

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

13th November 2025

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 19th November 2025** 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 22nd October 2025

1 minute

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

15 minutes

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

6. BUDGET REPORT

To consider the Town Clerks' report on draft Council and Committee budgets for 2026/27 (*Report B*) – *to follow*

20 minutes

7. PROJECTS (current and proposed)

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

8. COMMUNICATIONS

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

Time estimate

5 minutes

1 minute

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 John Haywood
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner

Officers

Charmaine Bennett, Town Clerk
Nicola Vodden, Office Manager

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19th November 2025

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/10/25 and 31/10/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	01/10/25	6027		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers October 2025 3802/1/6
DD	01/10/25	6028		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery October 2025 3200/1/5
NFDC Tfr6	01/10/25	6052		£23.66	£0.00	£23.66	P&F	New Forest District Council	NFDC Tfr6 Credit card charges 2000/1/18
NFDC Tfr6	01/10/25	6053		£14.71	£0.00	£14.71	RLOS	New Forest District Council	NFDC Tfr6 26/08/25 Purchases for resale 3802/3/1
NFDC Tfr6	01/10/25	6054		£13.58	£0.00	£13.58	RLOS	New Forest District Council	NFDC Tfr6 10/09/25 Purchases for resale 3802/3/1
NFDC Tfr6	01/10/25	6055		£6.00	£0.00	£6.00	RLOS	New Forest District Council	NFDC Tfr6 01/09/25 Purchases for resale 3802/3/1
NFDC Tfr6	01/10/25	6100	RTC806541	£150.00	£0.00	£150.00	RLOS	Danny Clements	Judge for skate jam - paid out of Clubhouse income Week 22 26/08/25 3802/2/7
		5978/1		£150.00	£0.00	£150.00	RLOS	KG Welding & Fabrications	lubhouse pool table transport 3802/2/2
2700	06/10/25	5978	RTC806597	£150.00	£0.00	£150.00		KG Welding & Fabrications	Transport removal, re assemble Clubhouse pool table 3802/2/2
		6011/1		£369.60	£61.60	£308.00	RLOS	The Play Inspection Company	Ash Grove Play Area, Carvers Play Area, Carvers Skate Park and Toad Corner Play Area 3000/1/9
2702	07/10/25	6011	RTC806418	£369.60	£61.60	£308.00		The Play Inspection Company	Annual Inspections to be carried out in September 2025 3000/1/9
		6012/1		£183.24	£0.00	£183.24	P&F	Chris Wilkins	Provision of project consultancy sevrices 2400/18
		6012/2		£54.00	£0.00	£54.00	P&F	Chris Wilkins	Travel expenses 120 miles at 45ppm 2400/18
2703	07/10/25	6012	RTC806598	£237.24	£0.00	£237.24		Chris Wilkins	Provision of project consultancy services 2400/18
		6013/1		£600.00	£100.00	£500.00	PT&E	Daniel Shutler	As per email dated 29/06/2025 4000/1/7
2704	07/10/25	6013	RTC806453	£600.00	£100.00	£500.00		Daniel Shutler	Annual Flail of Crow Stream - to be carried out before end August 2025 4000/1/7
		6014/1		£1,314.00	£219.00	£1,095.00	RLOS	Fleet Line Markers	500lts Q2 paint 3000/2/9
2705	07/10/25	6014	RTC806583	£1,314.00	£219.00	£1,095.00		Fleet Line Markers	500lts Q2 paint 3000/2/9
		6015/1		£384.00	£64.00	£320.00	RLOS	New Forest Metalwork Ltd	town crest for beacon 3100/5
2706	07/10/25	6015	RTC806256	£384.00	£64.00	£320.00		New Forest Metalwork Ltd	to create a town crest for beacon (est) 3100/5
DD	07/10/25	6046		£38.94	£6.49	£32.45	RLOS	Sky Business	05/10/25 - 04/11/25 3802/2/5
		6016/1		£11,780.22	£0.00	£11,780.22	P&F	Zurich Insurance Plc	Town Council insurance inc IPT 2000/1/3
2707	08/10/25	6016	RTC806604	£11,780.22	£0.00	£11,780.22		Zurich Insurance Plc	Town Council insurance 1st Oct 2025 to 30 Sept 2026 2000/1/3
2708	08/10/25	6017		£12,336.97	£2,056.16	£10,280.81	P&F	The Festive Lighting Company Limited	2nd stage payment - linked to order 806430 2400/2

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/10/25 and 31/10/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			6018/1	£4,119.00	£686.50	£3,432.50	P&F	Cloudy Group	Architecture, scoping and move to new IT set up (50% of total),
2709	08/10/25	6018	RTC806595	£4,119.00	£686.50	£3,432.50		Cloudy Group	Architecture, scoping and move to new IT set up- remaining 50% of balance
			6019/1	£178.58	£0.00	£178.58	RLOS	Lyndhurst Parish Council	NRSWA training for Charly Keith 26/09/2025.
2710	08/10/25	6019	RTC806588	£178.58	£0.00	£178.58		Lyndhurst Parish Council	NRSWA training for Charly Keith 26/09/2025.
			6020/1	£414.00	£69.00	£345.00	PT&E	Ringwood & Fordingbridge Skip Hire	cemetery skip replacement
2711	08/10/25	6020	RTC806601	£414.00	£69.00	£345.00		Ringwood & Fordingbridge Skip Hire	Cemetery Skip Replacement - for Crow Stream arisings
2712	08/10/25	6021		£17.76	£2.96	£14.80	P&F	Itec	Gateway 24/09/25
			6022/1	£168.00	£28.00	£140.00	RLOS	Alecta Technical Solutions	Kitchen water boiler - fault
2714	08/10/25	6022	RTC806568	£168.00	£28.00	£140.00		Alecta Technical Solutions	Lincat water boiler fault - call out charge
			6023/1	£2,520.00	£420.00	£2,100.00	P&F	BDO LLP	external audit
2715	08/10/25	6023	RTC806609	£2,520.00	£420.00	£2,100.00		BDO LLP	External audit report
DD	08/10/25	6045		£131.70	£6.27	£125.43	RLOS	Yu Energy	September 2025
			6029/1	£6,906.19	£1,151.03	£5,755.16	P&F	Worknest Ltd	Combined core contract
2716	14/10/25	6029	RTC806608	£6,906.19	£1,151.03	£5,755.16		Worknest Ltd	Combined core contract
			6030/1	£10.00	£0.00	£10.00	P&F	Community First New Forest	Annual Membership Subscription for 2025-26
2717	14/10/25	6030	RTC806506	£10.00	£0.00	£10.00		Community First New Forest	Membership Subscription
2718	14/10/25	6031		£870.00	£145.00	£725.00	P&F	TC Group	Qtr until Sept 2025
			6032/1	£28.50	£0.00	£28.50	RLOS	Royal British Legion	RTC Wreath
			6032/2	£57.00	£0.00	£57.00	RLOS	Royal British Legion	C Wreath Normandy Vets
2719	14/10/25	6032	RTC806589	£85.50	£0.00	£85.50		Royal British Legion	Remembrance Wreaths 2025
			6033/1	£160.32	£26.72	£133.60	RLOS	Letters & Logos Ltd	4 x A0 Correx boards for skatejam event 30th Aug
2720	14/10/25	6033	RTC806566	£160.32	£26.72	£133.60		Letters & Logos Ltd	4 x A0 Correx boards for Skatejam event
2721	14/10/25	6034	RTC806497	£147.01	£24.50	£122.51	RLOS	Comax UK Ltd	Cups, gloves and chip tray for café
2722	14/10/25	6035		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	September 2025

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Start of year 01/04/25

paid between 01/10/25 and 31/10/25

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BP	15/10/25	6041		£11,174.02	£0.00	£11,174.02	P&F	Hampshire County Council	Pension September 2025 2600/1/3
FPI	16/10/25	6060		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/10/25 - 14/11/25 2400/19
		6061/1		£280.00	£0.00	£280.00	P&F	Brightwater	Roy Hacker Bath leak/Bath taps 2100/3
		6061/2		£90.00	£0.00	£90.00	P&F	Brightwater	Bathroom light 2100/3
FPI	16/10/25	6061		£370.00	£0.00	£370.00		Brightwater	Maintenace costs 2100/3
DD	17/10/25	6042		£45.14	£7.52	£37.62	RLOS	3G	September 2025 3000/1/6
DD	17/10/25	6043		£52.90	£2.52	£50.38	RLOS	Edf	Cemetery September 2025 3200/1/1
BP	20/10/25	6040		£10,755.94	£0.00	£10,755.94	P&F	Inland Revenue	September 2025 2600/1/2
DD	20/10/25	6044		£344.70	£57.45	£287.25	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	October 2025 Calls 2000/1/11
		6047/1		£240.00	£40.00	£200.00	P&F	Ringwood & Fordingbridge News	One page in Issue 908 - 15 October 2025 2000/1/17
2723	21/10/25	6047	RTC806596	£240.00	£40.00	£200.00		Ringwood & Fordingbridge News	Ringwood Town Council Newsletter - Edition 5 2000/1/17
		6048/1		£360.00	£60.00	£300.00	P&F	National Association Of Local Councils	Premium Package 2000/1/17
2724	21/10/25	6048	RTC806600	£360.00	£60.00	£300.00		National Association Of Local Councils	Recruitment Advertising - Finance Manager / RFO 2000/1/17
DD	22/10/25	6051		£213.98	£35.66	£178.32	RLOS	BNP Parabis	Quarterly charge 3802/2/1
BP	24/10/25	6049		£29,140.68	£0.00	£29,140.68	P&F	Salaries	October 2025 2600/1/1
2728	28/10/25	6050	RTC806623	£100.00	£0.00	£100.00	P&F	Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by PB 2000/1/10
		6056/1		£1,008.00	£168.00	£840.00	RLOS	Abbas Cabins	event toilets 3100/1
		6056/2		£84.00	£14.00	£70.00	RLOS	Abbas Cabins	urinal 3100/1
		6056/3		£156.00	£26.00	£130.00	RLOS	Abbas Cabins	delivery and collection 3100/1
2729	28/10/25	6056	RTC806501	£1,248.00	£208.00	£1,040.00		Abbas Cabins	toilets for fireworks event 2025 3100/1
2730	28/10/25	6057	RTC806538	£262.22	£43.70	£218.52	RLOS	New Forest Ice Cream	food for resale 3802/3/1
		6058/1		£270.00	£45.00	£225.00	RLOS	RFS Technology	Annual fire safety alarms maintenance/ service 3802/1/1

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/10/25 and 31/10/25

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2731	28/10/25	6058	RTC806565	£270.00	£45.00	£225.00		RFS Technology	Annual fire alarm maintenance + service - Certificate of maintenance of fire detection + alarm system Job number PM00571/023 Invoice number 12312
		6059/1		£600.00	£100.00	£500.00	P&F	Clearstone Solutions	Graffiti Removal
	28/10/25	6059	RTC806630	£600.00	£100.00	£500.00		Clearstone Solutions	To remove offensive graffiti from Skate Park at Carvers Recreation Ground
PAY	28/10/25	6062		£8.50	£0.00	£8.50	P&F	Lloyds Bank	Bank charges October 2025
		5947/1		£174.50	£0.00	£174.50	RLOS	TV Licensing	TV license for clubhouse
Lloyds CC Oct 25 13	30/10/25	5947	RTC806559	£174.50	£0.00	£174.50		TV Licensing	TV license for Clubhouse
		6087/1		£353.86	£30.42	£323.44	RLOS	Booker	café food sales ordered on 11.09.25
Lloyds CC Oct 1	30/10/25	6087	RTC806575	£353.86	£30.42	£323.44		Booker	Café Food sales ordered 11/09/25
		6088/1		£428.63	£57.57	£371.06	RLOS	Booker	café food resale ordered 16/09/25
Lloyds CC Oct 25 2	30/10/25	6088	RTC806576	£428.63	£57.57	£371.06		Booker	cafe food sales ordered 16.09.25
		6089/1		£55.00	£0.00	£55.00	RLOS	New Forest District Council	bin liners for trade - café 1 x green sack 1 x clear recycling sacks
Lloyds CC Oct 25 3	30/10/25	6089	RTC806577	£55.00	£0.00	£55.00		New Forest District Council	Trade disposal bin liners - purchased on credit card - 05/09/25
		6090/1		£13.30	£2.22	£11.08	RLOS	Amazon	superfa tyre puncture repair kit
		6090/2		£18.68	£3.11	£15.57	RLOS	Amazon	ergaoboy stainless steel 50mm to 25mm hose reducer
		6090/3		£11.98	£2.00	£9.98	RLOS	Amazon	bolatus 50mm to 70mm hose clips
		6090/4		£10.69	£1.78	£8.91	RLOS	Amazon	1 inch geka fitting
Lloyds CC Oct 25 4	30/10/25	6090	RTC806533	£54.65	£9.11	£45.54		Amazon	superfa tyre puncture repair kit ergaoboy stainless steel 50mm to 25mm hose reducer bolatus 50mm to 70mm hose clips 1 inch geka fitting
		6091/1		£26.53	£4.42	£22.11	P&F	Workwear.Co.Uk	Portwest FW80 Steelite Laced S2 Safety Shoes - size 10
		6091/2		£5.99	£1.00	£4.99	P&F	Workwear.Co.Uk	Delivery

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/10/25 and 31/10/25

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Oct 25 5	30/10/25	6091	RTC806550	£32.52	£5.42	£27.10		Workwear.Co.Uk	Caretaker uniform - shoes - to be paid for on NV credit card	2600/1/6
		6092/1		£39.99	£6.67	£33.32	RLOS	Amazon	flashing beacons	3000/3/1
Lloyds CC Oct 25 6	30/10/25	6092	RTC806555	£39.99	£6.67	£33.32		Amazon	Justech 2PCs 60LEDs Amber Rotating Flash Beacon for tractors	3000/3/1
		6093/1		£178.78	£9.24	£169.54	RLOS	Booker	afe food sales - purchased on 4/09/25	3802/3/1
Lloyds CC Oct 25 7	30/10/25	6093	RTC806574	£178.78	£9.24	£169.54		Booker	Café sales - ordered 4/09/25	3802/3/1
		6094/1		£960.00	£160.00	£800.00	RLOS	Zimma Limited (Ticket Tailor)	2500 Credits purchsed for .32p per ticket £800 + VAT total 960 proccessed on Nicki's credit card	3100/1
Lloyds CC Oct 25 8	30/10/25	6094	RTC806594	£960.00	£160.00	£800.00		Zimma Limited (Ticket Tailor)	2500 credits purchased at 0.32p per credit to enable the sale of Firework tickets to be sold (0.5 credits per ticket sold) Invoice 565837 PAID	3100/1
		6095/1		£83.62	£0.00	£83.62	P&F	Indeed UK Operations Ltd	September 2025 sponsored job	2000/1/17
Lloyds CC Oct 25 9	30/10/25	6095	RTC806605	£83.62	£0.00	£83.62		Indeed UK Operations Ltd	Advertising for Grounds Manager (paid on credit card)	2000/1/17
Lloyds CC Oct 25 11	30/10/25	6096		£277.50	£46.25	£231.25	P&F	Microsoft	19/08/25 - 7/09/25	2000/1/15
Lloyds CC Oct 25 12	30/10/25	6097		£166.32	£27.72	£138.60	P&F	Microsoft	19/08/25 - 17/09/25	2000/1/15
		6098/1		£350.28	£38.89	£311.39	RLOS	Booker	Café resale food items - online order number 90648808	3802/3/1
Lloyds CC Oct 25 14	30/10/25	6098	RTC806593	£350.28	£38.89	£311.39		Booker	Café resale order number 90648808	3802/3/1
Lloyds CC Oct 25 15	30/10/25	6101	RTC806650	£152.46	£13.26	£139.20	RLOS	Booker	Café Food sales inv 3533241	3802/3/1
		6102/1		£12.29	£2.05	£10.24	RLOS	Amazon	harpic	3802/2/1
		6102/2		£5.76	£0.96	£4.80	RLOS	Amazon	sanitiser for first aid	3802/2/1
		6102/3		£30.81	£5.13	£25.68	RLOS	Amazon	first aid kit and batterys for doors	3802/2/1
		6102/4		£13.98	£2.33	£11.65	RLOS	Amazon	desk calendar	3802/2/1
Lloyds CC Oct 25 16	30/10/25	6102	RTC806659	£62.84	£10.47	£52.37		Amazon	clubhouse supplies	3802/2/1
		6063/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/10/25 and 31/10/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		6063/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse Club	3200/1/1
DD	31/10/25	6063		£40.20	£6.70	£33.50		Utility Warehouse Cemetery September 2025	3000/1/6
NFDC Tfr7	31/10/25	6085		£7.88	£0.00	£7.88	P&F	New Forest District Council NFDC Tfr7 October 2025 Credit card charges	2000/1/18
NFDC Tfr7	31/10/25	6086		£12.46	£0.00	£12.46	RLOS	New Forest District Council NFDC Tfr7 29/09/25 Purchases for resale	3802/3/1
		6099/1		£10.75	£0.00	£10.75	Counc	Ringwood Town Council Milk, Teabags etc	10000
		6099/2		£30.00	£5.00	£25.00	Counc	Ringwood Town Council Car Key Remotes - Keys Carvers barrier	10000
Petty Cash Oct 2025	31/10/25	6099		£40.75	£5.00	£35.75		Ringwood Town Council Petty Cash 2025	10000
Total				£102,505.90	£6,136.90	£96,369.00			

Monthly CIL Reserve report to Policy & Finance Committee

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

Less funds applied 2024/25:

Columbarium/Memorial Wall - F/6248 22 Nov. 2023	£2,944.03
Carvers MUGA - F/6320 19 June 2024	£6,807.00

Total funds applied 2024/2025	<u>-£9,751.03</u>
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Balance held in reserves at 31st March 2025 £35,157.64

Plus receipts:

Consent No.: 20/10976	£1,402.06	
Consent No.: 23/10467	<u>£1,353.07</u>	
Total receipt April 2025		£2,755.13

Consent No.: 23/10874	£844.06	
Consent No.: 24/10339	£272.56	
Consent No.: 24/10527	<u>£1,333.50</u>	
Total receipt October 2025		£2,450.12

Less funds applied 2025/26:

Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) & F/6454 23 July 2025	£3,008.64
Bus shelters - F/6423 21 May 2025	£1,095.82
Upper Kingston fence - F/6423 21 May 2025	£4,650.00

Less agreed allocations:

Carvers MUGA - F/6465 17 Sept 25 (additional up to)	£10,000.00
Poulner Lakes road upgrade - F/6423 21 May 2025	<u>£15,000.00</u>
	-£33,754.46

Unallocated balance as at 19th November 2025 £6,608.43

Notes:

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

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

POLICY AND FINANCE COMMITTEE

19 November 2025

Budget report

1. Introduction and reason for report

- 1.1 The Town Council is required to approve an annual income and expenditure budget and to set its precept no later than the end of January each year. This report presents the emerging draft budget for 2026/27 and outlines the timetable necessary to ensure the Council can meet its statutory obligations.
- 1.2 This Committee has a dual role in the budget process. It is responsible for its own budget and, under its Terms of Reference, must also consider the budget proposals of all committees, review consolidated estimates, and make a recommendation to Council on the precept.
- 1.3 The Recreation, Leisure & Open Spaces Committee considered its draft budget at its meeting on 5 November and Planning, Town & Environment on 7 November. The outcomes of those discussions are incorporated into the consolidated estimates contained in this report.
- 1.4 A draft staffing budget has now been prepared. As staffing constitutes the largest proportion of the overall budget, this early work provides a clearer view of the likely financial position for 2026/27.
- 1.5 With the locum Finance Manager overseeing the day-to-day financial operations, the Town Clerk has been leading the budget-setting process for 2026/27, drawing on input from relevant officers. This approach ensures continuity in financial management while a permanent Finance Manager is not in post.
- 1.6 Members should note that the budget remains under development, and further refinements will be brought to the Committee in December and January as outstanding information becomes available.

2. Policy & Finance Committee Budget – overview

- 2.1 The Policy & Finance Committee is responsible for the Council's central corporate expenditure, including establishment costs, governance and ICT systems, grants, insurance, and other costs that do not fall within the remit of the service committees. The draft 2026/27 budget for this Committee has been prepared following a review of historic spend, known commitments and updated contract costs, together with initial inflation assumptions.

2.2 Key changes:

- Postage: Franking machine costs removed as the machine is no longer required or cost-effective
- Computer maintenance: increased due to new provider and updated contract costs
- Computer equipment and software: increased to reflect actual expenditure on IT licences plus the annual *Edge* system subscription
- Subscriptions: increased to reflect updated membership fees
- Adverts: current actuals for this year are significantly higher than the budget showing that this is inadequate given strategic priorities of improving engagement with local community and businesses
- Civic expenses: increased for Annual Town Assembly
- 92 Southampton Road: reduced maintenance due to recent renovation
- 92 Southampton Road agent fees- increased in line with actual costs
- Christmas lights installation- increased in line with actual costs

- Christmas tree purchase- reduced in line with actual costs
- Income: 92 Southampton Road increased in line with actuals
- Income: interest received increased closer to actuals

2.3 A similar approach to that used for the Recreation, Leisure & Open Spaces budget has been applied:

- Line-by-line review of every cost centre against actual spend.
- Reductions applied where outturn trends show previous budgets were higher than required.
- Contractual and statutory costs prioritised.
- Cross-checking between officers to ensure figures reflect current operational practice.

2.4 Strategic considerations:

- Gateway meeting technology: A capital-style improvement; proposed to be funded from earmarked reserves rather than revenue.
- Annual Town Assembly: A dedicated allocation has been added to ensure appropriate resourcing.
- Discretionary grants: Held at current levels at this draft stage. Given ongoing discussion about future scale and purpose, and with several key budget variables still outstanding, it is recommended that this is revisited in January when the consolidated position is clearer.

3. Consolidated Draft Budget Position

3.1 A consolidated draft budget for 2026/27 has been prepared, combining the budgets from all Committees. Several elements remain outstanding, and a fuller version will be presented to Members in December and January as additional data becomes available.

3.2 Elements incorporated to date:

- Draft committee budgets including a proposed increase from £6,900 to £10,000 to the Play Equipment earmarked reserves following RLOS Committee.
- Draft staffing budget- indicative increase from £615,077 (2025/26) to £662,227 (2026/27), an increase of 7.6%. This includes a 3.5% pay assumption, the Town Clerk role moving from four to five days, the new events/clubhouse post, and National Minimum Wage impacts on Clubhouse staffing.
- Utilities inflation estimated at 2.5% and other expenditure inflation at 2.1%
- Updated income projections, including anticipated changes to rental income and interest receipts

3.3 A schedule of proposed reserves movements for 2026/27 has been prepared, setting out planned contributions to and from earmarked reserves, together with the updated projected balances at 31 March 2027. These figures will be reviewed again in January alongside the final budget and precept calculations, once all outstanding information on project costs, grant income and capital commitments has been confirmed.

3.4 Components still outstanding:

- Confirmation of the national pay settlement.
- Adjustments following final project decisions and committee feedback.

- Updated information on grants, capital commitments and earmarked reserves movements.
- Clarification of Gateway-related costs
- The final Tax Base for 2026/27, expected from NFDC in December or early January. As in previous years, the consolidated budget and precept calculation will be updated once this figure is confirmed.
- Final cost implications of the Long Lane Football project and budget for the new Grounds Department building.

4. Emerging position

- 4.1 Early indications suggest upward pressure on the Council's overall budget requirement, driven mainly by staffing and other contractual costs. Initial reserves movements have been incorporated into the draft budget, and the overall reserves position will be reviewed again in January alongside the final budget and precept modelling once outstanding project and funding information is confirmed.

5. Next steps

- 5.1 Given the number of key components still outstanding, a further draft budget will be presented to the Policy & Finance Committee in December, followed by a final version in January. A recommendation to Full Council will then be made at the meeting on 28 January, enabling the Council to set a lawful budget and precept within statutory deadlines.

Recommendations

1. That members note the draft Policy and Finance Committee budget for 2026/2027.
2. That members provide direction to the Town Clerk on any changes, priorities or areas for further exploration before the next draft is produced.
3. That members note the draft consolidated budget for 2026/2027.
4. That members provide direction to the Town Clerk on any changes, priorities or areas for further exploration before the next draft is produced.

For further information, contact:

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 Email: Charmaine.bennett@ringwood.gov.uk

POLICY & FINANCE COMMITTEE (Page 1 of 3)

Edge Codes	2 Description	3 Budget Manager	4 Actual 22/23 £	5 Actual 23/24 £	6 Actual 24/25 £	7 Budget 25/26 £	8 Revised 25/26 £	9 Inflation Type % £	10 Known Changes* £	11 Budget 26/27 £
2000/1	EXPENDITURE-Establishment									
2000/1/1	--Utilities	FM	160	729		200	200	2 2.5%	5	205
2000/1/3	--Insurance Premium	FM	10,485	10,368		11,675	11,675	3 2.1%	245	11,921
2000/1/4	--Health & Safety	CB	5,320	4,951		5,429	5,429	4 2.1%	114	5,543
2000/1/5	--Office Equipment	NV	12	45		100	100	6 0.0%	0	130
2000/1/6	--Furniture	NV	0	13		0	0	4 2.1%	0	0
2000/1/7	--Books & Publications	NV	34	0		200	200	6 0.0%	0	200
2000/1/8	--Stationery	NV	508	379		650	650	6 0.0%	0	650
2000/1/9	--Photocopy/scanner	JH	1,542	1,509		1,548	1,548	3 2.1%	33	1,581
2000/1/10	--Postage	NV	649	772		611	611	3 2.1%	13	324
2000/1/11	--Telephone & Fax	CB	3,137	3,172		3,350	3,350	3 2.1%	70	3,420
2000/1/12	--Computer Maintenance	CB	806	0		2,045	2,045	3 2.1%	43	3,138
2000/1/13	--G.I.S. Mapping	CB	450	450		698	698	3 2.1%	15	712
2000/1/14	--Web Site Maintenance	JH	1,286	1,538		1,776	1,776	3 2.1%	37	1,813
2000/1/15	--Computer equipment/s-ware	CB	5,245	6,295		6,500	6,500	4 2.1%	137	8,340
2000/1/16	--Subscriptions	JH	1,238	1,138		1,527	1,527	3 2.1%	32	3,364
2000/1/17	--Adverts	JH	80	110		200	200	6 0.0%	0	1,700
2000/1/18	--Bank Charges	FM	513	842		662	662	3 2.1%	14	675
2000/1/19	--Audit	FM	3,200	3,775		4,344	4,344	3 2.1%	91	4,436
2000/1/20	--Travel Expense	CB	67	143		100	100	6 0.0%	0	100
2000/2/1	--Office Exps Gtway	NV	37	18		102	102	3 2.1%	2	104
2000/2/2	--Hospitality/Refreshments	NV	181	199		200	200	6 0.0%	0	200
2000/3/1	Caretaker Gtway-Rechargeable	CB	16,271	18,092		20,212	20,212	1 3.5%	707	21,681
2000/3/2	Cleaning Gtway-Rechargeable	CB	80	112		0	0	1 3.5%	0	0
2000/3/3	Info Officers Gtway-Rechargeable	CB	59,606	63,182		74,295	74,295	1 3.5%	2,600	77,548
2000/3/4	Supplies Gtway-Rechargeable	NV	1,355	1,516		1,659	1,659	3 2.1%	35	1,694
						0				
	Total Establishment		112,262	119,348	0	138,082	138,082		4,188	149,476
2100	Maintenance									
2100/4	--Vandalism	CB		0		0	0	4 2.1%	0	0
2100/5	--Gateway	CB	34,279	11,101		46,098	46,098	3 2.1%	968	47,066
2100/6	--Buildings Surveys	CB	1,900	1,500		750	750	4 2.1%	16	766
2100/1	--Greenways	CB	10,776	1,693		0	0	4 2.1%	0	0
2100/3	--92 Southampton Road	CB	530	3,758		3,101	3,101	4 2.1%	65	1,166
	Total Maintenance		47,485	18,052	0	49,949	49,949		1,049	48,998
2300	Employee Costs									
2300/1	--Allocated Office Staff	CB	98,761	104,222		113,005	113,005	1 3.5%	3,955	120,833
2300/2	--Allocated Groundstaff	CB	10,362	11,199		12,265	12,265	1 3.5%	429	12,746
2310/1	--Payroll Outsourcing	JH	3,060	1,980		2,858	2,858	3 2.1%	60	2,918
2310/2	--Staff Training	CB	496	830		1,000	1,000	4 2.1%	21	1,021
2310/3	--Eye Tests	CB	395	60		109	109	4 2.1%	2	111
2310/4	--HR Consultancy	CB	0	0		0	1,164	3 2.1%	0	1,164
2310/5	--Other employee costs	CB		0		150	150			150
	Total Employee Costs		113,074	118,291	0	129,388	130,551		4,468	138,945

B

	2	3	4	5	6	7	7	9	10	11
	Description	Budget Manager	Actual 22/23 £	Actual 23/24 £	Actual 24/25 £	Budget 25/26 £	Revised Budget £	Inflation Type % £	Known Changes* £	Budget 26/27 £
2200/1	Members Costs									
2200/1/1	--Mayoral Regalia	CB	12	0		0	0	4 2.1%	0	0
2200/1/2	--Election Expenses	CB	0	14,871		0	0	4 2.1%	0	0
2200/1/3	--Members Allowances	CB	9,435	12,091		12,340	12,340	1 3.5%	432	12,508
2200/1/4	--Mayor's Allowance Allocated	CB	0			0	0	6 0.0%	0	0
2200/1/5	--Civic Expenses	CB	760	645		1,000	1,000	6 0.0%	400	1,400
2200/1/6	--Members' Training	CB	0	350		350	350	6 0.0%	0	350
2200/1/7	--Members Travel & Subsist	CB	0			200	200	6 0.0%	0	200
	Total Members Costs		10,207	27,957	0	13,890	13,890		432	14,458
2210	Grants									
2210/1	--Discretionary grants	CB	9,900	5,000		2,000	2,000	6 0.0%	0	2,000
	Total Grants		9,900	5,000	0	2,000	2,000		0	2,000
2400	Other									
2400/15	--CCTV	CB	8,790	8,790		9,522	9,522	3 2.1%	200	9,722
2400/16	--Car Park Clock Refurbishment	CB				0	0	4 2.1%	0	0
2400/17	--Legal Fees	CB	18	4,905		0	0	4 2.1%	0	0
2400/18	--Consultants Fees	CB	3,308	750		2,500	2,500	4 2.1%	53	2,553
2400/19	--92 Southampton Road Agents fee	CB	1,599	1,514		1,024	1,024	3 2.1%	21	2,046
2400/21	--Legal Fees - Dispute	CB	21,087	20,462		0	0			0
2400/2	--Christmas Lights Instal & Stor	CB	15,995	17,290		19,537	25,537	3 2.1%	410	28,679
2400/3	--Christmas tree purchase & install	CK	3,990	2,695		3,000	3,000	4 2.1%	63	1,063
2400/4	--Millenium Clock (car park)	CB				270	270	4 2.1%	6	276
2400/5/1	--Visitor Info Cntr - Purchases	CB	137	87		0	0	6 0.0%	0	0
2400/5/2	--Visitor Information Centre	CB	2,642	0		0	0	1 3.5%	0	0
2400/6	--Jubilee Lamp	CB		0		156	156	4 2.1%	3	159
2400/8	--Bad Debts Write Off	FM				0	0	4 2.1%	0	0
2400/12	--Ringwood Market - Advertising	CB				0	0	4 2.1%	0	0
2400/13	--Support for Town Twinning	CB				0	0	4 2.1%	0	0
	Total Other		57,566	56,493	0	36,009	42,009		756	44,497
2500/1	Debt Charges									
2500/1/1	--Interest	FM	10,458	23,707	37,005	36,146	36,146	6 0.0%	0	35,256
2500/1/2	--Loan Repaid	FM	21,088	22,729	24,473	25,332	25,332	6 0.0%	0	26,223
	Total Debt Charges		31,546	46,436	61,478	61,478	61,478		0	61,478
	Total Revenue Expenditure		382,040	391,577	61,478	430,796	437,960		10,893	459,853
2501	Capital Expenditure									
2501/1	--Gateway Project	FM	0			0	0	6 0.0%	0	0
2501/4	--Carvers Clubhouse	FM				0	0	6 0.0%	0	0
2501/3	--Computer Hardware	FM				0	0	6 0.0%	0	0
2501/6	--Land Purchases	FM		29,848		0	0	6 0.0%	0	0
2501/7	--92 Southampton Road	FM				0	0	6 0.0%	0	0
	Total Capital Expenditure		0	29,848	0	0	0		0	0
	COMMITTEE EXPENDITURE		382,040	421,425	61,478	430,796	437,960		10,893	459,853

B

	2 Description	3 Budget Manager	4	5	6	7	8	9		10	11
			Actual	Actual	Actual	Budget	Revised	Inflation		Known	Budget
			22/23 £	23/24 £	24/25 £	25/26 £	Budget £	Type	% £	Changes* £	26/27 £
200	REVENUE INCOME										
200/1	--Insurance Premium Income	CB	-420	-248		0	0	6	0.0%	0	0
200/2	--Interest Received	FM	-17,280	-43,161		-15,000	-15,000	6	0.0%	0	-17,000
200/3/1	--Rent: Ground Floor Greenways	CB	-23,164	-29,353		-29,454	-29,454	6	0.0%	0	-29,454
200/3/2	--Rent: 1st Floor Greenways	CB	-14			0	0	6	0.0%	0	0
200/3/3	--Southampton Road Rent	CB	-13,500	-13,500		-7,575	-7,575	6	0.0%	0	-11,025
200/3/4	--Long Lane Football ground rent	CB		-14,890		-29,932	-29,932	6	0.0%	0	-29,932
200/4	--VIC Sales	CB	-252	-210		0	0	6	0.0%	0	0
200/5	--Recharge to NFDC	FM	-77,829	-84,051		-85,300	-85,300	3	2.1%	-1,791	-87,091
200/8	--Market Stall Income	CB	-920	-2,175		-1,525	-1,525	5	0.0%	0	-1,525
200/10	--Misc Income and Donations	FM	-149	-28,389			0				
	Total Revenue Income		-133,528	-215,977	0	-168,785	-168,785		-1,791	-13,025	-183,602
	TOTAL COMMITTEE INCOME		-133,528	-215,977	0	-168,785	-168,785		-1,791	-13,025	-183,602
			248,512	205,448	61,478	262,011	269,174		9,102	59	276,252
	Transfer To Provisions										
	--Transfer To Provisions	FM	14,000	45,595		12,700	12,700				14,700
	Total Transfer To Provisions		14,000	45,595	0	12,700	12,700			0	14,700
	Transfer From Provisions										
	--Trans From Provs (Rev)	FM	-7,993	-13,542		-3,000	-9,000				-3,000
	--Trans From Provs (Cap)	FM	-29848	-1500		0	0			0	
	Total Transfer From Provisions		-37,841	-15,042	0	-3,000	-9,000			0	-3,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		224,671	236,001	61,478	271,711	272,874		9,102	59	287,952

**RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2024/25 AND
DRAFT BUDGET 2025/26**

B

RINGWOOD TOWN COUNCIL
BUDGET 2026/27

1	2	4	5	6	7	8	9	10	11
	Committee	Actual 22/23 £	Actual 23/24 £	Actual 24/25 £	Budget 25/26 £	Revised 25/26 £	Inflation £	Known Changes* £	Budget 26/27 £
	Policy & Finance								
	Expenditure	382,040	421,425	61,478	430,796	437,960	10,893	13,084	459,853
	Income	-133,528	-215,977	0	-168,785	-168,785	-1,791	-13,025	-183,602
	Net Expenditure	248,512	205,448	61,478	262,011	269,174	9,102	59	276,252
	Transfers to Reserves	14,000	45,595	0	12,700	12,700	0	0	14,700
	Transfers from Reserves	-37,841	-15,042	0	-3,000	-9,000	0	0	-3,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	224,671	236,001	61,478	271,711	272,874	9,102	59	287,952
	Recreation & Leisure								
	Expenditure	1,069,677	2,280,039	55,563	484,747	487,698	8,240	-12,458	272,806
	Income	-517,390	-1,962,442	0	-177,318	-177,318	-35	1,683	-25,670
	Net Expenditure	552,287	317,597	55,563	307,429	310,380	8,204	-10,775	247,136
	Transfers to Reserves	17,900	17,900	0	26,400	26,400	0	0	37,000
	Transfers from Reserves	-365,598	-85,180	0	-89,416	-126,401	0	0	-20,484
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	204,589	250,317	55,563	244,413	210,379	8,204	-10,775	263,652
	Events								
	Expenditure	51,702	41,356	28,449	37,418	37,418	759	23,000	68,921
	Income	-35,311	-49,857	-42,125	-38,000	-38,000	0	-8,000	-46,000
	Net Expenditure	16,391	-8,501	-13,677	-582	-582	759	15,000	22,921
	Transfers to Reserves	0	12,361	0	5,582	5,582			0
	Transfers from Reserves	-10,823	0	0	0	0			-17,921
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	5,568	3,860	-13,677	5,000	5,000	759	15,000	5,000
	Cemeteries								
	Expenditure	63,343	66,427	10,739	70,224	70,224	2,311	-3,315	71,521
	Income	-41,041	-37,989	-33,296	-27,609	-27,609	0	-6,500	-34,109
	Net Expenditure	22,302	28,438	-22,557	42,615	42,615	2,311	-9,815	37,412
	Transfers to Reserves	2,500	2,500	2,500	0	0	0	0	1,000
	Transfers from Reserves	-230	-250	0	-230	-230	0	0	-40
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	24,572	30,688	-20,057	42,385	42,385	2,311	-9,815	38,372
	Allotments								
	Expenditure	19,577	23,718	1,880	20,858	20,858	699	-314	21,891
	Income	-5,954	-7,791	-7,623	-7,380	-7,380	0	400	-6,980
	Net Expenditure	13,623	15,927	-5,743	13,478	13,478	699	86	14,911
	Transfers to Reserves	0	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	13,623	15,927	-5,743	13,478	13,478	699	86	14,911
	Carvers Clubhouse								
	Expenditure	100,991	98,786	105,807	98,329	98,329	0	0	100,820
	Income	-26,274	-29,128	-27,084	-26,500	-26,500	0	0	-27,500
	Net Expenditure	74,717	69,658	78,723	71,829	71,829	0	0	73,320
	Transfers to Reserves	2,500	2,500	0	2,500	2,500	0	0	2,500
	Transfers from Reserves	-2,841	-165	0	-1,000	-1,000	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	74,376	71,993	78,723	73,329	73,329	0	0	74,820
	Planning, Town & Environment								
	Expenditure	37,474	30,610	40,583	41,815	41,815	1,401	0	43,525
	Income	-5,850	-1,100	-11,100	-1,100	-1,100	0	0	-1,100
	Net Expenditure	31,624	29,510	29,483	40,715	40,715	1,401	0	42,425
	Transfers to Reserves	0	3,650	0	0	0	0	0	0
	Transfers from Reserves	-6,016	-2,784	-960	-1,000	-1,000	0	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)								0
	Committee net expenditure	25,608	30,376	28,523	39,715	39,715	1,401	0	41,425

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2024/25 AND
DRAFT BUDGET 2025/26

B

	Total Base Expenditure	1,724,804	2,962,361	304,500	1,184,186	1,194,301		1,039,337
	Total Income	-765,348	-2,304,284	-121,229	-446,692	-446,692		-324,961
	Total transfer to reserves	36,900	84,506	2,500	47,182	47,182		55,200
	Total Transfer from reserves	-423,349	-103,421	-960	-94,646	-137,631		-43,445
	Total New Bids				1,164			0
	Less funded from earmarked reserves							0
	Total Budget Requirement	573,007	639,162	184,811	691,194	657,161		726,131
	Precept	531,856	553,949	610,429	683,620	683,620		726,131
	Covid Relief grant		4,071		0	0		
	Transfer to/-from General Reserve	-41,151	-81,142	425,618	-7,574	26,459		0

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2025 to 31st March 2027

	Actual Balance 01/04/25 £	Transfers 2025/26 :				Balance 01/04/26 £	Planned and Proposed Movements 2026/27:					Estimated Balance 31/03/27 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
EARMARKED PROVISIONS												
I.T. & Equipment	28,300	1,700	0			30,000.00	2,700		0			32,700
Gateway	25,000	0	0			25,000.00	0		0			25,000
Cemetery	27,033	0	0			27,032.72	1,000		0			28,033
Buildings Reserve	51,534	4,500	0			56,033.97	5,500	0	0			61,534
Election	5,000	5,000	0			10,000.00	5,000		0			15,000
Vehicle & Machinery	51,546	20,000	-39,825			31,721.10	27,000		-5,750			52,971
Play Equipment	22,516	6,400	-7,164			21,752.18	10,000		0			31,752
Memorials	0		0			0.00	0		0			0
Christmas Lights	10,283		-6,000			4,282.50	0		0			4,283
Carvers Clubhouse equipment reserve	3,988	1,000	-1,000			3,988.49	1,000	-1,000	0			3,988
Ringwood Events	18,152	5,582	-3,000			20,734.37	0	-20,921	0			-187
Memorial Lantern	0		0	0		0.00	0		0			0
Carvers Grounds	175		0			175.20	0		0			175
Carvers Sheds feasibility	0		0			0.00			0			0
Infrastructure & Open Spaces	15,371	3,000	0			18,370.77	3,000		0			21,371
Open Space Security Measures	1,406	0	0			1,406.04			0			1,406
Neighbourhood Plan	3,383	0	0			3,383.07	0		0			3,383
Football development Project	0	0	0			0.00	0		0			0
Budget Underspends retained for use in 2024/25*	3,000	0	0			3,000.00	0	0	0			3,000
Total Provisions	266,687	47,182	-56,989	0	0	256,880.41	55,200	-21,921	-5,750	0	0	284,409
RESERVES												
Earmarked Reserves:												
Dev Contribs	13,805		-1,000			12,805.46		-1,000	0			11,805
Cem Maint	270		-230			40.00		-40	0	0		0
Dev Cons(CIL)	35,158		-9,133	5,206		31,229.73						31,230
Capital Receipts	18,942					18,942.34			0	0		18,942
Grants Unapplied	72,339		-68,703	25,099	-2,690	26,045.15			-13,158	13,622		26,509
Loans Unapplied	0					0.00			0	0		0
Maintenance contract fees in advance (Ellingham PC)	3,152		-1,576			1,576.00		-1,576				0
Total Earmarked Reserves and Provisions	410,354	47,182	-137,631	30,305	-2,690	347,519.09	55,200	-24,537	-18,908	13,622	0	372,896
General Reserve	236,927		26,459		2,690	266,076	0	0			0	266,076
Key & Rent Deposits	19,613					19,613						19,613
Total Reserves & Customer Deposits	666,893	47,182	-111,172	30,305	0	633,208	55,200	-24,537	-18,908	13,622	0	658,585

B

Current Projects Update

C

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet in February 2026. Hoping to deliver artwork and information boards in advance of main project, to tie in with 800th anniversary of market charter celebrations.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launched Parish Council Bus Shelter Grant in October 2025. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road - outcome expected by end of 2025. No sponsor yet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:							
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.	
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	No financial implications.	
Policy & Finance Committee							
PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.	
PF13	Office IT overhaul	In progress	The new and existing providers have been sharing information to support the transition. The changeover is taking place week ommencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. An order for new devices has been placed.	Multi-year programme to upgrade staff computers and office network hardware and provide training for staff and councillors. Includes switch to new support provider. Will include consideration of providing devices to councillors and seeking Cyber Essentials accreditation.	Town Clerk	Capital costs incurred in current year will be met from IT reserve.	
Recreation, Leisure & Open Spaces Committee							

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered. An additional plan has been requested and sent but otherwise we are still waiting to hear the outcome of the decision.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The documents required to resolve the boundary discrepancies are with the solicitors for completion. They have been chased and also in the process of arranging a meeting with NFDC about this and other recreation mitigation projects in the town.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Met with Playdale following Play Inspection Report. Installation of a drinking water fountain is progressing, waiting final quote from local supplier. Accepted quote for supply and installation of wildflower turf and pollinator planting as well as 6 new trees and guards and moving the 2 broken elms. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party date in October	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed

Staffing Committee

None



Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources	
Full Council								
None								
Planning Town & Environment Committee								
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project			
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square, as well as at entrances to the town.	Cllr Day		Floated as possible future project			
	Flood Relief	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane. Input to Action Plan for Avon Catchment Management Plan.					Developers contributions / CIL	
Policy & Finance Committee								
None								
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	
	Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided	

War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Bickerley tree-planting	Planting a row of trees alongside the through path	None	None	Need identified. Awaiting funding.	Unknown	To be decided
Staffing Committee						
None						

C

Closed Projects Report

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



PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.

Staffing Committee

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