

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

11th June 2026

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 17th June 2026** at 7.00pm and your attendance is requested.



Mrs C Bennett
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meetings held on 20 th May and 27 th May 2026	1 minute
5. FINANCIAL REPORTS (<i>Report A attached</i>): a. To receive Statement of Town Council Balances and authorise Inter Account Transfers b. To receive and authorise list of payments made on Imprest Account for May c. To note the Community Infrastructure Levy (CIL) report	5 minutes
6. MILLENNIUM CLOCK To consider a resolution from Cllr Thierry that the Council shall not commit any further funding towards repairs to the Millennium Clock (<i>Report B</i>)	10 minutes
7. END OF YEAR FORMALITIES 2025/26 To consider The Annual Governance & Accountability return 2025/26 (<i>Report C</i>): a. To consider the Internal Audit Report for 2025/26, recommendations and actions (<i>Appendix 1</i>)	10 minutes

<ul style="list-style-type: none"> b. To consider and approve The Annual Governance & Accountability return 2025/26 Form 3 (<i>Appendix 2</i>): <ul style="list-style-type: none"> i. Section 1 - The Annual Governance Statement ii. Section 2 - The accounting statements for 2025/26 c. To approve the period of exercise of public rights (<i>Appendix 3</i>) 	<u>Time estimate</u>
8. CIL: FUNDING PRIORITIES AND FORWARD PROGRAMME To consider the Town Clerk's report (<i>Report D</i>)	15 minutes
9. SERVICES REVIEW To receive a verbal report form the Town Clerk	5 minutes
10. ANNUAL REVIEW OF INSURANCE ARRANGEMENTS To receive a verbal report from the Finance Manager on the arrangements for insurance cover in respect of all insurable risks (<i>Report E</i>)	5 minutes
11. REVIEW OF INFORMATION GOVERNANCE FRAMEWORK To consider the Town Clerk's report and the recommendations therein (<i>Report F</i>)	10 minutes
12. FUTURE YOUTH WORK PROVISION To consider a partnership proposal for youth outreach provision (<i>Report G</i>)	10 minutes
13. PROJECTS (current and proposed) To consider the officers' report (<i>Report H attached</i>), receive any verbal updates and agree next steps where necessary	5 minutes
14. COMMUNICATIONS Members to decide on items requiring publicity and to confirm a spokesperson if required.	2 minutes

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

Committee Members

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

Officers

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

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17th June 2026

POLICY AND FINANCE COMMITTEE 17th June 2026**ACCOUNT BALANCES & TRANSFERS - 22.07.26**

Account Name	Balance @ 01.06.26	Transfer Required - 22.07.26	Movement - 22.07.26	Between Accounts	Predicted 22.07.26
	£				£
Imprest (Current) Account	97,138	125,000	-203,000		19,138
Business Account	10,017				10,017
Investment Account (CCLA Ac)	365,000	-125,000			240,000
Petty Cash - Imprest (General)	52				52
Petty Cash - Carvers Clubhouse	50				50
VIC Change Float	0				0
Information Desk Float	75				75
TOTALS	472,331	0		0	269,331

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

Notes:

1 Imprest Account	£
Balance in Imprest A/c 30.04.26	97,138
Pension & PAYE/NI Due 19.06.26	-21,000
Wages Due 25.06.26	-32,000
Supplier Payments Plus Committed Orders	-79,000
Pension & PAYE/NI Due 19.07.26	-21,000
Wages Due 24.07.26	-35,000
PWLB Loan 16.07.26	-15,000
Transfer from CCLA	125,000
Est Balance in Imprest A/c 22.07.26	19,138

2 Investment Maturity

No investments due to mature

3 The bank accounts were reconciled at 31st May 2026

Proposed Transfer Authorised By:-

Date

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3177	01/05/26	6552	RTC806901	£902.40	£150.40	£752.00	P&F	The Festive Lighting Company Limited	Repairs to Christmas Lights cabling in Gateway Square damaged due to pollarding works 2400/2
3165	01/05/26	6554	RTC806864	£516.00	£86.00	£430.00	RLOS	Ringwood Pest Control	rodent control at the Upper Kingston Allotments Yearly contract to run from April 1 2026 to renew in April 2027 3300/2/2
3166	01/05/26	6555	RTC806909	£2,298.00	£383.00	£1,915.00	RLOS	The Tree Management Company	Tree works as surveyed by NFDC. All areas of Castleman way and Yew tree gardens as agreed on site. This does not cover the emergency work (red)which has already has a PO issued 3000/2/11
3168	01/05/26	6569	RTC806887	£114.00	£19.00	£95.00	RLOS	Central Southern Security	New camera to replace damaged camera on rear of Carvers clubhouse - vandalism 3802/1/2
3169	01/05/26	6570	RTC806869	£566.40	£94.40	£472.00	RLOS	Ringwood & Fordingbridge Skip Hire	General Waste weighbridge tip on 7/4/26 3200/2/8
3170	01/05/26	6571	RTC806875	£741.30	£123.55	£617.75	RLOS	England Garden Machinery	General skip replacement for the Cemetery ongoing To replace old blade set on Major 8400 roller mower. 3000/3/2 To set up and balance
3171	01/05/26	6572	RTC806903	£35.64	£5.94	£29.70	RLOS	1st Stop Cleaning	All labour Cleaning at Carvers clubhouse to cover staff holiday 3802/1/1 1.35hrs cleaning
		6573/1		£40.44	£6.74	£33.70	P&F	Hampshire County Council	816068 Blue paper rolls x 6 2000/3/4
		6573/2		£10.44	£1.74	£8.70	P&F	Hampshire County Council	565244 Henry dustbags 2000/3/4
		6573/3		£11.64	£1.94	£9.70	P&F	Hampshire County Council	701150 Blue tack 2000/1/8
		6573/4		£4.68	£0.78	£3.90	P&F	Hampshire County Council	200746 A4 polyfile x 5 2000/1/8
		6573/5		£2.88	£0.48	£2.40	P&F	Hampshire County Council	784321 Square notes x 12 2000/1/8
		6573/6		£3.48	£0.58	£2.90	P&F	Hampshire County Council	784213 Notes x 12 2000/1/8
		6573/7		£1.44	£0.24	£1.20	P&F	Hampshire County Council	858224 Sellotape 2000/1/8
		6573/8		£31.92	£5.32	£26.60	P&F	Hampshire County Council	819050 A4 paper 2000/1/8
		6573/9		£12.48	£2.08	£10.40	P&F	Hampshire County Council	598128 Carex 2000/3/4

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3172	01/05/26	6573	RTC806866	£119.40	£19.90	£99.50		Hampshire County Council	Stationery and Cleaning supplies 2000/3/4
3173	01/05/26	6575	RTC806894	£64.80	£10.80	£54.00	P&F	Hampshire County Council	Caretaker supplies:- gloves, toilet cleaner and hard surface cleaner 2000/3/4
		6576/1		£1,400.00	£0.00	£1,400.00	P&F	Hampshire Association Of Local Councils	HALC affiliation fees 2026 2027 2000/1/16
		6576/2		£988.00	£0.00	£988.00	P&F	Hampshire Association Of Local Councils	NALC Levy 2026 27 2000/1/16
3178	01/05/26	6576	RTC806879	£2,388.00	£0.00	£2,388.00		Hampshire Association Of Local Councils	HALC and NALC affiliation fees 2026 2027 2000/1/16
3174	01/05/26	6577		£110.00	£0.00	£110.00	P&F	ICCM	Membershio Renewal 2026/27 2000/1/16
3175	01/05/26	6578		£70.00	£0.00	£70.00	RLOS	New Forest District Council	Market Place 785/2 Annual Licence 2026/27 3100/5
3176	01/05/26	6579		£70.00	£0.00	£70.00	RLOS	New Forest District Council	Bickerley Green 808/2 2026/27 Annual Licence 3100/5
		6580/1		£918.00	£153.00	£765.00	P&F	Concentrate Limited	Website development 2000/1/14
		6580/2		£540.00	£90.00	£450.00	P&F	Concentrate Limited	Website security updates RTC 2000/1/14
		6580/3		£540.00	£90.00	£450.00	RLOS	Concentrate Limited	Website security updates Carvers Clubhouse 3802/2/1
3179	01/05/26	6580		£1,998.00	£333.00	£1,665.00		Concentrate Limited	Website April 2026 - March 2027 2000/1/14
DD	01/05/26	6633		£248.00	£0.00	£248.00	RLOS	New Forest District Council	Rates Cemetery May 2026 3200/1/5
DD	01/05/26	6634		£180.00	£0.00	£180.00	RLOS	New Forest District Council	Rates Carvers Clubhouse May 2026 3802/1/6
		6637/1		£3,423.49	£0.00	£3,423.49	P&F	Public Works Loan Board	Principle 2500/1/2
		6637/2		£1,951.47	£0.00	£1,951.47	P&F	Public Works Loan Board	Interest 2500/1/1
DD	01/05/26	6637		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419 2500/1/2
		6650/1		£999.55	£166.59	£832.96	P&F	Cloudy Group	MS licenses, IT support, training and IT security April 2026 2000/1/12
3167	01/05/26	6650	RTC806882	£999.55	£166.59	£832.96		Cloudy Group	MS licenses, IT support, training and IT security April 2026 2000/1/12
		6433/1		-£47.49	-£2.26	-£45.23	P&F	OVO Energy	28/06/26 - 27/07/25 2100/3
		6433/2		£28.72	£1.37	£27.35	P&F	OVO Energy	28/05/25 - 27/06/25 2100/3
		6433/3		£30.35	£1.45	£28.90	P&F	OVO Energy	28/04/25 - 27/05/25 2100/3
		6433/4		£97.82	£4.66	£93.16	P&F	OVO Energy	28/03/25 - 27/04/25 2100/3
		6433/5		£309.71	£14.75	£294.96	P&F	OVO Energy	28/02/25 - 27/03/25 2100/3

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Start of year 01/04/26

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			6433/6	£372.06	£17.72	£354.34	P&F	OVO Energy	28/01/25 - 27/02/25	2100/3
			6433/7	£285.36	£13.59	£271.77	P&F	OVO Energy	28/12/24 - 27/01/25	2100/3
			6433/8	£1.10	£0.05	£1.05	P&F	OVO Energy	27/12/24 - 27/12/24	2100/3
			6433/9	£31.80	£1.51	£30.29	P&F	OVO Energy	28/11/24 - 26/12/24	2100/3
			6433/10	£34.00	£0.00	£34.00	P&F	OVO Energy	28/10/24 - 27/11/24	2100/3
			6433/11	£32.82	£1.56	£31.26	P&F	OVO Energy	28/09/24 - 27/10/24	2100/3
			6433/12	£33.20	£1.58	£31.62	P&F	OVO Energy	28/08/24 - 27/09/24	2100/3
			6433/13	£33.20	£1.58	£31.62	P&F	OVO Energy	28/07/24 - 27/08/24	2100/3
			6433/14	£32.26	£1.54	£30.72	P&F	OVO Energy	28/06/24 - 27/07/24	2100/3
			6433/15	£30.86	£1.47	£29.39	P&F	OVO Energy	28/05/24 - 27/06/24	2100/3
3180	05/05/26	6433	RTC806799	£1,305.77	£60.57	£1,245.20		OVO Energy	gas and electricity 92 Southampton Rd from May 24 to July 2025	2100/3
DD	05/05/26		6656	£176.40	£10.74	£165.66	P&F	Grounds Management Association	Subscription 2026 03/04/26 - 02/04/27	2000/1/16
DD	07/05/26		6661	£42.54	£7.09	£35.45	RLOS	Sky Business	05/05/26 - 04/06/26	3802/2/5
			6657/1	£99.59	£4.74	£94.85	RLOS	Yu Energy	Electricity	3802/1/3
			6657/2	£14.22	£0.68	£13.54	RLOS	Yu Energy	TNUoS	3802/1/3
DD	08/05/26		6657	£113.81	£5.42	£108.39		Yu Energy	April 2026	3802/1/3
DD	15/05/26		6662	£207.60	£34.60	£173.00	RLOS	Grist Environmental Ltd	Cemetery April 2026 Waste removal	3200/2/8
FPI	15/05/26		6663	£204.60	£34.10	£170.50	P&F	Brightwater	Fees - 15/05/26 - 14/06/26	2400/19
FPI	15/05/26		6664	£247.00	£0.00	£247.00	P&F	Brightwater	Lee Dent inv532 Rplacement of faulty door mechanism & fit new gate lock	2100/3
			6566/1	£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof	2000/3/4
3182	18/05/26	6566	RTC806870	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - April '26 visit - bi-annual	2000/3/4
3190	18/05/26	6567	RTC806908	£520.80	£86.80	£434.00	P&F	Cost Cutters (UK)	Floor standing display screens x 4 plus delivery	2200/1/5
3184	18/05/26	6581	RTC806916	£177.44	£0.00	£177.44	RLOS	Chris Wilkins	Provision of consultancy for Long Lane project April 2026, time & travel	3350/10
3183	18/05/26	6601	RTC806926	£609.16	£0.00	£609.16	P&F	Rory Fitzgerald	Assisting Finance Manager with Year End 28.04.26 & 5.05.26	2310/2

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3185	18/05/26	6624		£205.20	£34.20	£171.00	RLOS	Insight Security & Facilities Ltd April 2026	3000/2/1
3186	18/05/26	6625		£6.84	£1.14	£5.70	RLOS	Itec Carvers Clubhouse 24/04/26	3802/2/2
3188	18/05/26	6627		£55.08	£9.18	£45.90	P&F	Pitney Bowes Quarterly charge	2000/1/10
3191	18/05/26	6629		£86.61	£0.00	£86.61	P&F	Source 4 Business Greenways Oct 25 - Apr 26 3439570801	2100/1
3192	18/05/26	6630		£144.68	£0.00	£144.68	P&F	Water2Business Greenways Oct 25 - Apr 26 12024218	2100/1
BP	18/05/26	6636		£10,100.05	£0.00	£10,100.05	P&F	Hampshire County Council Pension April 2026	2600/1/3
DD	18/05/26	6658		£47.16	£7.86	£39.30	RLOS	3G April 2026	3000/1/6
		6695/1		£34,414.68	£5,735.78	£28,678.90	P&F	The Festive Lighting Company Limited Contract to supply and install town centre Christmas illuminations - Year 2 2026	2400/2
3181	18/05/26	6695	RTC806959	£34,414.68	£5,735.78	£28,678.90		The Festive Lighting Company Limited Year 2 of 3 year contract Christmas Illuminations Contract	2400/2
		6699/1		-£34,414.68	-£5,735.78	-£28,678.90	P&F	The Festive Lighting Company Limited Contract to supply and install town centre Christmas illuminations - Year 2 2026	2400/2
3181	18/05/26	6699		-£34,414.68	-£5,735.78	-£28,678.90		The Festive Lighting Company Limited Contra (part payment) for tn 6695, Year 2 of 3 year contract Christmas Illuminations Contract	2400/2
3181	18/05/26	6700		£15,132.12	£2,522.02	£12,610.10	P&F	The Festive Lighting Company Limited Part payment , tn 6695 - Payment 1 of 3 year 2 contract, Year 2 of 3 year contract Christmas Illumi	2400/2
3199	19/05/26	6529	RTC806877	£60,337.20	£10,056.20	£50,281.00	P&F	New Forest District Council Annual Contribution to Gateway 2025-2026 (Figure revised following receipt of charges 5.05.26t)	2100/5
3197	19/05/26	6619	RTC806896	£388.80	£64.80	£324.00	RLOS	Time2Display Marketing material for Ringwood Market Charter event 3 x Banners 10 x A3 posters 4 x AO correx boards	3100/9
3195	19/05/26	6621	RTC806906	£35.55	£0.00	£35.55	P&F	TLC Online RTC compliment slips	2000/1/8
		6622/1		£27.48	£4.58	£22.90	P&F	Hampshire County Council 816551 Tork paper towels	2000/3/4
		6622/2		£14.28	£2.38	£11.90	P&F	Hampshire County Council 604604 Tork toilet rolls	2000/3/4
3196	19/05/26	6622	RTC806925	£41.76	£6.96	£34.80		Hampshire County Council Caretaker supplies	2000/3/4
3198	19/05/26	6623	RTC806936	£60.00	£0.00	£60.00	P&F	Ringwood & District Community Association Cakes for Town Assembly	2200/1/5

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3193	19/05/26	6631		£138.10	£0.00	£138.10	RLOS	Source 4 Business	Carvers Clubhouse Oct 25 - Apr 26 3442571001	3802/1/4
3194	19/05/26	6632		£232.05	£0.00	£232.05	RLOS	Water2Business	Carvers Clubhouse Oct 25 - Apr 26 29946570	3802/1/4
BP	19/05/26	6635		£10,779.51	£0.00	£10,779.51	P&F	Inland Revenue	April 2026	2600/1/2
3218	20/05/26	6639	RTC806912	£1,814.40	£302.40	£1,512.00	RLOS	The Tree Management Company	Tree work to cover all trees in the Cemetery as surveyed by NFDC and flagged for required works between 3 and 12 months Quote to cover all tree work labelled as amber or green on the RAG report The large Holm Oak (Quercus ilex) on the corner of Ringwood junior school and the cemetery will require traffic management, climbing and rigging using a specialised MEWP	3000/2/11
3220	20/05/26	6640	RTC806910	£687.60	£114.60	£573.00	RLOS	The Tree Management Company	All tree works as agreed during the NFDC survey to include Dr Little Gardens Danny Cracknell Park Southampton Road (both sides) Carvers Recreation ground Toad Corner	3000/2/11
3219	20/05/26	6641	RTC806911	£1,800.00	£300.00	£1,500.00	RLOS	The Tree Management Company	Tree works at Jubilee Gardens to include all work as set out in the NFDC tree works report	3000/2/11
DD	20/05/26	6659		£90.51	£4.31	£86.20	RLOS	Edf	Cemetery April 2026	3200/1/1
DD	20/05/26	6660		£390.58	£65.10	£325.48	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	May 2026 Calls	2000/1/11
BP	22/05/26	6655		£32,432.87	£0.00	£32,432.87	P&F	Salaries	May 2025	2600/1/1
3202	26/05/26	6615	RTC806928	£199.07	£33.18	£165.89	RLOS	RFS Technology	Carvers clubhouse - Additional fire alarm in office cupboard - picked up on fire risk assessment. Maintenance and works carried out	3802/1/5
3203	26/05/26	6638	RTC806914	£48.19	£8.03	£40.16	RLOS	Elliott Brothers Ltd	Screws and bolts to repair the benches at Poulner lakes	3000/2/9

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			6646/1	£432.00	£72.00	£360.00	RLOS	Terratec Ltd.	Ringwood Junior School Robot line marker 3000/5/6
			6646/2	£240.00	£40.00	£200.00	RLOS	Terratec Ltd.	Line marking for Poulner Junior School which is in contract 3000/5/4
3204	26/05/26	6646	RTC806915	£672.00	£112.00	£560.00		Terratec Ltd.	Robot Line marking for Poulner and Ringwood Junior Schools 3000/5/6
3200	26/05/26	6651	RTC806941	£78.00	£13.00	£65.00	RLOS	Alecta Technical Solutions	Labour charge under kitchen maintenance appliance service contract inv 389 3802/2/1
									Delayed due to accounts dispute - Charly dealt with
3202	26/05/26	6652	RTC806940	£168.00	£28.00	£140.00	RLOS	Alecta Technical Solutions	Call out inc 1st hr for kitchen appliance service INV 388 3802/2/1
			6565/1	£189.62	£0.00	£189.62	P&F	Amazon	Lectern 2200/1/5
Lloyds CC May 26 1	28/05/26	6565	RTC806881	£189.62	£0.00	£189.62		Amazon	Mobile Wooden Podium Stand with Wheels Lectern Oak Color - there is no VAT on this offer / order. 2200/1/5
Lloyds CC May 26 3	28/05/26	6620	RTC806872	£279.35	£38.96	£240.39	RLOS	Booker	café food items purchased via card for resale 3802/3/1
DD	28/05/26	6665		£153.66	£25.61	£128.05	PT&E	SSE Southern Electric	Carvers Street Lighting AGR3848393 April 2026 4000/1/2
Lloyds CC May 26 2	28/05/26	6669	RTC806913	£300.00	£50.00	£250.00	Grant	NBB Recyled Furniture	Purchase of a 3 seater black bench for grant funded bus shelter improvements on Eastfield Lane 20000
FPI	28/05/26	6676		£8.50	£0.00	£8.50	P&F	Lloyds Bank	Bank Charges May 2026 2000/1/18
NFDC Tfr2	28/05/26	6696		£0.17	£0.00	£0.17	P&F	New Forest District Council	NFDC Tfr2 CC Charge 2000/1/18
NFDC Tfr2	28/05/26	6697		£22.54	£0.00	£22.54	RLOS	New Forest District Council	NFDC Tfr2 27/04/26 Purchases for resale 3802/3/1
NFDC Tfr2	28/05/26	6698		£10.80	£0.00	£10.80	RLOS	New Forest District Council	NFDC Tfr2 11/05/26 Purchases for resale 3802/3/1
NFDC Tfr2	28/05/26	6703		£14.65	£0.13	£14.52	RLOS	New Forest District Council	NFDC Tfr2 18/05/26 Purchases for resale 3802/3/1
Lloyds CC Jun 26 9	28/05/26	6704	RTC806902	£188.26	£31.38	£156.88	RLOS	Barriers Direct	2 x Autolok® Removable Security Metal Hitch Post Ideal for Trailers and Caravans & UK Made For Danny Cracknell Field Credit card payment 3000/2/9
Lloyds CC Jun 26 10	28/05/26	6705	RTC806893	£100.74	£16.79	£83.95	RLOS	Barriers Direct	Drop Down barrier for Southampton Road access for H&S compliance - paid for on TR credit card 3000/1/4

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC May 26 5	28/05/26	6706		£175.56	£29.26	£146.30	P&F	Microsoft	18/03/26 - 17/04/26 2000/1/15
Lloyds CC May 26 6	28/05/26	6707		£247.20	£41.20	£206.00	P&F	Microsoft	18/03/36 - 17/04/26 2000/1/15
Lloyds CC Jun 26 13	28/05/26	6711	RTC806904	£220.95	£20.70	£200.25	RLOS	Booker	Café food orders - resale items 3802/3/1
Lloyds CC Jun 26 11	28/05/26	6712	RTC806883	£227.36	£26.13	£201.23	RLOS	Booker	café items for resale 3802/3/1
Lloyds CC May 26 15	28/05/26	6713	RTC806960	£232.40	£31.51	£200.89	RLOS	Booker	CC -Café Food Resale 3802/3/1
Lloyds CC Jun 26 12	28/05/26	6714	RTC806889	£32.40	£5.40	£27.00	RLOS	Eversley Training Co	Carvers Café staff training - Level 3 food and Hygiene 3802/2/6
Lloyds CC Jun 26 7	28/05/26	6715	RTC806885	£42.88	£7.15	£35.73	RLOS	Amazon	Anti climb paint for Pavillion building 3802/1/2
Lloyds CC Jun 26 8	28/05/26	6716	RTC806907	£62.99	£10.50	£52.49	RLOS	Amazon	Vonyx Microphone - for Town Council PA system 3100/9
		6724/1		£120.99	£0.00	£120.99	RLOS	Amazon	Cafe Pager - customer service x 16 coasters - to prevent queus in busy periods 3802/3/1
		6724/2		£5.99	£1.00	£4.99	RLOS	Amazon	Holiday calendar dots 3802/2/1
		6724/3		£3.99	£0.67	£3.32	RLOS	Amazon	Plastic food bags - clips 3802/3/1
		6724/4		£15.98	£0.00	£15.98	RLOS	Amazon	Office wall calendar x2 3802/2/1
		6724/5		£7.59	£1.27	£6.32	RLOS	Amazon	Dry wipe board pens 3802/2/1
		6724/6		£17.10	£2.86	£14.24	RLOS	Amazon	Kitchen cup holder 3802/3/1
		6724/7		£14.99	£0.00	£14.99	RLOS	Amazon	Coffee indoor cups 3802/3/1
		6724/8		£6.97	£0.00	£6.97	RLOS	Amazon	Cooking timer/clock 3802/3/1
		6724/9		£12.04	£0.00	£12.04	RLOS	Amazon	Do not disturb signs 3802/2/1
		6724/10		£14.90	£2.48	£12.42	RLOS	Amazon	Paper reams - x5 3802/2/1
		6724/11		£19.58	£3.26	£16.32	RLOS	Amazon	ant catch/traps x8 3802/3/1
Lloyds CC Jun 26 14	28/05/26	6724	RTC806888	£240.12	£11.54	£228.58		Amazon	Large multi item carvers clubhouse order - coded sepertely. Amazon issued a £2.80 discount so total credit card value £240.12 3802/3/1
		6666/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		6666/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1

Paid Expenditure Transactions

Start of year 01/04/26

paid between 01/05/26 and 31/05/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	29/05/26	6666		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery May 2026
		6740/1		£28.67	£0.00	£28.67	Counc	Ringwood Town Council	Milk etc & supplies for Town Assembly
		6740/2		£1.50	£0.25	£1.25	Counc	Ringwood Town Council	Stationery - Tape
		6740/3		£22.50	£3.75	£18.75	Counc	Ringwood Town Council	Upper Kingston allotment keys
Petty Cash May 2026	31/05/26	6740		£52.67	£4.00	£48.67		Ringwood Town Council	Petty Cash May 2026
Total				£160,016.52	£15,771.84	£144,244.68			

Monthly CIL Reserve Report to Policy & Finance Committee**Balance Held In Reserves @ 31st March 2026**Plus Receipts 2026/2027:-Paid 23.04.2026:-

Planning Ref: 24/10527 - 11-13 Meeting House Lane – erection of 1 dwelling	1,333.50	
Planning Ref: 20/10129 - 25 Market Place – convert 25A Market Place into a dwelling; conversion of Coach House into dwelling	2,855.61	
Planning Ref: 25/10797 - 72-74 Southampton Road – change of use to 3 residential dwellings	285.73	
Planning Ref: 23/1077 - 74 Eastfield Lane – erection of 2 dwellings	6,635.02	11,109.86
		<hr/>

Plus Transfers To CIL Reserve 2026/2027:-

Underspent MUGA returned to CIL fund from Grants Unapplied F/6465 Sept 25 P & F	1,643.03	1,643.03
		<hr/>

Less Expenditure 2026/2027:-

	0.00	0.00
		<hr/>

Balance Held In Reserves @ 31st May 2026

34,356.62

Less Agreed Allocations:-

Poulner Lakes road upgrade - F/6423 21 May 2025	-15,000.00	
F/6519 March 2026 Taxi Rank Refurb Option 2	-1,155.00	
F/6533 Additional Anti Graffiti Paint For Taxi Rank	-228.00	-16,383.00
		<hr/>

Balance After Agreed Allocations

17,973.62

POLICY & FINANCE COMMITTEE

17th JUNE 2026

BRIEFING NOTE: MILLENIUM CLOCK

1. The Millennium Clock was installed in approximately 2000 as a community millennium project. Responsibility for maintenance subsequently passed to the Town Council.
2. The clock has required several repairs and maintenance interventions over its lifetime. Records available to officers indicate that Council expenditure on repairs and maintenance between 2006 and 2012 totalled approximately £6,376. These costs included major repairs, fault investigations and annual maintenance arrangements.
3. Between 2012 and 2017, the council paid £220/240 per year for a maintenance contract.
4. Historical records further indicate that additional repair works have been undertaken since that period. Some works, including over the recent 6 months, were arranged by the Town Council but funded through contributions from community organisations. However, the available records do not provide a complete reconciliation of expenditure, insurance recoveries and third-party contributions and therefore it has not been possible to establish a definitive lifetime cost to the Council.
5. No budget provision currently exists for further repairs to the Millennium Clock. Any future expenditure would require approval through the Council's normal budgetary and decision-making processes.

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: charmaine.bennett@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 17TH JUNE 2026

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025-2026

1. BACKGROUND

- 1.1 The Annual Governance and Accountability Return (AGAR) is a statutory return that we are required to submit to the external auditors each year. Sections 1 and 2 of the return must be approved by the Council by the 26th June 2026 for submission by the 1st July 2026.
- 1.2 The AGAR is appended together with the Internal Audit Report, the notice of the conclusion of audit and any amendments made to the accounting statements as a result of the limited assurance review; and published on the Council's website no later than the 30th September 2026.

2. AGAR 2025-2026

- 2.1 The internal auditor has concluded the review of finances and control measures, and the AGAR is now ready for approval by Council and onward submission to the external auditor.
- 2.2 The AGAR consists of four parts:

- The annual internal Auditors report and assurance options, observations and management actions.
- Section 1, the Annual Governance Statement.

This statement is the Councils declaration that it ensures there is a sound system of internal control in place, including arrangements for the preparation of the Accounting Statements. It must be formally approved by the Council before Section 2 and signed by the Chairman and Clerk.

- Section 2, the Accounting Statements.

This a summary of the Councils financial position for the financial year, prepared on an accruals basis rather than a cash basis which means that year end debtors and creditors are brought into the accounts. All figures agree to the financial records and are supported by bank statements. The statement needs to be signed and dated by the RFO, approved by the Council and signed by the Chairman.

- Section 3, The final part, is to be completed by the external Auditor, BDO LLP, following the submission of the AGAR and supporting documentation by the 1st July 2026.

3. INTERNAL AUDIT REPORT AND OBSERVATIONS

- 3.1 The internal auditor concluded that:
“There is a generally sound system of governance, risk management and control in place.”
- 3.2 The audit raised two observations for improvement regarding the Investment Strategy and the Procurement Framework. It should be noted that the wording of “observation” is a change to the reporting style of the internal audit and would have been referred to previously as “added value.” Both observations will be actioned by October 2026.
- 3.3 The full internal auditor report is included in Appendix 1.

4. NOTICE FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

- 4.1 The Council is required to publish a notice informing the public of their right to inspect the Councils accounting records and when the documents will be available.
- 4.2 The inspection period must be 30 working days long and must include the first 10 working days of July.
- 4.3 The AGAR is scheduled to go before a meeting at full Council on the 24th June 2026, subject to the Committee’s endorsement it will be published on the 25th June 2026, with the inspection period of the 26th June to the 6th August 2026.

5. RECOMMENDATIONS

It is recommended that:-

- 5.1 Members note the internal auditor’s annual report together with the observations.
- 5.2 The 2025-2026 Annual Governance and Accountability Return be endorsed and submitted to Council for approval.
- 5.3 Members note the dates selected for the exercise of public rights.

For more information please contact:

Michelle Gordon, Finance Manager, 01425 473883 Finance.manager@ringwood.gov.uk

**Southern Internal
Audit Partnership**

Assurance through excellence
and innovation

Ringwood Town Council

Internal Audit Report

Annual Governance and Accountability Return (AGAR) 2025-26 Part 3

04 June 2026

Prepared by: Karen Ross

FINAL REPORT

Confidential

1. Introduction

Ringwood Town Council (RTC) commissioned the Southern Internal Audit Partnership to complete this audit. The scope of this review was to ensure that adequate control exists over the internal control objectives specified under points A-P of the Annual Governance and Accountability Return (AGAR) 2025-26 Part 3.

We are grateful to Charmaine Bennett, Jo Hurd and Michelle Gordon for their assistance during the course of the audit.

2. Independence & Impairments

There have been no impairments to internal audit during this review. Internal audit has remained free from all conditions that threaten our ability to carry out responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication.

3. Scope Limitations

There have been no limitations to the scope of internal audit work.

4. Risks

This review has sought to assess the effectiveness of controls in place focusing on those designed to mitigate risks to the achievement of the following objectives:

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. RTC complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

- C. RTC assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- K. If the authority certified itself as exempt from a limited assurance review in 2024-25, it met the exemption criteria and correctly declared itself exempt. (Not covered).
- L. RTC published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.
- M. In the year covered by this AGAR, RTC correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.
- N. RTC complied with the publication requirements for the 2024-25 AGAR.

- O. RTC has complied with laws, regulations & proper practices relating to digital and data compliance.
- P. RTC has met its responsibilities as a trustee.

5. Circulation List

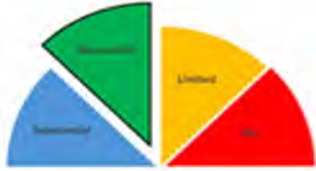
This document has been circulated to the following:

- Charmaine Bennett, Town Clerk
- Jo Hurd, Deputy Town Clerk
- Michelle Gordon, Finance Manager



The Southern Internal Audit Partnership *'generally conforms'* to the Global Internal Audit Standards in the UK Public Sector and its work is performed in accordance with the International Professional Practices Framework (endorsed by the IIA).

6. Summary Findings

Overall Assurance		Observation (s)		Management Actions	
Opinion	Definition	Priority	Number	Priority	Number
	<p>Reasonable: There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.</p>	Priority 1	0	High	0
		Priority 2	2	Medium	2
		Priority 3	0	Low	0
		Total	2	Total	2

Executive Summary

Areas assessed to be working well/controls are effective.

- Detailed financial results comparing year-to-date actuals against budget are compiled and reported to the Policy & Finance Committee monthly in a format which provides an audit trail to original transactions within the Council's Financial Information System (Edge).
- The current Financial Regulations were adopted in July 2025. Testing of a sample of twenty points within the Financial Regulations found them all to be fully compliant with the Council's approved policies, procedures, and control requirements as set out in the Regulations.
- Sales invoices were raised in compliance with the Council's current charging policies, were correctly coded with VAT appropriately accounted for.
- Payments to suppliers were supported by invoices and authorised via Edge workflows with VAT appropriately accounted for. Testing of expenditure via petty cash found transactions were supported by receipts, petty cash floats had been balanced and transactions were correctly coded and posted to Edge in a timely manner.

- VAT returns can be substantiated to transactional level within Edge; the Responsible Financial Officer (RFO) is responsible for ensuring returns are submitted within HMRC's deadlines. Testing confirmed that all four quarterly submissions were returned in a timely manner.
- Allotments were found to have an appropriately signed tenancy agreement, there is a register of tenants, and staff are able to identify any debtors, who are monitored until payment is received.
- For burials there is formal burial register, it was found to be up to date with interments and memorials appropriately evidenced. RTC also retain copies of Burial /Cremation certificates.
- Testing confirmed that fees (for allotments/burials and other) had been charged at the correct approved rate and were recovered within a reasonable time.
- Hall hire has an effective diary system for bookings identifying the hirer and hire times. Sample testing confirmed hall hire bookings were invoiced promptly and accurately.
- The Town Council is required to carry out an annual Financial Risk Assessment. A full financial risk review was presented to the Policy and Finance Committee in September 2025. This risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and are subject to annual reviews (in July 2023, July 2024 and July 2025).
- Annual playground inspections are carried out by The Play Inspection Company as well as weekly inspections by the Grounds Team. Risk assessments have also been undertaken for Grounds and Catering Teams.
- A draft budget setting out the 2025-26 precept was presented to the Policy & Finance Committee and then Full Council by January 2025. The precept for 2026-27 was presented in January 2026. Year-to-date actuals against budget were reported to the Policy and Finance Committee at each meeting, along with executive summaries, summaries of cash-book movements and transfers to and from reserves. General reserves have been maintained in line with guidelines, with additional commentary provided as necessary.

- A sample of income, across ledger codes confirmed income received was based on correct prices (fees and charges), were properly recorded, banked promptly and VAT was appropriately accounted for.
- Testing of payroll transactions found that the specialist company contracted (TC Group) paid salaries to employees and allowances to Members which were in accordance with the Authority's approvals. PAYE and NI requirements were properly applied. Salaries were also found to be paid to the employee/allowances to Members in a timely manner. Internal controls around these processes and the subsequent posting of anonymised payroll costs to Edge are robust.
- The RFO maintains a comprehensive fixed asset register with additions and disposals updated as required. A record is made of the last time each asset was checked.
- RTC has loan liabilities and have three PWLB annuity loans. The total outstanding debt has been verified to the DMO (UK Debt Management Office) website.
- Bank statements are reconciled by the RFO monthly and testing of October 2025, December 2025 & March 2026 reconciliations agreed to the cash book summary presented to the Policy and Finance Committee. Cross-referencing of the year-end reconciliations confirmed they agreed to bank statements and the year-end cashbook. For additional scrutiny there is an arrangement in place for a Councillor to review reconciliations and statements following each Policy and Finance Committee meeting and sample checks confirmed Councillor sign off.
- Budgets and budget monitoring reports have been prepared on the correct income and expenditure accounting basis, as will the final accounting statements, and figures such as debtors and creditors on the final balance sheet can be substantiated to transactional level by Edge reports.
- RTC publishes information on a free to access website which was found to be up to date at the time of the internal audit in accordance with the relevant legislation including publishing the ICO publication scheme on its website.
- RTC did not certify itself as exempt from a limited assurance review in 2024-25 therefore this was 'not covered' in accordance with point K or the AGAR certificate reference.

- The Council complied with point M of Part 3 of the AGAR which relates to providing for the exercise of public rights as required by the Accounts and Audit Regulations.
- There was evidence that the Council complied with point N of Part 3 of the AGAR which relates to the publication requirements of the 2024-25 AGAR by the dates specified, with all relevant documentation published on the Council's website.
- The Council was found to comply with laws, regulations and proper practices relating to digital and data compliance. For example, the Council has an up-to-date Information Technology Policy and a FOI and Data Protection Policy in place, has completed/updated the required data audit (last updated April 2026), and has a single generic email address on an authority owned domain which Council officers can access.
- The Council acts as trustee for two charities and filed the relevant Charity Commission returns in a timely manner.

Areas where the framework of governance, risk management and control could be improved.

- Ringwood Town Council holds balances in excess of £100,000 and therefore would be expected to maintain a formal investment strategy in line with good practice. While the Council has supporting arrangements in place through its Financial Regulations and Treasury Management Policy, there is no clear standalone document setting out overall investment objectives, risk appetite, and strategic approach to managing surplus funds.
- A review of the Council's procurement framework shows that requirements for quotations and tenders are set out within both Standing Orders and Financial Regulations, broadly aligning with expected guidance. However, these provisions are split across documents and do not clearly demonstrate consistent or comparable thresholds, and there is limited procedural guidance on how procurement processes should be carried out in practice.

Observation – 1 – Investment Strategy (Balances > £100,000)			Priority 2
<p>Reviewing Ringwood Town Council’s published financial information confirms that the Council holds bank and investment balances significantly in excess of £100,000. Given this level of balances, the Council is expected to maintain an appropriate Investment Strategy in line with good practice.</p> <p>The Council does have investment-related arrangements in place through its Financial Regulations and a Treasury Management Policy Statement, which set out approved investment instruments, counterparties and controls. However, there is no clearly identifiable standalone Investment Strategy document that consolidates:</p> <ul style="list-style-type: none"> • the Council’s overarching investment objectives • risk appetite and liquidity priorities • strategic approach to managing surplus funds. <p>Furthermore, whilst Policy & Finance Committee minutes demonstrate active management of balances (including use of investment accounts and cash transfers), they do not themselves constitute or clearly evidence formal approval of a comprehensive investment strategy.</p>			
Risk	The Council cannot readily demonstrate compliance with expected governance and best practice (e.g. CIPFA guidance)		
Management Response			
Action	Priority	Responsible Officer	Target Date
1.1 It will be made clear in the Treasury Management Policy that RTC will not enter into high-risk investments and therefore will only invest with the CCLA.	Medium	Michelle Gordon, RTC RFO	31 st October 2026
Auditor assessment of managements response			
Management actions, once implemented, should mitigate this risk.			

Observation – 2 – Procurement Framework (Standing Orders and Financial Regulations)			Priority 2
<p>A review of Ringwood Town Council’s procurement framework identified that requirements for obtaining quotations and formal tenders are set out across both the Standing Orders (2026) and Financial Regulations (2025). These documents provide a formal basis for procurement controls and are broadly aligned with standard guidance in structure and intent.</p> <p>However, the Council’s procurement arrangements are split across these two documents, and it is not clear that consistent monetary thresholds for quotations and formal tenders are explicitly aligned or directly comparable between them. In addition, the requirements are largely rules-based, with limited supporting procedural guidance on how procurement activities should be carried out in practice (e.g. how quotes are obtained, evaluated, and recorded).</p>			
Risk	Procurement practices may be applied inconsistently across the Council		
Management Response			
Action	Priority	Responsible Officer	Target Date
2.1 A document will be created detailing a framework for procurement procedures.	Medium	Charmaine Bennett, RTC Town Clerk	30 th September 2026
Auditor assessment of managements response			
Management actions, once implemented, should mitigate this risk.			

Appendix A – Definitions of Assurance Opinions, Observations and Management Actions

Assurance Opinion	
	<p>Substantial: A sound system of governance, risk management and control exist, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.</p>
	<p>Reasonable: There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.</p>
	<p>Limited: Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.</p>
	<p>No: Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.</p>

Classification(s)		
Observation	Management Action	Definition
Priority 1	High	Significant weakness with an immediate risk of failure to achieve objectives; system breakdown; or loss. Such risk could lead to an adverse impact on the organisation or exposure to criticism.
Priority 2	Medium	Although not immediate, there is risk of failure to achieve objectives; system breakdown; or loss.
Priority 3	Low	Areas that individually have no immediate risk impact, but where management would benefit from enhanced process/control or efficiencies.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26



- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

RINGWOOD TOWN COUNCIL

www.ringwood.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

27-04-2026 – 14-05-2026

KAREN ROSS

Signature of person who carried out the internal audit



Date

19/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

RINGWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.ringwood.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for



RINGWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	639,190	666,893	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	643,525	683,620	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	752,396	573,226	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	515,614	617,180	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	61,478	61,478	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	791,126	614,049	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	666,893	631,032	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	493,494	233,859	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,977,614	7,116,473	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	761,181	735,849	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED
DD/MM/YY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

as recorded in minute reference:

SIGNATURE REQUIRED

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

[Signature] KAREN ROSS 19/05/2026

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **RINGWOOD TOWN COUNCIL**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Income and Expenditure Account

Appendix 2

31/03/25 £		31/03/26 £
	INCOME	
752,395.98	Income	573,226.46
0.00	Interest on Investments	0.00
643,525.00	Precept	683,620.00
<u>1,395,920.98</u>	INCOME TOTAL	<u>1,256,846.46</u>
	EXPENDITURE	
1,368,218.20	Expenditure	1,292,708.35
0.00	General Administration	0.00
0.00	S. 137 Payments	0.00
<u>1,368,218.20</u>	EXPENDITURE TOTAL	<u>1,292,708.35</u>
288,391.56	Balance as at 01/04/25	236,926.62
<u>1,395,920.98</u>	Add Total Income	<u>1,256,846.46</u>
1,684,312.54		1,493,773.08
1,368,218.20	Deduct Total Expenditure	<u>1,292,708.35</u>
<u>0.00</u>	Stock Adjustment	0.00
-79,167.72	Transfer to/ from reserves	128,686.70
<u>236,926.62</u>	Balance as at 31/03/26	<u>329,751.43</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited



31/03/25

£

31/03/26

£

Appendix 2

Current assets

360,810.06	Investments	175,008.16
0.00	Investment	0.00
0.00	Stocks	0.00
4,415.01	VAT Recoverable	17,936.59
239,610.75	Debtors	459,946.54
8,609.29	Payment in Advance	13,373.93
132,683.79	Cash in Hand & at Bank	58,851.25
746,128.90	TOTAL CURRENT ASSETS	725,116.47
746,128.90	TOTAL ASSETS	725,116.47

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
73,233.48	Creditors	88,006.38
6,002.31	Receipts in Advance	6,078.87
79,235.79	TOTAL CURRENT LIABILITIES	94,085.25
666,893.11	TOTAL ASSETS LESS CURRENT LIABILITIES	631,031.22
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
666,893.11	NET ASSETS	631,031.22

Represented by

236,926.62	General Fund	329,751.43
13,805.46	Developer Contribution s106	12,960.46
35,157.64	Developer Contribution CIL	21,603.73
270.00	Cemetery Maintenance	40.00
18,942.34	Capital Receipts	18,942.34
72,339.15	Grants Unapplied	2,083.11
28,300.00	IT & Systems Provision	12,058.00
25,000.00	Gateway Building Provision	25,000.00
27,032.72	Cemetery Provision	27,032.72
51,533.97	Buildings Repair Provision	38,503.97
5,000.00	Elections Provision	10,000.00
51,546.10	Machinery Renewal Provision	31,721.10
22,515.93	Play equipment Provision	22,752.18
0.00	Memorials Provision	0.00
10,282.50	Christmas Lights Provision	4,282.50
3,988.49	Carvers Clubhouse Provision	4,022.49

Consolidated Balance Sheet

Unaudited



Appendix 2

31/03/25		31/03/26
£		£
175.20	Carvers Grounds Dev Provision	175.20
18,152.12	Ringwood Events Reserve	17,833.12
15,370.77	Infrastructure & Open Spaces	18,370.77
0.00	Memorial Lantern Fund	0.00
3,383.07	Neighbourhood Plan	3,383.07
19,612.99	Key Deposits	20,382.99
3,000.00	Budget underspends retained for use in following year	5,500.00
0.00	Football Development Project Reserve	0.00
1,406.04	Open Spaces Security Measures	1,406.04
0.00	Carvers Sheds Feasibility	0.00
0.00	Loans Unapplied	0.00
3,152.00	Grounds Maintenance Contract fees paid in advance	1,576.00
0.00	Speedwatch	1,650.00
0.00	Flower Beds	0.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/> 666,893.11		<hr/> 631,031.22
429,966.49	Reserves total excluding general fund and liabilities	301,279.79
0.00	Reserves total of liabilities e.g. deposits	0.00
236,926.62	General fund total	329,751.43
<hr/> 666,893.11		<hr/> 631,031.22
	Notes:	
0.00	Long Term Borrowing	0.00

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Name of Smaller authority: Ringwood Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 25th June 2026(a)</p> <p>2. Each year the smaller authority’s Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities’ Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Charmaine Bennett, Town Clerk, Ringwood Gateway, The Furlong, Ringwood BH24 1AT (01425) 484720</p> <p>commencing on (c) 26th June 2026</p> <p>and ending on (d) 6th August 2026</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority’s AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO’s Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Michelle Gordon, Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2026 for 2025-26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

POLICY & FINANCE COMMITTEE

17th JUNE 2026

CIL: FUNDING PRIORITIES AND FORWARD PROGRAMME

1. Purpose of Report

- 1.1. To respond to Minute F/6531 (April 2026), which requested further work to support the prioritisation of projects and allocation of CIL funding, including the development of indicative costings where possible.
- 1.2. To present an indicative forward plan of projects and to seek a steer from Members on the allocation of the Council's existing CIL balance, in light of the opening of a new round of NFDC strategic CIL funding.

2. Background

- 2.1. At its meeting in April the Committee considered the future use of CIL funding and requested further work to support prioritisation of projects and allocation of funding.
- 2.2. In particular, Members noted the difficulty in providing a clear steer without indicative project costings and requested that officers review costings for elements of the Carvers Masterplan phase 2, bus shelter improvements and the cemetery development beyond the initial phase.
- 2.3. Members also highlighted the need to prioritise projects within the Council's control and noted the uncertainty surrounding the timing and level of future CIL receipts and external funding opportunities.
- 2.4. A further round of Community Infrastructure Levy (CIL) funding has been opened by NFDC, with applications accepted between 1 June and 7 August 2026. This provides an opportunity for the Council to seek up to £100,000 per project towards eligible infrastructure schemes. To apply, Town and Parish Councils must demonstrate that their existing CIL allocations have either been spent or formally allocated. It is therefore necessary for the Council to confirm its intended use of current CIL funding and to determine whether any projects should be brought forward for submission within the current bidding window.
- 2.5. Whilst officers would have preferred for this work to be reviewed initially by the Carvers and Cemetery Working Parties, the timing of the funding window necessitates that an initial steer is sought from the Committee at this stage. A meeting of the Carvers Working Party is scheduled prior to this Committee meeting and any relevant updates will be reported verbally where appropriate. In respect of the Cemetery Development Programme, the works proposed for the current financial year, which form part of the recommendation, have been considered and supported by the Cemetery Working Party.

3. Work Undertaken and Forward Plan

- 3.1. In response, officers have developed an indicative forward plan of projects, focusing on areas where sufficient scoping work has been undertaken to support initial costing and delivery planning.

- 3.2. This work is presented in the attached schedule, which for each project area sets out how the Council may utilise a combination of existing internal resources, grants and future CIL receipts.
- 3.3. Bus shelter improvements have also been reviewed; however, as funding is largely identified from alternative sources, these have not been incorporated within the CIL forward plan at this stage.
- 3.4. Play area provision has also been included on a provisional basis. Whilst not specifically identified within Members' previous request, officers invite members to consider establishing a funding reserve to support the future implementation of a Play Area Strategy, particularly to provide match funding for any external grant applications. Whilst there is an existing Play Area Reserve in place, that is intended for maintenance and repairs only. It is therefore considered appropriate to begin building a new Play Area Investment Fund, with an initial allocation of £10,000 proposed.
- 3.5. Members should note that, when initial cemetery proposals were considered, it was anticipated that elements of the programme would be funded from Council reserves. However, the development of the attached forward plan has enabled officers to consider anticipated infrastructure requirements over a longer period. This review has identified a number of future projects which may not be eligible for CIL funding. It is therefore considered prudent to utilise CIL funding for eligible infrastructure projects where appropriate, thereby preserving Council reserves to support future projects and expenditure for which CIL funding may not be available.
- 3.6. The Carvers Recreation Ground Programme has also been reviewed as part of this exercise. Members should note that applications have been submitted to the current round of NFDC Strategic CIL funding in respect of a number of Phase 2 Masterplan projects, including pathway improvements, signage, gates and the trim trail. As a result, it is not proposed to allocate existing CIL funds towards these projects at this stage, pending the outcome of those applications.
- 3.7. The Pump Track project is not included within the current funding applications and an indicative quotation of £6,500 has been obtained. In addition to enhancing the recreational offer at Carvers Recreation Ground, the project is expected to provide an alternative facility for users of the skate park, helping to reduce wear and tear on the existing infrastructure. Officers therefore consider that an initial allocation of £6,500 of CIL funding towards this project would be appropriate, subject to any subsequent approvals required for implementation.
- 3.8. Members should note that the figures presented are indicative and subject to change as project scoping and design work progresses.
- 3.9. It is not considered prudent to allocate the entirety of anticipated CIL receipts at this stage. Retaining a proportion of funding will provide flexibility to support later phases of the programme and respond to future infrastructure requirements.
- 3.10. Whilst the Council's current unallocated CIL balance stands at £17,693, further CIL receipts are anticipated ('forecast future receipts'). The allocations proposed within this report are therefore intended to provide an indication of the Council's planned use of both existing and anticipated future CIL receipts.

- 3.11. The opening of the current NFDC Strategic CIL funding round requires the Council to confirm its intended allocation of existing CIL funding and to consider whether any further applications should be brought forward.

4. Recommendations

It is RECOMMENDED that

1. Members allocate existing Community Infrastructure Levy (CIL) funds as follows:
 - £6,500 towards the Pump Track project at Carvers Recreation Ground;
 - £31,670 towards the Cemetery Development Programme;
 - £10,000 towards the Play Area Investment Fund
2. Endorse the Play Area Development Programme and the wider Carvers Recreation Ground Programme as priorities for future CIL expenditure, subject to further project development, external funding opportunities and future Member approval.
3. Provide guidance to officers on whether any further applications should be submitted to the current round of NFDC CIL funding and, if so, which projects should be prioritised.

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: charmaine.bennett@ringwood.gov.uk

CIL funding forecast

	2026-27	2027-28	2028-29	2029-30	2030-31
CIL Balance (unallocated) at 1st April	£21,604	£92,510	£193,834	£320,598	£315,598
Existing agreed allocations	£16,383	£10,000	£20,000	£60,000	
Income					
Additional CIL received to date	£12,753				
Forecast future Receipts	£106,324	£111,324	£146,764	£5,000	£5,000
Total income	£119,076	£111,324	£146,764	£5,000	£5,000
Proposed CIL expenditure					
Cemetery Programme	£31,670	£0	£10,000	£0	£0
Carvers Programme	£6,500	£0	£0	£0	£0
Play Areas	£10,000	£10,000	£10,000	£10,000	£10,000
Total CIL expenditure	£48,170	£10,000	£20,000	£10,000	£10,000
CLOSING BALANCE	£92,510	£193,834	£320,598	£315,598	£310,598

Cemetery Projects Summary

Workstream	Description / Purpose
Planning and surveys	Biodiversity net gain and topography survey
Groundworks & Drainage	Site preparation works including clearance, earthworks, drainage installation and creation of suitable ground conditions for burials.
Trees & Hedging	Establishment of boundary planting and landscape screening, including hedging and potentially pleached trees along key routes.
Paths	Construction and extension of pedestrian access routes, including linking the former allotment area to the new gate.
Boundary Treatments	Repair and enhancement of boundary features, including restoration of the existing wall and removal/replacement of hedging where required.
Utilities / Water	Installation of standpipes, irrigation points and any associated water infrastructure required to support maintenance and planting.
Gate	Provision of a new access gate suitable for both pedestrian and vehicle access to the extension area.
Car Park Resurfacing	Improvement or replacement of the existing cemetery car park surface to improve access, appearance and longevity.
Existing Path Repairs	Repair and renewal of ageing pathways within the existing cemetery where surfaces have lifted, deteriorated or become uneven.
Accessibility Link Path	Creation of an accessible route linking the cemetery car park and existing cemetery to the extension area.
Memorial Features	Installation of memorial-focused features to enhance the new cemetery environment and provide opportunities for remembrance and reflection.
Covered Seating	Provision of sheltered seating areas for visitors, particularly during poor weather conditions.
Interpretation Boards	Installation of information and interpretation panels providing guidance, history, biodiversity information or site orientation.
Sculptures	Inclusion of artistic or memorial sculptures to enhance the character of the cemetery and support remembrance.
Manager's Office	Refurbishment, repurposing or redevelopment of the former manager's office building to support future operational requirements.
Removal of Temporary Buildings	Removal of temporary structures and rationalisation of the cemetery operational area, potentially linked to future grounds team accommodation.

Cemetery Development & Investment Plan 2026–2031

Table 1: Indicative Cemetery Development Programme

Item	2025-2026	2026-27	2027-28	2028-29	2029-30
Planning and Surveys	£694				
Groundworks & Drainage		£25,370			
Trees & Hedging		£10,000			
Landscaping		£500			
Roads & Paths		£15,000			
Boundary Treatments			£5,000		
Utilities / Water		£1,000			
Gate		£300			
Car Park Resurfacing				£70,000	
Existing Path Repairs			£10,000		
Accessibility Link Path				£10,000	
Memorial Features					£10,000
Covered Seating				£10,000	
Interpretation Boards					£2,000
Sculptures					£5,000
TOTAL	£694	£52,170	£15,000	£90,000	£17,000

Table 2: Proposed funding strategy

Funding source	2026-27	2027-28	2028-29	2029-30
CIL allocation	£31,670		£10,000	£0
Cemetery Reserve Contribution	£10,000	£15,000		£2,000
Grounds budget contribution	£500	£0		
Grants/external funding	£10,000	£0	£80,000	£15,000
TOTAL Funding	£52,170	£15,000	£90,000	£17,000

Table 3: Cemetery Reserve Forecast

	2026-2027	2027-28	2028-29	2029-2030
Opening Balance	£27,300	£17,300	£3,300	£4,300
Annual Contribution		£1,000	£1,000	£1,000
Less: reserve contribution to programme	-£10,000	-£15,000	£0	-£2,000
Closing Balance	£17,300	£3,300	£4,300	£3,300

Summary of Potential Carvers Masterplan Phase 2 Projects and Improvements

Workstream	Description / Purpose
Pump track	<p>Approx. 80m² tarmac pump track. Provides a dedicated wheeled sports facility for children and young people. The wrap-around tarmac surface acts as a barrier preventing loose stones and gravel from reaching adjacent skate surfaces, improving safety and reducing maintenance requirements.</p> <p>Outdoor fitness equipment designed to encourage physical activity for residents of all ages, supporting health, wellbeing and active lifestyles.</p>
Trim trail Signage/ wayfinding	<p>Improved directional signage highlighting the walking and cycling route through Carvers Recreation Ground, connecting residential areas with schools, community facilities, healthcare and the town centre. Intended to improve parking provision and access arrangements, supporting visitors to recreation facilities and future developments within the wider Carvers Masterplan.</p>
Car Park	
Gates	<p>Three sets of ornamental entrance gates creating more welcoming and visible access points to Carvers Recreation Ground, including a new entrance aligned with the A31 underpass desire line. The gates will help define and promote safe walking and cycling routes through the site.</p>

Carvers Masterplan 2 Development & Investment Plan

Table 1: Planned Works

Item	2026-27	2027-28	2028-29
Pump track	£6,500		
Trimtrail	£19,791		
Signage	£10,000		
Pathway improvements to create additional entrance	£30,000		
Gates	£50,000		
Car Park		£50,000	
TOTAL	£116,291		

Table 2: Proposed funding strategy

Funding source	2026-27	2027-28	2028-29	2029-30
CIL allocation	£6,500			
Grants/external funding	£109,791	£50,000		
TOTAL Funding	£116,291	£50,000	£0	£0

Funding applications submitted – awaiting outcome:

Gates (£50,000) – Strategic CIL
 Pathway Improvements (£30,000) – Strategic CIL
 Trim Trail (£25,000) – Strategic CIL
 Signage (£10,000) – Strategic CIL

Note: The Pump Track (£6,500) is currently assumed to be funded from RTC CIL. The above projects are the subject of Strategic CIL funding applications and therefore no RTC CIL allocation has been assumed at this stage. Should funding not be secured, future funding options will require further Member consideration. The car park has no funding options considered as yet.

Play Area Development & Investment Plan 2026–2031

Table 1: Planned Works

Item	2026-27	2027-28	2028-29	2029-30	2030-2031
Implementing play strategy	£ -	£ -	£ 300,000	£ 300,000	£ 100,000
Fixing and repairs	£ 10,000	£ 10,000	£ 10,000	£ 10,000	£ 10,000
TOTAL	£ 10,000	£ 10,000	£ 310,000	£ 310,000	£ 110,000

Table 2: Proposed funding strategy

	2026-27	2027-28	2028-29	2029-30	2030-2031
Funding source					
CIL allocation for implementing play strategy	£10,000	£10,000	£10,000	£10,000	£10,000
Grants/external funding	£0	£0	£300,000	£300,000	£100,000
	£10,000	£10,000	£310,000	£310,000	£110,000

Table 3: Play area reserve forecast

	2026-27	2027-28	2028-29	2029-30	2030-2031
Opening balance	£22,750	£32,750	£42,750	£27,750	£12,750
RTC Play area reserve annual contribution	£10,000	£10,000	£10,000	£10,000	£10,000
CIL allocation for implementing play strategy	£10,000	£10,000	£10,000	£10,000	£10,000
Implementing play strategy	£0	£0	-£25,000	-£25,000	-£20,000
Less Planned Spend (on repairs)**	-£10,000	-£10,000	-£10,000	-£10,000	-£10,000
Closing Balance	£32,750	£42,750	£27,750	£12,750	£2,750

**As this is for H&S this has to be flexible

*For purposes of match funding any future grant application

Grants:

Mrs Charmaine Bennett
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720448923
Insured	Ringwood Town Council
Business	Parish / Town Council
Period of Insurance	
From	10 th December 2025
To	30 th September 2026
and any other period for which cover has been agreed.	
Adjustment Premium	£ 0.00

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	163834354
Long term agreement active until	01 st October 2027
Preparation Date	10 th December 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Greenways, Address, 71 Christchurch Road, Ringwood, Hampshire, BH24 1DH	£867,116.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Workshop & Store, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£118,849.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cricket Pavilion, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£315,315.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Carvers Club House, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£945,945.00	N/A	£21,044.25	£0.00	£1,530.62	£5,530.09	£0.00	£412.14	£0.00
5. Bowls Pavilion, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£448,717.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Cemetery	£134,690.24	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Toilets, Address, Carvers, Ringwood, Hampshire, BH24 1DH									
7. Offices, Address, Former Mortuary, Ringwood, Hampshire, BH24 1DH	£67,345.94	N/A	£1,654.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8. Ringwood Gateway, Address, The Furlong, Ringwood, Hampshire, BH24 1DH	£0.00	N/A	£35,101.62	£0.00	£24,863.64	£0.00	£0.00	£0.00	£0.00
9. Garage, Address, Cemetery, Ringwood, Hampshire, BH24 1DH	£38,492.39	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Ex Caretakers House, Address, 92 Southampton Road, Ringwood, Hampshire, BH24 1JD	£369,888.75	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 8

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 9, 10

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 9 & 10

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 8

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£100,000	24	N/A		£125,000	24

For Premises: 8

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 9, 10

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Street Furniture	£26,770.46	£100
War Memorial	£48,665.48	£100
Play Equipment	£155,192.46	£100
Sports Equipment	£9,620.98	£100
Flower Tubs	£6,231.11	£100
Queen Victoria Jubilee Lamp	£24,135.95	£100
Town Clock	£14,027.30	£100
Regalia	£7,166.71	£100
Garden Machinery and 2 x Storage Containers	£111,695.21	£100
CCTV	£13,164.59	£100
Bridge over the millstream (steel and wood footbridge)	£331,301.18	£100
Coffee Machine	£5,035.78	£100
Leased photocopier A1C20435 and the serial number is CN9AVEK0H2	£3,216.52	£100
DM60 / RK722 franking machine	£1,448.99	£100
XEROX ALTALINK C8145V - 3774665209	£29,081.75	£100
XEROX VERSALINK C415V - 5370410331	£1,766.21	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 23 A. Comprehensive
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Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other **excess** which applies

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Town Clerk and Responsible Finance Officer	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£60,000.00	£60,000.00	£60,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£60,000.00	£60,000.00	£60,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£60,000.00	£60,000.00	£60,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A

4. Permanent Total Disablement	£60,000.00	£60,000.00	£60,000.00	£100,000
5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000	£125,000	£125,000	£125,000
8. Temporary Total Disablement	£600.00 per week	£600.00 per week	£600.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:		Endorsement wording:		
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	<p>Key Personnel Cover Extension.</p> <p>The following activities are excluded:</p> <ul style="list-style-type: none"> a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus 			

Part P – Legal expenses

Insured Incidents:

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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POLICY & FINANCE COMMITTEE

17th JUNE 2026

Review of Information Governance Framework

1. Purpose of Report

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

2. Background and Proposed Framework

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

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

Strategy & Policy (Council Approved)

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

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

Operational Delivery (Officer Managed)

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

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

Compliance & Evidence

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

These records demonstrate accountability and support compliance with legislative requirements.

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

3. Recommendation

It is recommended that Policy & Finance Committee:

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

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: charmaine.bennett@ringwood.gov.uk



**Ringwood
Town Council**

Information Governance Framework

(How the Council Manages Information and Ensures Compliance)

F

Strategy & Policy (Council Approved)

Information
Governance Policy

Data Protection
Policy

Privacy Notice

Publication Scheme

Operational Delivery (Officer Managed)

IT policy

SAR Procedure

Data Breach
Procedure

Compliance and Evidence

Data Map/Asset
Register

Appropriate Policy
Document

Data Protection
Impact Assessment
(DPIA)

Retention Scheme



Ringwood Town Council

Information Governance Policy

Adopted: xx

Review date: xx

1. Purpose

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

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

The Council is committed to ensuring that information is:

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

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

2. Scope

This Policy applies to:

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

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

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

3. Information Governance Framework

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

Openness and Transparency

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

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

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

Data Protection and Privacy

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

This includes compliance with:

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

Information Security

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

Records Management

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

4. Freedom of Information Requests

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

5. Information Governance Objectives

The Council will:

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

6. Accountability

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

7. Roles and Responsibilities

Full Council

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

Town Clerk

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

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

8. Councillors, Employees and Other Users

All persons handling Council information are responsible for:

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

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

9. Supporting Policies and Documents

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

Governance Policies

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

Records and Evidence

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

10. Monitoring and Review

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

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

11. Related Legislation

This Policy supports compliance with:

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



Data Protection Policy

Adopted: xx

Review date: xx

1. Purpose

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

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

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

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

2. Scope

This Policy applies to:

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

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

3. Who We Process Information About

The Council may process personal information relating to:

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

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

4. Data Protection Principles

The Council will ensure that personal data is:

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

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

5. Lawful Processing

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

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

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

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

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

6. Accountability

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

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

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

7. Special Category and Criminal Offence Data

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

Examples may include:

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

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

8. Individual Rights

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

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

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

9. Information Sharing and Processors

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

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

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

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

10. Information Security

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

Requirements relating to:

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

are contained within the Council's Information Technology Policy.

11. Data Breaches

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

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

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

12. Data Protection Impact Assessments

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

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

13. Retention and Disposal

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

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

14. Training and Awareness

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

15. Roles and Responsibilities

Full Council

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

Ringwood Town Council- Data Protection Policy DRAFT to be approved

Town Clerk

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

Councillors, Employees and Other Users

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

16. Related Documents

This Policy should be read alongside:

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

17. Review

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

Ringwood Town Council

Privacy Notice

Last updated: [date]

1. Who We Are

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

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

Contact Details

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

Email: enquiries@ringwood.gov.uk

Website: www.ringwood.gov.uk

2. Why We Process Personal Information

The Council collects and uses personal information to:

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

We only collect information that is necessary for these purposes.

3. What Information We May Collect

Depending on the service involved, we may collect:

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

4. Our Lawful Bases for Processing

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

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

5. Who We Share Information With

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

This may include:

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

We do not sell personal information.

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

6. How We Protect Information

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

These include:

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

7. How Long We Keep Information

The Council retains information in accordance with its Retention Schedule.

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

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

8. Your Rights

Under data protection legislation you have the right to:

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

Some rights are subject to legal exemptions.

9. Making a Data Protection Request

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

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

10. Complaints

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

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

11. Further Information

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

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

12. Changes to this Notice

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

POLICY & FINANCE COMMITTEE

17th JUNE 2026

FUTURE YOUTH WORK PROVISION

ADDITIONAL INFORMATION REQUESTED BY RLOS COMMITTEE

1. Purpose

- 1.1. At its meeting on 4 June 2026, the Recreation, Leisure and Open Spaces Committee considered the proposal for future youth work provision (*report attached for additional information*). Whilst members raised a number of questions regarding governance, funding, delivery arrangements and success measures, there was support for obtaining further information so that Policy & Finance Committee could consider the proposed release of the Council's earmarked youth work funding.
- 1.2. The following information is provided in response to the matters raised.

2. Partner Roles

- 2.1. The proposal is based on a partnership approach involving a number of organisations, each contributing different resources and expertise.
- 2.2. Youth for Christ would employ the youth worker and be responsible for recruitment, safeguarding, supervision, training, management and operational delivery of the service.
- 2.3. Churches Together would support the project through volunteer recruitment and local coordination. Volunteers would work alongside the youth worker and support activities within the community. Volunteers would not be required to be members of a church but would be subject to the same recruitment, safeguarding and vetting procedures.
- 2.4. Ringwood School would identify young people who would benefit from additional support, mentoring and engagement and work alongside the youth worker to support those individuals.
- 2.5. Ringwood and Poulner Junior Schools would identify pupils within Year 6 who may benefit from additional support during the transition from primary to secondary education.
- 2.6. The Town Council's role would be as a funding and community partner, helping shape priorities for the Ringwood outreach element of the project.
- 2.7. Police and Community Safety partners would help identify locations where outreach activity may have the greatest benefit and share appropriate local intelligence regarding emerging issues and community concerns.

3. Funding Arrangements

- 3.1. The intention of the partnership is to establish a sustainable long-term youth work provision within Ringwood and the surrounding area.
- 3.2. The total budget currently required for the first year of delivery is approximately £30,000.
- 3.3. The Council is currently being asked to consider a contribution of £4,000 from funding previously earmarked for youth work within the current financial year.
- 3.4. The Council is not being asked to fund the full cost of the service. The proposed contribution would form part of a wider package of funding secured by partner organisations.
- 3.5. Approval of this contribution would not commit the Council to providing future funding. Any request for further financial support from the Council would be subject to a separate report and decision by members through the Council's normal budget-setting and financial planning processes.
- 3.6. Officers recognise that continuity is important in youth work, particularly where trusted relationships are developed between young people, volunteers and youth

workers. The partnership's intention is therefore to secure a range of funding sources and community support to help sustain the project beyond its first year.

4. Benefits to the Council

- 4.1. The Council's contribution would support approximately 2.5 days per week of youth work provision within Ringwood as part of a wider partnership arrangement.
- 4.2. The proposal would provide support for young people identified as requiring additional engagement and mentoring;
 - outreach youth work within the community;
 - activity within locations identified through local knowledge and partnership working;
 - opportunities to utilise Council facilities and spaces, including Carvers Recreation Ground where appropriate;
 - representation within partnership arrangements helping shape priorities for Ringwood; and
 - access to regular feedback on project delivery and outcomes.

5. How the Service Would Operate

- 5.1. The model combines school-based mentoring with community outreach.
- 5.2. The youth worker would work with identified young people within school settings and help support them through key transition periods and other challenges.
- 5.3. The outreach element would take place within the community, including through the use of a converted outreach vehicle providing a café, games and informal engagement space.
- 5.4. Activities would be shaped around the interests and needs of young people and could include sports, games, skateboarding and other activities identified through engagement.

6. Governance, Safeguarding and Supervision

- 6.1. Youth for Christ would be responsible for the recruitment, employment, safeguarding, supervision and management of youth workers.
- 6.2. Churches Together would support the recruitment and coordination of volunteers working alongside the youth worker.
- 6.3. It is proposed that a local steering group be established to oversee the project and review progress.
- 6.4. This is likely to include representation from:
 - Ringwood Town Council;
 - Youth for Christ;
 - Churches Together;
 - Ringwood School;
 - local primary schools;
 - Police; and
 - Community Safety partners.
- 6.5. The steering group would provide a mechanism for reviewing progress, sharing local intelligence and helping shape priorities for the Ringwood element of the project.
- 6.6. It is proposed that the Council, through its representation on the steering group, will have the opportunity to help shape and agree the measures used to assess the success of the community outreach element of the project.
- 6.7. It should be recognised that some outcomes associated with youth work can be difficult to quantify and may be evidenced through case studies, feedback and individual success stories. However, it is also important that the Council is able to demonstrate that public funds have been used effectively and that the project is delivering benefits to the community.
- 6.8. Potential measures may include:

- numbers of young people engaged;
- numbers participating in outreach activities;
- feedback from schools and partner organisations;
- feedback from young people;
- engagement in identified locations;
- volunteer participation and retention; and
- evidence of positive outcomes arising from the project.

6.9. It is proposed that the steering group provides periodic feedback to participating organisations, including Ringwood Town Council, on progress against agreed objectives.

7. Other points to note

- 7.1. Members should note that the project is intended to proceed regardless of whether the Town Council participates. The decision before members is therefore whether the Council wishes to participate as a partner in helping shape and support the Ringwood element of the initiative.
- 7.2. Officers consider that partnership working is likely to be key to the long-term success of the project. Through participation, the Council would have the opportunity to influence local priorities, contribute local knowledge and help ensure activity is targeted towards locations and issues of importance to Ringwood.
- 7.3. Officers also note that it is common for town and parish councils to support youth provision either directly or through partnership arrangements where this reflects local priorities and needs.
- 7.4. The Council has already identified youth work as a strategic priority and has previously earmarked £4,000 for this purpose. Approval of the proposal would therefore utilise funding already set aside by members rather than require additional budget provision.

9. Recommendation

9.1 Members are asked to:

(a) note the additional information provided following consideration by RLOS; and

(b) approve the release of £4,000 from the earmarked youth work reserve towards the Ringwood element of the youth outreach partnership.

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: charmaine.bennett@ringwood.gov.uk

REPORT TO RECREATION, LEISURE AND OPEN SPACES COMMITTEE

3rd June 2026

Future Youth Work Provision – Partnership Proposal

1. Purpose of Report

- 1.1. To consider a partnership proposal for youth outreach provision within Ringwood and whether the Council wishes to release previously earmarked youth funding toward the Ringwood element of the project.

2. Background

- 2.1. The Council has identified youth provision as a strategic priority and the adopted Strategy 2026–2029 includes a commitment to “explore options for future youth work”. Officers have therefore been exploring possible partnership opportunities with local schools, churches, community organisations and other agencies to help provide support for young people within Ringwood.
- 2.2. Discussions have now taken place regarding a possible shared youth and community worker operating approximately 2.5 days per week within Ringwood and 2.5 days per week within New Milton.
- 2.3. Officers consider that partnership working may provide a more realistic and sustainable approach than the Council attempting to establish and directly operate its own youth service.
- 2.4. Discussions are ongoing regarding the most appropriate organisation to administer the project locally. At this stage it is anticipated this may be through either STARF or Churches Together, subject to final arrangements being agreed.

3. Outline Proposal

- 3.1. The proposed role would combine school-based mentoring and support with community outreach youth work.
- 3.2. *School-Based Support*: The role would involve working alongside schools to support young people who may:
 - struggle with transition into secondary school;
 - be vulnerable to disengagement;
 - require additional support or mentoring; or
 - potentially become involved in anti-social behaviour.
- 3.3. This could include work with selected Year 6 pupils ahead of transition into Year 7 so relationships and support are already in place before the new school year begins.
- 3.4. *Community Outreach and Detached Youth Work*: Alongside school work, the proposal includes community outreach youth work through a “Pop-Up Youth Café” model.
- 3.5. This would involve youth workers engaging with young people within the community at locations where they naturally gather, including:
 - Carvers Recreation Ground;
 - skate park areas; and
 - other identified locations.
- 3.6. The proposal includes the possible use of a mobile youth engagement vehicle (see picture below), including facilities such as gaming and informal social space designed to encourage engagement.

- 3.7. The intention is to provide a flexible and visible youth presence within the community rather than operate from a single fixed location.
- 3.8. A particular strength of the proposal is that the same trusted adults may work with young people both in school and in the community.
- 3.9. Locations and times would remain flexible and informed by youth engagement needs and liaison with police and community safety partners regarding emerging ASB hotspots.
- 3.10. Whilst some activity may particularly focus on boys and young men, reflecting current anti-social behaviour concerns and engagement patterns, any provision would remain open and accessible to all young people.

4. Partnership Working and Delivery Model

- 4.1. Officers consider there are significant practical advantages in pursuing a partnership approach rather than direct Council delivery.
- 4.2. The Council does not currently operate an in-house youth service or employ specialist youth work staff. Direct delivery would likely require recruitment of qualified staff together with management, safeguarding and operational arrangements.
- 4.3. Officers understand that recruitment within youth work is currently challenging nationally and many councils now work through partnership arrangements to deliver this type of provision.
- 4.4. The proposed partnership model may therefore allow the Council to support youth provision locally whilst benefiting from:
 - existing expertise;
 - established safeguarding processes;
 - school relationships; and
 - wider community partnerships already in place.
- 4.5. Discussions have taken place regarding possible links with planned summer activities at Carvers Clubhouse.

5. Faith and Inclusivity Considerations

- 5.1. Some partner organisations involved in discussions are church-based organisations.
- 5.2. However, any provision supported by the Council would be open to all young people and Council funding would support community youth work activities only, not worship or religious activities.

6. Financial Implications

- 6.1. The Council has previously earmarked funding toward youth-related initiatives.
- 6.2. Approximately £4,000 has already been set aside for this purpose and therefore any initial contribution toward the proposal would not currently place additional pressure on the Council's general revenue budget.
- 6.3. The proposal is also based on partnership delivery rather than direct Council employment of youth workers, avoiding a number of longer-term staffing and operational costs.
- 6.4. Any future expansion or additional financial commitment would be subject to further member consideration and approval.

**Policy and Finance Committee
Project Oversight Report**

1. Introduction and reason for report

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

2. Background

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

3. Scope of report

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

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial position
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	New IT policy agreed, shared with cllrs and staff. Accessibility statement on website updated. Improvements to website accessibility on-going	No specific budget for accessibility improvements.	Internal audit	None at this stage.	Town Clerk	Finance Manager	Unknown

<p>Local Govt Reorganisation - monitoring and preparedness</p>	<p>To ensure the Council remains informed of emerging proposals for local government reorganisation and is prepared to respond to any implications for governance, services, assets, and community representation.</p>	<p>Monitoring</p>	<p>Clerk is engaging with neighbouring councils and HALC to understand emerging local approaches and sector guidance. A county-wide LGR summit (organised by HALC) is scheduled for June (one representative per council); a place has been secured, with scope to extend attendance to members if appropriate. Early consideration is also being given to potential implications for neighbourhood governance and electoral cycles in line with current government consultation. Continuing to engage with NFDC re local assets.</p>	<p>Uncertainty over timing, scope, and local impact, potential implications for assets, services and council role and limited influence</p>	<p>If anything follows from NFDC</p>	<p>Keep under periodic review; escalate if/when proposals emerge requiring a Council position.</p>	<p>Town Clerk</p>	<p>Town Clerk</p>	<p>None at this stage</p>
<p>Annual Town Assembly – Format Refresh (One-Year Project)</p>	<p>To design and deliver a refreshed Annual Town Assembly that meets statutory requirements while improving accessibility, clarity of information, and meaningful engagement between the Town Council and local electors.</p>	<p>In progress</p>	<p>9 local organisations are attending the event to promote their work in the community, publicity and awareness raising, RTC presentation in development</p>	<p>No material risks at this stage</p>	<p>Agenda produced and circulated</p>	<p>Note</p>	<p>Town Clerk</p>	<p>Office manager</p>	<p>A modest provision is included within the 2026/27 budget to cover associated costs.</p>

<p>Poulner Lakes Lease (Anglers Association Land)</p>	<p>To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.</p>	<p>On hold</p>	<p>The Council has previously considered the possibility of a lease arrangement with the relevant landowner. Following member consideration, no active negotiations are currently being pursued.</p>	<p>Any future lease arrangement would require careful consideration of legal, financial, and management implications.</p>	<p>Any future progression would require further consideration and explicit authorisation by the appropriate committee.</p>	<p>None at present.</p>	<p>Town Clerk</p>	<p>N/A</p>	<p>No current financial commitment.</p>
<p>Building Assets – Condition & Reserves Scoping</p>	<p>To scope the council's building assets in order to identify where external professional input may be required to inform long-term maintenance planning and building reserves.</p>	<p>Scoping stage</p>	<p>Officer-led scoping to review council building assets and identify where external professional input may be proportionate to support long-term maintenance planning and building reserves. No external commissions at this stage.</p>	<p>Risk of unnecessary or disproportionate expenditure on external professional input if assurance needs are not clearly scoped first.</p>	<p>Completion of asset triage, with internal recommendation on whether targeted external input is required for specific buildings.</p>	<p>None at this stage. Committee involvement when external professional input is recommended and budget approval is needed.</p>	<p>Town Clerk</p>	<p>Grounds Manager</p>	<p>No current financial commitment.</p>

4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:

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