

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

12th March 2026

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



Mrs C Bennett
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

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

Time estimate

Up to 15 minutes

2. APOLOGIES FOR ABSENCE

1 minute

3. DECLARATIONS OF INTEREST

1 minute

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 21st January 2026th and to note that the meeting scheduled for 18th February 2026 was cancelled.

1 minute

5. GRANT AID

To consider the following applications for Grant Aid (*Report A*)

40 minutes

6. FINANCIAL REPORTS (*Report B*):

- a. To receive and authorise list of payments made on Imprest Account for January and February 2026
- b. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- c. To receive the Finance Manager's budgetary monitoring report
- d. To note the Community Infrastructure Levy (CIL) report
- e. To consider a recommendation from the Planning, Town and Environment Committee that improvements to the taxi shelter costing £1,155 be funded from the Council's Cil reserve (*P/6554 refers*)

10 minutes

7. REVIEW OF THE PRESENTATION OF FINANCIAL INFORMATION TO MEMBERS

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

5 minutes

	<u>Time estimate</u>
8. ASSERTION 10 and IT POLICY To note the Town Clerk's report and recommendations therein (<i>Report D</i>)	10 minutes
9. STANDING ORDERS To review Standing Orders as to Meetings (<i>Report E</i>)	10 minutes
10. LICENSING OF MARKETS AND FAIRS To note the Town Clerks annual report on licensing of markets and fairs in Gateway Square (<i>Report F</i>)	5 minutes
11. PROJECTS (current and proposed) To consider the officers' report (<i>Report G</i>), receive any verbal updates and agree next steps where necessary	2 minutes
12. COMMUNICATIONS Members to decide on items requiring a publicity and to confirm a spokesperson if required.	1 minutes

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

Committee Members

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

Officers

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

Copied by e-mail to other members for information

POLICY & FINANCE COMMITTEE 18th MARCH 2026

GRANTS 2025/2026

<u>GRANTS REQUESTED</u>	PREVIOUS GRANTS PAID			
	2021/22	2022/23	2023/24	Requested
	£	£	£	£
MHA Communities Hampshire West				250
Ellingham & Ringwood Cricket Club				250
Ringwood Speedwatch				250
Community Haircuts				500
The Stable Family Home Trust				250
				1,500

2025/26 FUNDS AVAILABLE

	£
2025/26 Budget	2,000
Total Funds available	2,000
Less Paid	1,100
Total Unspent @ 18/03/26	900

2025/26 GRANTS PAID TO DATE

	Min Ref	£
Ringwood Men's Shed	F/6464	250
Ringwood Rotary	F/6464	100
SS Peter & Paul Parish Church Ringwood	F/6464	250
Helping Older People (HOPE)	F/6464	250
Forest Forge Theatre Company	F/6464	250
	TOTAL	1,100

2025/26 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2025/26 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
Greyfriars Community Centre	17/09/25	F/6464	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ellingham & Ringwood Cricket Club
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 250
What is the purpose of the grant?	<p>To help with the upkeep of the club, for equipment and helping keep the club available for the community. The approx. running cost of the club for the season is £15,000. We currently have no funding or sponsorship secured for the 2026 season.</p> <p>The end goal is to completely upgrade the club house, its very old and dilapidated. We would really love funding to help with new premises.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>The club is available for all members of the community to join, we are hoping with enough funding we can start junior teams for children all ages to start playing cricket</p>

How many Ringwood people would benefit?	The whole community potentially
Total cost of project	£ £15,000

Information about your Organisation

Membership: 0	What facilities do you provide? Cricket training, cricket matches, club house bar and changing facilities
Subscription: £20 match day fees are payable by each player per match	
Names of competing or similar organisations	
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £0	Annual income: £0 currently for 2026	
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We are actively trying to obtain funding and sponsorship from local businesses.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	MHA Communities Hampshire West
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	Trinity United Church, 51 Christchurch Road, Ringwood BH24 1DH
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 250
What is the purpose of the grant?	We would like to produce a printed newsletter which contains details of our local activities that are available to all in Ringwood. We would advertise when our activities take place, where they are and would also advertise for volunteer positions, we have available.
How would the people of Ringwood benefit from your receiving this grant?	We hope it will bring more people in contact with us and our service. This in turn will ensure that people remain active into later life something which is very important for physical health and cognition.

How many Ringwood people would benefit?	250
Total cost of project	£ 250

Information about your Organisation

Membership: free available to all over the age of 55	What facilities do you provide? We provide a love to move exercise group, a light lunch and an afternoon craft group in Ringwood these run on a weekly basis. The cost of this is £7 per person and this money covers the cost of the hall hire and instructor.
Subscription: Free	
Names of competing or similar organisations	We endeavour to work in partnership with other local providers. As far as we are aware, there are no other charities in Ringwood that are offering seated exercise classes.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £ 150	Annual income: £ 12000	
Other sponsoring bodies and amounts donated by them	We have received no donations	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	New Forest District Council Revenue Grant Penny Farthing Homes	

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Ringwood Town Council Grant Aid

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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood Speedwatch
Charity Registration Number (if appropriate)	N/A
Postal Address for the organisation (if there is one)	
Please tick to confirm that contact details have been provided on page 1	√

Details of Grant Request

Amount requested	£ 250
What is the purpose of the grant?	To support the purchase of a Police approved portable speed monitoring device costing £ 3,003 (exc VAT), to replace a device that has broken and not feasible to repair. This device is an improvement on the broken one (which is no longer sold) in that it can be used by Speedwatch teams without the presence of Police Officers. See attached document for more information.
How would the people of Ringwood benefit from your receiving this grant?	The Speedwatch teams monitor the speed of traffic at Police approved locations in Ringwood. The presence of Speedwatch discourages speeding. The measured data assist Police in identifying 'speed trap' locations and can help inform where the new council SID devices are best sited.

How many Ringwood people would benefit?	All active travel and motorised transport users in Ringwood
Total cost of project	£ 3,003 (ex VAT)

Information about your Organisation

Membership:	What facilities do you provide? Volunteers
Subscription: £	
Names of competing or similar organisations	N/A
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 0	Annual income: £ 0	
Other sponsoring bodies and amounts donated by them	District Councillor grant promises	£1500
	County Councillor grant promise	£ 300
		£1800
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	The Speedwatch groups are looking at other fund raising options. For information, funding is not available from, eg, the PCC, NFDC or, to our knowledge, other organisations.	

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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Community Haircuts
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	22 Chaffey close Ringwood Bh243eeu
Please tick to confirm that contact details have been provided on page 1	yes

Details of Grant Request

<p>Amount requested</p>	<p>£500</p>
<p>What is the purpose of the grant?</p>	<p>This money will be used to grow Community Haircuts project to support Individuals and families in financial crisis.</p> <p>The grant will support the service we already provide to the community of Ringwood.</p> <p>Providing items we require such as ,</p> <p>Cleaning products</p> <p>Booster seat for children</p> <p>Mirrors</p> <p>Gowns</p> <p>Cutting chair & stool</p> <p>New clippers to provide barber services weekly.</p>
<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>This project , Community service is in its first year. It has been running weekly. And once monthly for the people of Ringwood. Based at Carvers clubhouse. The space is kindly given to me to work from . Within the Oak room I have met people of Ringwood that are going back into work, Mums that have not been able to have their hair cut for 4 years, The homeless community. Children going back to school, The elderly who are struggling to pay their enegy prices and enjoy a small luxury of a hair cut. Praents working 2/3 jobs to just make ends meet. I have provided a total of 47 haircuts within the first few months.</p>

How many Ringwood people would benefit?	Our last Saturday session we offered 16 free haircuts
Total cost of project	Currently funded by myself £

Information about your Organisation

Membership:	What facilities do you provide? free haircuts to those in need.
Subscription: £	
	Free hair cuts a moment of feeling you again ,
Names of competing or similar organisations	Non that I am aware of
Please tick to confirm that payment details have been provided on page 1	yes

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £0.00	
Other sponsoring bodies and amounts donated by them	Davines free styling products for clients	£100
	This is a one off product supply	£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	I have not applied before or to other funds I am able to supply date and reviews from users of the service on request.	

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APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	The Stable Family Home Trust
Charity Registration Number (if appropriate)	1093672
Postal Address for the organisation (if there is one)	The Stables, Ringwood BH24 3BN
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 250
What is the purpose of the grant?	<p>Established in 1980, we are a well-respected and much sought after provider of supported living, residential and day services to adults living with learning disabilities and, for many, co-existing physical disabilities and mental health problems. Our values – choice, collaboration, respect, safety and trust - reflect our commitment to ensuring that the people we support have as many opportunities to develop the skills and confidence that enable them to live their lives as independently as they can, with the confidence to make informed decision to make their own choices.</p> <p>Commissioned through 11 different local authorities, we currently have over 100 clients accessing our services, either as a tenant in one of our eight supported living homes or as a resident of our residential home in Ringwood, Hampshire or on a day basis at one of our three day services sites in Ringwood, Southbourne and Highcliffe.</p>

<p>What is the purpose of the grant?</p>	<p>Our day services offer specialised instruction and support across a varied programme, including arts and crafts, horticulture, pottery, dance, drama, music, woodwork, fitness and healthy eating sessions, and life skills, and everyone who is a tenant or a resident in our housing provision has access to this programme. People who attend our day services currently pay £60 per day to attend, primarily funded through their local authority. This fee covers staffing, the programme of activity (with the exception of day trips and off-site activities, which they pay for in addition to the daily fee), and contributes towards utility costs and building maintenance, however all our other service delivery costs must be fundraised for. This is where we need your help!</p> <p>Our annual core costs for 2026-27 will be in the region of £220,445. In the financial year 2024-25 we raised £102,545 in unrestricted funds so we remain under significant pressure to raise funds to deliver on all the areas of operations essential to the continued provision of our services, but which are not all covered by commissioned income.</p>
<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>Ringwood Town Council’s support enables the continuation of our locally delivered day services, which provide structured support, promote wellbeing, and reduce pressure on statutory services. Core funding ensures strong safeguarding and governance, while also helping to leverage additional external funding into Ringwood. The benefit is both direct (through local provision) and preventative (through reduced long-term public cost).</p>
<p>How many Ringwood people would benefit?</p>	
<p>Total cost of project</p>	<p>£ £220,445</p>

Information about your Organisation

<p>Membership: n/a</p>	<p>What facilities do you provide?</p> <p>Our day services offer specialised instruction and support across a varied programme, including arts and crafts, horticulture, pottery, dance, drama, music, woodwork, fitness and healthy eating sessions, and life skills, for adults with learning disabilities</p>
<p>Subscription: £ n/a</p>	
<p>Names of competing or similar organisations</p>	<p>The Lantern Community</p>

Please tick to confirm that payment details have been provided on page 1



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Funds available to your organisation
(apart from this grant application)

	Annual income: £ 4034642 Cash in hand: £ £852,501 (includes a loan being paid back, in reality we have £229,645 which is one month's running costs.	
Other sponsoring bodies and amounts donated by them	Co-op Community Foundation	£3000
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We make daily applications to Trusts and Foundation	

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th March 2026

Paid Expenditure Transactions

Start of year 01/04/25

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

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	02/01/26	6302		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery January 2026 3200/1/5
DD	02/01/26	6303		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse January 2026 3802/1/6
		6243/1		£25.00	£0.00	£25.00	P&F	Tony Robinson	Eye Sight Test 2310/3
		6243/2		£60.00	£0.00	£60.00	P&F	Tony Robinson	Contribution to Glasses 2310/3
3040	05/01/26	6243	RTC806746	£85.00	£0.00	£85.00		Tony Robinson	Eye sight test and contribution to glasses for DSE use 2310/3
DD	05/01/26	6304		£321.19	£53.53	£267.66	PT&E	SSE Southern Electric	Carvers Street Lighting 01/09/25 - 30/09/25 4000/1/2
3041	06/01/26	6269	RTC806737	£500.00	£0.00	£500.00	P&F	James Phillip Cooper	Supply of Christmas tree for the Market Place 2025 2400/3
DD	06/01/26	6305		£179.93	£29.99	£149.94	PT&E	SSE Southern Electric	Carvers Street Lighting 01/10/25 - 31/10/25 4000/1/2
DD	07/01/26	6306		£183.54	£30.59	£152.95	PT&E	SSE Southern Electric	Carvers Street Lighting 01/11/25 - 30/11/25 4000/1/2
DD	07/01/26	6307		£38.94	£6.49	£32.45	RLOS	Sky Business	05/01/26 - 04/02/26 3802/2/5
DD	08/01/26	6308		£367.42	£61.24	£306.18	RLOS	Yu Energy	01/12/25 - 31/12/25 3802/1/3
		6279/1		£118.08	£0.00	£118.08	RLOS	Chris Wilkins	Consultancy services (football project) 3350/10
3042	12/01/26	6279	RTC806749	£118.08	£0.00	£118.08		Chris Wilkins	Provision of project consultancy services 3350/10
		6280/1		£214.82	£0.00	£214.82	P&F	Rory Fitzgerald	Consultancy Fee 2400/18
		6280/2		£18.00	£0.00	£18.00	P&F	Rory Fitzgerald	Travel Costs 2400/18
		6280/3		£8.80	£0.00	£8.80	P&F	Rory Fitzgerald	Car Parking 2400/18
3043	12/01/26	6280	RTC806755	£241.62	£0.00	£241.62		Rory Fitzgerald	Consultancy Fees and Travel Costs Attendance at Ringwood Gateway 02/01/2026 2400/18
		6281/1		£1,680.00	£0.00	£1,680.00	P&F	Julie Flenley	Locum finance manager services 2400/18
3044	12/01/26	6281	RTC806753	£1,680.00	£0.00	£1,680.00		Julie Flenley	Locum finance manager services 2400/18
		6282/1		£219.60	£36.60	£183.00	RLOS	Solent Fire Safety Services	Charge for Cemetery / sheds 3200/2/1
		6282/2		£298.50	£49.75	£248.75	RLOS	Solent Fire Safety Services	Charge for carvers 3802/1/1
3045	12/01/26	6282	RTC806626	£518.10	£86.35	£431.75		Solent Fire Safety Services	Annual service of fire extinguishers for Cemetery, Sheds, Carvers Joint price for service split 50/50 £118.75 Replacement extinguishers sheds/cem and disposal £123 Replacement extinguishers clubhouse £190 3200/2/1

Paid Expenditure Transactions

Start of year 01/04/25

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

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3046	12/01/26	6283	RTC806751	£200.00	£0.00	£200.00	RLOS	Andrew Tanner	20 pounds per tree x 10 - 5 to 6ft Christmas tree's for Winter Wonderland event	3100/2
3047	12/01/26	6284	RTC806747	£540.00	£90.00	£450.00	P&F	Parish Online	Mapping Software annual fee (22/12/2025 to 22/12/2026)	2000/1/13
3048	12/01/26	6285	RTC806744	£234.00	£39.00	£195.00	RLOS	Your Eco Gardener	To fell and stack dangerous tree as identified by the tree officer at NFDC	3000/2/11
			6286/1	£999.55	£166.59	£832.96	P&F	Cloudy Group	January IT fees	2000/1/12
3049	12/01/26	6286	RTC806748	£999.55	£166.59	£832.96		Cloudy Group	Monthly fee including security, MS licenses and support	2000/1/12
3050	12/01/26	6287	RTC806752	£253.00	£0.00	£253.00	P&F	SLCC Enterprises Ltd	Renewal of Membership for 2026 - Jo Hurd	2000/1/16
3051	12/01/26	6288		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	November 2025	3000/2/1
			6292/1	£7,686.00	£1,281.00	£6,405.00	RLOS	Grass and Grounds Ltd	installation of trees and guards	3802/2/4
3052	13/01/26	6292	RTC806379	£7,686.00	£1,281.00	£6,405.00		Grass and Grounds Ltd	supply and plant 5 x rootballed 14 - 16 sized Ulmus 'Fiorente' rebona for Carvers Field and guards per quote 3257 to be put in Autumn 2025	3802/2/4
			6293/1	£1,639.92	£273.32	£1,366.60	RLOS	Grass and Grounds Ltd	One tree and guard planted at Carvers	3802/2/4
3053	13/01/26	6293	RTC806590	£1,639.92	£273.32	£1,366.60		Grass and Grounds Ltd	One tree and guard for Carvers (in addition to others already ordered) quote 3437	3802/2/4
			6294/1	£382.51	£63.75	£318.76	RLOS	Grass and Grounds Ltd	To move the two broken elm trees at Carvers	3802/2/4
3054	13/01/26	6294	RTC806591	£382.51	£63.75	£318.76		Grass and Grounds Ltd	To lift and relocate two broken Elm trees at Carvers quote 3487	3802/2/4
			6295/1	£5,711.04	£951.84	£4,759.20	RLOS	Grass and Grounds Ltd	Wildflower landscaping supply and installation	3802/2/4
3055	13/01/26	6295	RTC806592	£5,711.04	£951.84	£4,759.20		Grass and Grounds Ltd	Wildflower landscaping supply and installation	3802/2/4
			6296/1	£816.00	£136.00	£680.00	P&F	Good Directions Ltd	Works to Millennium Clock (Quote 1st Dec 2025) - site visit	2400/4
3056	13/01/26	6296	RTC806756	£816.00	£136.00	£680.00		Good Directions Ltd	Repair / refurbishment of the Millennium Clock (NFDC short stay car park) - £680 + Vat visit/inspection - (UP TO £700 + Vat parts - costs to be reimbursed by Ringwood Carnival) - separate PO's to aid part payment - PO 1 of 2	2400/4

Paid Expenditure Transactions

Start of year 01/04/25

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

B

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

Paid Expenditure Transactions

Start of year 01/04/25

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

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		6316/1		£684.00	£114.00	£570.00	RLOS	NBB Recyled Furniture	Memorial Bench with Aluminium Plaque (Brown) Bench - L1500 x D570mm / Seat - H870mm	3350/11
		6316/2		£300.00	£50.00	£250.00	RLOS	NBB Recyled Furniture	Captain's Double Seat (Brown). H870 x W1371 x D649mm Approved RLOS (agenda item OS/6474)	3350/11
3063	20/01/26	6316	RTC806687	£984.00	£164.00	£820.00		NBB Recyled Furniture	Bench order	3350/11
		6317/1		£168.00	£28.00	£140.00	P&F	SLCC Enterprises Ltd	Training course 'PIALC' (Charmaine Bennett)	2310/2
3064	20/01/26	6317	RTC806774	£168.00	£28.00	£140.00		SLCC Enterprises Ltd	Training course 'PIALC' (Charmaine Bennett)	2310/2
3065	20/01/26	6318		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/10/25 - 14/11/25	3802/3/1
3066	20/01/26	6319		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/01/26 - 14/02/26	3802/3/1
3067	20/01/26	6320		£870.00	£145.00	£725.00	P&F	TC Group	Qtr until December 2025	2310/1
3068	20/01/26	6321		£8.59	£1.43	£7.16	RLOS	Itec	Carvers Clubhouse 24/12/25	3802/2/2
3069	20/01/26	6322		£32.64	£5.44	£27.20	P&F	Itec	Gateway 24/12/25	2000/1/9
DD	21/01/26	6326		£195.54	£32.59	£162.95	PT&E	SSE Southern Electric	Carvers Street Lighting AGR3848393 01/12/25 - 31/12/25	4000/1/2
		6324/1		£1,000.00	£0.00	£1,000.00	RLOS	Swing Unlimited Big Band	performance fee	3100/1
3070	22/01/26	6324	RTC806502	£1,000.00	£0.00	£1,000.00		Swing Unlimited Big Band	Performance fee at Ringwood Grand Fireworks	3100/1
DD	22/01/26	6327		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge	3802/2/1
BP	23/01/26	6325		£32,275.95	£0.00	£32,275.95	P&F	Salaries	January 2026	2600/1/1
3072	26/01/26	6336	RTC806769	£60.00	£10.00	£50.00	RLOS	Your Eco Gardener	To supply a salt bin and 100kg of white marine salt for winter gritting	3000/2/4
3073	26/01/26	6337	RTC806770	£336.00	£56.00	£280.00	RLOS	Your Eco Gardener	Two separate emergency tree jobs in the same area. 1. To cut up and clear fallen poplar after reports from the Mayor and a councillor. 2. To fell the damaged and diseased tree that was damaged by the first tree during the storm	3000/2/11
3074	26/01/26	6338	RTC806740	£534.00	£89.00	£445.00	RLOS	P Stubbington Land Surveys Ltd	Land survey to provide accurate boundary locations during the design stage of the new cemetery area	3200/2/5

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Start of year 01/04/25

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3075	26/01/26	6339	RTC806680	£570.00	£95.00	£475.00	RLOS	New Forest District Council	Tree Surveys 2025/26 - to carry out tree surveys as per the SLA	3000/2/12
			6340/1	£240.00	£40.00	£200.00	P&F	Ringwood & Fordingbridge News	One page in 21st January 2026 issue	2000/1/17
3076	26/01/26	6340	RTC806761	£240.00	£40.00	£200.00		Ringwood & Fordingbridge News	Ringwood Town Council Newsletter - Edition 6	2000/1/17
3077	28/01/26	6341	RTC806787	£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	Winter wanderland videography	3100/2
PAY	28/01/26	6342		£15.30	£0.00	£15.30	P&F	Lloyds Bank	Bank charges January 2026	2000/1/18
DD	29/01/26	6344		£104.58	£5.02	£99.56	P&F	SSE Southern Electric	AGR3046615 Market Place 14/10/25 - 14/01/26	2000/1/1
			6246/1	£223.51	£223.51	£0.00	P&F	FMG Repair Services	VAT to be reclaimed	2000/1/3
Lloyds CC Jan 25 1	30/01/26	6246	RTC806731	£223.51	£223.51	£0.00		FMG Repair Services	VAT on insurance claim for works van - zurich ref 20-50-803425 - to be paid on NV credit card	2000/1/3
			6328/1	£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-viz trousers M	3000/1/5
			6328/2	£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-viz trousers L	3000/1/5
			6328/3	£26.04	£4.34	£21.70	RLOS	Glovesnstuff	Hi-Viz trousers3XL	3000/1/5
			6328/4	£7.50	£0.00	£7.50	RLOS	Glovesnstuff	Delivery	3000/1/5
Lloyds CC Jan 26 2	30/01/26	6328	RTC806721	£85.62	£13.02	£72.60		Glovesnstuff	Waterproof hi-viz trousers for groundsteam x 3 - to be paid for on NV credit card	3000/1/5
			6329/1	£38.94	£6.49	£32.45	P&F	Amazon	Printer ink for cemetery office	2000/1/8
Lloyds CC Jan 25 3	30/01/26	6329	RTC806690	£38.94	£6.49	£32.45		Amazon	Ink (on NV credit card) 540 and 541	2000/1/8
			6330/1	£1,200.00	£200.00	£1,000.00	P&F	New Forest District Council	Long stay parking clocks £200 + VAT = £240	2600/1/4
			6330/2	£94.00	£15.67	£78.33	P&F	New Forest District Council	Short stay parking clock £39.17 + VAT = £47	2600/1/4
Lloyds CC Jan 25 4	30/01/26	6330	RTC806707	£1,294.00	£215.67	£1,078.33		New Forest District Council	Parking clocks 5 x long stay, 2 x short stay - paid for on NV credit card	2600/1/4
Lloyds CC Jan 25 6	30/01/26	6331		£175.56	£29.26	£146.30	P&F	Microsoft	18/11/25 - 17/12/25	2000/1/15
Lloyds CC Jan 25 7	30/01/26	6332		£247.20	£41.20	£206.00	P&F	Microsoft	18/11/25 - 17/12/25	2000/1/15
Lloyds CC Jan 25 8	30/01/26	6333	RTC806732	£347.50	£0.00	£347.50	RLOS	DVLA	12 months road tax for Ford tipper EF66 AVD - paid for on NV credit card	3000/3/2

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

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/02/26 and 28/02/26

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	02/02/26	6373		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse February 2026 3802/1/6
3080	03/02/26	6346	RTC806779	£766.47	£127.75	£638.72	RLOS	Hunt Forest Group	Service to John Deere ride on mowers 3000/3/2 Wholegood Ref : 51051379 Model : FX155 Make : TRIMAX Serial No. : 3013349 Carry out service inspection. Change gearbox oil, Grease up machine, Sharpen flails. Replace one flail broken, flails and belts.
3078	03/02/26	6347	RTC806676	£114.00	£19.00	£95.00	RLOS	MarkcommsLtd	Radio hire for fireworks 114.00 invoice 23923 3100/1
3079	03/02/26	6348	RTC806677	£60.00	£10.00	£50.00	RLOS	MarkcommsLtd	Radio hire for Christmas winter wanderland x 10 radios 3100/2
3081	03/02/26	6349	RTC806789	£464.14	£77.36	£386.78	RLOS	New Forest Ice Cream	Full ice cream freezer re stock - in preperation for half term holidays to commence 3802/3/1 Order number 90414 Used Credit card -
		6350/1		£700.00	£0.00	£700.00	RLOS	Aurora Fireworks Ltd	deposit required for 2026 display 3100/1
		6350/2		£2,800.00	£0.00	£2,800.00	RLOS	Aurora Fireworks Ltd	remaining 2800 following event + vat 3100/1
3082	03/02/26	6350	RTC806794	£3,500.00	£0.00	£3,500.00		Aurora Fireworks Ltd	1st Nov 2026 - Deposit of 700 required to secure 3100/1 Total cost of display is £4200 inc of VAT 700 due asap the remaining £3500 due following event
		6351/1		-£700.00	£0.00	-£700.00	RLOS	Aurora Fireworks Ltd	deposit required for 2026 display 3100/1
		6351/2		-£2,800.00	£0.00	-£2,800.00	RLOS	Aurora Fireworks Ltd	remaining 2800 following event + vat 3100/1

Paid Expenditure Transactions

Start of year 01/04/25

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B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3082	03/02/26	6351		-£3,500.00	£0.00	-£3,500.00		Aurora Fireworks Ltd	3100/1 Contra (part payment) for tn 6350, 1st Nov 2026 - Deposit of 700 required to secure Total cost of display is £4200 inc of VAT 700 due asap the remaining £3500 due following event
3082	03/02/26	6352		£770.00	£128.33	£641.67	RLOS	Aurora Fireworks Ltd	3100/1 Part payment , tn 6350 - Re part payment of order 806794, 1st Nov 2026 - Deposit of 700 required to
3082	03/02/26	6353		£2,730.00	-£128.33	£2,858.33	RLOS	Aurora Fireworks Ltd	3100/1 Balance due, tn 6350 - 1st Nov 2026 - Deposit of 700 required to secure Total cost of display is
3082	03/02/26	6354		-£2,730.00	£128.33	-£2,858.33	RLOS	Aurora Fireworks Ltd	3100/1 Contra (part payment) for tn 6353, Balance due, tn 6350 - 1st Nov 2026 - Deposit of 700 required to secure Total cost of display is
3082	03/02/26	6355		£140.00	£23.33	£116.67	RLOS	Aurora Fireworks Ltd	3100/1 Part payment , tn 6353 - Inv4056 Re part payment of order 806794 Vat element, Balance due, tn 6350 -
3082	03/02/26	6356		£2,590.00	-£151.66	£2,741.66	RLOS	Aurora Fireworks Ltd	3100/1 Balance due, tn 6353 - Balance due, tn 6350 - 1st Nov 2026 - Deposit of 700 required to secure To
3082	03/02/26	6357		-£2,590.00	£151.66	-£2,741.66	RLOS	Aurora Fireworks Ltd	3100/1 Contra (part payment) for tn 6356, Balance due, tn 6353 - Balance due, tn 6350 - 1st Nov 2026 - Deposit of 700 required to secure To
3082	03/02/26	6358		-£70.00	-£11.67	-£58.33	RLOS	Aurora Fireworks Ltd	3100/1 Part payment , tn 6356 - RE order 806794 Correction to previous entry, Balance due, tn 6353 - Balanc
		6360/1		£120.65	£0.00	£120.65	RLOS	Chris Wilkins	3350/10 Provision of project consultancy services
3083	03/02/26	6360	RTC806792	£120.65	£0.00	£120.65		Chris Wilkins	3350/10 Provision of project consultancy services
3084	03/02/26	6361		£108.00	£18.00	£90.00	RLOS	Pear Technology Services Limited	3350/6 Annual maintenance charge to 30/04/26

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/02/26 and 28/02/26

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3085	03/02/26	6362		£6.69	£1.11	£5.58	RLOS	Itec Carvers Clubhouse 30/01/26	3802/2/2
3086	03/02/26	6363		£16.64	£2.77	£13.87	P&F	Itec Gateway 23/01/26	2000/1/9
NFDC Tfr10	03/02/26	6374		£2.46	£0.00	£2.46	P&F	New Forest District Council NFDC Tfr10 Credit card fees January 2026	2000/1/18
NFDC Tfr10	03/02/26	6410		£1.25	£0.00	£1.25	RLOS	New Forest District Council NFDC Tfr10 12/01/26 Purchases for café sales	3802/3/1
		6411/1		£13.90	£0.00	£13.90	RLOS	New Forest District Council Purchases for café resale	3802/3/1
		6411/2		£21.50	£0.00	£21.50	RLOS	New Forest District Council Kettle	3802/2/2
NFDC Tfr10	03/02/26	6411		£35.40	£0.00	£35.40		New Forest District Council NFDC Tfr10 05/01/26	3802/3/1
NFDC Tfr10	03/02/26	6412		£1.75	£0.00	£1.75	RLOS	New Forest District Council NFDC Tfr10 15/12/25 Purchases for café sales	3802/3/1
DD	05/02/26	6375		£38.94	£6.49	£32.45	RLOS	Sky Business 05/02/26 - 04/03/26	3802/2/5
DD	09/02/26	6376		£480.48	£80.08	£400.40	RLOS	Yu Energy January 2026	3802/1/3
		6365/1		£6.90	£1.15	£5.75	P&F	Hampshire County Council 951024 Gloves x 200	2000/3/4
		6365/2		£24.98	£4.16	£20.82	P&F	Hampshire County Council 570196 Domestos	2000/3/4
		6365/3		£6.23	£1.04	£5.19	P&F	Hampshire County Council 821108 Pens BIC orange	2000/1/8
3087	10/02/26	6365	RTC806793	£38.11	£6.35	£31.76		Hampshire County Council Cleaning and stationery	2000/3/4
3088	10/02/26	6366	RTC806795	£192.00	£32.00	£160.00	RLOS	Concentrate Limited Carvers Clubhouse Website hosting invoice 00008856	3802/2/1
3089	10/02/26	6367	RTC806797	£957.60	£159.60	£798.00	RLOS	Eco Coffee Company Surface Mounted Bottle filling station (BF900)	3350/13
3090	10/02/26	6368	RTC806786	£538.09	£89.68	£448.41	RLOS	Ringwood Motor Company Ltd To be located between Carvers MUGA courts area - Carvers clubhouse - included in VEOLIA grant funding for MUGA project From damage from the theft: Supply and fit PASASANGER SIDE WING MIRROR TOP AND BOTTOM GLASS - AND INDICATOR IN THE WING MIRROR AD-BLUE FLAP HAS BEEN BROCKEN OFF WHICH REQUIRES SUPPLY AND FITTING	3000/3/2
3091	10/02/26	6369		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd January 2026	3000/2/1
3092	10/02/26	6370		£55.08	£9.18	£45.90	P&F	Pitney Bowes Quarterly charge	2000/1/10

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paid between 01/02/26 and 28/02/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3093	10/02/26	6371	RTC806763	£390.00	£65.00	£325.00	RLOS	Solent Fire Safety Services	Carvers Clubhouse Fire Risk Assessment 3802/1/1
		6372/1		£852.00	£142.00	£710.00	RLOS	Grass and Grounds Ltd	Booked for Thursday 15th Jan 2026 Tree guard for Carvers, tree planted near pavillion after being moved from Castleman 3802/2/4
3094	10/02/26	6372	RTC806736	£852.00	£142.00	£710.00		Grass and Grounds Ltd	park guard for tree on carvers invoice 2023277 3802/2/4
DD	16/02/26	6377		£45.14	£7.52	£37.62	RLOS	3G	January 2026 3000/1/6
BP	16/02/26	6378		£9,955.38	£0.00	£9,955.38	P&F	Hampshire County Council	Pension January 2026 2600/1/3
FPI	16/02/26	6379		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/02/26 - 14/03/26 2400/19
3095	16/02/26	6380	RTC806796	£120.00	£20.00	£100.00	RLOS	New Forest District Council	Emergency Tree Survey to North Poulner Park after mature tree failiures. This survey was inbetween survey cycles to risk assess a high footfall area. 3000/2/12
		6381/1		£263.84	£0.00	£263.84	P&F	Rory Fitzgerald	Consultancy supporting finance manager handover 2400/18
3096	16/02/26	6381	RTC806802	£263.84	£0.00	£263.84		Rory Fitzgerald	Consultancy supporting finance manager handover 2400/18
3097	16/02/26	6382	RTC806809	£658.81	£109.80	£549.01	RLOS	Hunt Forest Group	To provide the first full service for the John Deere X940. This is the second of the two services which was carried out at the Cemetery 3000/3/2
3098	16/02/26	6383	RTC806805	£92.25	£0.00	£92.25	P&F	Charmaine Bennett	Business mileage claim - Sept 2025 to January 2026 205 miles @ 45p per mile 2000/1/20
		6384/1		£100.00	£0.00	£100.00	RLOS	Glitter Girls	Deposit due when booking 3802/2/1
		6384/2		£100.00	£0.00	£100.00	RLOS	Glitter Girls	remaining balance following Aug event in Summer holiday 3802/2/1
3099	16/02/26	6384	RTC806807	£200.00	£0.00	£200.00		Glitter Girls	Carvers mini festival event during Summer holidays - 26th Aug 2026 3802/2/1
		6385/1		-£100.00	£0.00	-£100.00	RLOS	Glitter Girls	Deposit for booking - Total booking cost £200 for 4 hrs - facepaint and glitter tattoos Deposit due when booking 3802/2/1
		6385/2		-£100.00	£0.00	-£100.00	RLOS	Glitter Girls	remaining balance following Aug event in Summer holiday 3802/2/1

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Start of year 01/04/25

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
3099	16/02/26	6385		-£200.00	£0.00	-£200.00		Glitter Girls	Contra (part payment) for tn 6384, Carvers mini festival event during Summer holidays - 26th Aug 2026	3802/2/1
									Deposit for booking - Total booking cost £200 for 4 hrs - facepaint and glitter tattoos	
3099	16/02/26	6386		£100.00	£0.00	£100.00	RLOS	Glitter Girls	Part payment , tn 6384 - , Carvers mini festival event during Summer holidays - 26th Aug 2026	3802/2/1
DD	17/02/26	6406		£253.72	£12.08	£241.64	RLOS	Edf	Dep Cemetery January 2026	3000/1/1
BP	19/02/26	6407		£10,667.14	£0.00	£10,667.14	P&F	Inland Revenue	January 2026	2600/1/2
DD	19/02/26	6408		£391.19	£65.20	£325.99	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	February 2026 calls	2000/1/11
DD	23/02/26	6409		£192.35	£32.06	£160.29	PT&E	SSE Southern Electric	Carvers Street Lighting AGR3848393 January 2026	4000/1/2
3100	23/02/26	6413	RTC806804	£41.16	£6.86	£34.30	RLOS	Elliott Brothers Ltd	TO purchase 20kg of NHL3.5 Mortar for the repair of the bollard at the Jubilee lamp	3000/2/14
3101	23/02/26	6414	RTC806741	£862.66	£143.78	£718.88	RLOS	The Tree Management Company	High Risk Urgent Tree work	3000/2/11
									Sg1/515718 Holm oak By use of 20m Truck Mounted MEWP & modern climbing techniques reduce 4/5m all over. Process & remove all branches into woodchip and retain in cemetery	
3101	23/02/26	6415	RTC806742	£766.80	£127.80	£639.00	RLOS	The Tree Management Company	Urgent Tree work	3000/2/11
									Sg2/515812 Horse Chestnut By use of 20m Truck Mounted MEWP section fell in parts to ground level - 2m Stumps Cut up small diameter wood and leave it cemetery. Remove large diameter.	
3102	23/02/26	6416		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/02/26 - 17/03/26	3802/3/1
		6417/1		£172.80	£28.80	£144.00	RLOS	Central Southern Security	CC Annual Maint	3802/1/2

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/02/26 and 28/02/26

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			6417/2	£174.24	£29.04	£145.20	RLOS	Central Southern Security	CC Digiair	3802/1/2
			6417/3	£24.00	£4.00	£20.00	RLOS	Central Southern Security	CC Remote	3802/1/2
			6417/4	£172.80	£28.80	£144.00	RLOS	Central Southern Security	Cemetery Ann Maint	3200/2/1
			6417/5	£174.24	£29.04	£145.20	RLOS	Central Southern Security	Cemetery Digiair	3200/2/1
			6417/6	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Cemetery Remote	3200/2/1
			6417/7	£172.80	£28.80	£144.00	RLOS	Central Southern Security	Carvers Ann Maint	3000/2/1
			6417/8	£174.24	£29.04	£145.20	RLOS	Central Southern Security	Carvers Digiair	3000/2/1
			6417/9	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Carvers Remote	3000/2/1
3103	23/02/26	6417		£1,113.12	£185.52	£927.60		Central Southern Security	Annual Fee 2026	3802/1/2
BP	25/02/26	6420		£32,314.28	£0.00	£32,314.28	P&F	Salaries	February 2026	2600/1/1
		6388/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		6388/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	27/02/26	6388		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery January 2026	3000/1/6
BP	27/02/26	6418		£29.62	£0.00	£29.62	P&F	Salaries	February 2026	2600/1/1
PAY	27/02/26	6419		£8.50	£0.00	£8.50	P&F	Lloyds Bank	Bank charges February 2026	2000/1/18
NFDC Tfr11	27/02/26	6422		£12.22	£0.00	£12.22	P&F	New Forest District Council	NFDC Tfr11 Credit card fees	2000/1/18
NFDC Tfr11	27/02/26	6423		£10.23	£0.00	£10.23	RLOS	New Forest District Council	NFDC Tfr11 19/01/26 Purchases for cafes sales	3802/3/1
NFDC Tfr11	27/02/26	6424		£34.05	£0.00	£34.05	RLOS	New Forest District Council	NFDC Tfr11 26/01/26 Purchases for café sales	3802/3/1
NFDC Tfr11	27/02/26	6425		£11.73	£0.00	£11.73	RLOS	New Forest District Council	NFDC Tfr11 02/02/26 Purchases for café sales	3802/3/1
		6427/1		£22.50	£0.00	£22.50	Counc	Ringwood Town Council	Coffee, tea & milk	10000
		6427/2		£16.75	£0.00	£16.75	Counc	Ringwood Town Council	Cards	10000
		6427/3		£6.35	£0.00	£6.35	Counc	Ringwood Town Council	Dishwasher tablets	10000
		6427/4		£9.13	£1.52	£7.61	Counc	Ringwood Town Council	Gloves for groundsmen	10000
		6427/5		£22.50	£3.75	£18.75	Counc	Ringwood Town Council	UK Allotment keys	10000
Petty Cash Feb 26	28/02/26	6427		£77.23	£5.27	£71.96		Ringwood Town Council	Petty Cash February 2026	10000

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/02/26 and 28/02/26

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Total				£64,657.77	£1,762.52	£62,895.25			

POLICY AND FINANCE COMMITTEE 18th March 2026

ACCOUNT BALANCES & TRANSFERS - 22.04.26

Account Name	Balance @ 28.02.26	Predicted Movement - 22.04.26	Transfers Required - 22.04.26	Predicted 22.04.26
	£			£
Imprest (Current) Account	44,225	-147,000	125,000	22,225
Business Account	10,004			10,004
Investment Account (CCLA Ac)	235,000		-125,000	110,000
Petty Cash - Imprest (General)	23			23
Petty Cash - Carvers Clubhouse	50			50
VIC Change Float	0			0
Information Desk Float	75			75
TOTALS	289,377	-147,000	0	142,377

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 28.02.26	44,225
Pension & PAYE/NI Due 19.03.26	-21,000
Wages Due 25.03.26	-35,000
Pension & PAYE/NI Due 19.04.26	-21,000
Wages Due 24.04.26	-35,000
Supplier Payments Plus Committed Orders	-35,000
Requested Transfer	125,000
Est Balance in Imprest A/c 22.04.26	22,225

The next committee meeting is the 22.04.26, wages is due on the 24.04.26, therefore an additional wages provision has been requested this month to ensure adequate transfer time.

- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled at 28th February 2026

Proposed Transfer Authorised By:-

Date

REPORT TO POLICY & FINANCE COMMITTEE - 18th March 2026

The purpose of this report is to provide Members with a budget monitoring report for the first eleven months of the financial year being, April 2025 to February 2026.

Income & Expenditure – Appendix A

In January 2026, the Council approved a revised budget of £686,215 including planned transfers to and from reserves. The “Budget Summary Report 2025/2026” Appendix A, details the agreed revised budget (column 6). This existing report has been extended to include (column 7) a Revised Budget from April 2025 – February 2026, (11/12ths of the Revised Budget in column 6), and the actual income and expenditure from April 2025 – February 2026 (column 8).

The revised budget for April to February 26 shows a predicted outcome of £2,379 additional expenditure needed from the General Reserve at year end, to cover the shortfall for the year. The Actual income and expenditure for April to February 26 outcome shows a £97,117 expenditure requirement from the General Reserve at year end. Whilst within the revenue budgets there are small variations between budget and actual, timing differences and expenditure that has been funded from reserves; the main reason for the variance of £97,117 is the Gateway Recharge, estimated around £25,000 (11/12ths of estimated invoice) and the Bournemouth Community sports Trust share of costs estimated at £75,000 (11/12ths of estimated invoice); both amounts will be invoiced in March 2026. Once these have been invoiced, the outcome is estimated to be on target with the revised budget.

Reserves & Provisions - Appendix B

The Reserves & Provisions spreadsheet has been amended to show the actual transfers made during 2025-2026 (column 2-4), and the current balance position per Edge, at the end of February 2026, being £285,485 (column 5, excluding the General Reserve).

Columns 6 and 7 have been added to show the budgeted transfers to and from Reserves and Provisions that have not yet happened or transferred. Column 8 details the estimated balance at the end of year, being £297,434 (excluding the General Reserve).

Other:-

Virement

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

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

Given that there is an underspend on the Open Spaces budget 3000/5/8 of £1,803 and Flowerbed 3000/5/9 of £957 budget this financial year, officers propose virement to enable the works to proceed without delay.

Due to the current fuel shortage in the country the Grounds Manager is unable to bulk purchase diesel. Officers seek approval to retain the remaining budget of £2,067 and carry this forward to be used in the following year when the fuel shortage is rectified.

Lloyds Bank

The high street branch of Lloyds Bank will be closing on the 23rd June 2026, we are reviewing any operational implications relating to this.

Recommendation:-

- 1) To receive the Finance Manager’s report; and
- 2) To approve the virement of funds between budgets as outlined above.
- 3) To approve the retention of the underspend fuel budget to be carried forward into the following financial year.

For more information please contact:

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Finance.manager@ringwood.gov.uk

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2025/26

B

1	2	3	4	5	6	7	8
Committee	Actual 22/23 £	Actual 23/24 £	Actual 24/25 £	Budget 25/26 £	Revised 25/26 £	Rev Bud Apr-Feb £	Actual April-Feb £
Policy & Finance							
Expenditure	382,040	421,425	438,427	430,796	490,383	449,518	420,212
Income	-133,528	-215,977	-182,209	-168,785	-180,061	-165,056	-151,521
Net Expenditure	248,512	205,448	256,218	262,011	310,322	284,462	268,692
Transfers to Reserves	14,000	45,595	0	12,700	12,700	11,642	11,642
Transfers from Reserves	-37,841	-15,042	0	-3,000	-52,532	-48,154	-48,154
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	224,671	236,001	256,218	271,711	270,490	247,950	232,179
Recreation & Leisure							
Expenditure	1,069,677	2,280,039	55,563	484,745	493,083	451,992	467,170
Income	-517,390	-1,962,442	0	-177,318	-127,538	-116,910	-25,004
Net Expenditure	552,287	317,597	55,563	307,427	365,545	335,082	442,166
Transfers to Reserves	17,900	17,900	0	26,400	26,900	24,658	24,658
Transfers from Reserves	-365,598	-85,180	0	-89,416	-156,598	-143,548	-143,548
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	204,589	250,317	55,563	244,411	235,847	216,192	323,276
Events							
Expenditure	51,702	41,356	28,449	37,418	46,805	42,905	51,974
Income	-35,311	-49,857	-42,125	-38,000	-45,525	-41,731	-49,148
Net Expenditure	16,391	-8,501	-13,677	-582	1,280	1,173	2,826
Transfers to Reserves	0	12,361	0	5,582	3,720	3,410	3,410
Transfers from Reserves	-10,823	0	0	0	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	5,568	3,860	-13,677	5,000	5,000	4,583	6,236
Cemeteries							
Expenditure	63,343	66,427	10,739	70,224	67,189	61,590	60,839
Income	-41,041	-37,989	-33,296	-27,609	-36,320	-33,294	-37,436
Net Expenditure	22,302	28,438	-22,557	42,615	30,868	28,296	23,403
Transfers to Reserves	2,500	2,500	2,500	0	0	0	0
Transfers from Reserves	-230	-250	0	-230	-230	-211	-211
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	24,572	30,688	-20,057	42,385	30,638	28,085	23,192
Allotments							
Expenditure	19,577	23,718	1,880	20,858	25,371	23,257	23,737
Income	-5,954	-7,791	-7,623	-7,380	-7,380	-6,765	-7,542
Net Expenditure	13,623	15,927	-5,743	13,478	17,991	16,492	16,194
Transfers to Reserves	0	0	0	0	0	0	0
Transfers from Reserves	0	0	0	0	-4,650	-4,263	-4,263
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	13,623	15,927	-5,743	13,478	13,341	12,229	11,932
Carvers Clubhouse							
Expenditure	100,991	98,786	105,807	98,329	119,019	109,101	111,230
Income	-26,274	-29,128	-27,084	-26,500	-27,900	-25,575	-28,413
Net Expenditure	74,717	69,658	78,723	71,829	91,119	83,525	82,816
Transfers to Reserves	2,500	2,500	0	2,500	2,500	2,292	2,292
Transfers from Reserves	-2,841	-165	0	-1,000	-1,000	-917	-917
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	74,376	71,993	78,723	73,329	92,619	84,900	84,191
Planning, Town & Environment							
Expenditure	37,474	30,610	40,583	41,815	41,322	37,878	45,641
Income	-5,850	-1,100	-11,100	-1,100	-1,100	-1,008	-1,100
Net Expenditure	31,624	29,510	29,483	40,715	40,222	36,870	44,541
Transfers to Reserves	0	3,650	0	0	0	0	0
Transfers from Reserves	-6,016	-2,784	-960	-1,000	-1,941	-1,779	-1,779
Growth bids and adjustments (net of transfers from reserves and income)							
Committee net expenditure	25,608	30,376	28,523	39,715	38,281	35,091	42,761
Total Base Expenditure	1,724,804	2,962,361	681,449	1,184,184	1,283,171	1,176,241	1,180,803
Total Income	-765,348	-2,304,284	-303,437	-446,692	-425,825	-390,340	-300,164
Total transfer to reserves	36,900	84,506	2,500	47,182	45,820	42,002	42,002
Total Transfer from reserves	-423,349	-103,421	-960	-94,646	-216,951	-198,872	-198,872
Total New Bids				1,164			
Less funded from earmarked reserves							
Total Budget Requirement	573,007	639,162	379,552	691,193	686,215	629,031	723,768
Precept	531,856	553,949	610,429	683,620	683,620	626,652	626,652
Covid Relief grant		4,071	1	0	0	0	0
Transfer to/-from General Reserve	-41,151	-81,142	230,877	-7,573	-2,595	-2,379	-97,117

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/26	Revised	Reserve Movements	Actual Net	Balance	
INCOME						
Policy & Finance						
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00	
999	Suspense	£0.00	£0.00	£0.00	£0.00	
Total Policy & Finance		£0.00	£0.00	£0.00	£0.00	
Recreation, Leisure & Open Spaces						
300	Revenue Income (RLOS)	£27,320.00	£27,538.00	£0.00	£24,504.09	-£3,033.91
310	Events	£38,000.00	£45,525.00	£0.00	£49,148.01	£3,623.01
320	Cemetery Income	£27,609.00	£36,321.00	£0.00	£37,435.92	£1,114.92
330	Allotment Income	£7,380.00	£7,380.00	£0.00	£7,542.24	£162.24
350	Capital Income	£150,000.00	£100,000.00	£500.00	£500.00	-£100,000.00
380	Carvers Clubhouse	£26,500.00	£27,900.00	£0.00	£28,413.13	£513.13
Total Recreation, Leisure & Open Spaces		£276,809.00	£244,664.00	£500.00	£147,543.39	-£97,620.61
Planning, Town & Environment						
400	Income	£1,100.00	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£1,100.00	£0.00	£1,100.00	£0.00
Council						
100	Precept	£683,620.00	£683,620.00	£0.00	£683,620.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£0.00	£128.70	£128.70
110	Client Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£168,786.00	£180,061.00	£38,120.55	£185,911.13	-£32,270.42
Total Council		£852,406.00	£863,681.00	£38,120.55	£869,659.83	-£32,141.72
Grants						
15000	Grants Income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Grants		£0.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/26	Revised	Reserve Movements	Actual Net	Balance
Total Income	<u>£1,130,315.00</u>	<u>£1,109,445.00</u>	<u>£38,620.55</u>	<u>£1,018,303.22</u>	<u>-£129,762.33</u>

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/26	Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE						
Policy & Finance						
2000	Establishment	£138,083.00	£159,241.00	£17,942.00	£151,249.85	£25,933.15
2100	Maintenance	£49,949.00	£75,603.00	£0.00	£3,880.24	£71,722.76
2200	Democratic Process (members Costs)	£13,890.00	£13,000.00	£0.00	£11,538.70	£1,461.30
2210	Grants	£2,000.00	£2,000.00	£0.00	£1,100.00	£900.00
2300	Employee Costs- Allocated Office Staff	£125,270.00	£128,000.00	£0.00	£112,650.07	£15,349.93
2310	Employee overhead Costs	£4,117.00	£4,168.00	£0.00	£4,196.25	-£28.25
2400	Other	£37,173.00	£46,893.00	£680.00	£47,750.13	-£177.13
2500	Capital Financing	£31,546.00	£31,546.00	£0.00	£61,478.32	-£29,932.32
2501	Capital	£29,932.00	£29,932.00	£0.00	£26,368.63	£3,563.37
2600	Wages Control Account	£0.00	£0.00	£0.00	-£20,794.29	£20,794.29
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£431,960.00	£490,383.00	£18,622.00	£399,417.90	£109,587.10
Recreation, Leisure & Open Spaces						
3000	Recreation & Leisure (Other)	£75,777.00	£100,703.00	£47,542.39	£90,229.29	£58,016.10
3001	RL&OS -Employee Costs	£188,887.00	£182,600.00	£0.00	£168,136.75	£14,463.25
3002	Employee Costs	£2,000.00	£2,000.00	£0.00	£195.00	£1,805.00
3100	Events	£19,812.00	£24,957.00	£0.00	£28,985.66	-£4,028.66

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/26	Revised	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£17,606.00	£21,848.00	£0.00	£22,988.79	-£1,140.79
3200	Cemetery	£9,948.00	£9,188.00	£0.00	£7,191.13	£1,996.87
3201	Cemetery -Employee Costs	£60,275.00	£58,000.00	£0.00	£53,647.61	£4,352.39
3300	Allotments	£2,575.00	£7,575.00	£4,650.00	£7,445.59	£4,779.41
3301	Allotments -Employee Costs	£18,284.00	£17,796.00	£0.00	£16,291.08	£1,504.92
3350	Capital Expenditure	£218,080.00	£207,779.00	£48,402.08	£208,699.37	£47,481.71
3801	Youth Services Employee costs	£59,890.00	£85,000.00	£0.00	£73,040.78	£11,959.22
3802	Carvers Clubhouse	£38,440.00	£34,020.00	£60,544.56	£38,188.78	£56,375.78
Total Recreation, Leisure & Open Spaces		£711,574.00	£751,466.00	£161,139.03	£715,039.83	£197,565.20
Planning, Town & Environment						
4000	Planning, Town & Environment	£3,589.00	£4,322.00	£1,940.82	£11,613.35	-£5,350.53
4001	Employee Costs	£38,226.00	£37,000.00	£0.00	£34,027.23	£2,972.77
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£41,815.00	£41,322.00	£1,940.82	£45,640.58	-£2,377.76
Council						
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.15	-£0.15
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00
Total Council		£0.00	£0.00	£0.00	£0.15	-£0.15
Grants						

Financial Budget Comparison

Comparison between 01/04/25 and 28/02/26 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/26	Revised	Reserve Movements	Actual Net	Balance
20000 Grants Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00
Total Grants	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	<u>£1,185,349.00</u>	<u>£1,283,171.00</u>	<u>£181,701.85</u>	<u>£1,160,098.46</u>	<u>£304,774.39</u>
Total Income	£1,130,315.00	£1,109,445.00	£38,620.55	£1,018,303.22	-£129,762.33
Total Expenditure	<u>£1,185,349.00</u>	<u>£1,283,171.00</u>	<u>£181,701.85</u>	<u>£1,160,098.46</u>	<u>£304,774.39</u>
Total Net Balance	-£55,034.00	-£173,726.00		-£141,795.24	

RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2025 - 31st March 2026

B

	1	2	3	4	5	6	7	8
	Actual Balance 01/04/25 £	Actual Transfers 2025/26 :			Balance 28.02.26 £	Additional Planned Transfers:-		Estimated Balance 31.03.26 £
		Put Into Res/Pro £	Removed From Res/Pro £	Cash Receipts Into Res/Pro £		Put Into Res/Pro from Revenue £	Removed From Res/Pro £	
<u>EARMARKED PROVISIONS</u>								
I.T. & Systems Equipment Provision	28,300		-17,942		10,358.00	1,700		12,058
Gateway Building Provision	25,000	0			25,000.00		-7,800	17,200
Cemetery Provision	27,033		0		27,032.72			27,033
Buildings Repair Provision	51,534				51,533.97	4,500	-17,530	38,504
Elections Provision	5,000		0		5,000.00	5,000		10,000
Vehicle & Machinery Renewal Provision	51,546		-39,825		11,721.10	20,000	-125	31,596
Play Equipment Provision	22,516		-7,164		15,352.18	6,900		22,252
Memorials Provision	0		0		0.00			0
Christmas Lights Provision	10,283				10,282.50		-6,000	4,283
Carvers Clubhouse Equipment Provision	3,988		-966		3,022.49	1,000	-34	3,988
Ringwood Events Reserve	18,152				18,152.12	3,720	-500	21,372
Memorial Lantern	0		0	0	0.00			0
Carvers Grounds Dev Provision	175		0		175.20			175
Carvers Sheds feasibility	0		0		0.00			0
Infrastructure & Open Spaces	15,371		0		15,370.77	3,000		18,371
Open Space Security Measures	1,406	0			1,406.04		-1,406	0
Neighbourhood Plan	3,383	0	0		3,383.07			3,383
Football development Project	0	0	0		0.00			0
Budget Underspends retained for use in following year	3,000	0	0		3,000.00			3,000
Total Provisions	266,687	0	-65,897	0	200,790.16	45,820.00	-33,395.00	213,215.16
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs s106	13,805		-845		12,960.46			12,960
Cemetery Maintenance	270				270.00		-230	40
Dev Cons(CIL)	35,158		-18,759	5,206	21,603.73			21,604
Capital Receipts	18,942				18,942.34			18,942
Grants Unapplied	72,339		-107,601	42,733	7,471.51	1,330		8,802
Loans Unapplied	0				0.00			0
Grounds Maintenance contract fees in advance (Ellingham PC)	3,152				3,152.00		-1,576	1,576
Total Earmarked Reserves and Provisions	410,354	0	-193,102	47,939	265,190.20	47,150.00	-35,201.00	277,139.20
General Reserve - Profit & Loss	236,927				236,926.62	2,690	-2,595	237,022
Key & Rent Deposits - Allotments	19,613			682	20,295			20,295
Total Reserves & Customer Deposits	666,893	0	-193,102	48,621	522,412	49,840	-37,796	534,456

Monthly CIL Reserve report to Policy & Finance Committee

<u>Balance held in reserves at 1 April 2025</u>		£ 35,157.64
<u>Plus receipts:</u>		
Consent No.: 20/10976	£1,402.06	
Consent No.: 23/10467	£1,353.37	
	<hr/>	
Total receipt April 2025		£2,755.43
Consent No.: 23/10874	£844.06	
Consent No.: 24/10339	£272.56	
Consent No.: 24/10527	£1,333.50	
	<hr/>	
Total receipt October 2025		£2,450.12
<u>Less Transfers From CIL Reserve:-</u>		
CIL Funding allocated to MUGA Project F/6465 17 Sept 25 P&F	<u>-£10,000.00</u>	-£10,000.00
<u>Less funds applied 2025/26:</u>		
Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) & F/6454 23 July 2025	-£3,013.64	
Bus shelters - F/6423 21 May 2025	-£1,095.82	
Upper Kingston fence - F/6423 21 May 2025	<u>-£4,650.00</u>	-£8,759.46
Actual Balance Per Reserve & Provisions @ 28.02.26		<u><u>£21,603.73</u></u>
<u>Less agreed allocations:</u>		
Poulner Lakes road upgrade - F/6423 21 May 2025	-£15,000.00	-£15,000.00
Unallocated balance as at 28 February 2026		<u><u>£6,603.73</u></u>

Notes:

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

DRAFT MINUTES PLANNING, TOWN AND ENVIRONMENT COMMITTEE

6th March 2026**P/6554****TAXI SHELTER REFURBISHMENT**

Members considered the Deputy Town Clerk's report (Annex D). It was noted the costs should read Option 1 - £985 and Option 2 - £1,155.

RESOLVED: That the preferred option for refurbishment is Option 2 to supply and install 2 x solid galvanised panels to the rear and 2 x aluminium mesh panels to the sides, all painted green, at a cost of £1,155.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That refurbishment of the taxi shelter in Meeting House Lane at a cost of £1,155 be funded from the CIL reserve.

ACTION J Hurd / C Bennett

PLANNING, TOWN & ENVIRONMENT COMMITTEE
6 March 2026

D

Taxi Shelter Refurbishment1. Introduction

- 1.1 The purpose of this report is to provide an alternative to the repair proposed at the last meeting, and consider the use of CIL funds to effect the repair.

2. Options

- 2.1 At the last meeting of this Committee held on 6 February 2026, Members considered a like-for-like repair of the Taxi Shelter in Meeting House Lane. There was concern raised at the meeting about vandalism of the polycarbonate panels and it was agreed a quote should be obtained for solid panels as an alternative (*P/6542 refers*).

- 2.2 Quotes have now been obtained for the following two options:

Option 1 – supply and install 4 x solid galvanised panels, painted green - £1,155

Option 2 – supply and install 2 x solid galvanised panels to the rear and 2 x aluminium mesh panels to the sides, all painted green - £985

Use of mesh panels to the sides would give better visibility whilst avoiding any future issues with scratching or painting polycarbonate.

Both quotes also include for a thorough clean of the shelter, painting of the seat and inside of the lower panels, and removal of existing sponsorship sticker.

- 2.3 Several local businesses have been approached and offered the opportunity to sponsor the refurbishment, but none have been forthcoming. It is therefore suggested the preferred option is funded from the Council's CIL Reserve.

3. Issues for decision and any recommendation

- 3.1 Members are asked to consider:

- i) Which of the options outlined in para 2.2 above is preferred;
- ii) Recommending to Policy & Finance Committee that improvements to the Taxi Shelter be funded from this Council's CIL Reserve.

For further information, contact

Mrs Jo Hurd
Deputy Town Clerk
01425 484721

POLICY AND FINANCE

18/02/2026

Review of the Presentation of Financial Information to Members

Purpose of the Report

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

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

Rationale

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

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

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

Proposed approach

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

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

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

Recommendation

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

Further Information

For further information relating to this report, please contact:

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

REPORT TO POLICY & FINANCE COMMITTEE – 18 March 2026

MEMBER BRIEFING PAPER: ASSERTION 10

1. PURPOSE OF THIS PAPER

- 1.1. The purpose of this paper is to brief Members on AGAR Assertion 10, which has recently been introduced within the Annual Governance and Accountability Return framework, and to outline what this means for the Council and how it is being addressed.
- 1.2. Assertion 10 does not introduce new legal obligations but requires authorities to confirm that they comply with existing data protection and information governance requirements, including those arising from the UK GDPR and the Data Protection Act 2018.
- 1.3. This report also provides an initial assessment of the Council's current position and identifies areas where arrangements may benefit from consolidation or strengthening in order to ensure that the Council can confidently respond "Yes" to this assertion when completing the AGAR.

2. WHAT IS AGAR ASSERTION 10?

- 2.1. As Members will be aware, the Accounts and Audit Regulations 2015 require smaller authorities, including Ringwood Town Council, to undertake an annual review of the effectiveness of their system of internal control through completion of the Annual Governance and Accountability Return (AGAR).
- 2.2. The AGAR includes a series of statements, known as assertions, to which the authority must answer *Yes* or *No*. A new Assertion 10 has been introduced and relates specifically to data protection and information governance compliance.
- 2.3. Assertion 10 states that the authority confirms that it has complied with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 2.4. In order to answer 'yes' to this assertion, councils are required to be able to demonstrate that they have appropriate arrangements in place for the lawful and secure handling of personal data. In practical terms, this includes being able to evidence matters such as:
 - Email management and the use of authority-owned domain email accounts
 - Website accessibility compliance
 - Freedom of Information and transparency requirements
 - Data protection and lawful processing of personal data
 - Secure and appropriate use of IT systems by councillors and officers

3. Current position

- 3.1. The Council already meets many of the requirements associated with Assertion 10 in practice. For example:
- The Council operates email accounts on an authority-owned domain.
 - Data protection arrangements are in place and supported through external IT provision.
 - The Council website publishes key information required under the Transparency Code and Freedom of Information legislation.
- 3.2. The majority of councillors use the Council's official email accounts for council business. However, full adoption has not yet been achieved, and further engagement will be required to ensure consistent practice across the Council.
- 3.3. More generally, the Council's arrangements relating to IT use, digital communications and information governance are currently reflected across several documents and practices rather than within a single policy framework.
- 3.4. In particular, the following areas would benefit from consolidation or review:
- development of a standalone IT Policy setting out expectations for councillors and officers when using council systems and equipment
 - ensuring arrangements relating to information governance and data protection are clearly documented and easily evidenced
 - ongoing work to ensure the Council website meets accessibility requirements and recognised accessibility standards.
- 3.5. The recent appointment of a new IT service provider provides a timely opportunity to review these arrangements and ensure they align with current Proper Practices.

4. Proposed IT Policy

- 4.1. As part of this review, a draft IT Policy has been prepared and is attached at Appendix A.
- 4.2. The purpose of this policy is to bring together a number of existing practices and guidance documents into a single framework covering the use of the Council's IT systems, email accounts, digital communications and data handling.
- 4.3. In doing so, the proposed policy would replace and update the Council's Social Media Policy, which was last reviewed in 2015.
- 4.4. The policy also consolidates expectations currently referenced in other documents, including the Members' Handbook and relevant employment documentation, in order to provide a single, consistent reference point for councillors and officers.
- 4.5. The intention is not to introduce significant new restrictions, but to ensure that the Council's arrangements are clearly documented and aligned with current good practice in relation to information governance, data protection and the secure use of IT systems.

5. Next steps

- 5.1. Subject to Member approval, the IT Policy will form part of the Council's governance framework and support compliance with AGAR Assertion 10.
- 5.2. Officers will continue to review associated practices, including website accessibility and information governance arrangements, to ensure these remain aligned with recognised standards.

6. RECOMMENDATIONS

Members are invited to:

1. Note the requirements of AGAR Assertion 10 and the Council's current position.
2. Adopt the IT Policy attached at Appendix A.
3. Note that further work will continue in relation to website accessibility and information governance arrangements.

For further information please contact:

Charmaine Bennett, Town Clerk

Tel: 01425 484720

Charmaine.bennett@ringwood.gov.uk

RINGWOOD TOWN COUNCIL INFORMATION TECHNOLOGY POLICY

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1. Purpose of the IT Policy

- 1.1. This policy sets out how councillors, staff and other authorised users are expected to use the Council's information technology systems, equipment and digital services.
- 1.2. Its purpose is to ensure that council systems are used appropriately, that council information is protected, and that the Council's arrangements for information security and digital communications are clear and consistent.
- 1.3. The policy supports the Council's responsibilities in relation to data protection, information governance and the secure handling of information. It also provides guidance on acceptable use of council equipment and systems, including email, internet access, remote working and the use of personal devices where these are used to access council systems.

2. Scope of this Policy

- 2.1. This policy applies to all councillors, employees and other authorised users who access or use the Council's IT systems, equipment or digital services. It applies regardless of where the user is working and covers the use of Council-owned equipment as well as personal devices used to access Council systems.

3. Computer use

- 3.1. Council computer equipment is provided primarily for council purposes. Limited personal use may be permitted provided it does not interfere with council work and is restricted to lunch breaks or outside normal working hours. The clerk may determine whether personal use is reasonable.
- 3.2. All councillors, staff and other authorised users must lock their computer when leaving their desk to prevent unauthorised access. This requirement applies to both council-owned devices and personal devices used for council work.
- 3.3. All computer and electronic equipment must be handled with care. Users are responsible for taking reasonable steps to prevent damage to council equipment.
- 3.4. Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 3.5. All computer and mobile equipment will carry an asset number which will be recorded against the current user. An equipment register will be maintained by the council.
- 3.6. Equipment should not be dismantled or reassembled without seeking advice.
- 3.7. Councillors, staff and other authorised users must not purchase computer or mobile equipment (including software) on behalf of the council without prior authorisation.

- 3.8. Personal storage devices (such as USB drives, external hard drives or similar media) must not be connected to council computers without prior approval from the clerk.
- 3.9. The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.
- 3.10. Any faults or equipment issues must be reported to the council's IT provider (CloudyIT). If unsure, users should contact the clerk for advice.

4. Equipment

- 4.1. Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 4.2. It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.
- 4.3. Portable computers and other portable equipment must be stored safely and securely when not in use, whether in the office, when travelling, or when working from home. When outside council premises, devices should remain with the user wherever possible and must not be left unattended in public places. Where it is unavoidable for equipment to be left in a vehicle, it should be kept out of sight and secured.
- 4.4. It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where available, devices should be configured to erase data after multiple unsuccessful login attempts. Any security set on these devices must not be disabled or removed.
- 4.5. If portable equipment is lost or damaged this must be reported to the Clerk as soon as possible. Where loss or damage arises through negligence or misuse, the Council may consider recovery of costs in accordance with the individual's contract of employment and relevant employment legislation.
- 4.6. To protect confidential or sensitive information, photographs, video recordings or audio recordings should not be taken in council offices or during council business where confidential information may be visible or discussed, unless this is required for legitimate council purposes or has been authorised by the Clerk.
- 4.7. Non-public meetings or private conversations must not be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 4.8. In addition, webcams should only be used for legitimate council purposes such as meetings or training.

5. Use of Personal Devices- Bring your Own Device (BYOD)

- 1.1 The Council recognises that councillors, staff, and other authorised users may occasionally wish to use their own smartphones, tablets or laptops to access council systems, for example to read council emails or view documents.
- 5.1. This section applies only where personally owned devices are used to access council systems or information. Council-owned equipment is managed separately through the Council's IT provider.
- 5.2. Any such use of personal devices must ensure that council information is accessed and handled securely and in accordance with this policy.
- 5.3. Users must ensure that any personal device used to access council systems:
- is protected by a PIN, password, or biometric authentication (such as fingerprint or facial recognition);
 - automatically locks after a short period of inactivity (normally no more than five minutes);
 - is kept reasonably up to date with operating system and security updates;
 - accesses council information only through authorised systems, such as council email or approved cloud services;
 - does not store council information permanently on the device where this can reasonably be avoided.
- 5.4. Users must ensure that council information accessed through personal devices cannot be viewed or accessed by others, including family members or other users of the device.
- 5.5. If a device used to access council information is lost, stolen, or compromised, the user must inform the Clerk as soon as reasonably possible so that appropriate steps can be taken to protect council systems or data.
- 5.6. Users should avoid accessing council systems through unsecured public Wi-Fi networks.
- 5.7. Council information should not be saved to personal cloud storage services (for example Google Drive, Dropbox or similar platforms) unless authorised by the Council.
- 5.8. Where possible, users should maintain a clear separation between personal data and council information, for example by using separate applications or profiles.
- 5.9. Where council information has been accessed through a personal device, users must ensure that any council data is removed from the device when it is no longer required or when they cease to hold their role.
- 5.10. The Council may require access to relevant council information held on a device where necessary to comply with legal obligations (for example Freedom of Information requests, data protection requests, or legal proceedings).

- 5.11. Users remain responsible for the security and maintenance of their personal devices. The Council cannot accept liability for loss of personal data or damage to personal devices resulting from their use to access council systems.

6. Health and safety

- 6.1. The Council is committed to ensuring that workstations and IT equipment are used safely and in accordance with relevant health and safety requirements.
- 6.2. Arrangements relating to display screen equipment, workstation assessments and eye tests are set out in the Council's Display Screen Equipment Policy.
- 6.3. Any faults or safety concerns relating to IT equipment should be reported to the Clerk or line manager.

7. Password and Authentication Policy

- 7.1. All user accounts must be protected by strong, secure passwords. The Council follows guidance from the National Cyber Security Centre recommending the use of three random words (for example *PurpleCandleRiver*), which creates passwords that are both strong and easier to remember.
- 7.2. Multi-Factor Authentication (MFA) must be enabled wherever it is available. MFA requires two or more forms of verification (for example a password and a code sent to a mobile device), which significantly reduces the risk of unauthorised access.
- 7.3. Passwords must not be shared with any other person under any circumstances.
- 7.4. Passwords used for council systems must not be reused for personal accounts or other external services.
- 7.5. Passwords must not be stored in plain text or written down in insecure locations.
- 7.6. Where passwords need to be stored, a secure password manager should be used where available.
- 7.7. If a password compromise is suspected, the password must be changed immediately and the Clerk informed.
- 7.8. Administrative or system credentials will be managed securely by the Council's IT provider.
- 7.9. Users are responsible for maintaining the security of their account credentials when accessing council systems.

8. Monitoring

- 8.1. The Council reserves the right to monitor the use of its IT systems, including computers, networks, email accounts and associated technology, where this is

necessary to ensure compliance with this policy, maintain the security and integrity of Council systems, or comply with legal obligations.

- 8.2. Monitoring may include the review of system logs, email usage or files stored on Council systems where there is a legitimate operational, security or investigative reason to do so.
- 8.3. The Council's IT systems include security measures designed to protect against malicious software and inappropriate internet access. These measures may restrict access to certain categories of websites and may generate security logs where attempts are made to access restricted content.
- 8.4. Monitoring of electronic communications will be carried out in accordance with relevant legislation and only where it is necessary and proportionate.
- 8.5. Monitoring of an employee's email or internet use will be conducted in accordance with an impact assessment carried out by the Council to ensure that monitoring is justified, necessary and proportionate.
- 8.6. Information obtained through monitoring may be shared internally with authorised persons (including relevant councillors, officers or IT support providers) where access to the data is necessary for the performance of their roles. Information may also be shared with external HR or legal advisers where professional advice is required.
- 8.7. Information gathered through monitoring will be retained only for as long as reasonably necessary to investigate any potential breach of this policy or to meet legal obligations.
- 8.8. Councillors, staff and other authorised users have rights in relation to their personal data, including the right to make a subject access request. Further information about these rights can be found in the Council's Data Protection Policy.
- 8.9. Monitoring may take place for purposes including verifying legitimate use of systems, investigating suspected misuse, recovering lost data, investigating security incidents, or complying with legal obligations.
- 8.10. The Council reserves the right to inspect files stored on Council systems where this is necessary to ensure compliance with this policy or to investigate potential misuse.
- 8.11. The Council's IT security systems may restrict access to certain categories of websites and may record attempted access to restricted content for a limited period for security purposes.
- 8.12. All Council devices and systems may be periodically checked and scanned for malicious software, unauthorised programs or other security risks.

9. Remote working - Security requirements when working away from the normal place of work

- 9.1. Additional security measures apply when councillors, staff or other authorised users access council systems or information away from their normal place of work (for example when travelling, working from home or working from another organisation's premises). The following requirements apply:
- 9.2. If accessing council systems remotely from a device that is not under the user's sole control (for example a public or shared computer), passwords must not be saved and users must log out fully at the end of the session.
- 9.3. Council systems must not be accessed from public or shared computers where these requirements cannot be ensured.
- 9.4. Screens must be positioned so that confidential information cannot be viewed by unauthorised persons.
- 9.5. Particular care must be taken when working in public places such as public transport, shared workspaces or other environments where screens or documents may be visible to others.
- 9.6. Where sensitive information is accessed away from the office and a privacy screen has been issued, it must be used.
- 9.7. Council equipment, documents and data must be kept secure at all times when working away from the office. Papers, files, laptops, storage devices and other equipment must not be left unattended in public places or vehicles except where unavoidable for short periods, in which case they must be securely stored (for example locked in the boot of a vehicle). Where staying away overnight, council data and equipment must be kept securely within the user's accommodation.
- 9.8. Printed material containing council information must be collected promptly and stored securely. Electronic files containing council information must be password protected where appropriate and saved to council systems or services when access becomes available. Council data must be disposed of securely using approved disposal methods.
- 9.9. Where mobile devices process sensitive council information, remote wipe capability must be enabled where technically possible.
- 9.10. Where mobile data devices or tethered connections are used to access council systems away from the office, they should be used for essential council business only.
- 9.11. Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

10. Email

- 10.1. Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it

can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

10.2. These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the clerk, rather than assuming they know the right answer.

10.3. All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

10.4. Use of council IT systems may be subject to disclosure under the Freedom of Information Act or other legal requirements.

10.5. Email messages sent on the council's account are for council use only. Personal use is not permitted.

11. Use of the Internet

11.1. Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

11.2. It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

11.3. Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years). Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

11.4. Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk if unsure about anything.

11.5. The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web

pages to any other external sites without checking first with the clerk.

11.6. Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is included in both the Employee and Member Handbooks.

11.7. One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

12. Use of social media

12.1. Social media includes blogs, online forums, video sharing platforms, and social networking sites (for example Facebook, LinkedIn, X, Instagram, TikTok and similar platforms).

12.2. Councillors, staff and other authorised users should use social media responsibly and be mindful that comments made online may be associated with the Council.

12.3. Personal use of social media during working hours should be limited to breaks unless required for council duties.

12.4. Individuals must not represent their personal views as those of the Council unless authorised to do so.

12.5. Confidential or internal council information must not be shared through social media or online forums.

12.6. Councillors, staff and authorised users should not conduct council business or discuss sensitive matters with residents or stakeholders through personal social media accounts.

12.7. Content posted online must not be abusive, discriminatory, defamatory or otherwise likely to damage the reputation of the Council or those associated with it.

12.8. Any contact from the media relating to council matters should be referred to the Clerk.

12.9. Where social media accounts are created or used on behalf of the Council, login details must be held by the Clerk or another authorised officer to ensure continuity of access.

12.10. When leaving their role, individuals must remove or update any online information that suggests they continue to represent the Council.

12.11. The Council may review publicly available social media content where this is relevant to a complaint, investigation or potential breach of policy.

13. Misuse

- 13.1. Misuse of IT systems and equipment is not in line with the Council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action. For employees this may include disciplinary action in accordance with the Council's disciplinary procedure. In the case of councillors, serious misuse may be considered under the Council's adopted Members' Code of Conduct.

DRAFT

POLICY & FINANCE COMMITTEE

18th February 2026

Review and Adoption of Revised Standing orders

1. Introduction and reason for report

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

2. Background

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

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

3. Summary of What Has Changed

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

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

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

4. Issues for decision and any recommendations

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

For further information, contact:

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



**RINGWOOD TOWN
COUNCIL STANDING
ORDERS
(ENGLAND)**

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1. RULES OF DEBATE AT MEETINGS

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

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

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

See standing orders 5(h) and (i) for the different rules that apply in the

election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

5. ORDINARY COUNCIL MEETINGS

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

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

confidential information or personal data without legal justification.

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor

with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in

accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor,

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

19. HANDLING STAFF MATTERS

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)**

(England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). *See also standing order 11.*

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

POLICY & FINANCE COMMITTEE

18th February 2026

Licensing of Markets and Fairs

1. Introduction and reason for report

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

2. Markets and Fairs currently licensed by the Council

- 2.1 The current licences are:

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

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

3. Licensing policies

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

4. Issues for decision and any recommendations

Members are invited to:

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

For further information, contact:

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

Policy and Finance Committee Project Oversight Report

1. Introduction and reason for report

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

2. Background

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

3. Scope of report

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

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial poistion
Millennium Clock Refurbishment	To refurbish the Millennium Clock located at NFDC's Furlong Short Stay Car Park, ensuring it remains in good working order.	Completed	Works were undertaken in February and appears to be working	None identified.	Ringwood Carnival will be leading some publicity, otherwise recommend this item is moved to Closed.	Note	Town Clerk	Office Manager	No financial implications for the Town Council; works were fully funded by external donation.
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	Initial review underway to scope current arrangements and identify compliance requirements.	A revised IT policy is recommended as well as review of websites to meet accessibility requirements	Report to Policy & Finance Committee (February-cancelled meeting, pushed to March) explaining AGAR Assertion 10 requirements and	As per paper	Town Clerk	Finance Manager	Unknown

<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>Local organisations have been invited to attend with a table to promote community activity. A call for photos of RTC activity over the past year has been sent via member bulletin and to staff. Initial promotion in R&F news and on social media. Community awards have been agreed, scrolls have been prepare</p>	<p>No material risks identified at this stage. Primary considerations relate to public engagement and ensuring the format supports constructive dialogue.</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>

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

Members are asked to note the contents of this report.

For further information, please contact:
 Charmaine Bennett, Town Clerk
charmaine.bennett@ringwood.gov.uk
 01425 484720