

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

15th October 2026

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 21st October 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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 23rd September 2026

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

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

6. MEMBERS EXPENSES

To consider the Finance Manager's report and issues for decision therein (*Report B*)

7. REMEMBRANCE SUNDAY RECEPTION FOR VETERANS AND SERVING ARMED FORCES PERSONNEL

To consider a proposal from Cllr Frederick (*Report C*)

<u>Time estimate</u>
Up to 15 minutes
1 minute
1 minute
1 minute
10 minutes
5 minutes
10 minutes

8. MILLENNIUM CLOCK TASK & FINISH GROUP

To receive the notes of the meeting on 9th October 2026 (*Report D*)

9. TOWN COUNCIL PRIORITIES FOR 2027-28 and 2028-29

To consider the Town Clerk's report and issues for decision therein (*Report E*)

10. PROJECTS (current and proposed)

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

11. COMMUNICATIONS

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

Time estimate

5 minutes

15 minutes

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

Officers

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

Copied by e-mail to other members for information

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21st October 2026



COMMITTEE REPORT

Report title	Revenue Budget Monitoring – September 2026
Committee	Policy and Finance
Date	21st October 2026
Report author	Michelle Gordon (RFO)

Decision Summary

Purpose	To update Members on the Council's revenue budget position to 30 September 2026, including specific updates on the 800th Anniversary and Football Development Project.
Decision type	To note
Financial impact	Revenue budget adverse variance of £39,723, including a £25,576 prior-year adjustment relating to the Football Development Project.
Budget provision	Existing budget
Confidential / exempt	No

1. Introduction and reason for report

This report provides Members with an update on the Council's revenue budget position for the six months to 30 September 2026.

It provides an overview of the current budget position and significant variances and includes specific updates on the 800th Anniversary activities and the Football Development Project.

The report also highlights matters that will continue to be monitored during the remainder of the financial year.

2. Background Information

2.1 Revenue Budget Position

At 30 September 2026, net expenditure is £399,081, compared with a profiled budget of £359,358, giving an adverse variance of £39,723.

Of this variance, £25,576 relates to a prior-year adjustment for the Football Development Project. Advice is being sought on the correct accounting treatment and whether this can be adjusted against prior-year balances.

In addition, approximately £6,374 of the variance relates to net expenditure within the revenue budgets that is funded from earmarked reserves. As this expenditure is being met from existing reserves rather than the current year's revenue budget, it reduces the underlying impact of the reported variance.

After allowing for the Football Development Project adjustment and these reserve movements, the remaining difference is approximately £7,773 adverse. However, a review of the individual budgets indicates that much of this relates to the timing and profiling of income and expenditure and should not be regarded as a forecast year-end overspend.

Grant and reserve-funded activities held separately from the main revenue budgets are excluded from the revenue monitoring position. The related funding and expenditure may be received or spent at different times, which can result in temporary differences during the year.

The budget position will continue to be monitored and the likely year-end position will become clearer as the year progresses.

2.2 800th Anniversary Event

The 800th Anniversary event generated income of £2,425.97, against total expenditure of £10,586.20.

A transfer of £8,000 from the Events Reserve has been made to support the event. This is £2,000 less than the £10,000 originally planned, allowing the remaining provision to stay within the Events Reserve while further income continues to be generated through anniversary merchandise sales.

2.3 Anniversary Merchandise

Anniversary merchandise was purchased at a total cost of £4,341.50. Sales have generated £1,286.61 to date, with merchandise continuing to be available for sale.

Further sales will continue to recover the cost of the merchandise and contribute towards the overall cost of the anniversary celebrations.

The position will be reviewed at year end, once the outcome of further merchandise sales is known, to determine whether any additional support from the Events Reserve is required.

2.4 Football Development Project

A recent reconciliation of the Football Development Project accounts, undertaken as part of providing supporting financial information to AFCB CST, has identified a duplication within the

project monitoring spreadsheet relating to building services provided by Knights Brown Construction Limited.

In 2024/25, a purchase order for £25,564.70 excluding VAT was raised on Edge. The order was recorded on the project monitoring spreadsheet but was not subsequently posted as a transaction within the accounting system.

In 2025/26, the invoice for the same amount and description was posted to Edge but was not linked to the original purchase order. The invoice was also recorded on the project monitoring spreadsheet. As a result, the spreadsheet recorded the expenditure twice, although only one invoice was posted and paid through Edge.

The duplicated expenditure was subsequently included when calculating the final amount to be recharged to Bournemouth Community Sports Trust, resulting in the recharge being overstated. The reconciliation also identified two previously omitted project expenditure items, which have now been included. The net effect is a reduction in the amount being sought from the Trust, and the revised information has been shared with its Trustees.

The discrepancy was identified through a recent reconciliation of the project accounts and a correction has currently been reflected in the 2026/27 accounts. Further advice is being sought on the appropriate accounting treatment and whether the adjustment should instead be applied against the relevant prior-year balances, rather than affecting the current year's financial position.

As a consequence of the duplication, the amount charged towards the project in 24/25 exceeded the final costs incurred. The reconciliation has identified the discrepancy and enables the project position to be corrected so that it accurately reflects the expenditure incurred and income due.

3. Financial Implications

- a. At 30 September 2026, the Council's reported revenue position shows an adverse variance of £39,723. Of this, £25,576 relates to the Football Development Project prior-year adjustment; with the remaining variance largely reflecting timing and profiling differences which may change as the year progresses.
- b. In respect of the 800th Anniversary, £8,000 has been transferred from the Events Reserve, compared with the £10,000 originally planned. The remaining provision has therefore been retained within the reserve while merchandise sales continue. This position will be reviewed at year end to determine whether any further reserve support is required.
- c. For the Football Development Project, only one invoice was recorded and paid through Edge. The adjustment arises from the duplicate recording of the expenditure within the separate project monitoring spreadsheet and the resulting overstatement of the

recharge. Further advice is being sought regarding the appropriate accounting treatment of the prior-year adjustment.

4. Issues for Decision and Recommendations

- **Members are asked to:**
- Note the revenue budget position at 30 September 2026, including the underlying adverse variance of £14,147 after excluding the Football Development Project prior-year adjustment.
- Note the financial position of the 800th Anniversary, including the £8,000 transfer from the Events Reserve, and that the position will be reviewed at year end following further merchandise sales.
- Note the outcome of the reconciliation of the Football Development Project and the duplicate expenditure entry identified within the project monitoring spreadsheet.
- Note that only one invoice was recorded and paid through Edge, and that further advice is being sought regarding the appropriate accounting treatment of the prior-year adjustment.

**RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27**

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1	2	3	4	5
Revenue Budget Monitoring Summary	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £
Policy & Finance	276,440	138,111	152,071	-13,960
Recreation & Leisure	261,734	122,609	141,325	-18,716
Events	5,000	9,034	25,788	-16,755
Cemeteries	34,067	17,053	13,717	3,337
Allotments	14,510	7,255	6,701	553
Carvers Clubhouse	91,231	44,865	39,824	5,042
Planning, Town & Environment	42,860	20,430	19,654	776
Revenue Budget Monitoring Position (exc grant/reserve funded activity)		359,358	399,081	-39,723
Reconciliation to Edge Financial Budget Comparison Report				
Revenue Budget Monitoring Position			399,081	
Add:				
Grants/Reserve Funded Activity - Expendiure			85,685	
Less:				
Grants/Reserve Funded Activity - Income			-56,092	
Precept Income Received			-370,421	
Payments/Receipts in Advance			-1,124	
Net Balance Per Edge Financial Budget Comparison			57,128	
Net Reserve Movement			-12,037	
Net Position After			45,092	
Budget Funding and Reserves				
Revenue Budget Requirement	725,842			
Funded by Precept	740,842			
Budgeted Contribution to General Reserve	15,000			

Note: The Revenue Budget Requirement includes the approved budgeted contribution to General Reserve of £15000. The purpose of this report is to monitor performance against the revenue budget. Planned tranfers to and from reserves are therefore excluded from the profiled budget and actual expenditure columns above and are reported separately in the Reserves Summary.

Net reserve movements to 30 September total £12,037, of which approximately £6,374 relates to the revenue budgets shown above. The balance relates to grant/reserve-funded activity which is accounted for separately and is already excluded from the revenue monitoring position.

Key: On track
Monitoring
Action Required

RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27

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1	2	3	4	5
Committee: Recreation & Leisure	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £
Income	-25,841	-12,921	-11,845	-1,075
Capital Income	0	0	25,576	-25,576
Total Income	-25,841	-12,921	13,730	
Total Expenditure	271,060	135,530	127,312	
Establishment Costs	13,215	6,607	7,591	-983
Maintenance of Various Facilities	24,911	12,455	10,301	2,154
Plant & Equipments	19,224	9,612	4,031	5,581
Employee Costs	205,586	102,793	99,215	3,578
Activities Expenditure	3,695	1,848	1,598	249
Other	4,428	2,214	2,852	-638
Capital Expenditure	0	0	1,724	-1,724
Payments made in Advance 01.04.26			283	-283
Transfers to Reserves	37,000			
Transfers from Reserves	-20,484			
Overall Position Against Budget	261,734	122,609	141,325	-18,716

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
-1,838		Grounds Income - Verti drain reduced from 2 visits to 1.
-25,576		Football Development Project – £25,576 adverse variance arising from a prior-year income credit adjustment of £25564.70 plus add 26-27.
		Fuel - Dry summer, no grass cutting.
	3,684	Tree Surgery & Safety Work underpend, timing.
	2,245	Machine Maintenance.
	2,921	Employee costs, timing.
	-2,039	Grounds Other - Higher costs during summer months, timing.
	2,875	Machine purchases, timing.
	-1,129	Memorial benches - Funding for benches in previous year.
		Small Variance Balances Across Multiple Budgets
	-18,857	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

**RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27**

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1	2	3	4	5	6
Committee: Policy & Finance	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £	Explanatory Notes
Total Income	-186,418	-93,209	-74,972	-18,237	-1,035 Gateway Recharge Balance- to be invoiced at year end, timing.
Total Expenditure	462,640	231,320	224,768		1,000 Discretionary Grants - timing.
Gateway Building Costs	204,838	102,419	79,942	22,477	-2,304 Interest Received CCLA - Investment level lower in 26-27 than 25-26
Employee Costs	137,314	68,657	68,919	-262	1,325 Market Place Income - Higher than budgeted, transfered to Gateway Square Maint Reserve.
Members Costs	14,177	7,088	6,945	143	-1,176 HALC & NALC Annual Affiliation Fees 26-27 paid at beg. of year- timing.
Other	44,833	22,417	38,222	-15,806	27,222 RTC Share of Gateway Costs, invoiced by NFDC in March 27.
Debt Charges	61,478	30,739	30,739	0	-1,406 Computer Maintenance - Microsoft Licences timing.
Capital Expenditure	0	0	0	0	-15,243 Xmas Light Inst. chgs for full year inc - timing. Add. £752 exp due to square damage from pollarding
Receipts made in Advance 01.04.26			-2,296	2,296	-1,824 Annual Audit fees - timing.
Payments made in Advance 01.04.26			4,571	-4,571	-6,077 Annual Insurance Premium - timing.
Transfers to Reserves	14,200				-1,194 Visitors Centres Purchases - Caddy Bag Resell Purchase
Transfers from Reserves	-13,983				
Overall Position Against Budget	276,440	138,111	152,071	-13,960	1,352 Small Variance Balances Across Multiple Budgets
					-13,960 Income is currently £2,014 below budget and expenditure is £11,946 over udget. As both variances adversely affect the budget position, they combine to produce an overall variance of £13,960

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

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3,337

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

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Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

Key: On track
Monitoring
Action Required

1	2	3	4	5
Committee: Events	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £
Total Income	-51,500	-25,750	-12,505	-13,245
Total Expenditure	69,567	34,784	37,535	
Events Expenditure	43,750	21,875	24,499	-2,624
Employee Costs	25,817	12,909	13,036	-128
Payments made in Advance 01.04.26			758	-758
Transfers to Reserves	0			
Transfers from Reserves	-13,067			
Overall Position Against Budget	5,000	9,034	25,788	-16,755

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
-13,900	-2,443	Fireworks Event - timing.
1,913	4,021	Xmas Activities
-586	-2,574	800th Anniv Events - Timing and funded from Events Reserve
1,287	-4,342	800th Anniv Merchandise - continued sales, final analysis to be completed at year end.
	-131	Small Variance Balances Across Multiple Budgets
	-16,755	Income is currently £11,286 below budget and expenditure is £5,469 over budget. The overall position is £16,755 over budget.

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

**RINGWOOD TOWN COUNCIL
BUDGET SUMMARY REPORT 2026/27**

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1	2	3	4	5
Committee: Carvers Clubhouse	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £
Activities Income	0	0	-1,403	1,403
Café Income	-27,500	-13,750	-18,316	4,565
Other Income	-2,500	-1,250	-3,839	2,589
Total Income	-30,000	-15,000	-23,557	
				0
Total Expenditure	119,731	59,865	62,143	
Establishment Costs	10,420	5,210	3,402	1,808
General Supplies & Services	8,810	4,405	3,212	1,193
Employee Costs	79,902	39,951	41,989	-2,038
Activities Expenditure	4,000	2,000	3,475	-1,475
Café Food Purchases	16,600	8,300	10,066	-1,766
Payments made in Advance 01.04.26			1,237	-1,237
Transfers to Reserves	2,500			
Transfers from Reserves	-1,000			
Overall Position Against Budget	91,231	44,865	39,824	5,042

5,042

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
738		Additional income from room hire.
1,430		Additional income from activities.
4,565		Additional income from cafe sales.
1,851		Income from Carvers - Circus.
	2,000	Partnership or Youth Services budget not currently utilised.
	-1,766	Food purchases for resale
	-2,006	Cafe and caretaking staff costs, timing, higher costs over summer months.
	-1,475	Activities Expenditure - timing.
	-295	Small Variance Balances Across Multiple Budgets
	5,042	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

1	2	3	4	5
Committee: Planning, Town & Env.	Budget 26/27 £	Budget April-Sept £	Actual April-Sept £	Variance £
Total Income	-1,100	-550	-1,100	550
Total Expenditure	41,960	20,980	20,754	
Maintenance	3,542	1,771	760	1,011
Employee Costs	38,418	19,209	19,994	-785
Capital Expenditure	0	0	0	0
Transfers to Reserves	3,000			
Transfers from Reserves	-1,000			
Overall Position Against Budget	42,860	20,430	19,654	776

Inc. Variance +over/ -under budget	Exp. Variance -over/ +under budget	6 Explanatory Notes
550		Parish Lenghtman Scheme 26-27 full year received in advance.
	-785	Office Staff - timing.
	907	Street lighting Carvers, timing, smaller bills during summer.
		104 Small Variance Balances Across Multiple Budgets
	776	

Note: In accordance with accounting convention, income is shown as a negative figure and expenditure as a positive figure. Positive variances indicate that income is higher than budget or expenditure is lower than budget. Negative variances indicate that income is lower than budget or expenditure is higher than budget.

RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES**1st April 2026 - 31st March 2027**

	1	2	3	4	5	6	7	8	9	10	11	12	13
	Actual Balance 01/04/26 £	Actual Transfers 2026/27 :					Balance 31.10.26 £	Outstanding Planned Transfers:-					
		Planned Trans Put into Res/Pro From Revenue £	Planned Trans Withdrawn From Revenue £	Cash Receipts Into Res/Pro £	Additional Exp Out of Res/Pro	Between Provisions £		Planned Trans Put into Res/Pro From Revenue £	Planned Trans Withdrawn From Revenue £	Growth £	Capital & Other Receipts £	Between Provisions £	Estimated Balance 31.03.27 £
EARMARKED PROVISIONS													
I.T. & Systems Equipment Provision	12,058.00				-4,234.25		7,823.75	2,700					10,524
Gateway Building Provision	25,000.00						25,000.00		-9,100				15,900
Gateway Square Maintenance	0.00			1,725.00	-250.00		1,475.00	1,455					2,930
Cemetery Provision	27,032.72				-29,334.51	17,973.62	15,671.83						15,672
Buildings Repair Provision	38,503.97						38,503.97	5,500					44,004
Elections Provision	10,000.00						10,000.00	5,000					15,000
Vehicle & Machinery Renewal Provision	31,721.10		-5,750		-1,050		24,921.10	21,250					46,171
Play Equipment Provision	22,752.18						22,752.18	10,000					32,752
Memorials Provision	0.00						0.00						0
Christmas Lights Provision	4,282.50						4,282.50		-4,283				-1
Carvers Clubhouse Equipment Provision	4,022.49						4,022.49	1,000	-1,000				4,022
Ringwood Events Reserve	17,833.12		-8,004.50				9,828.62		-5,663				4,166
Memorial Lantern	0.00						0.00						0
Carvers Grounds Dev Provision	175.20						175.20						175
Carvers Sheds feasibility	0.00						0.00					10,000	10,000
Infrastructure & Open Spaces	18,370.77						18,370.77	3,000					21,371
Open Space Security Measures	1,406.04						1,406.04						1,406
Neighbourhood Plan	3,383.07						3,383.07						3,383
Football development Project	0.00						0.00						0
Budget Underspend retained for use in following year	5,500.00		-5,500.00				0.00						0
Speedwatch	1,650.00			50.00	-214.75		1,485.25						1,485
Flowerbeds	0.00						0.00						0
Total Provisions	223,691.16	0.00	-19,254.50	1,775.00	-35,083.51	17,973.62	189,101.77	49,905.00	-20,045.50	0.00	0.00	10,000.00	228,961.27
RESERVES													
Earmarked Reserves:													
Crow Stream Maintenance	12,960.46						12,960.46		-1,000				11,960
Cemetery Maintenance	40.00						40.00		-40				0
Dev Cons(CIL)	21,603.73			11,109.86	-1,383.00	-16,330.59	15,000.00						15,000
Capital Receipts	18,942.34						18,942.34					-10,000	8,942
Grants Unapplied	2,083.11			44,937.33	-14,104.00	-1,643.03	31,273.41		-13,158		19,508		37,623
Loans Unapplied	0.00						0.00						0
Grounds Maintenance contract fees in advance (Ellingham PC)	1,576.00						1,576.00		-1,576				0
Total Earmarked Reserves and Provisions	280,896.80	0.00	-19,254.50	57,822.19	-50,570.51	0.00	268,893.98	49,905.00	-35,819.50	0.00	19,508.00	0.00	302,487.48
General Reserve - Budget Under/Overspend	329,751.43						329,751.43	15,000					344,751
Key & Rent Deposits - Allotments	20,382.99				-34.00		20,348.99						20,349
Total Reserves & Customer Deposits	631,031.22	0.00	-19,254.50	57,822.19	-50,604.51	0.00	618,994	64,905	-35,820	0	19,508	0	667,588

Total trans to and from reserves

-12,037

-35,819.50

667,588

Paid Expenditure Transactions

Start of year 01/04/26

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paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	01/09/26	7010		£180.00	£0.00	£180.00	RLOS	New Forest District Council	Rates Carvers Clubhouse September 2026 3802/1/6
DD	01/09/26	7011		£248.00	£0.00	£248.00	RLOS	New Forest District Council	Rates Cemetery September 2026 3200/1/5
DD	01/09/26	7026		£1,093.72	£52.08	£1,041.64	RLOS	Edf	Balance due, tn 6927 - Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26 3000/1/1
DD	01/09/26	7037		-£1,093.72	-£52.08	-£1,041.64	RLOS	Edf	Contra (part payment) for tn 7026, Balance due, tn 6927 - Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26 3000/1/1
DD	01/09/26	7038		£39.82	£1.90	£37.92	RLOS	Edf	Part payment , tn 7026 - Part payment should be £150.56 but only posted £110.74 so difference is £39 3000/1/1
Lloyds CC Sept 26	03/09/26	7086		-£142.99	-£23.83	-£119.16	Grant	Ebay	Contra entry to CC 807047 Trans 6979 procesed Aug 2026(Full refund £142.99 received 3/9/26) 20000
DD	07/09/26	6945		£42.54	£7.09	£35.45	RLOS	Sky Business	05/09/26 - 04/10/26 3802/2/5
3339	08/09/26	6901	RTC807043	£80.18	£13.37	£66.81	RLOS	Elliott Brothers Ltd	bulk bag of ballast for cemetry work various bolts for fixing the new bench 3000/2/9
									to be paid against Elliots invoice number 9879890
3340	08/09/26	6906	RTC807049	£1,158.29	£193.05	£965.24	RLOS	Fleet Line Markers	Supply and delivery of a new line marker for use on the sports pitches 3000/2/9
DD	08/09/26	6909		£364.86	£60.81	£304.05	P&F	Siemens	07/09/26 - 06/12/26 Xerox Lease rental 2000/1/9
3347	08/09/26	6932	RTC807048	£1,718.16	£286.36	£1,431.80	RLOS	Munro Construction Limited	To supply labour excavator 6 yards of Concrete for various bench bases around Ringwood. This work is separate to the original work Munroe did 3000/2/9
3343	08/09/26	6938	RTC807069	£323.52	£53.92	£269.60	RLOS	New Forest Ice Cream	Café icecreams for resale INV 102073 3802/3/1
3341	08/09/26	6940	RTC807071	£426.44	£71.07	£355.37	RLOS	New Forest Ice Cream	Café order for resale inv 101514 3802/3/1
3338	08/09/26	6958	RTC807081	£72.00	£12.00	£60.00	RLOS	Taste Vending Ltd	Coffee supplies for café - cups/lids 3802/3/1
3350	08/09/26	6964	RTC807088	£350.00	£0.00	£350.00	RLOS	Oscar Mellish	Carvers Courts - Multi sports activity every Friday through summer holidays 3802/2/7
									24.07
									31.07
									07.08
									14.07

Paid Expenditure Transactions

Start of year 01/04/26



paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
3351	08/09/26	6965	RTC807089	£350.00	£0.00	£350.00	RLOS	John Defries	Carvers courts - multi sports coaching every Friday (5hrs) for Summer programme: 24.07 31.07 07.08 14.08	3802/2/7
3349	08/09/26	6966	RTC807090	£260.00	£0.00	£260.00	RLOS	Verwood Bouncy Castles	Carvers Party in the park - 3 X Inflatables - Gladiators/box slide and castle - all charge back usage (£5 Unlimited Wristbands/ £2 - 10 minutes . Insurance docs received - risk assessmentscarried out	3802/2/7
3348	08/09/26	6971	RTC807093	£200.00	£0.00	£200.00	RLOS	Lianne Marie Cole	Carvers Summer Party in th epark event - Dj and entertainer 4.5hrs INV 30	3802/2/7
3346	08/09/26	6977	RTC807091	£360.00	£60.00	£300.00	RLOS	TerraTec Contracting	Innitial line marking for two rugby pitches for Poulner Junior School as laid out in the contract between Ringwood Town Council and Poulner Junior School	3000/2/9
3345	08/09/26	6991	RTC807102	£300.00	£0.00	£300.00	RLOS	Nick Buxton QS Services Ltd	Completion of Pre- Contract and Post-Contract QS Services, less previously invoiced	3350/10
DD	08/09/26	6999		£163.09	£7.77	£155.32	RLOS	Yu Energy	August 2026	3802/1/3
3342	08/09/26	7001		£822.29	£137.05	£685.24	P&F	Cloudy Group	September 2026 IT Support	2000/1/12
3344	08/09/26	7002		£22.80	£3.80	£19.00	RLOS	Insight Security & Facilities Ltd	September 2026 Call outs	3000/2/1
DD	09/09/26	7013		£7.20	£1.20	£6.00	RLOS	UK Fuels Ltd	Annual charge (now Radius UK Fuels) Petrol for hand held machines	3000/1/10
3352	10/09/26	7006	RTC807103	£714.00	£119.00	£595.00	P&F	Ace Safes UK Ltd	Replacement parts and fitting for RTC safe malfunction	2100/5
3353	15/09/26	6952	RTC807076	£280.00	£0.00	£280.00	RLOS	Matt Ware	Carvers table tennis coaching x 2 days for 4hrs £140 per day 10am - 4pm	3802/2/7
3354	15/09/26	6963	RTC807086	£289.66	£48.27	£241.39	RLOS	New Forest Ice Cream	Café ice cream order - for resale	3802/3/1
3355	15/09/26	6984	RTC807101	£400.00	£0.00	£400.00	RLOS	AJM Music	Carvers summer programme activity - Professional dj tuition and mentoring x 4 sessions	3802/2/7
3357	15/09/26	6995		£21.22	£3.54	£17.68	P&F	Itec	Gateway 24/08/26	2000/1/9
3356	15/09/26	6996		£20.54	£3.42	£17.12	RLOS	Itec	Carvers Clubhouse 280826	3802/2/2

Paid Expenditure Transactions

Start of year 01/04/2

A

paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	15/09/26	6997		£475.73	£79.29	£396.44	RLOS	Grist Environmental Ltd	August 2026
BP	16/09/26	6970		£9,939.40	£0.00	£9,939.40	P&F	Hampshire County Council	August 2026 Payroll - Pension
FPI	16/09/26	7027		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/09/26 - 14/10/26
DD	16/09/26	7035		£55.14	£9.19	£45.95	RLOS	3G	August 2026
DD	17/09/26	6998		£42.71	£2.03	£40.68	RLOS	Edf	Cemetery August 2026
DD	18/09/26	7000		£409.08	£68.18	£340.90	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2026 Calls
DD	21/09/26	6927		£1,204.46	£57.35	£1,147.11	RLOS	Edf	Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26
BP	21/09/26	6969		£10,742.08	£0.00	£10,742.08	P&F	Inland Revenue	August 2026 Payroll Tax/Ni
DD	21/09/26	7024		-£1,204.46	-£57.35	-£1,147.11	RLOS	Edf	Contra (part payment) for tn 6927, Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26
DD	21/09/26	7025		£110.74	£5.27	£105.47	RLOS	Edf	Part payment , tn 6927 - Part payment of Inv005, Balance due, tn 6816 - Sports Pavilion 28/08/25 - 0
DD	21/09/26	7036		£110.74	£5.27	£105.47	RLOS	Edf	Sports Pavilion 01/07/26 - 01/09/26 Ongoing consumption
3366	22/09/26	6959	RTC807082	£105.60	£17.60	£88.00	RLOS	Time2Display	800th Market Charter 100 x programme - original copy INV 706483- had and error and had to re print a further 100 inv 706597
3367	22/09/26	6960	RTC807083	£105.60	£17.60	£88.00	RLOS	Time2Display	800th Market Charter 100 x programme 1st copy had an error and had to re print a further 100 = inv 706597
		6961/1		£57.00	£9.50	£47.50	P&F	Letters & Logos Ltd	Update to the Mayor's board at Ringwood Gateway
3358	22/09/26	6961	RTC807044	£57.00	£9.50	£47.50		Letters & Logos Ltd	To supply and fit black cut vinyl lettering for the Mayors board at Ringwood TC offices to add '2026' after 'Cllr R Frederick 2024 - ' entry to add on the line below 'Cllr Mrs M DeBoos 2026 - '
3360	22/09/26	6976	RTC807095	£314.23	£52.37	£261.86	RLOS	New Forest Ice Cream	Clubhouse house food order for resale
3361	22/09/26	6989	RTC807100	£32.87	£5.48	£27.39	RLOS	England Garden Machinery	New Strimmer Head for the electric STIHL strimmer
		6992/1		£27.48	£4.58	£22.90	RLOS	Hampshire County Council	816551 Hand towels - for cemetery

Paid Expenditure Transactions

Start of year 01/04/26



paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		6992/2		£14.40	£2.40	£12.00	P&F	Hampshire County Council	836006 A4 Matt laminator pouches 2000/1/8
		6992/3		£27.12	£4.52	£22.60	P&F	Hampshire County Council	589600 Fairy dishwasher tablets 2000/3/4
		6992/4		£15.96	£2.66	£13.30	P&F	Hampshire County Council	819050 A4 copier paper 2000/1/8
		6992/5		£15.96	£2.66	£13.30	P&F	Hampshire County Council	819050 A4 copier paper 2000/3/4
		6992/6		£8.64	£1.44	£7.20	P&F	Hampshire County Council	610678 'C' batteries 2000/3/4
		6992/7		£50.16	£8.36	£41.80	P&F	Hampshire County Council	604228 Tork toilet rolls 2000/3/4
		6992/8		£8.04	£1.34	£6.70	P&F	Hampshire County Council	951024 Gloves - Large 2000/3/4
3359	22/09/26	6992	RTC807084	£167.76	£27.96	£139.80		Hampshire County Council	Stationary and cleaning supplies 3000/1/2
3362	22/09/26	7007	RTC807108	£344.83	£57.47	£287.36	RLOS	Hunt Forest Group	This was from a service that Hunts have delayed invoicing for . The service was carried out in February of last financial year 3000/3/2
									Service for the John Deere Replace engine oil and filter,hydraulic oil and filter. Grease machine and test . JD-M806419 OIL FILTER 1 EACH JD-VC50002X005 PLUS 502 ENG OIL 5L T 1 Each JD-M146082 OIL FILTER 1 Each JD-VC65723-004 GREASE-GARDTM 1 EACH JA-BC02750KR BRAKE CLEANER750ML 1 EACH JD-VC81824-005 HY-GARDTM 5LTS 2 EACH CO-CONSUM CONSUMABLES 1 CO-ENV ENVIRONMENTAL CHARGE

Paid Expenditure Transactions

Start of year 01/04/26



paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3363	22/09/26	7008	RTC807113	£337.95	£56.33	£281.62	RLOS	England Garden Machinery	Job Story for service work on JD X940 Discharge chute. Replace broken parts. Asses failure & order parts. Some of which had a very long lead time, so contingency was to utilise available parts in the short term. Effect repair to keep machine safe and functional. When correct parts arrived ; fit, run & test Apply tyre seal to punctures wheel Parts OKO Tyre seal, Parts JD Deck discharge deflector
3364	22/09/26	7028	RTC807120	£60.00	£0.00	£60.00	P&F	Nicola Vodden	Lightning load strimmer head, Contribution to glasses for DSE use
3365	22/09/26	7032	RTC807132	£237.60	£39.60	£198.00	RLOS	Taste Vending Ltd	Coffee machine service inv 77110 - Delayed invoice approval due to servicing carried out with repairs - Repairs and future agreement with a set amount now agreed. Repairs carried out : miscellaneous parts - stopper, clips, valves coffee filter unit red shoot cannister
DD	24/09/26	7029		£98.20	£16.37	£81.83	PT&E	SSE Southern Electric	Carvers Street Lighting AGR5563405 August 2026
BP	25/09/26	7058		£10.00	£0.00	£10.00	P&F	Lloyds Bank	Bank Charges - September 2026
BP	25/09/26	7059		£2,250.57	£0.00	£2,250.57	P&F	Salaries	September 2026 - HS
BP	25/09/26	7060		£60.00	£0.00	£60.00	P&F	Salaries	September 2026 - LT
BP	25/09/26	7061		£35,303.76	£0.00	£35,303.76	P&F	Salaries	September 2026
		7081/1		£24.50	£0.00	£24.50	Counc	Ringwood Town Council	Milk tea bags etc
		7081/2		£14.48	£2.41	£12.07	Counc	Ringwood Town Council	Trousers for groundsman

Paid Expenditure Transactions

Start of year 01/04/26



paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		7081/3		£7.30	£1.22	£6.08	Counc	Ringwood Town Council	Postage, tracked & signed for 10000
Petty Cash	25/09/26	7081		£46.28	£3.63	£42.65		Ringwood Town Council	Petty Cash 22/08/26 - 25/09/26 10000
Lloyds CC Sep 26 3	28/09/26	6904	RTC807057	£410.97	£37.63	£373.34	RLOS	Booker	CC - Café food items for resale Order number 94151503 3802/3/1
Lloyds CC Sep 26 5	28/09/26	6937	RTC807068	£336.35	£44.58	£291.77	RLOS	Booker	CC - Café food items for resale 3802/3/1
Lloyds CC Sep 26 4	28/09/26	6953	RTC807072	£447.59	£49.21	£398.38	RLOS	Booker	CC - Café items for resale order number 94227902 3802/3/1
Lloyds CC Sep 26 6	28/09/26	6962	RTC807087	£402.21	£58.34	£343.87	RLOS	Booker	CC - Food items purchased for café resale - Order number 94397546 VAT rates on various items may differ 3802/3/1
Lloyds CC Sep 26 7	28/09/26	6967	RTC807073	£111.70	£0.00	£111.70	RLOS	Hampshire County Council	2026 Decorative Lighting Consent Application. To be paid by Credit Card 3100/2
Lloyds CC Sep 26 1	28/09/26	6983	RTC807074	£90.96	£0.00	£90.96	RLOS	screwfix	Credit Card Purchase 3000/1/5
									all PPE which has been purchased as zero rated (see receipt)
									Boots size 9 (BG) Boots size 15 (SS) Wellingtons size 9 (BG)
Lloyds CC Sep 26 8	28/09/26	6988		£22.23	£3.71	£18.52	Grant	Amazon	Balance due, tn 6981 - 1 x Aproca Hard Protecable Case For Bushnell Velocity Spreed Gun £19.75 20000
3372	28/09/26	6994	RTC807104	£150.00	£25.00	£125.00	RLOS	Ringwood Pest Control	Emergency call out on Saturday 5 September to a wasps nest on the Mount 3000/2/13
3377	28/09/26	7009	RTC807106	£81.27	£13.55	£67.72	RLOS	England Garden Machinery	2 x x 44 Link chain - chains for the Stihl polesaw 3000/3/1
3373	28/09/26	7012	RTC807112	£25.00	£0.00	£25.00	P&F	Michelle Gordon	2 x garden rakes Contribution towards eye sight test on 26 August 2026 2310/3

Paid Expenditure Transactions

Start of year 01/04/26

A

paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
3374	28/09/26	7019	RTC807117	£2,503.51	£417.25	£2,086.26	RLOS	Northover Energy	white diesel for council vehicles and machinery 1000l at 1.74 plus vat diesel delivered to site at Ringwood Cemetery
DD	28/09/26	7033		£30.18	£1.44	£28.74	P&F	SSE Southern Electric	Market Place AGR5563411 August 2026
Lloyds CC Sep 26 2	28/09/26	7034		£19.03	£0.00	£19.03	P&F	When I Work	September 2026
3376	28/09/26	7040	RTC806993	£600.00	£100.00	£500.00	PT&E	Daniel Shutler	Crow Stream Annual Flail - From the Elm Tree south to Sandford Copse - by end August 2026 Trim top bank on roadside Trim internal stream bank on roadside and far side Trim hedge on far side
3375	28/09/26	7046	RTC807139	£118.09	£0.00	£118.09	RLOS	Chris Wilkins	consultancy on football project
3378	28/09/26	7048	RTC807138	£2,520.00	£420.00	£2,100.00	P&F	BDO LLP	External Audit Year End 31.03.26
3369	28/09/26	7049	RTC807140	£1,119.60	£186.60	£933.00	Grant	Cloudy Group	firewall, network switch, new extender and set up for broadband at cemetery to be funded from IT and infrastructure reserve
3371	28/09/26	7050	RTC807142	£1,275.30	£212.55	£1,062.75	Grant	Cloudy Group	firewall, network switch, net extender and set up for broadband at Carvers Clubhouse to be funded from IT and infrastructure reserve INV-D-13092
3370	28/09/26	7051	RTC807141	£2,686.20	£447.70	£2,238.50	Grant	Cloudy Group	firewall, network switch, net extender and set up for broadband at Gateway to be funded from IT and infrastructure reserve INV-D-13094
3368	28/09/26	7054		£496.66	£0.00	£496.66	P&F	Salaries	Underpayment CK
Lloyds CC Sep 26 9	28/09/26	7087		£160.09	£1.14	£158.95	Grant	Ebay	Spped Gun - replacement for that bought under order 807047
		7053/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband
		7053/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club

Paid Expenditure Transactions

paid between 01/09/26 and 30/09/26

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	30/09/26	7053		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery September 2026 3000/1/6
FPI	30/09/26	7082		£66.60	£0.00	£66.60	RLOS	Sum Up	July 2026 Fees 3802/2/1
FPI	30/09/26	7083		£96.54	£0.00	£96.54	RLOS	Sum Up	August 2026 Fees 3802/2/1
FPI	30/09/26	7084		£39.71	£0.00	£39.71	RLOS	Sum Up	September 2026 Fees 3802/2/1
FPI	30/09/26	7085		£0.55	£0.00	£0.55	RLOS	Stripe	Fees 01/09/26 - 20/09/26 3802/2/1
Total				£84,544.63	£3,592.43	£80,952.20			

POLICY AND FINANCE COMMITTEE 21st October 2026**ACCOUNT BALANCES & TRANSFERS - 18.11.26**

<u>Account Name</u>	<u>Balance @ 01.10.26</u>	<u>Transfer Required - 18.11.26</u>	<u>Movement - 18.11.26</u>	<u>Between Accounts</u>	<u>Predicted 18.11.26</u>
	£				£
Imprest (Current) Account	49,566		279,318	-300,000	28,884
Business Account	10,033				10,033
Investment Account (CCLA Ac)	202,000			300,000	502,000
Petty Cash - Imprest (General)	154				154
Petty Cash - Carvers Clubhouse	50				50
VIC Change Float	0				0
Information Desk Float	75				75
TOTALS	261,878	0	279,318	0	541,196

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

Notes:

1 Imprest Account 1.10.26 - 31.10.26	£
Balance in Imprest A/c 01.10.26	49,566
Payroll, Pension & PAYE/NI Due Oct 26	-60,000
Supplier Payments Plus Committed Orders	-59,920
Precept Received 1.10.26	370,421
Transfer to CCLA	-300,000
Other Scheduled Income During Oct 26	70,503
Est Balance in Imprest A/c 31.10.26	70,570
 Imprest Account 01.11.26 - 18.11.26	
Pension Due 15.11.26	-11,000
PAYE/NI Due 18.11.26	-14,000
PWLB Loan Due 1.11.26	-5,375
Supplier Payments/DD	-11,311
Est Balance in Imprest A/c 18.11.26	<u>28,884</u>

2 Investment Maturity

No investments due to mature

3 The bank accounts were reconciled at 30th September 2026

Proposed Transfer Authorised By:- _____

Date _____

Monthly CIL Reserve Report to Policy & Finance Committee

	£	£
Balance Held In Reserves @ 31st March 2026		21,603.73
<u>Plus Receipts 2026/2027:-</u>		
<u>Paid 23.04.2026:-</u>		
Planning Ref: 24/10527 - 11-13 Meeting House Lane – erection of 1 dwelling	1,333.50	
Planning Ref: 20/10129 - 25 Market Place – convert 25A Market Place into a dwelling; conversion of Coach House into dwelling	2,855.61	
Planning Ref: 25/10797 - 72-74 Southampton Road – change of use to 3 residential dwellings	285.73	
Planning Ref: 23/1077 - 74 Eastfield Lane – erection of 2 dwellings	6,635.02	11,109.86
<u>Plus Transfers To CIL Reserve 2026/2027:-</u>		
Underspent MUGA returned to CIL fund from Grants Unapplied F/6465 Sept 25 P & F	1,643.03	1,643.03
<u>Less Expenditure 2026/2027:-</u>		
F/6519 March 2026 Taxi Rank Refurb Option 2 (tn6757)	-1,155.00	
F/6533 Additional Anti Graffiti Paint For Taxi Rank (tn6756)	-228.00	
Cemetery Programme (To cover tn6774 G Farwell Overhaul of Cemetery)	-15,780.00	
Cemetery Programme (To cover tn 6859 G Farwell Overhaul of Cemetery)	-2,193.62	
		-19,356.62
Balance Held In Reserves @ 30th September 2026		15,000.00
<u>Less Agreed Allocations:-</u>		
Poulner Lakes road upgrade - F/6423 21 May 2025	-15,000.00	-15,000.00
Balance After Agreed Allocations		0.00
Proposed Future Receipts/Expenditure:-		
<u>Forecast future Receipts</u>	106,323.60	
<u>Proposed Future CIL Expenditure:-</u>		
Carvers Programme	-12,500.00	
Play Areas	-10,000.00	
Balance After Agreed Allocations & Proposed Future Transactions		83,823.60



COMMITTEE REPORT

Report title	Members Allowances 2026/27
Committee	Policy and Finance
Date	21 st October 2026
Report author	Michelle Gordon (RFO)

Decision Summary

Purpose	To consider the recommended increase in Members' Allowances and determine the level and effective date of any increase.
Decision type	Other
Financial impact	£328.00 depending on outcome.
Budget provision	Members Allowance 2200/1/3
Confidential / exempt	No

1. Introduction and reason for report

This report sets out the latest recommendation from New Forest District Council in respect of Members' Allowances and the financial implications for the Council, to enable Members to consider whether to apply the recommended increase, determine the level of the Members' Allowance for 2026/27 and agree the date from which any increase should take effect.

2. Background Information

2.1 Where a parish or town council wishes to pay a basic Members' Allowance, it must have regard to recommendations made by its Parish Remuneration Panel when setting the level of the allowance.

2.2 The Parish Remuneration Panel is convened by New Forest District Council as the responsible authority under the Local Authorities (Members' Allowances) (England) Regulations 2003.

2.3 The Council is not required to follow the recommendation of the Parish Remuneration Panel but must have regard to it when determining the level of allowance it chooses to pay.

2.4 The latest recommendation received from New Forest District Council is for an increase of 3.3% in Members' Allowances.

2.5 Ringwood Town Council currently pays an annual basic Members' Allowance of £900. The allowance has remained unchanged since 2023/24, with Members having agreed not to increase the allowance for 2025/26.

3. Financial Implications

3.1 Applying an increase of 3.3% to the current allowance of £900 would result in an annual allowance of £929.70.

3.2 For administrative simplicity, the RFO recommends that, should the 3.3% increase be applied, the allowance is rounded to £930 per annum, providing an equal monthly allowance of £77.50. This represents an increase of approximately 3.33%.

3.3 The budget for Members' Allowances in 2026/27 is £12,227, which was prepared on the assumption of a 4.5% increase in the allowance. There are 14 Members of the Council, although currently only 13 Members claim the allowance.

3.4 If the proposed annual allowance of £930 is applied from 1 April 2026, and the current 13 Members continue to claim the allowance throughout the year, the total annual cost would be £12,090, which is £137 below the budget of £12,227.

3.5 The maximum anticipated cost for 2026/27 assumes that 13 Members receive the allowance for the first six months of the year and all 14 Members receive the allowance for the remaining six months. At the revised annual rate of £930 (£77.50 per month), the total cost would be £12,555, resulting in a potential overspend of £328 against the budget.

4. Issues for Decision and Recommendations

4.1 Members are asked to:

- a) consider whether to apply the 3.3% increase in Members' Allowances recommended by New Forest District Council;
- b) should the 3.3% increase be applied, approve the RFO's recommendation that the annual Members' Allowance be set at £930, equivalent to £77.50 per month; and
- c) determine the effective date of the revised allowance, including whether it should be backdated to 1 April 2026.



COMMITTEE REPORT

Report title	Remembrance Sunday Reception for Veterans and Serving Armed Forces Personnel
Committee	Policy & Finance Committee
Date	21 October 2026
Report author	Cllr Rae Frederick

Decision Summary

Purpose	To consider and approve a reception following the Remembrance Sunday parade on 8 November 2026, providing an opportunity for veterans, serving Armed Forces personnel and civic representatives to come together after the commemorations.
Decision type	Decision
Financial impact	No additional cost anticipated; minimal officer time within existing resources.
Budget provision	Not applicable.
Confidential / exempt	No.

1. Introduction and reason for report

At the 2025 Remembrance Sunday parade, Cllr Rae Frederick was approached by a serving member of the Royal Navy. During their conversation, the possibility of holding a reception following the 2026 Remembrance Sunday parade was discussed, to provide an opportunity for veterans and serving Armed Forces personnel to gather after the commemorations.

The serving officer indicated that he would make contact during the following year to explore the proposal further. He contacted Cllr Frederick at the beginning of October 2026 to ask whether Ringwood Town Council, as the organiser of the town's Remembrance Sunday commemorations, would be willing to support the idea.

Cllr Frederick supports the proposal and is willing to organise the reception in liaison with the serving officer, subject to the Committee's approval.

2. Background Information

Remembrance Sunday is an important occasion for Ringwood, bringing together residents, veterans, serving personnel, civic representatives and community organisations to honour those who have served and sacrificed their lives.

Following the dismissal of the parade, participants currently disperse. A reception would provide an opportunity for veterans and serving personnel to meet, reconnect and share experiences in a welcoming environment, extending the community spirit of the day's commemorations.

In discussions with the organisers of the Vets Hub, Cllr Frederick was advised that members had asked whether something could be arranged after the parade, rather than everyone dispersing immediately afterwards. This indicates potential support for the proposal among local veterans.

It is proposed that the reception takes place immediately after the parade is dismissed on Sunday 8 November 2026, at a suitable local venue, with drinks and a buffet provided.

Invitations would be extended to veterans, serving Armed Forces personnel, and county, district and town councillors. The serving Royal Navy officer would contact serving personnel to encourage their attendance and assist with liaison.

Cllr Frederick would take responsibility for arranging the venue and catering and coordinating the practical arrangements in liaison with the serving officer and relevant local organisations, with minimal administrative support from Council officers.

No additional cost to Ringwood Town Council is expected. Cllr Frederick would arrange the venue and catering within the funding available for the event.

A decision is required at this meeting to allow sufficient time to organise the reception, as only approximately two weeks will remain before Remembrance Sunday.

3. Financial Implications

No additional cost to Ringwood Town Council is expected. Minimal officer time would be required for routine administration, including processing any payments, within existing staffing resources.

4. Issues for Decision and Recommendations

RECOMMENDED: That the Committee approves the holding of a reception immediately following the Remembrance Sunday parade on 8 November 2026 for veterans, serving Armed Forces personnel, and county, district and town councillors, with Cllr Frederick arranging the venue and catering in liaison with the serving Royal Navy officer, at no additional cost to Ringwood Town Council.

Ringwood Town Council Millennium Clock Task and Finish Group

Minutes from meeting held 9 October 2026

Meeting held via Microsoft Teams at 2.00pm.

Present: Cllrs Mary DeBoos (Chair), Janet Georgiou and Glenys Turner.

In attendance: Joe Moorhouse (Ringwood Society); Charmaine Bennett (Town Clerk).

Absent: Cllr Michael Thierry.

1. Membership, co-option and appointment of Chair

The appointment of Cllrs Mary DeBoos, Janet Georgiou, Michael Thierry and Glenys Turner to the Group by the Town Council was noted. Joe Moorhouse was thanked for attending on behalf of the Ringwood Society. Cllr Mary DeBoos was duly elected Chair of the Group.

2. Constitution and Terms of Reference

The approved Constitution and Terms of Reference were noted, with particular reference to section 2.2 setting out the Group's remit. It was noted that the Group has no formal decision-making or spending powers and that any recommendations must be referred to the Policy and Finance Committee for consideration.

3. Millennium Clock – factual background

Members considered the factual background to the Millennium Clock, including its original installation, community contributions and history of maintenance and repairs. It was clarified that the original cost of approximately £7,000 related to the whole structure, including the clock and supporting archway, rather than the clock mechanism alone. Joe Moorhouse observed that £7,000 at the time would be approximately £14,000 in today's money. He emphasised that the Clock was a Town Council millennium project, initiated to mark the millennium, to which a local resident and community organisations had generously contributed. He also referred to the Ringwood Society's involvement in the design. Members noted that the Clock was currently working following recent repairs, although questions remained about the cause of past failures and its longer-term reliability.

4. Issues for consideration and next steps

Members identified future repair costs and the Clock's community and amenity value as principal considerations. Differing views on future Council funding were acknowledged. The original donation and the implications for community confidence in future donations were also discussed.

Technical condition and reliability

Further information would be sought from the repair contractor on the mechanism's expected lifespan, whether previous faults were typical, electrical supply concerns, and whether periodic servicing would be beneficial.

Alternative mechanisms

The Group discussed retaining the structure while potentially replacing the mechanism with an alternative, including a battery-operated option. Practicality, cost, reliability and ongoing

maintenance would need to be established. Joe Moorhouse indicated that replacement of the mechanism would not necessarily undermine the original gift.

Future financial provision

The Group discussed annual servicing and possible provision for repairs through an existing or separate earmarked reserve. Donations and crowdfunding were also raised. Members agreed to explore including a suitable annual contribution in the forthcoming budget process, subject to evidence and a justified amount. No expenditure was authorised.

Community and amenity value

The Clock's significance as a community-funded town feature was recognised alongside differing views about its usefulness relative to maintenance costs. Any proposal should explain its financial rationale and amenity value.

Next meeting

The Town Clerk would gather and circulate information and arrange a further meeting before the November Policy and Finance Committee meeting to consider whether a supported budget proposal should be recommended.

Action log:

Seek contractor advice on expected lifespan, reliability and causes of failures, including any power supply issues. **Lead:** Town Clerk **Timing:** Before next meeting

Ask whether an annual servicing/maintenance contract is recommended, available and cost-effective, and obtain indicative costs. **Lead:** Town Clerk **Timing:** Before next meeting

Explore alternative mechanisms, including battery-operated options, and obtain costs and practical requirements. **Lead:** Town Clerk **Timing:** Before next meeting

Check for any relevant correspondence from the Ringwood Society or technical advice arising from recent repairs. **Lead:** Joe Moorhouse / Town Clerk **Timing:** Before next meeting

Discuss with the Finance Manager the potential for an annual repair provision and any appropriate reserve contribution. **Lead:** Town Clerk **Timing:** Before November budget consideration

Circulate all information obtained to the Working Party. **Lead:** Town Clerk **Timing:** Before next meeting

Arrange a follow-up meeting to review the evidence gathered and consider any recommendation to the Policy & Finance Committee. **Lead:** Town Clerk **Timing:** Before the November Policy & Finance Committee meeting.



Ringwood Town Council

COMMITTEE REPORT

Report title	Town Council priorities for 2027–28 and 2028–29
Committee	Policy & Finance
Date	21 October 2026
Report author	Charmaine Bennett, Town Clerk

Decision Summary

Purpose	To invite members to consider priorities for the remaining two financial years of the Town Council Strategy 2026–2029.
Decision type	Recommendation to Full Council
Financial impact	No expenditure approval sought. Delivery may require future investment and officer time.
Budget provision	Any additional provision to be considered separately through budget setting or a costed report.
Confidential / exempt	No

Introduction and reason for report

Full Council agreed on 30 September 2026 to invite committees and working parties to review relevant priorities and actions, with recommendations brought together for consideration in November. This report invites Policy & Finance members to consider the Council's priorities within its remit for 2027–28 and 2028–29.

The focus is on what the Council wishes to achieve during the remaining two financial years, beginning in April 2027. The four existing strategic themes provide the framework for that discussion.

The Council's agreed strategy provides the starting point for this discussion. Members are invited to consider whether the planned actions remain their priorities for the next two financial years and whether any additions or changes are needed. The options below are intended to support that discussion; members may also put forward their own proposals. Officers will advise on delivery and resource implications and implement the actions agreed.

Background Information

Policy & Finance's remit includes financial stewardship, governance, the Information Service, grants, IT, the website, official social media and service level agreements. Its contribution includes the communication and engagement theme and the arrangements that support delivery across the Council.

The current strategy already provides for website requirements and consultation planning in 2027–28, followed by a website launch and community consultation in 2028–29. Members are invited to consider these alongside other priorities for the same period, within the existing commitments to sound financial stewardship, being a good employer and maintaining a culture of civility and respect.

The Annual Town Assembly has been refreshed and can be reported as progress against the current year's action. Gateway meeting technology has not yet been progressed, in the context of anticipated legislative change on remote attendance. The Gateway Information Service review and intended new service level agreement from 1 April 2027 may also inform priorities for the next two years.

Priorities for members to consider

Communication and engagement

Members are invited to consider priorities for improving communication and engagement with residents and local businesses over the next two years. This could include implementing the Council's communication strategy, exploring a regular newsletter and developing the new website, with requirements agreed in 2027–28 and launch in 2028–29. These activities could make information easier to find, help people understand the Council's work and provide more opportunities to contribute their views.

Meeting technology at the Gateway could also support this priority by making meetings more accessible to the public, including through remote viewing or participation where appropriate. It could also support remote attendance by councillors if legislative changes permit this. Members are invited to consider whether these improvements remain a priority and how they wish to balance digital communication with other ways of reaching the community.

Supporting service delivery and staff capacity

The recent staffing review identified limited capacity for strategic oversight and project planning alongside routine services. Members are invited to consider whether improving systems and working practices would help staff deliver the Council's priorities by reducing repeated administration and making information easier to record, share and use.

One potential priority is moving health and safety inspections and checks from paper records to a digital system, supporting the recording of findings, allocation of follow-up actions and monitoring of completion. Other opportunities could include better use of existing systems, document management, bookings and tracking projects and committee actions. If members support this direction, officers could bring forward a phased programme identifying the intended benefits, costs, training and time required.

Gateway Information Service

The service review and intended April 2027 agreement provide a basis for members to consider whether any resulting service improvements merit inclusion in the 2027–28 priorities. This could support the existing ambition to act as a first point of contact for local public services. Any specific changes would remain subject to the review findings and separate member decisions.

Governance and councillor development

Members are invited to consider whether to explore the Local Council Award Scheme at Silver or Gold level. An initial assessment could identify existing evidence, gaps, staff time and fees before members decide whether an application is worthwhile and achievable. This could form part of the Council's existing commitment to good governance; no additional strategic theme or application commitment is proposed.

The 2027 elections and subsequent councillor induction and development will require a substantial commitment of officer time during 2027–28, alongside maintaining day-to-day services. Members are invited to take this into account when considering the number, scale and timing of priorities for that year, allowing sufficient capacity to support the new Council and deliver its agreed programme of work. Work during the remainder of 2026–27 will also include raising public awareness of opportunities to stand for election.

Support for local voluntary organisations

Members have raised the Council's grants programme on occasions during the year. Members are invited to consider whether their interest is primarily in amending the funding available, which can be considered through the budget-setting process, or whether a wider review of the Council's approach to grant-making would be a priority for 2027–28.

Such a review could consider what the Council wishes its funding to achieve, the needs of local voluntary organisations, the accessibility of the scheme and the balance between small grants and more sustained support. It could also explore opportunities to help organisations attract external funding. Any proposals arising from a review would return to members for consideration, including the financial and officer-resource implications.

Preparing the next strategy

Members are invited to consider using 2027–28 to agree the approach to community consultation and the timetable for developing the next strategy. In 2028–29, consultation could inform the preparation and adoption of that strategy, ready to take effect from April 2029. This would provide a clear transition at the end of the current plan.

This offers a place to consider longer-term questions, including age-friendly provision, climate change and the implications of local government reorganisation. Members may also identify specific actions that warrant attention within the remaining two years. These can be considered through the relevant committees without changing the four existing themes. The [Centre for Ageing Better's Town and Parish Guide](#) is a possible resource for this discussion.

Possible wording within the existing strategy

Members are invited to consider which, if any, of the following actions to recommend, amend or omit and whether to add other priorities. The wording illustrates possible priorities within the existing framework; it does not create additional themes.

2027–28

Develop requirements and a delivery plan for a new website.
 Consider and progress agreed improvements arising from the Gateway Information Service review.
 Identify and begin agreed improvements to technology and working practices that support delivery of the Council's priorities.
 Review Gateway meeting technology requirements and options.
 Support councillor induction and development following the elections.
 Assess whether to pursue Silver or Gold under the Local Council Award Scheme.
 Agree consultation proposals and a timetable for preparing the next Town Council strategy
 Progress implementation of the Council's communication strategy.
 Consider a review of the Council's approach to grant-making and support for local voluntary organisations.

2028–29

Launch the new website.
 Continue agreed technology and working-practice improvements and review their benefits.
 Undertake community consultation and agree the next Town Council strategy, ready for April 2029.

Financial Implications

This report seeks members' views on priorities, not approval of expenditure or staffing changes. Delivery capacity and costs would inform subsequent proposals and budget decisions. There is no separately identified budget for a wider technology programme and no cash savings are assumed. Members can weigh the options against existing commitments when deciding what is achievable over the two years.

Issues for Decision and Recommendations

Members are invited to:

1. Consider the Council's priorities within this Committee's remit for 2027–28 and 2028–29.
2. Agree which existing actions and additional priorities to recommend to Full Council, including their timing.

**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.

2. Background

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

3. Scope of report

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

Project title	Purpose/ intended outcome	Status	Progress update	Key risks/ issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery Lead	Financial position
AGAR Assertion 10 (IT & information governance implications)	To ensure the Council meets the requirements of AGAR Assertion 10	In progress	A dedicated document retention and filing day has now taken place, with bags of confidential waste and other records no longer required for retention disposed of. A further session is planned for January 2027, with greater emphasis on electronic records and online filing. Technical and accessibility improvements continue. Anticipated changes to website standards in 2027 will need to be confirmed and considered as part of any website refresh or commissioning of a replacement website.	Further retention and filing session in January 2027, focusing on electronic records; review anticipated website standards changes to inform any website refresh or replacement.	Completion of the retention and records review, including disposal of documents no longer required under the Council's retention arrangements.	None at this stage.	Town Clerk	Town Clerk	No specific budget allocation. Any expenditure requirements will be identified through ongoing accessibility reviews and reported through the budget monitoring process.

Local Govt Reorganisation - monitoring and preparedness	To ensure the Council remains informed of emerging proposals for local government reorganisation and is prepared to respond to any implications for governance, services, assets, and community representation.	Monitoring	The Government's announced two-week pause has elapsed, but no further update has been received at the time of writing. The Council continues to monitor developments through sector networks and local authority communications.	Ongoing uncertainty regarding the future direction and timescales of local government reform. Potential transfer or devolution of services could create financial, asset management, staffing and operational implications for the Council, with limited opportunity to influence strategic decisions.	Review any formal proposals, consultations or service devolution opportunities as they emerge and determine whether a Council position or response is required.	Review any formal proposals, consultations or service devolution opportunities as they emerge and determine whether a Council position or response is required.	Town Clerk	Town Clerk	No current financial commitment. Future financial implications remain uncertain and will depend on the nature of any service devolution or local government reform proposals.
Poulner Lakes Lease (Anglers' Association Land)	To consider whether a formal lease arrangement for land at Poulner Lakes not currently owned by the Council would be in the Council's interests, including implications for access and long-term management.	Member decision required	The Committee has agreed to submit an Expression of Interest for recreational mitigation funding. The Town Clerk is finalising the submission ahead of the deadline on Monday 19 October 2026. Funding could potentially support works associated with the site. No active lease negotiations are currently underway.	Submit the Expression of Interest by Monday 19 October 2026 and report back on the outcome and any further requirements.	No further decision required for submission. Any subsequent funding commitments or proposed lease arrangements will be brought to Members.	Committee decision required	Town Clerk	Town Clerk	No current financial commitment. External funding opportunities are being explored which may help offset future costs should the Council decide to pursue further involvement with the site.

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	Initial officer review of the Council's building assets has commenced. A potential volunteer who might have provided initial scoping support free of charge has been unable to commit at present. The Carvers Clubhouse deep dive has also highlighted building condition and future maintenance requirements as a priority for further work. Officers remain keen to complete the wider building condition and reserves scoping exercise, but completion in time to inform the forthcoming budget-setting process cannot yet be confirmed.	Availability of suitable support may delay completion beyond the forthcoming budget-setting process. Without fuller condition information, there remains a risk of underestimating maintenance liabilities or setting reserves without a sufficiently informed assessment of future needs.	Confirm how the scoping work can be completed, including the support required and a realistic timetable, and establish what findings can inform the forthcoming budget.	Committee involvement required if external professional commissions, budget allocations or reserve adjustments are recommended.	Town Clerk	Grounds Manager	ManagerNo expenditure incurred to date. Free initial scoping support is not currently confirmed. Any proposal to commission paid professional support will be reported to Members for consideration.
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4. Recommendation Members are asked to note the contents of this report.

For further information, please contact:

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