.03 |
|-------------------------------|--|------------|

**Balance held in reserves at 31st March 2025** £35,157.64

Plus expected receipts:

Consent No.: 20/10976 £1,402.06

Consent No.: 23/10467 £1,353.07

|                                      |  |           |
|--------------------------------------|--|-----------|
| Total anticipated receipt April 2025 |  | £2,755.43 |
|--------------------------------------|--|-----------|

## less agreed allocations:

Carvers MUGA - F/6365 20 Nov. 2024 (additional up to) £10,000.00

|  |  |             |
|--|--|-------------|
| Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure<br>in 2024/25 fully funded from alternative grants received) |  | £2,710.00   |
|  |  | -£15,465.13 |

|  |  |                   |
|--|--|-------------------|
| <b>Unallocated balance as at 23rd April 2025</b> |  | <b>£22,447.94</b> |
|--|--|-------------------|

Notes:

The balance at 1st March 2025 takes into account expenditure incurred in previous financial years. Expenditure incurred in 2024/25 has also now been transferred from the reserve. The agreed allocation amounts takes these transfers into account and so cancelling any project would not therefore necessarily release the entire allocation back to the unallocated balance.

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

A prioritised schedule of infrastructure projects that may depend on CIL funding appears in draft form on the second page below.

## Schedule of Anticipated Infrastructure Needs

| Description  | Item No. | Estimated cost (if known) |           |          |                             |
|--|----------|---------------------------|-----------|----------|-----------------------------|
|  |          | Mandatory                 |           |          | Discretionary/<br>Uncertain |
|  |          | Immediate                 | 1-5 years | 5+ years |                             |
| Re-paint footbridge at Jubilee Gardens                   | 1        | £5,000                    | -         | -        | -                           |
| Access road re-surfacing at Poulner Lakes                | 2        | £15,000                   | -         | -        | -                           |
| Cemetery - New provision for cremated remains            | 3        | -                         | TBA       | -        | -                           |
| Access road maintenance at Crow Arch Lane Allotments     | 4        | -                         | TBA       | -        | -                           |
| Access and boundary works at Southampton Road Allotments | 5        | -                         | -         | -        | TBA                         |
| Additional pedestrian gate at North Poulner Play Area    | 6        | -                         | -         | -        | TBA                         |
| Boundary wall repairs at Dr Little's Garden              | 7        | -                         | TBA       | -        | -                           |
| Replacement footbridge over Lin Brook                    | 8        | -                         | -         | -        | TBA                         |
| Boundary fence at Upper Kingston Allotments              | 9        | £4,650                    | -         | -        | -                           |
| Bus shelter repairs and replacements                     | 10       | £18,000                   | -         | -        | -                           |
|  |          |                           |           |          |                             |
|  |          |                           |           |          |                             |
|  |          |                           |           |          |                             |

## **Business Case: Restructuring the Clubhouse and Events Manager Role**

### **Executive summary**

This business case proposes restructuring the staffing around the management of Carvers Clubhouse and associated services and the delivery of Town Council events by introducing a dedicated Clubhouse & Events Support Officer. The aim is to address ongoing challenges related to workload management, staffing limitations, and growing event demands. This new structure would reduce reliance on overtime, ensure sustainable service delivery and enable strategic growth aligned with the Council's objectives.

### **Introduction**

Due to the current incumbent transitioning to a different role, this is an opportune time to review the staffing model for Carvers Clubhouse and Events Management. Officers believe that the current structure is unsustainable due to an increasing workload, expanding event commitments, and insufficient staffing to effectively manage operational demands. This business case outlines the need for a revised staffing structure, comprising a manager and a dedicated administrative support officer, to ensure efficient service delivery, reduce reliance on overtime, and provide capacity for future growth.

### **History of the Role**

1. Initially recruited in 2018 as the Clubhouse Manager (18 hours per week).
2. Later assumed a temporary Events Officer role, expected to require one extra day (7.4 hours) per week.
3. As events grew in size and scope, that role transitioned to Events Manager (12 hours per week).
4. The roles were merged into a single 30-hour per week contract to reduce the payroll administration burdens and reduce the two job descriptions to one.

It may be worth highlighting what has been achieved since the Town Council took the decision to invest in dedicated management of both the Clubhouse and events. For example, both our main events (Fireworks and Winter Wonderland) have become firm fixtures in the event diary, both have grown in size, scope and income (even Wonderland generated a profit last year).

### **Why change is necessary**

#### *Current workload*

The current Manager accrued almost 128 hours of TOIL last year — a clear indication that the role consistently exceeds its 30 contracted hours. For any new postholder, this level of demand would be unmanageable without structural change.

The current split of 18 hours for Clubhouse and 12 for events is not viable. Major events like Fireworks and Winter Wonderland require near full-time focus in the weeks leading up to them, leaving limited capacity for effective Clubhouse management. Likewise, school holidays and the period leading up to them demand a full presence at Carvers. These pressures are spread throughout the year, making the idea of offsetting busy periods with quieter ones unrealistic in practice.

#### *Strategic growth*

The Council's events calendar has grown significantly, and both areas of work; Carvers,

through the masterplan; and events are identified in the Council's strategic plan as areas for growth. Each new commitment increases the planning, delivery, and coordination workload — stretching the existing capacity even further.

#### *Volunteer Reliance and Governance*

While volunteers are vital to event delivery, the increasing size and complexity of events means we cannot rely as heavily on them as we might have hoped in the past. Moreover, as a public authority, the Council is subject to strict governance and financial regulations — and only a paid officer can be held formally accountable for compliance and operational delivery.

#### *Weekend Working and Rising Costs*

Weekend working is frequently required for events and activities, often at overtime rates (time and a half or double time). This places a growing strain on the staffing budget and raises concerns about long-term sustainability.

#### *Administrative Burden and Support Gaps*

A significant portion of the Manager's time is spent on administrative tasks — such as bookings, communications, and volunteer coordination — which would normally be handled by dedicated support staff. This leads to inefficiencies and higher staffing costs.

Additional administrative help is often needed during peak periods, but challenges arise when temporary staff or volunteers are not line managed by those they're supporting, which can impact consistency and delivery.

Pay, TOIL, and leave calculations also place a disproportionate admin burden on a small team and further complicate resource planning.

### **Options**

To resolve the challenges identified above, the options for the Council would be to:

- Increase staffing capacity (by adding hours to the Manager role, separating out the two roles or creating a support role), or
- Reduce the scope of work to fit within existing hours.

### **Recommended option**

It is officers' view that, if the Council wishes to maintain current levels of service or indeed increase them, the recommended option would be to restructure the staffing model to include a single manager with dedicated administrative support.

This will:

- Provide the necessary capacity to manage existing events effectively and allow for strategic growth.
- Release central administrative time to work on other strategic projects including communications.
- Reduce reliance on overtime, ensuring a more predictable and manageable staffing budget.
- Improve operational efficiency by streamlining administrative processes.

- Enhance job satisfaction and staff retention by addressing workload concerns.
- Ensure better continuity of service, with dedicated administrative support covering workload peaks and staff absences.

#### Responsibilities:

##### *Clubhouse & Events Manager (30 hours per week, including weekend work)*

- Overall management and development of Clubhouse and Carvers operations.
- Overall management and organisation of events run by the Town Council.
- Management of youth services and projects, acting as the main point of contact for youth initiatives across the Council.
- Budget management, securing external funding through grants and sponsorship, and generation of income via sales and bookings.
- Implementation of projects related to the Carvers Masterplan.
- Development of new events aligned with the Council's Strategic Plan.
- Oversight of community engagement and partnerships to strengthen local involvement in events and Carvers or youth related projects.
- Line management of staff and volunteers, ensuring effective team coordination.
- Ensuring the smooth operation of the Clubhouse and successful delivery of events.
- Marketing and communications (social media, website, event promotion).

##### *Clubhouse & Events Administrator (Part-Time, 20-25 hours per week)*

- Event logistics support and Clubhouse administration (bookings, maintenance scheduling).
- Volunteer coordination and general administrative support to the Manager.
- Management of cricket bookings, website updates, and event promotion.
- Minute-taking for Event Sub-Committee and Carvers Working Party meetings.
- Administration for events (e.g., market bookings, shop window competition).
- In the future, taking responsibility for MUGA bookings.

#### **Other options considered**

While the Clubhouse and Events roles were previously separate, returning to this model is not recommended. The nature of event work makes it difficult to recruit someone willing to work intensively in the lead-up to events and scale back during quieter periods. There is also significant overlap in the skills and responsibilities required for both roles. With many of the events taking place at Carvers, having a single manager oversee both the venue and events supports operational efficiency.



### Cost of proposal

| Position                            | Salary  | Employer's NI | Employer's Pension | Total Cost     |
|-------------------------------------|---------|---------------|--------------------|----------------|
| Manager (SCP 26, 30 hrs/week)       | £28,899 | £3,585        | £6,184             | £38,668        |
| Assistant (SCP 13, 20 hrs/week)     | £15,020 | £1,503        | £3,214             | £19,737        |
| <b>Total New Costs</b>              |         |               |                    | <b>£58,405</b> |
| Current Costs (SCP 29, 30 hrs/week) | £30,901 | £3,885        | £6,613             | £41,398        |
| <b>Difference</b>                   |         |               |                    | <b>£17,007</b> |

### Conclusion

In summary, the current staffing model is unsustainable given the increasing demands of Carvers Clubhouse and Town Council events. While the proposed structure increases staffing costs by £17,007, this investment will support the delivery of relevant areas of the Strategic Plan, as agreed by the Council. Based on progress made over recent years, it should also create opportunities for increased revenue making it a sustainable long-term solution. However, officers recognise the Council's challenging financial position.

If the Council wishes to maintain the current budget, it should reduce the workload expectations for the new Manager. This may require scaling back event commitments, limiting new initiatives, or reprioritising responsibilities to align with available resources.

**Charmaine Bennett**  
**Carvers Clubhouse and Events Manager**  
**08/04/25**

## POLICY & FINANCE COMMITTEE

23<sup>rd</sup> April 2025

### Annual Review of Complaints Procedure

1. Introduction and reason for report

- 1.1 Good governance requires that the Council have a written complaints procedure and keep it under regular review. The Council has delegated to the Committee the task of reviewing this document annually.

2. Background information and options

- 2.1 The current procedure attached as Annex 1 was thoroughly updated and approved by this committee in May 2022 and reviewed last April.
- 2.2 During the last twelve months one matter required formal handling as a complaint (see item C/7283 in the Council minutes of 29<sup>th</sup> January 2025) but various other issues have been addressed informally.

3. Issues for decision and any recommendations

**Members are invited to:**

- 3.1 Note this report; and**
- 3.2 Approve the complaints procedure subject to any changes deemed appropriate (none are recommended by officers).**

For further information, contact:

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



# Ringwood Town Council

## Complaints Procedure

Adopted: 18<sup>th</sup> May 2022

### Contents

1. How we will deal with complaints
2. Appendix – Procedure at Complaints Hearings

## How we will deal with complaints

### Our aims for this procedure are

- To make it easy for our customers to complain if they are unhappy with the service they have received from us and
- To respond to complaints received in a way that is fair and calculated to achieve a resolution promptly and without cost to the complainant

(As an effective alternative to the Local Government Ombudsman service, which does not apply to town and parish councils.)

### The scope of this procedure

We will apply this procedure to all the complaints we receive except those mentioned below. We will treat as a complaint any expression of dissatisfaction with our service - whether the word 'complaint' is used or not and regardless of the method by which it is initially expressed (though at some stages of the procedure we may need the complaint to be expressed in writing).

There are some things we cannot treat under this policy as complaints:

- Allegations or complaints about the behaviour of one or more of our councillors. (We are required to report allegations that a councillor has failed to declare a 'disclosable pecuniary interest' to the Police. If we receive an allegation of any other type of breach of our **Code of Conduct** we will offer the complainant the opportunity of informal resolution through the intervention of the Town Clerk and Town Mayor (or Deputy Mayor) but if this is declined or unsuccessful we are required to report the matter to the Monitoring Officer at New Forest District Council. The Council has no power to consider other complaints about councillors.)
- Requests relating to personal data protection ('subject access requests') will be handled in accordance with our **Data Protection & Information Policy**
- Requests for information/documents held by the council ('freedom of information requests') will be handled in accordance with our **Data Protection & Information Policy** and our **Publication Scheme**
- Grievances raised by members of staff will be handled in accordance with the Grievance Procedure set out in our Employee Handbook
- Matters which concern other councils, organizations or individuals – we will always try to help the complainant raise these with the appropriate authority. Our staff may agree to report the matter themselves but are not obliged to do so.

If a complaint is upheld, the investigation may, if appropriate, result in the council taking steps with regard to relevant members of staff under its performance management or disciplinary procedures. Whilst those steps may be subject to the oversight of our Staffing Committee, they will be strictly private internal matters separate from the original complaint and will not be reported or discussed in public or with complainants.

## **Our Procedure**

Each complaint will be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council.

Once a complaint has been received it may be processed exclusively through written communications by the Town Clerk or other proper officer. If the complaint cannot be resolved in this way, the Council will establish a panel of three Councillors made up from the Chairman and Vice Chairman of Council and Chairmen of Committees.

The panel will meet to resolve the complaint and the procedure to be followed at its meeting is set out in the Appendix below. The panel will report its conclusions to the next council meeting.

At all times, the rules of natural justice will apply. If the Town Clerk or other proper officer is putting forward the justification for the action or procedure complained of, he or she should not represent the position of the council, all parties will be treated fairly, and the process will be reasonable, accessible and transparent.

The council aims to deal with all complaints within a 12-week period, from receipt to resolution, however depending on the complaint this period may be extended.

### **Complaints should be made to:**

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

Telephone: 01425 473883

Email: [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

## Appendix

### Procedure to be followed at meetings of the complaints panel

#### **Before the Meeting:**

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated proper officer.
2. The complaint will always be treated in confidence unless the complainant has waived their right to confidentiality. Any meeting held will exclude the public.
3. If the complainant does not wish to put the complaint to the clerk or other proper officer, they may be advised to put it to the chairman of the council.
4. The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by either a member of staff or a panel established for the purpose of hearing complaints. The clerk will also advise of the timeframe for investigating the complaint.
5. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
6. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

#### **At the Meeting:**

7. Chairman of the Committee to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, clerk or other proper officer to explain the council's position.
12. Members to ask any question of the clerk or other proper officer.
13. Clerk or other proper officer and complainant to be offered opportunity to make closing statements (in this order).
14. Clerk or other proper officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

#### **After the Meeting:**

16. Decision confirmed in writing within seven working days together with details of any action to be taken.
17. A report to be made in public at the next Council meeting.
18. Should the complainant wish to appeal the decision of the panel established to deal with the complaint, an appeal can be made to Full Council in Confidential. Staff or members previously involved in the original decision may not participate in the determination of an appeal.

Current Projects Update

D

| No.  | Name   | Status   | Recent developments  | Description and notes   | Lead Officer/Member                 | Financing   |
|--|--|--|--|---|-------------------------------------|---|
| Full Council   |  |  |  |   |                                     |   |
| No live projects   |  |  |  |   |                                     |   |
| Planning Town & Environment Committee  |  |  |  |   |                                     |   |
| PTE3   | Crow Stream Maintenance                      | Annual recurrent                                   | Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow. | Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding  | Deputy Town Clerk                   | Budget of £1,000 funded by transfer from earmarked reserve. £960 spent in 2024/25.  |
| PTE6   | Shared Space Concept - Thriving Market Place | In progress  | Clarification being sought from HCC (with help from County Councillor Thierry) on completion of work outlined in Project Brief and use of £10,000 grant. Consultation with stakeholders to be arranged, prior to wider public consultation.                              | Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.   | Deputy Town Clerk                   | HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme. |
|  | Greening Ringwood                            | In progress  | Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.  | Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.                       |                                     | £50 signing up fee funded from General Reserve.   |
|  | Bus Shelters                                 | In progress  | Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed.  | Review of Council owned bus shelters.   |                                     | No agreed budget  |
| Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee: |  |  |  |   |                                     |   |
|  | Crow Lane Footpath                           | In progress  | Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.  | New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane  | Hampshire CC                        | Developers contributions  |
|  | Railway Corner                               | In progress  | Project supported by RTC. Planning application approved (23/11081). Works on site commenced.   | Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.  | Ringwood Society                    | No financial implications.  |
|  | Memorial Bench for Michael Lingam-Willgoss   | In progress  | Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.   | Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.   | Ringwood Carnival / Ringwood Rotary | No financial implications.  |
| Policy & Finance Committee   |  |  |  |   |                                     |   |
| PF5  | Poulner Lakes Lease                          | On hold  |  | Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council  | Town Clerk                          | Some provision for legal advice or assistance may be needed eventually.   |
| PF11   | 92 Southampton Road                          | In progress (commenced March 2023)                 | Vacant possession has been recovered. The planned re-furbishment prior to re-letting was delayed by a damaging break-in but is nearing completion.   | Reviewing the letting of this council-owned house   | Town Clerk                          | The refurbishment will be funded from the buildings reserve.  |
| Recreation, Leisure & Open Spaces Committee  |  |  |  |   |                                     |   |
| RLOS4  | Grounds department sheds replacement         | In progress (Commenced design work in April 2021.) | The planning application has been submitted and registered.  | A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house. | Town Clerk                          | Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)  |
| RLOS5  | Cemetery development                         | Cancelled January 2024                             | The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. A panel has been appointed to consider alternative developments when officer time is available.   | Planning best use of remaining space, provision for cremated remains, etc.  | Town Clerk                          | Capital costs will be met from a combination of earmarked reserves.   |

|        |  |  |  |  |                   |   |
|--------|--|--|--|--|-------------------|---|
| RLOS10 | Waste bin replacement programme            | In progress (Commenced April 2020)             | Future needs are being assessed.   | Three-year programme to replace worn-out litter and dog-waste bins   | Grounds Manager   | Budget of £2,000 a year.  |
| RLOS14 | Poulner Lakes waste licence                | In progress                                    | The permit surrender application and associated report and forms has been submitted to Environment Agency.   | Arranging to surrender our redundant waste licence to avoid annual renewal fees  | Town Clerk        | One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each.  |
| RLOS21 | Poulner Lakes track maintenance            | In progress (under discussion since Jan. 2021) | NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors are preparing the documents required to resolve the boundary discrepancies.                                     | Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.                        | Town Clerk        | Yet to be settled   |
| RLOS23 | North Poulner Play Area skate ramp request | In progress (commenced Mar. 2023)              | A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.  | A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it                            | Deputy Town Clerk | Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). |
| RLOS25 | Open Spaces Management Review              | Commenced September 2024                       | The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in the final stages.  | A strategic priority project to review the council's management of all its public open and green spaces                                | Town Clerk        | Staff time only   |
| RLOS26 | Carvers Development Phase 1                | Commenced Sept. 2024                           | A contract for the main elements has been awarded and completed following a public tender. The funding agreement with Veolia Environmental Trust has also been completed and consent to start granted. An order has been placed and the work is expected to be done before the start of the schools' summer holiday. | Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting. | Town Clerk        | £73,000 for the main elements. Supported by a £68,072 grant (90% from Veolia Environmental Trust and 10% from RTC's CIL reserve)  |
| RLOS27 | Carvers Clubhouse Solar Panels             | Commenced Nov. 2024                            | Installation has been completed.   | Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.                                   | Town Clerk        | £18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.  |
| RLOS28 | Skate Park Picnic Tables                   | Completed in April 2025.                       | Benches now received and installed.  | Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair                                 | TBA               | Est. £3,000. £750 grant received from Carnival Club. Balance TBA  |

Staffing Committee

None

D



Proposed/Emerging Projects Update

| No.   | Name                     | Description   | Lead        | Recent developments  | <div>Progress / Status</div> <div>Stage reached</div> | Estimated cost | Funding sources          |  |
|---|--------------------------|---|-------------|--|---|----------------|--------------------------|--|
| Full Council                                |                          |   |             |  |   |                |                          |  |
|   | None                     |   |             |  |   |                |                          |  |
| Planning Town & Environment Committee       |                          |   |             |  |   |                |                          |  |
|   | Roundabout under A31     | Planting and other environmental enhancements   |             | Area being used by National Highways for storage of materials during works to widen the A31. | Floated as possible future project                    |                |                          |  |
|   | Lynes Lane re-paving     | Ringwood Society proposal   |             |  | Floated as possible future project                    |                |                          |  |
|   | Rear of Southampton Road | Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches                                   |             |  | Floated as possible future project                    |                |                          |  |
|   | Dewey's Lane wall        | Repair of historic wall   |             | Re-build/repair options and costs are being investigated                                     | Shelved as a TC project                               |                |                          |  |
|   | Signage Review           | Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square                                    | Cllr Day    |  | Floated as possible future project                    |                |                          |  |
|   | Crow ditch               | Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane |             |  |   |                | Developers contributions |  |
| Policy & Finance Committee                  |                          |   |             |  |   |                |                          |  |
|   | Paperless office         | Increasing efficiency of office space use   | Cllr. Heron | Discussions with Town Clerk and Finance Manager  |   |                |                          |  |
| Recreation, Leisure & Open Spaces Committee |                          |   |             |  |   |                |                          |  |
|   | None                     | (Current projects expected to absorb available resources for several years)   |             |  |   |                |                          |  |
| Staffing Committee                          |                          |   |             |  |   |                |                          |  |
|   | None                     |   |             |  |   |                |                          |  |

## Closed Projects Report

| No.                                    | Name   | Description   | Outcome  | Notes   |
|--|--|---|--|---|
| Full Council                           |  |   |  |   |
| FC1                                    | Long Lane Football Facilities Development                      | A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.  | New builds completed in September 2024   |   |
| FC2                                    | Strategic Plan   | Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.   | Completed in October 2022  |   |
| Planning, Town & Environment Committee |  |   |  |   |
| PTE4                                   | Pedestrian Crossings - Christchurch Road                       | Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)  | Completed by HCC   |   |
|  | Cycleway signage and improvements                              | New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road  | Completed by HCC   |   |
|  | Carvers footpath/cycle-way improvement                         | Creation of shared use path across Carvers between Southampton Road and Mansfield Road  | Completed by HCC   |   |
|  | Replacement Tree - Market Place                                | New Field Maple tree to replace tree stump in Market Place.   | Completed in January 2022 by HCC   |   |
|  | Climate Emergency  | Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.  | Completed March 2023   |   |
|  | A31 widening scheme  | Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds  | Scheme completed by National Highways and road re-opened in November 2022.                             |   |
|  | SWW Water Main Diversion (associated with A31 widening scheme) | Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.   | Scheme completed by SWW in 2022.   |   |
|  | Surfacing of Castleman Trailway                                | Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.  | Surfacing works completed by HCC early April 2022.   |   |
|  | Bus Shelter Agreement  | Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.                                       | Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023. |   |
|  | Human Sundial  | Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.   | Completed.   |   |
| PTE2                                   | Neighbourhood Plan   | The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications. | Completed, but will be monitored and reviewed.   |   |
| PTE1                                   |  |   |  |   |
| Policy & Finance Committee             |  |   |  |   |
| PF1                                    | New Council website  | Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.   | Completed  |   |
| PF2                                    | Greenways planning permission                                  | Consideration of applying to renew planning permission for bungalow in garden previously obtained   | Decided not to renew   |   |
| PF3                                    | Detached youth outreach work                                   | To provide youth workers for trial of detached outreach work  | Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)                                 |   |
| PF4                                    | Review of governance documents                                 | A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.  | Completed in July 2022   | All governance documents will now receive routine annual reviews. |
| PF6                                    | Health & Safety Management Support Re-procurement              | Re-procuring specialist advice and support for discharge of health and safety duties  | Completed in February 2023   |   |
| PF7                                    | Financial Procedures Manual                                    | Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures  | Completed in September 2022  | Will be updated by Finance Manager as necessary                   |
| PF8                                    | Bickerley Legal Title  | An application to remove land from the Council's title was made   | Completed in October 2023  | Application successfully resisted                                 |
| PF9                                    | Greenways office leases  | The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.   | Completed in November 2022   |   |

|      |                             |   |                           |
|------|-----------------------------|---|---------------------------|
| PF10 | Councillors' Email Accounts | Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.   | Completed in August 2023  |
| PF12 | Base budget review          | A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings. | Completed in January 2025 |

### Recreation, Leisure & Open Spaces Committee

|        |                                |   |  |   |
|--------|--------------------------------|---|--|---|
| RLOS1  | War Memorial Repair            | Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.  | Completed in 2021-22                                       |   |
| RLOS2  | Bickerley Tracks Repair        | Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.  | Fresh gravel laid in 2021-22.                              | No structural change is feasible at present.  |
| RLOS3  | Public open spaces security    | Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles                                     | Completed in 2021-22                                       |   |
| RLOS6  | Community Allotment            | Special arrangement needed for community growing area at Southampton Road   | Ongoing processes adapted                                  | Agreed to adopt as informal joint venture with the tenants' association   |
| RLOS7  | Bowling Club lease             | Renewal of lease that expired in April 2023.  | Completed in July 2023                                     | New lease granted for 14 years.   |
| RLOS8  | Ringwood Youth Club            | Dissolution of redundant Charitable Incorporated Organisation   | Completed in July 2023                                     | Charity removed from Register of Charities  |
| RLOS9  | Aerator Repair                 | Major overhaul to extend life of this much-used attachment  | Completed in 2021-22                                       |   |
| RLOS11 | Ash Grove fence repair         | Replacing the worn-out fence around the play area   | Completed in 2021-22                                       |   |
| RLOS12 | Van replacement                | Replacing the grounds department diesel van with an electric vehicle  | Suspended in 2023  | Van will be replaced in accordance with Vehicle & Machinery replacement plan  |
| RLOS13 | Bickerley compensation claim   | Statutory compensation claim for access and damage caused by drainage works   | Completed March 2022                                       | Settlement achieved with professional advice  |
| RLOS15 | Acorn bench at Friday's Cross  | Arranging the re-painting of this bespoke art-work  | Completed in 2021-22                                       | Labour kindly supplied by Men's Shed  |
| RLOS16 | Town Safe                      | Possible re-paint of this important survival, part of a listed structure  | Suspended indefinitely in September 2022                   | Complexity and cost judged disproportionate to benefit  |
| RLOS17 | Crow Arch Lane Allotments Site | The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane  | Completed in November 2023                                 |   |
| RLOS18 | Cemetery Records Upgrade       | Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility. | Completed in 2021  | Cost £5,467. Further upgrades are needed to digitize the records fully  |
| RLOS19 | Carvers Masterplan             | Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features  | Completed in 2024 but subject to implementation and review | Completed within the £6,000 budget.   |
| RLOS20 | Detached youth outreach work   | Trialling the provision of detached outreach work by specialist youth workers.  | Completed in May 2022                                      |   |
| RLOS22 | Bickerley parking problem      | Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction   | Closed off in September 2023                               | Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem. |
| RLOS24 | Poulner Lakes circular path    | HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use   | Completed in May 2024                                      | RTC is now responsible for maintenance  |

### Staffing Committee

|    |                             |  |                      |
|----|-----------------------------|--|----------------------|
| S1 | HR support contract renewal | Renewal of contract for the supply to the Council of specialist human resources law and management support | Completed in 2021-22 |
| S2 | Finance Staffing Review     | Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms        | Completed in 2021-22 |