

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

17<sup>th</sup> July 2025

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



Mr C Wilkins  
Town Clerk

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### AGENDA

	<u>Time estimate</u>
<b>1. PUBLIC PARTICIPATION</b> There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
<b>2. APOLOGIES FOR ABSENCE</b>	1 minute
<b>3. DECLARATIONS OF INTEREST</b>	1 minute
<b>4. MINUTES OF THE PREVIOUS MEETING</b> To approve as a correct record the minutes of the meeting held on 18 <sup>th</sup> June 2025	1 minute
<b>5. FINANCIAL REPORTS</b> ( <i>Report A attached</i> ): <ul style="list-style-type: none"><li>a. To receive and authorise list of payments made on Imprest Account for June</li><li>b. To note Cllr M DeBoos's verification and signing of bank reconciliations and statements for June</li><li>c. To receive Statement of Town Council Balances and authorise Inter Account Transfers</li><li>d. To receive the Finance Manager's budgetary monitoring report</li><li>e. To note the Community Infrastructure Levy (CIL) report</li></ul>	20 minutes
<b>6. FINANCIAL RISK ASSESSMENT</b> To undertake the annual risk assessment and review policy statements and management arrangements ( <i>Report B</i> )	10 minutes
<b>7. ANNUAL REVIEW OF FINANCIAL REGULATIONS</b> To consider the Finance Manager's report ( <i>Report C</i> )	10 minutes

**8. SUBSCRIPTIONS**

To review the Council's and / or staff subscriptions to other bodies (*Report D*)

Time estimate

5 minutes

**9. REQUEST FOR ADDITIONAL CIL FUNDING**

To consider allocating CIL Reserves to fund additional costs for the Skate Ramp at North Poulner Play Area (*Report E*)

2 minutes

**10. 92 SOUTHAMPTON ROAD**

To receive a verbal update from the Town Clerk

2 minutes

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

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

5 minutes

**12. COMMUNICATIONS**

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

1 minute

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

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

1 minute

**14. IT INFRASTRUCTURE REVIEW**

To consider the Town Clerk Designate's report (*Confidential Report G*)

10 minutes

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

Committee Members

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

Officers

- Chris Wilkins, Town Clerk
- Laura Smith, Finance Manager
- Nicola Vodden, Office Manager

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**23rd July 2025**

# Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			5744/1	£8,212.13	£0.00	£8,212.13	P&F	Public Works Loan Board	Principle 2500/1/2
			5744/2	£2,185.86	£0.00	£2,185.86	P&F	Public Works Loan Board	Interest 2500/1/1
DD 1	02/06/25	5744		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	PW499351 2500/1/2
DD 2	02/06/25	5745		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates June 2025 Carvers Clubhouse 3802/1/6
DD 3	02/06/25	5746		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates June 2025 Cemetery 3200/1/5
DD 4	02/06/25	5747		£376.00	£0.00	£376.00	P&F	New Forest District Council	NFDC Rates June 2025 Southampton Road 2100/3
DD	05/06/25	5743		£35.94	£5.99	£29.95	RLOS	Sky Business	05/06/25 - 04/07/25 3802/2/5
DD	09/06/25	5748		£93.89	£4.47	£89.42	RLOS	Yu Energy	Electricity June 2025 Clubhouse 3802/1/3
DD	10/06/25	5749		£364.86	£60.81	£304.05	P&F	Siemens	Quarterly lease 0706/25 - 06/09/25 2000/1/9
DD 2	10/06/25	5750		£410.83	£19.56	£391.27	P&F	SSE Southern Electric	Market Place May 2025 2000/1/1
			5701/1	£360.00	£60.00	£300.00	P&F	National Association Of Local Councils	Premium Package 2000/1/17
2552	11/06/25	5701	RTC806327	£360.00	£60.00	£300.00		National Association Of Local Councils	Recruitment Advertising - Finance Manager / RFO 2000/1/17
			5702/1	£70.00	£0.00	£70.00	P&F	Derek Biggs T/A Parish Town Training	Reservation fee for re-organisation/devolution training 2200/1/6
2553	11/06/25	5702	RTC806249	£70.00	£0.00	£70.00		Derek Biggs T/A Parish Town Training	Councillor training 2200/1/6
DD	16/06/25	5751		£45.14	£7.52	£37.62	RLOS	3G	May 2025 3000/1/6
			5671/1	£55.40	£9.23	£46.17	RLOS	Comax UK Ltd	picnic boxes and stirrers 3802/3/1
2547	17/06/25	5671	RTC806380	£55.40	£9.23	£46.17		Comax UK Ltd	Picnic boxes and stirrers 3802/3/1
2548	17/06/25	5672	RTC806390	£840.00	£140.00	£700.00	RLOS	Aurora Fireworks Ltd	Link to order 806390 Deposit for Pyromusical 3100/1
			5673/1	£42.00	£7.00	£35.00	P&F	SLCC Enterprises Ltd	seminar 2310/2
2549	17/06/25	5673	RTC806310	£42.00	£7.00	£35.00		SLCC Enterprises Ltd	Asset transfer seminar 2310/2
2550	17/06/25	5674		£13.34	£2.22	£11.12	P&F	Itec	Gateway 21/05/25 2000/1/9
2551	17/06/25	5675		£20.23	£3.37	£16.86	RLOS	Itec	Carvers Clubhouse 23/05/25 3802/2/2
			5703/1	£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Maintenance of sedum roof 2000/3/4
2554	17/06/25	5703	RTC806333	£600.00	£100.00	£500.00		The Urban Greening Co	Maintenance of sedum roof Ringwood Gateway - April '25 visit - bi-annual 2000/3/4
			5704/1	£360.00	£60.00	£300.00	RLOS	The Play Inspection Company	Date to be agreed (0-5 days estimated lead time) 3350/12

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Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
2555	17/06/25	5704	RTC806334	£360.00	£60.00	£300.00		The Play Inspection Company	Post Installation Inspection - new skate ramp at North Poulner Play Area
		5705/1		£68.30	£11.38	£56.92	RLOS	Letters & Logos Ltd	To supply 200 x A5 flyers on 130gsm silk - double sided
2556	17/06/25	5705	RTC806350	£68.30	£11.38	£56.92		Letters & Logos Ltd	VE Day Printing
		5706/1		£130.37	£21.73	£108.64	RLOS	Letters & Logos Ltd	2.5mm aluminium 590x840mm As per quotation REF37922/1
2557	17/06/25	5706	RTC806381	£130.37	£21.73	£108.64		Letters & Logos Ltd	Safety sign for Poulner Skate Ramp
		5707/1		£4,650.00	£0.00	£4,650.00	RLOS	Ryan Smith	Replacement fence at Upper Kingston allotments (from CIL reserve)
2558	17/06/25	5707	RTC806394	£4,650.00	£0.00	£4,650.00		Ryan Smith	Boundary fence construction
		5708/1		£1,140.00	£190.00	£950.00	RLOS	London Hearts	external defib and heated cabinet
		5708/2		£19.20	£3.20	£16.00	RLOS	London Hearts	postage
2559	17/06/25	5708	RTC806405	£1,159.20	£193.20	£966.00		London Hearts	Purchase of external defibrillator and heated locked cabinet
		5709/1		£90.00	£15.00	£75.00	P&F	Marston Holdings	Case Administration Fee
		5709/2		£1,800.00	£300.00	£1,500.00	P&F	Marston Holdings	Agent to attend and serve notice to evict
		5709/3		£432.00	£72.00	£360.00	P&F	Marston Holdings	Agents to attend first hour - cost per agent (3 expected)
		5709/4		£144.00	£24.00	£120.00	P&F	Marston Holdings	Subsequent hour cost per agent
2560	17/06/25	5709	RTC806408	£2,466.00	£411.00	£2,055.00		Marston Holdings	Removal of Trespassers from 10-acre field, Long Lane
BP	17/06/25	5734		£9,040.93	£0.00	£9,040.93	P&F	Hampshire County Council	Pension May 2025
		5741/1		£12.92	£2.15	£10.77	PT&E	SSE Southern Electric	AGR3046612 Continuous
		5741/2		£50.01	£2.38	£47.63	PT&E	SSE Southern Electric	AGR3046613 Dawn to Dusk
DD	17/06/25	5741		£62.93	£4.53	£58.40		SSE Southern Electric	Carvers Street Lighting May 2025
DD 1	17/06/25	5756		£74.85	£3.56	£71.29	RLOS	Edf	Sports Pavilion 17/04/25 - 31/05/25
DD 2	17/06/25	5757		£78.35	£3.73	£74.62	RLOS	Edf	Cemetery
BP	19/06/25	5735		£9,021.38	£0.00	£9,021.38	P&F	Inland Revenue	May 2025
		5739/1		-£67.21	-£3.20	-£64.01	P&F	British Gas	C/N 08/04/25 - 07/05/25
		5739/2		£79.03	£3.76	£75.27	P&F	British Gas	08/05/25 - 04/06/25
DD	19/06/25	5739		£11.82	£0.56	£11.26		British Gas	Greenways 08/05/25 - 04/06/25

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Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	19/06/25	5740		£344.76	£57.46	£287.30	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	June 2025 calls 2000/1/11
2561	23/06/25	5710		£1,980.00	£330.00	£1,650.00	P&F	Rcoutts Limited	Southampton Road linked to order 806246 2100/3
		5711/1		£546.00	£91.00	£455.00	PT&E	Evans Asbestos Ltd	To survey 4 x bus shelters and provide report with recommendations 4000/1/4
2562	23/06/25	5711	RTC806368	£546.00	£91.00	£455.00		Evans Asbestos Ltd	Asbestos R&D Survey 4000/1/4
		5712/1		£504.00	£84.00	£420.00	RLOS	Pete Best	removal of two trees overhanging river (jubilee gardens) 3000/2/11
2563	23/06/25	5712	RTC806370	£504.00	£84.00	£420.00		Pete Best	removel of two tree overhanging river (jubilee garedens) 3000/2/11
		5713/1		£18.28	£3.05	£15.23	P&F	Hampshire County Council	608060 Glass cleaner x 6 2000/3/4
		5713/2		£17.93	£2.99	£14.94	P&F	Hampshire County Council	598342 Dettol surface cleaner x 6 2000/3/4
		5713/3		£17.50	£2.92	£14.58	P&F	Hampshire County Council	819050 A4 paper 2000/1/8
2564	23/06/25	5713	RTC806376	£53.71	£8.96	£44.75		Hampshire County Council	A4 paper and cleaner supplies 2000/3/4
		5714/1		£50.00	£0.00	£50.00	RLOS	Taste Vending Ltd	coffee supplies capuccino topping 3802/3/1
2565	23/06/25	5714	RTC806378	£50.00	£0.00	£50.00		Taste Vending Ltd	coffee supplies 3802/3/1
		5715/1		£666.54	£111.09	£555.45	RLOS	Ringwood Motor Company Ltd	investigate and replace light unit on tipper truck roof (EF66 AVD ) 3000/3/5
2566	23/06/25	5715	RTC806382	£666.54	£111.09	£555.45		Ringwood Motor Company Ltd	investigate and replace light unit on tipper truck roof 3000/3/5
		5716/1		£72.00	£12.00	£60.00	RLOS	Solent Fire Safety Services	lithium ion extinguisher for stihl batteries (cemetary) 3000/1/4
2567	23/06/25	5716	RTC806388	£72.00	£12.00	£60.00		Solent Fire Safety Services	: Lithium Ion Extinguisher 3000/1/4
		5717/1		£403.11	£67.19	£335.92	RLOS	New Forest Ice Cream	food for resale 3802/3/1
2568	23/06/25	5717	RTC806396	£403.11	£67.19	£335.92		New Forest Ice Cream	food for resale 3802/3/1
		5718/1		£20.00	£0.00	£20.00	RLOS	Windowsmith Window Cleaner	window cleaningr 3802/1/1
2569	23/06/25	5718	RTC806291	£20.00	£0.00	£20.00		Windowsmith Window Cleaner	March cleaning clubhouse 3802/1/1
		5719/1		£20.00	£0.00	£20.00	RLOS	Windowsmith Window Cleaner	April window clean 3802/1/1
2569	23/06/25	5719	RTC806398	£20.00	£0.00	£20.00		Windowsmith Window Cleaner	April window clean 3802/1/1

# Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5720/1	£322.00	£0.00	£322.00	RLOS	H & W Creative Limited	design work	3100/5
2570	23/06/25	5720	RTC806399	£322.00	£0.00	£322.00		H & W Creative Limited	Design work - VE day, Under 1s, 800th anniversary April to June replaces order 806303	3100/5
			5721/1	£84.00	£14.00	£70.00	P&F	LJT Surveying Ltd	EPC survey	2100/3
2571	23/06/25	5721	RTC806413	£84.00	£14.00	£70.00		LJT Surveying Ltd	Energy Performance Certification for 92 Southampton Road	2100/3
			5722/1	£1,112.24	£185.37	£926.87	RLOS	Peter Noble Ltd	x2 major roller mowers blade change	3000/3/2
2572	23/06/25	5722	RTC806414	£1,112.24	£185.37	£926.87		Peter Noble Ltd	cutting blade changes on two tractor mounted major roller mowers	3000/3/2
			5723/1	£412.20	£68.70	£343.50	RLOS	Ringwood & Fordingbridge Skip Hire	replacement skip for cemetery	3200/2/8
2573	23/06/25	5723	RTC806419	£412.20	£68.70	£343.50		Ringwood & Fordingbridge Skip Hire	REPLACEMENT SKIP FOR CEMETERY	3200/2/8
			5724/1	£70.20	£11.70	£58.50	RLOS	Elliott Brothers Ltd	ballast	3000/6/2
			5724/2	£54.94	£9.16	£45.78	RLOS	Elliott Brothers Ltd	cement	3000/6/2
			5724/3	£64.93	£10.82	£54.11	RLOS	Elliott Brothers Ltd	postfix	3000/2/5
2574	23/06/25	5724	RTC806423	£190.07	£31.68	£158.39		Elliott Brothers Ltd	ballast and cement for multiuse waste bin bases postfix for goalpost maintenance long lane football pitches	3000/6/2
2575	23/06/25	5725		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	May 2025	3000/2/1
2576	23/06/25	5726		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/06/25 - 15/07/25	3802/3/1
2577	23/06/25	5727		£57.00	£0.00	£57.00	RLOS	Youth Riders CIO	BBQ Refund re their broken card machine	3802/3/1
			5728/1	£9.00	£1.50	£7.50	P&F	Hampshire County Council	951024 Gloves 200 large	2000/3/4
			5728/2	£15.97	£2.66	£13.31	P&F	Hampshire County Council	819050 A4 Paper	2000/1/8
			5728/3	£7.14	£1.19	£5.95	P&F	Hampshire County Council	960734 Wipes x 200	2000/3/4
2578	23/06/25	5728	RTC806412	£32.11	£5.35	£26.76		Hampshire County Council	Caretaker supplies / A4 paper	2000/3/4
			5729/1	£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 TORK toilet rolls	2000/3/4
			5729/2	£27.42	£4.57	£22.85	P&F	Hampshire County Council	816551 TORK hand towels	2000/3/4
			5729/3	£6.12	£1.02	£5.10	P&F	Hampshire County Council	610678 Batteries - C - for door stops	2000/1/8
			5729/4	£3.49	£0.58	£2.91	P&F	Hampshire County Council	109018 Duster x 10	2000/3/4

# Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2579	23/06/25	5729	RTC806416	£52.20	£8.70	£43.50		Hampshire County Council	Caretaker supplies	2000/3/4
		5730/1		£54.75	£9.12	£45.63	RLOS	screwfix	granville multipurpose grease	3000/3/1
		5730/2		£62.76	£10.46	£52.30	RLOS	screwfix	WD-40 aerosol lubricant	3000/3/1
		5730/3		£14.99	£2.50	£12.49	RLOS	screwfix	easy fix steel large flat washers M12x3mm	3000/3/1
		5730/4		£4.49	£0.75	£3.74	RLOS	screwfix	easy fix steel large flat washers M5x1.2mm	3000/3/1
		5730/5		£6.68	£1.11	£5.57	RLOS	screwfix	easy fix steel large flat washers M6x1.6m	3000/3/1
		5730/6		£8.99	£1.50	£7.49	RLOS	screwfix	easy fix steel large flat washers M8x2mm	3000/3/1
2580	23/06/25	5730	RTC806417	£152.66	£25.44	£127.22		screwfix	machine maintenance supplies	3000/3/1
		5731/1		£35.56	£5.93	£29.63	RLOS	screwfix	outside tap with double check valve 15mm x 1/2" for allotments	3300/2/1
2581	23/06/25	5731	RTC806348	£35.56	£5.93	£29.63		screwfix	Essentials Outside Tap with Double Check Valve 15mm x 1/2"	3300/2/1
		5732/1		£33.56	£5.59	£27.97	RLOS	Comax UK Ltd	food trays and coffee cups (trays sent back hence credit note)	3802/3/1
2582	23/06/25	5732	RTC806420	£33.56	£5.59	£27.97		Comax UK Ltd	food trays and coffee cups	3802/3/1
		5733/1		£40.20	£6.70	£33.50	RLOS	Comax UK Ltd	food trays	3802/3/1
2583	23/06/25	5733	RTC806428	£40.20	£6.70	£33.50		Comax UK Ltd	Chip trays which replaced wrong ones sent on order 806420.	3802/3/1
BP	25/06/25	5736		£29,809.41	£0.00	£29,809.41	P&F	Salaries	June 2025	2600/1/1
FPI	25/06/25	5742		-£60.00	£0.00	-£60.00	P&F	Michael Thierry	Allowance June 2025 set to wrong bank account to be paid again to correct code	2200/1/3
		5737/1		£199.74	£33.29	£166.45	RLOS	We Think Signs	Plaque for beacon in War Memorial Gardens	3100/5
2586	26/06/25	5737	RTC806366	£199.74	£33.29	£166.45		We Think Signs	plaque for beacon in war memorial gardens	3100/5
2584	26/06/25	5758		£12,894.00	£2,149.00	£10,745.00	RLOS	New Forest Metalwork Ltd	Balance of Skate Park re order 806233 & 806424	3350/12
2585	26/06/25	5759		£102.00	£17.00	£85.00	RLOS	New Forest Metalwork Ltd	Extra week fencinf - part of order 806424	3350/12
PAY	27/06/25	5738		£13.60	£0.00	£13.60	P&F	Lloyds Bank	Bank charges June 2025	2000/1/18
DD 1	30/06/25	5752		-£12.46	-£0.59	-£11.87	RLOS	Utility Warehouse	UW Sports Pavilion May 2025	3000/1/1
		5753/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Landline & Broadband	3000/1/5
		5753/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 2	30/06/25	5753		£40.20	£6.70	£33.50		Utility Warehouse	UW Cemetery May 2025	3000/1/5

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Start of year 01/04/25

paid between 01/06/25 and 30/06/25

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NFDC Tfr3	30/06/25	5760		£12.79	£0.00	£12.79	RLOS	New Forest District Council	NFDC Tfr3 19/05/25 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/25	5761		£1.25	£0.00	£1.25	RLOS	New Forest District Council	NFDC Tfr3 26/05/25 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/25	5762		£8.46	£0.00	£8.46	RLOS	New Forest District Council	NFDC Tfr3 02/06/25 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/25	5763		£4.44	£0.00	£4.44	RLOS	New Forest District Council	NFDC Tfr3 09/06/25 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/25	5764		£5.16	£0.00	£5.16	P&F	New Forest District Council	NFDC Tfr3 Credit card charges 2000/1/18
		5765/1		£17.98	£3.00	£14.98	RLOS	Amazon	ant killer 3802/2/1
Lloyds CC Jun 25 1	30/06/25	5765	RTC806358	£17.98	£3.00	£14.98		Amazon	ant kiler 3802/2/1
		5766/1		£41.60	£0.00	£41.60	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC Jun 25 2	30/06/25	5766	RTC806364	£41.60	£0.00	£41.60		Iceland	food for resale 3802/3/1
Lloyds CC Jun 25 3	30/06/25	5767	RTC806362	£72.30	£12.05	£60.25	P&F	I-Hasco	Online fire marshall training for NV and LS - to be paid for on NV credit card 2310/2
		5768/1		£22.99	£3.83	£19.16	RLOS	Amazon	table tennis balls 3802/2/1
Lloyds CC Jun 4	30/06/25	5768	RTC806386	£22.99	£3.83	£19.16		Amazon	table tennis balls 3802/2/1
		5769/1		£7.19	£1.20	£5.99	RLOS	Amazon	hiteboard markers 3802/2/1
Lloyds CC Jun 25 5	30/06/25	5769	RTC806387	£7.19	£1.20	£5.99		Amazon	White board markers 3802/2/1
		5770/1		£38.99	£6.50	£32.49	RLOS	Amazon	large toilet rolls 3802/2/1
Lloyds CC Jun 25 6	30/06/25	5770	RTC806393	£38.99	£6.50	£32.49		Amazon	large toilet rolls for clubhouse 3802/2/1
		5771/1		£377.60	£61.57	£316.03	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Jun 25 7	30/06/25	5771	RTC806440	£377.60	£61.57	£316.03		Booker	food for resale : 89293018 3802/3/1
		5772/1		£440.09	£43.98	£396.11	RLOS	Booker	food for resale 3802/3/1
Lloyds CC Jun 25 8	30/06/25	5772	RTC806441	£440.09	£43.98	£396.11		Booker	food for resale 89134519. 3802/3/1
		5773/1		£38.16	£6.36	£31.80	RLOS	Amazon	white board for clubhouse 3802/2/1
Lloyds CC Jun 25 9	30/06/25	5773	RTC806365	£38.16	£6.36	£31.80		Amazon	white board for clubhouse paid on credit card, CB 3802/2/1
		5774/1		£6.80	£1.13	£5.67	P&F	Amazon	6.5 litre watering can 2000/3/4
		5774/2		£4.28	£0.71	£3.57	P&F	Amazon	Watering can - sprinkler head 2000/3/4

# Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/06/25 and 30/06/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
			5774/3	£9.97	£1.66	£8.31	P&F	Amazon	Weed brush	2000/3/4
			5774/4	£80.10	£13.35	£66.75	P&F	Amazon	Carpet cleaner	2000/3/4
Lloyds CC Jun 25 10	30/06/25	5774	RTC806356	£101.15	£16.85	£84.30		Amazon	Caretaker equipment - for Gateway - recharge - paid for on NV credit card	2000/3/4
Lloyds CC Jun 25 11	30/06/25	5775	RTC806395	£22.79	£0.00	£22.79	P&F	Indeed UK Operations Ltd	Advertising for Clubhouse & Events Manager (paid on credit card)	2000/1/17
			5776/1	£44.95	£0.00	£44.95	RLOS	Iceland	food for resale	3802/3/1
			5776/2	-£2.10	£0.00	-£2.10	RLOS	Iceland	Refund	3802/3/1
Lloyds CC Jun 25 12	30/06/25	5776	RTC806442	£42.85	£0.00	£42.85		Iceland	food for resale	3802/3/1
			5777/1	£9.99	£1.67	£8.32	RLOS	Amazon	Label tape	3802/2/1
Lloyds CC Jun 25 13	30/06/25	5777	RTC806438	£9.99	£1.67	£8.32		Amazon	label tape	3802/2/1
Lloyds CC Jun 25 14	30/06/25	5778		£166.32	£27.72	£138.60	P&F	Microsoft	18/04/25 - 17/05/25	2000/1/15
Lloyds CC Jun 25 15	30/06/25	5779		£247.20	£41.20	£206.00	P&F	Microsoft	18/04/25 - 17/05/25	2000/1/15
			5780/1	£156.00	£19.50	£136.50	RLOS	St John Ambulance		3802/2/6
Lloyds CC Jun 25 15	30/06/25	5780	RTC806377	£156.00	£19.50	£136.50		St John Ambulance	Training courses food hygiene for Clubhouse staff	3802/2/6
Sum Up	30/06/25	5781		£38.17	£0.00	£38.17	RLOS	Sum Up	April 2025 Fees	3802/2/1
Sum Up	30/06/25	5782		£32.80	£0.00	£32.80	RLOS	Sum Up	May 2025 Fees	3802/2/1
Sum Up	30/06/25	5783		£32.68	£0.00	£32.68	RLOS	Sum Up	June 2025 Fees	3802/2/1
			5785/1	£17.40	£0.00	£17.40	Counc	Ringwood Town Council	Milk, Coffee etc	10000
			5785/2	£8.50	£1.42	£7.08	Counc	Ringwood Town Council	RF parking costs	10000
			5785/3	£4.49	£0.75	£3.74	Counc	Ringwood Town Council	SR Call charges	10000
			5785/4	£13.00	£0.00	£13.00	Counc	Ringwood Town Council	Cleaning	10000
Petty Cash June 2025	30/06/25	5785		£43.39	£2.17	£41.22		Ringwood Town Council	Petty Cash June 2025	10000
<b>Total</b>				£93,561.30	£4,721.49	£88,839.81				

**POLICY AND FINANCE COMMITTEE 18TH JUNE 2025**

**ACCOUNT BALANCES & TRANSFERS**

<b>Account Name</b>	<b>Predicted 30-Jun-25</b>	<b>Transfers during Jun-25</b>	<b>Actual at 30-Jun-25</b>	<b>Predicted Movement in July 2025</b>	<b>Predicted 31-Jul-25</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Imprest (Current) Account	42,553	60,000	54,651	-15,000	39,651
Business Account	20,903	-15,000	5,887		5,887
Investment Account	480,000	-50,000	455,000	-50,000	405,000
Petty Cash - Imprest	78		64	100	164
Petty Cash - Carvers Clubhouse	50		50		50
VIC Change Float	0		0		0
Information Desk Float	75		75		75
<b>TOTALS</b>	<b>543,659</b>	<b>-5,000</b>	<b>515,727</b>	<b>-64,900</b>	<b>450,827</b>

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

Notes:

- |   |   |                |
|---|---|----------------|
| 1 | <b>Imprest Account</b>  | <b>£</b>       |
|   | Anticipated net expenditure to end July   | -65,000        |
|   | Anticipated transfers out in July   | -20,000        |
|   | Anticipated transfers in during July  | 70,000         |
|   | Net anticipated movement on imprest account   | <b>-15,000</b> |
| 2 | <b>Investment Maturity</b>  |                |
|   | No investments due to mature  |                |
| 3 | The bank accounts were reconciled at 30th June  |                |
| 4 | The former VIC Change Float has been set to zero following its amalgamation with the Petty Cash - Imprest |                |

## **REPORT TO POLICY & FINANCE COMMITTEE – 23<sup>rd</sup> JULY 2025**

### **BUDGETARY MONITORING REPORT**

#### **1. Background**

The purpose of this report is to provide Members with a budget monitoring report for the first quarter of the 2025/26 financial year, up until the end of June 2025.

#### **2. Reserves**

2.1 Reserve Movements from 1<sup>st</sup> April to 30<sup>th</sup> June 2025 were as follows:

##### Developers Contribution CIL:

Start of year value: £35,157.64

Income: 17<sup>th</sup> April - £2,755.43

Expenditure: 17<sup>th</sup> June - £4,650 (Boundary Fence reconstruction at Upper Kingston allotments)

23<sup>rd</sup> June - £455 (Bus shelter asbestos surveys x4)

Current value: £32,808.07

##### Grants Unapplied:

Start of year value: £72,339.15

Income: 7<sup>th</sup> May - £6,000 (Carvers Trees). Likely to be spent in the Autumn.

Current value: £78,339.15

##### Carvers Clubhouse Provision:

Start of year value: £3,988.49

Expenditure: 17<sup>th</sup> June - £966 (purchase of defibrillator & cabinet)

Current value: £3,022.49

2.2 The current reserves total excluding the general fund is £432,650.92.

2.3 The current reserves total including the general fund is £736,985.24.

#### **3. Income & Expenditure to the end of June 2025**

The financial budget comparison for the first quarter of the financial year, including due and unpaid transactions as well as commitments (purchase orders) raised, can be found as Appendix 1.

3.1 Income Points of Note:

3.1.1 RLOS Events:

Fireworks budget of £30,000 v actual of £1,160 (£28,340 variance); income to come later in the year.

Christmas budget of £5,000 v actual of £1,110; income to come later in the year.

D Day commemoration event budget of £3,000 v actual of zero.

- 3.1.2 Allotment invoices will be issued at the end of August
  - 3.1.3 Capital income includes £235,407 for the football development project; the budget for this was £150,000.
  - 3.1.4 Carvers room hire is £64 beneath the budget for the year of £1,500.
  - 3.1.5 50% of precept received, balance to follow later in 2025.
  - 3.1.6 Football ground rent currently at zero (budget of £29,932); income to come from autumn onwards.
  - 3.1.7 Southampton Road rent currently at zero (budget of £7,575); income to come from July onwards.
- 3.2 Expenditure Points of Note:
- 3.2.1 Policy & Finance / Maintenance:
    - Southampton Road maintenance budget of £3,101 v year to date costs of £19,541 (variance of £16,440)
  - 3.2.2 RLOS / Machine Purchase budget of £19,760 v year to date costs of £36,830 (variance of £17,070)
  - 3.2.3 Fireworks & Christmas events: budgets of £11,000 and £6,500, costs will be incurred later in 2024. Year to date costs of £700 (fireworks)
  - 3.2.4 Capital Expenditure: Football Development Project budget of £150,000 v year to date costs of £35,000 (variance of £115,000).

#### 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget monitoring report is noted.

For further information please contact:

Laura Smith, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

[Finance.manager@ringwood.gov.uk](mailto:Finance.manager@ringwood.gov.uk)

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

# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/26	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
280	Carvers Club House Income	£0.00	£0.00	£0.00	
999	Suspense	£0.00	£0.00	£0.00	
<b>Total Policy &amp; Finance</b>		£0.00	£0.00	£0.00	
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£27,320.00	£0.00	£3,874.27	-£23,445.73
310	Events	£38,000.00	£0.00	£2,770.00	-£35,230.00
320	Cemetery Income	£27,609.00	£0.00	£6,864.10	-£20,744.90
330	Allotment Income	£7,380.00	£0.00	£90.49	-£7,289.51
350	Capital Income	£150,000.00	£0.00	£235,907.00	£85,907.00
380	Carvers Clubhouse	£26,500.00	£0.00	£8,490.84	-£18,009.16
<b>Total Recreation, Leisure &amp; Open Spaces</b>		£276,809.00	£0.00	£257,996.70	-£18,812.30
<b>Planning, Town &amp; Environment</b>					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		£1,100.00	£0.00	£1,100.00	£0.00
<b>Council</b>					
100	Precept	£683,620.00	£0.00	£341,810.00	-£341,810.00
102	Interest Business A/c	£0.00	£0.00	£76.78	£76.78
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£168,786.00	£8,755.43	£55,844.72	-£121,696.71
<b>Total Council</b>		£852,406.00	£8,755.43	£397,731.50	-£463,429.93
<b>Total Income</b>		<u>£1,130,315.00</u>	<u>£8,755.43</u>	<u>£656,828.20</u>	<u>-£482,242.23</u>

# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2025/26	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£138,083.00	£0.00	£31,032.78	£107,050.22
2100	Maintenance	£49,949.00	£0.00	£19,151.66	£30,797.34
2200	Democratic Process (members Costs)	£13,890.00	£0.00	£3,119.00	£10,771.00
2210	Grants	£2,000.00	£0.00	£0.00	£2,000.00
2300	Employee Costs- Allocated Office Staff	£125,270.00	£0.00	£29,892.94	£95,377.06
2310	Employee overhead Costs	£4,117.00	£0.00	£615.25	£3,501.75
2400	Other	£37,173.00	£0.00	£17,056.49	£20,116.51
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£29,932.00	£0.00	£7,826.63	£22,105.37
2600	Wages Control Account	£0.00	£0.00	-£19,010.73	£19,010.73
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		£431,960.00	£0.00	£105,456.97	£326,503.03
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£75,779.00	£0.00	£52,940.56	£22,838.44
3001	RL&OS -Employee Costs	£188,887.00	£0.00	£45,549.47	£143,337.53
3002	Employee Costs	£2,000.00	£0.00	£349.00	£1,651.00
3100	Events	£19,812.00	£0.00	£1,914.09	£17,897.91

# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2025/26	Reserve Movements	Actual Net	Balance	
3101	Events - Employee Costs	£17,606.00	£0.00	£4,470.24	£13,135.76
3200	Cemetery	£9,948.00	£0.00	£2,265.55	£7,682.45
3201	Cemetery -Employee Costs	£60,275.00	£0.00	£14,518.30	£45,756.70
3300	Allotments	£2,575.00	£4,650.00	£4,908.82	£2,316.18
3301	Allotments -Employee Costs	£18,284.00	£0.00	£4,399.94	£13,884.06
3350	Capital Expenditure	£218,080.00	£0.00	£82,606.28	£135,473.72
3801	Youth Services Employee costs	£59,890.00	£0.00	£15,132.59	£44,757.41
3802	Carvers Clubhouse	£38,440.00	£966.00	£25,886.12	£13,519.88
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£711,576.00</b>	<b>£5,616.00</b>	<b>£254,940.96</b>	<b>£462,251.04</b>
<b>Planning, Town &amp; Environment</b>					
4000	Planning, Town & Environment	£3,589.00	£455.00	£1,572.02	£2,471.98
4001	Employee Costs	£38,226.00	£0.00	£9,103.52	£29,122.48
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		<b>£41,815.00</b>	<b>£455.00</b>	<b>£10,675.54</b>	<b>£31,594.46</b>
<b>Council</b>					
10000	Petty Cash - Office	£0.00	£0.00	£0.15	-£0.15
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.15</b>	<b>-£0.15</b>
<b>Total Expenditure</b>		<b>£1,185,351.00</b>	<b>£6,071.00</b>	<b>£371,073.62</b>	<b>£820,348.38</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 30/06/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	<b>2025/26</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,130,315.00	£8,755.43	£656,828.20	-£482,242.23
Total Expenditure	£1,185,351.00	£6,071.00	£371,073.62	£820,348.38
<b>Total Net Balance</b>	<b>-£55,036.00</b>		<b>£285,754.58</b>	

## Monthly CIL Reserve report to Policy & Finance Committee

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

Less funds applied 2024/25:

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

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

Total funds applied 2024/2025 £9,751.03

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

Plus receipts:

Consent No.: 20/10976 £1,402.06

Consent No.: 23/10467 £1,353.07

Total receipt April 2025 £2,755.13

less agreed allocations:

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

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

Bus shelters - F/6423 21 May 2025 £1,095.82

Poulner Lakes road upgrade - F/6423 21 May 2025 £15,000.00

Upper Kingston fence - F/6423 21 May 2025 £4,650.00

£33,455.82

**Unallocated balance as at 15th July 2025** £4,456.95

Notes:

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

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

A prioritised schedule of infrastructure projects that may depend on CIL funding appears in the Needs sheet

Bus shelters: £455 paid 23rd June 2025 & reserve movement actioned.

Invoice for balance received, cost slightly higher than had been quoted (was £1,081)

Upper Kingston fence: Paid 17th June 2025 & reserve movement actioned

## Schedule of Anticipated Infrastructure Needs

Description	Item No.	Estimated cost (if known)				Discretionary/ Uncertain	Notes
		Mandatory					
		Immediate	1-5 years	5+ years			
Re-paint footbridge at Jubilee Gardens	1	£5,000	-	-	-	Contingent on securing tenure	
Access road re-surfacing at Poulner Lakes	2	£15,000	-	-	-	Allocated May 2025	
Cemetery - New provision for cremated remains	3	-	TBA	-	-		
Access road maintenance at Crow Arch Lane Allotments	4	-	TBA	-	-		
Access and boundary works at Southampton Road Allotments	5	-	-	-	TBA		
Additional pedestrian gate at North Poulner Play Area	6	-	-	-	£425	Proceeding but without CIL or other RTC funding	
Boundary wall repairs at Dr Little's Garden	7	-	TBA	-	-		
Replacement footbridge over Lin Brook	8	-	-	-	TBA		
Boundary fence at Upper Kingston Allotments	9	£4,650	-	-	-	Allocated May 2025	
Bus shelter repairs and replacements	10	£1,081	£18,000	-	-	Immediate need allocated May 2025	

## REPORT TO POLICY & FINANCE COMMITTEE – 23rd JULY 2025

### FINANCIAL RISK ASSESSMENT

#### **1. Background**

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and subsequently reviewed in 2023, 2024 and 2025.
- 1.2 The risk assessment was last carried out in July 2024. Since then, whilst risks associated with the wider economic outlook and inflation in particular have declined, other factors are likely to have an increasing impact on Council Finances, such as interest rates and income generation in particular.

#### **2. Financial risk Assessment 2025/26**

- 2.1 The Town Council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The ensuing adjustments to financial procedures have now become embedded and the systems appear to be working well.
- 2.2 Most of the changes were managed within the framework of Financial Regulations and as such, did not require any change to the risk assessment as the risks have previously been identified and managed. The internal audit of the 2024/25 accounts identified no weaknesses in the financial control system.
- 2.3 At the last review, the risk assessment was expanded to cover risks around reduced income, reduced interest rates and the specific risks of large capital projects.
- 2.4 With the recent retirement of the Council's long serving Finance Manager and the recruitment of his replacement, page 1 of the risk assessment has been updated to reflect the fact that the new Finance Manager holds the CiLCA qualification (and not the CIPFA qualification, as per the previous incumbent).
- 2.5 In an age of increasingly sophisticated cyber threats, UK councils are facing unprecedented challenges. Outdated IT security defences and limited budgets make councils prime targets for cyber criminals seeking to exploit vulnerabilities for personal gain. There were some significant cyber incidents at local authorities within the UK during 2024, causing major disruption to services. This risk has been addressed in the revised risk assessment, at the top of page 2.
- 2.6 Learning from our insurer declining the claim for escape of water damage at 92 Southampton Road, the revised risk assessment addresses such hazards by implementing a control whereby the RFO circulates details of insurance cover and highlights relevant conditions to building managers.

#### **3. RECOMMENDATION**

It is **recommended** that: -

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

Laura Smith, Finance Manager or

Tel: 01425 484723

[Finance.manager@ringwood.gov.uk](mailto:Finance.manager@ringwood.gov.uk)

Chris Wilkins, Town Clerk

Tel: 01425 484720

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

## RINGWOOD TOWN COUNCIL

### FINANCIAL RISK ASSESSMENT 2025/26

Risk	Hazard	Controls	Probability	Impact	Risk weighting
<b>Legal/ Administration</b>	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	<b>2</b>
<b>Legal/ Administration</b>	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Failure to comply with HMRC VAT regulations	RFO holds CiLCA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	<b>2</b>
<b>Legal/ Administration</b>	Failure to comply with employment legislation	Retain the services of an HR consultancy to advise on HR matters and disputes	Low	Low	<b>1</b>
<b>Legal/ Administration</b>	Noncompliance with data protection legislation, risk of fines or penalties	Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems.	Medium	High	<b>6</b>

## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
<b>Legal/ Administration</b>	Cybersecurity & IT Systems	Retain the services of an IT consultancy to advise on cybersecurity matters & IT systems. Ensure the IT consultants have experience in the local council sector and can provide services covering all aspects of the council's cybersecurity & IT needs.	Low	High	<b>3</b>
<b>Financial</b>	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties.	Low	High	<b>3</b>
<b>Financial</b>	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	<b>2</b>
<b>Financial</b>	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at around 50% of the annual precept. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing.	Medium	High	<b>6</b>
<b>Financial</b>	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of P2. Additional inflationary and other financial risks mitigated by reserves	Medium	Medium	<b>4</b>
<b>Financial</b>	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation and control of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	High	<b>6</b>
<b>Financial</b>	Reduction/Loss of Income	Inflation, interest rates, balances held and the condition of the wider economy puts income at risk. Regular monitoring of income to identify	High	Medium	<b>6</b>

## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		emerging variances and effective credit control to minimize any shortfall. Annual review of charges and service demand to ensure achievable income targets. Where practical, use of long term service contracts to secure income over several years. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.			
<b>Financial</b>	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order placement or commitment. Goods receipted before payment.	Low	Low	<b>1</b>
<b>Financial</b>	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bona fide employees. Monthly returns to HMRC and HCC (pensions).	Low	Medium	<b>2</b>
<b>Financial</b>	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Medium	<b>2</b>
<b>Financial</b>	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Medium	<b>2</b>
<b>Financial</b>	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	<b>3</b>

## Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
<b>Financial</b>	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	<b>2</b>
<b>Financial</b>	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	<b>1</b>
<b>Assets</b>	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	<b>1</b>
<b>Assets</b>	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	<b>4</b>
<b>Assets</b>	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	Medium	<b>2</b>
<b>Assets</b>	Failure to comply with conditions attached to insurance covering resulting in claims being declined	RFO to circulate details of cover and highlight relevant conditions to building managers.	Low	Medium	<b>2</b>

**REPORT TO POLICY & FINANCE COMMITTEE – 23<sup>rd</sup> July 2025****FINANCIAL REGULATIONS****1. Background**

- 1.1 The Council is required to maintain an effective system of financial control. Financial Regulations are one of the most important elements of this system. They need to be fit for purpose and regularly reviewed to ensure they remain so over time.
- 1.2 Financial regulations are regularly reviewed and any proposals for change are brought to Policy & Finance Committee for approval and endorsement before the regulations are updated. The financial regulations were last reviewed in July 2024. One change was made to the regulations at that time; the inclusion of the following clause:

“Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

  - include in tender documentation questions about fair work practices including payment of the Living Wage and
  - seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.”.
- 1.3 The complete set of financial regulations, together with any proposals for changes will be brought before this Committee for approval each year.

**2. Financial Regulations Update**

- 2.1 The National Association of Local Councils (NALC) makes template policies, including financial regulations, available to its members. The model financial regulations produced by NALC provide guidance to local councils in effectively managing their financial operations. They also ensure local councils consider, and react to, the latest legislation.
- 2.2 The model financial regulations emphasise customisation to fit the varying sizes and activities of councils. Councils are also able to add to the model regulations, to reflect their own local systems, structure and governance.
- 2.3 The most recent model financial regulations were released in April 2024. Having reviewed the model regulations, whilst there aren't any material changes to those adopted by the Council in July 2024, much of the structure and the wording of the model regulations are significantly different to those of the Council.
- 2.4 A copy of the amended Financial Regulations, which have been updated to reflect the NALC model regulations whilst also taking account of the detail within the most recent version of the Council's regulations, is appended to this report.
- 2.5 The Financial Regulations adopted by the Council in July 2024 can be viewed on the Council's website via the financial information page. Please contact the office should you wish to receive a copy of the 2024 financial regulations via email.

2.6 The more significant changes proposed through this review are detailed below. I have not specified every (less significant) change to the wording or the structure of the document. Should Members like to review this information, please contact Laura Smith, Finance Manager.

- a) Risk Management & Internal Control (sections 2.4 & 2.5) – This is a new section specifying the measures the council must include with regards to accounting control.
- b) Risk Management & Internal Control (section 2.7) – This is a new section specifying the need to ensure all council computers are backed up either on line or in a separate location from the computer.
- c) Accounts & Audit (section 3.9.3) – This is a new section specifying that the internal or external auditors may not provide financial, legal or other advice including in relation to any future transactions.
- d) Procurement (section 5.6) – The threshold at which councils are required to use the Contract Finder website to advertise contract opportunities has increased from £25,000 to £30,000 including VAT.
- e) Procurement (section 5.7) – The threshold for Budget Managers to obtain 3 quotes for works & services has increased from £3,000 to £5,000 excluding VAT.
- f) Procurement (section 5.8) - The threshold for Budget Managers to strive to obtain 3 estimates for works & services has changed from between £100 and £3,000 to between £1,000 and £5,000 excluding VAT.
- g) Payment Cards (section 9.1) – The credit limit has increased from £5,000 to £10,000 which is as per the actual credit limit on the Council's business credit card account.
- h) Suspension & Revision of Financial Regulations (section 19.3) – This is a new section detailing the ability to temporarily suspend the financial regulations to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.
- i) The Orders for Work, Goods and Services section, as well as the Contracts section (both within the previous version of the Financial Regulations) have both been removed as the content has been incorporated within the Procurement section of the updated version of the Regulations.

### 3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The Financial Regulations appended to this report be endorsed by the Town Council.

For further information please contact:

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[Finance.manager@ringwood.gov.uk](mailto:Finance.manager@ringwood.gov.uk)

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# RINGWOOD TOWN COUNCIL

## FINANCIAL REGULATIONS

(July 2025)

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These Financial Regulations were adopted by the Council at its meeting held on xxxxxx.

## 1. GENERAL

- 1.1 These financial regulations govern the financial management by the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's standing orders.
- 1.2 Councillors are expected to follow these Regulations and not to entice employees to breach them. Failure to follow these Regulations brings the office of Councillor into disrepute.
- 1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4 In these Financial Regulations:
- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Finance Manager has been appointed as RFO for this Council and these Regulations apply accordingly. The RFO;
- 1.5.1 acts under the policy direction of the council;
  - 1.5.2 administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - 1.5.3 determines on behalf of the council its accounting records and control systems;
  - 1.5.4 ensures the accounting control systems are observed;
  - 1.5.5 ensures the accounting records are kept up to date;
  - 1.5.6 seeks economy, efficiency and effectiveness in the use of council resources; and
  - 1.5.7 produces financial management information as required by the council.
- 1.6 **The council must not delegate any decision regarding:**
- 1.6.1 **setting the final budget or the precept (Council Tax Requirement);**
  - 1.6.2 **the outcome of a review of the effectiveness of its internal controls;**
  - 1.6.3 **approving accounting statements;**
  - 1.6.4 **approving an annual governance statement;**
  - 1.6.5 **borrowing;**

- 1.6.6 declaring eligibility for the General Power of Competence; and**
- 1.6.7 addressing recommendations from the internal or external auditors.**

- 1.7 In addition, the council or a delegated committee, shall:
- 1.7.1 determine and regularly review the bank mandate for all council bank accounts;
  - 1.7.2 authorize any grant or a single commitment in excess of £15,000.

## **2. RISK MANAGEMENT AND INTERNAL CONTROL**

- 2.1 **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2 The Clerk, with the RFO, shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3 When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4 **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5 **The accounting control systems determined by the RFO must include measures to:**
- ensure that risk is appropriately managed;
  - ensure the prompt, accurate recording of financial transactions;
  - prevent and detect inaccuracy or fraud; and
  - allow the reconstitution of any lost records;
  - identify the duties of officers dealing with transactions and
  - ensure division of responsibilities.
- 2.6 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Policy & Finance Committee.
- 2.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. ACCOUNTS AND AUDIT**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return, in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council within the timescales required by the Accounts and Audit Regulations.
- 3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records, and internal control system in accordance with proper practices.**
- 3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- Is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - Can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 3.9 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions;  
or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in The Practitioners Guide.
- 3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices as required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

- 3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 4. BUDGET AND PRECEPT

- 4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed at least annually in October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3 No later than the end of December each year, The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 The RFO may also prepare a three-year forecast of expenditure and income including capital receipts which shall be updated to take account of decisions relating to the annual budget, precept and use of reserves together with other emerging issues which might impact the budget.
- 4.5 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council or a delegated committee.
- 4.6 Each committee shall review its draft budget and submit any proposed amendments to the Policy and Finance committee not later than the end of November each year.
- 4.7 The draft budget with any committee proposals and three year forecast (if available), including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Finance Committee and a recommendation made to the council.
- 4.8 Having considered the proposed budget and forecast (if available), the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.9 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.10 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.11 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.12 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant committee.
- 4.13 Each individual budget entry will have an identified budget manager who will have overall responsibility for controlling spend against that budget. The budget manager will be an officer of the Council.

## 5. PROCUREMENT

- 5.1 Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.3 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.4 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.5 For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.7 For contracts greater than £5,000 excluding VAT the Clerk, RFO or Budget Manager shall seek at least 3 fixed-price quotes;
- 5.8 Where the value is between £1,000 and £5,000 excluding VAT, the Clerk, RFO or Budget Manager shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9 For smaller purchases, the Clerk, RFO or Budget Manager shall seek to achieve value for money.
- 5.10 Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14 Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- include in tender documentation questions about fair work practices including payment of the Living Wage and
- seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.

5.15 Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

5.15.1 the council or an appropriate committee for all individual items of £15,000 and above (as evidenced by a Minute of a relevant meeting); and

5.15.2 the relevant Budget Manager for all individual items below £15,000 (as evidenced by a Purchase Order that has been either assigned to or approved by the Budget Manager and approved by a different officer from the one it is assigned to).

Purchases may not be disaggregated to avoid controls imposed by these regulations. Each budget manager is responsible for seeking advice from the RFO on the budget code applying to each item of expenditure and/or advice from the Clerk on the relevant legal power to incur it if they judge that such advice is needed. The RFO shall have power to alter the coding of expenditure which has (in the opinion of the RFO) been coded incorrectly by a budget manager at any time and by making a journal transfer if necessary.

5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18 Subject to regulation 5.21 & 5.22 below, no expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure by more than £100 or ten per cent (whichever is the greater) other than by resolution of the council, or duly delegated committee.

5.19 During the budget year and with the approval of Council, or duly delegated Committee, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

5.20 Where income is expected that is linked to or dependent upon a class of expenditure (e.g. from the sale of catering supplies or in connection with public events), expenditure in excess of the approved budget may be authorized by the Budget Manager in consultation with the RFO, if it is fully off-set by income earned.

5.21 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.22 Budget managers may, with the approval of the Clerk and the RFO, transfer or vire a limited amount of any of their unspent non payroll budget to enable increased expenditure in other non payroll related budgets. A maximum of 20% from an existing budget may be transferred and the maximum that can be transferred from any budget area is £500. This is subject to there being no overall increase in the budget. Any such budget transfer will be reported to Policy & Finance Committee and will be for the

current year only unless member approval is granted to make the budget transfer permanent.

- 5.23 No expenditure shall be authorized, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, the requisite borrowing approval has been obtained first.
- 5.24 The RFO shall regularly provide the council with a statement of income and expenditure to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared monthly with effect from the third month of the financial year (except in August) and shall be supplemented with a report from the RFO on the overall budget position, explanations of material variances and, where practicable, comment on the expected out-turn at year-end. Routine budget comparison reports may be limited to main budget headings only but the RFO will produce a detailed report including budget sub-headings if requested.
- 5.25 The council may maintain a list of approved suppliers on the following conditions:
- a) the list shall identify suppliers and specify the types of goods, materials, works or services that may be ordered from each;
  - b) the RFO may admit a supplier to the list only after due enquiry has been made to establish that it is willing and able to provide good value for money;
  - c) the RFO shall review each supplier's membership of the list every three years to ensure that it remains willing and able to provide good value for money and if unsatisfied on this point may remove the supplier from the list;
  - d) any potential supplier may apply to the RFO at any time for admission to the list;
  - e) the RFO shall report to the Policy & Finance Committee all admissions to and removals from the list; and
  - f) the Policy & Finance Committee shall review the list at least once a year and may resolve to admit or remove any supplier from it or alter the categories of goods, materials, works or services relating to a supplier on the list at any time.

## **6. BANKING AND PAYMENTS**

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency & as soon as reasonably practical following the departure of a signatory.
- 6.2 The RFO shall prepare a schedule of all payments, forming part of the Agenda for the Meeting and present the schedule to the Policy and Finance Committee. That Committee shall review the schedule for compliance and, having satisfied itself shall endorse it by a resolution of the Committee. The approved schedule shall be signed by the Chairman of the Meeting and a second committee member at the meeting or as soon as practicable thereafter. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarized to remove

public access to any personal information. Other personal data shall also be redacted in appropriate cases.

- 6.3 All invoices for payment shall be examined and verified by the relevant budget manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. The budget manager will mark the order as received when appropriate.
- 6.4 The relevant budget manager shall examine invoices for arithmetical accuracy and assign them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order and marked as received, in a timely manner and in any event, within 28 days and report this at the next available Policy and Finance Committee Meeting.
- 6.5 The Clerk and RFO shall have delegated authority to authorise the payment of items as set out in section 5 and in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee;
  - b) An expenditure item authorised under 7.4 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £50,000, per month, per account, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Policy and Finance Committee.
- 6.6 In respect of grants the Policy & Finance Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 6.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorize or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 6.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Clerk or RFO.

## 7. ELECTRONIC PAYMENTS

- 7.1 The council will make safe and efficient arrangements for the making of its payments.
- 7.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO may give instruction that a payment shall be made.

- 7.3 Payments not exceeding £50,000 may be made by the RFO (and/or any assistant authorized by the RFO) on the bank account by BACS and/or online transfer if supported by a Purchase Order receipted or an invoice examined and verified as described in Financial Regulations 5 and 6 above and shall be reported to the Policy & Finance Committee at the next convenient meeting.
- 7.4 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by the RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.5 Payment for certain items (principally Salaries) may be made by bank transfer provided that the instructions are authorized by the RFO and any payments are reported to the Policy & Finance Committee.
- 7.6 All authorized signatories may have access to view the Council's bank accounts online.
- 7.7 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 7.8 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.9 Members and officers shall ensure that computers used for the council's financial business have adequate security with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.10 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of officers and/or councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 7.11 Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by either the Clerk or the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

## 8. CHEQUE PAYMENTS

- 8.1 Cheques or orders for payment drawn on the bank account shall require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case.
- 8.2 If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 8.3 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

- 8.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and invoice.

## 9. PAYMENT CARDS

- 9.1 Credit Cards may be issued to any Budget Manager by the RFO in conjunction with the Clerk provided that the credit limit on the account shall not exceed £10,000 and arrangements are made to ensure the full balance shown on each monthly statement is paid by the due date to ensure that no interest shall become payable.
- 9.2 It will be the responsibility of the Budget Manager using such card to raise a Purchase Order for each transaction in the usual way.
- 9.3 Personal credit or debit cards of members or staff shall not be used under any circumstances.

## 10. PETTY CASH

- 10.1 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) The RFO shall maintain 2 petty cash floats of £200 (Office) and £100 (Carvers Clubhouse) for the purpose of defraying operational and other expenses.
  - b) Vouchers for payments made from petty cash shall be kept, along with receipts, to substantiate the payment.
  - c) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - d) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Policy & Finance Committee under 6.2 above.
  - e) A further float may be established from time to time to defray operational expenditure in respect of events. Such floats will be subject to the same controls that are set out above in paragraph 10, a) to d).

## 11. PAYMENT OF SALARIES

- 11.1 **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing staff for new positions, the council must consider a full business case.

## 12. LOANS AND INVESTMENTS

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets or loans to be repaid within the financial year) must be approved by the full council or delegated committee following a written report on the value for money for the proposed transaction.
- 12.3 The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investments of money under the control of the council shall be in the name of the Council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

## 13. INCOME

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2 The council will review all fees and charges for work done, services provided or goods sold at least annually, as part of the budget setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

- 13.6 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7 Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

## **14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. STORES AND EQUIPMENT**

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **16. ASSETS, PROPERTIES AND ESTATES**

- 16.1 The Clerk shall make appropriate arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible movable property does not exceed £500. In each case a written report shall be provided to council with a full business case.

## 17. INSURANCE

- 17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 Budget managers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## 18. CHARITIES

- 18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1 The council shall review these regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these financial regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**POLICY & FINANCE COMMITTEE****23 July 2025****Subscriptions**1. Introduction and reason why report required

- 1.1 Good governance requires that the subscriptions paid by the council for memberships (by the council itself or by individual officers) should be regularly reviewed. The Council has delegated to this Committee the task of undertaking these reviews.
- 1.2 The subscriptions were reviewed by this committee in April 2024 and a further review is therefore due.

2. Background information and policy

- 2.1 A list of current subscriptions (correct as at: 15<sup>th</sup> July 2025 is set out in the table below.)

<b>Body</b>	<b>Description</b>	<b>Type</b>	<b>Cost<sup>1</sup></b>	<b>Renewal date</b>
Institute of Cemetery & Crematorium Management	Provides guidance on policy and best practice to burial authorities and access to specialist training and materials for staff.	Council	£105.00	1 April
Grounds Management Association (formerly The Institute of Groundsmanship)	Provides guidance and training on provision of sports surfaces	Council	£176.40	1 Aug.
Information Commissioner's Office	Registration (legal requirement)	Council	£78.00	1 Aug.
Ringwood & District Community Association	Affiliation to the charity which runs Greyfriars Community Centre	Council	£25.00	1 Oct
Society of Local Council Clerks	Provides support, advice and training for town and parish clerks and other council staff. (Trade union is now separate.)	Staff (Town Clerk)	£357.00	1 Dec.
Society of Local Council Clerks	As above	Staff (Deputy Town Clerk)	£240.00	1 Jan

<sup>1</sup> Annual cost at last renewal excluding VAT.

Society of Local Council Clerks	As above	Staff (Clubhouse and Events Manager) <sup>2</sup>	£315.00	20 May
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Notes

1. This list should be reviewed by members regularly; ideally once a year.
2. A motion requiring that a subscription be reconsidered, not renewed or terminated may be made at any time as a written motion requiring notice in accordance with standing orders.
3. Subscriptions will automatically continue unless and until terminated in accordance with a resolution to that effect and whatever termination process the subscription includes.
4. Officers will renew current subscriptions upon their expiry unless directed by a resolution not to do so.

2.2 Officers would also like the Council to re-join Hampshire Association of Local Councils (HALC) and, if necessary, the National Association of Local Councils (NALC) separately too in order that they have access to all publications, guidance, materials and discounted training opportunities which they provide. This is expected to cost £1,100 (HALC) and £968 (NALC) in the current year. These subscriptions could be funded by a virement from the budget for Consultant's Fees which is not currently expected to be needed at the level set. These subscriptions would also support those organisations in representing the interests of our sector of local government in decision-making at a county and national level.

3. Issues for decision and any recommendations

**Members are invited to:**

- 3.1 Note this report or propose any changes desired; and**
- 3.2 Note that the possible resumption of a subscription to The New Forest (formerly known as Gonewforest) is currently pending and likely to be brought to members for decision soon at a cost of £300.**
- 3.3 Consider the request from officers that the Council re-join HALC and NALC.**

For further information, contact:

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

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<sup>2</sup> This subscription will be re-allocated to the Finance Manager once the current managerial changes are complete.

## POLICY & FINANCE COMMITTEE

23 July 2025

### Request for Additional CIL Funding for Skate Ramp at North Poulner Play Area

1. Introduction and reason why report required

Members will be aware that the new skate ramp at North Poulner Play Area was generously funded by local individuals and organisations, alongside a community grant from New Forest District Council. The remaining balance of £2,710 was met from this Council's CIL Reserve. Following completion of the project, some unexpected additional costs have arisen, which are currently unfunded.

2. Additional Costs and Funding

2.1 The additional costs amount to a total of £298.64 and are as follows:

£170 for two weeks hire of heras fencing, required to prevent use of the ramp during construction and whilst issues raised in the post-installation inspection were rectified.

£128.64 for design and manufacture of the required safety/information sign.

2.2 The current unallocated balance of the CIL Reserve is £4,456.95.

3. Issues for decision and any recommendations

It is **RECOMMENDED** that the request for an additional £298.64 to be funded from the Council's CIL Reserve be approved.

For further information, contact:

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: jo.hurd@ringwood.gov.uk



## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
No live projects						
<b>Planning Town &amp; Environment Committee</b>						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks due to be carried out June 2025 and annual flail in August 2025, followed by annual stream clearance by volunteers. 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	Working with NFDC and HCC to move the project forward. Consultation with stakeholders to be arranged, prior to wider public consultation.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed. Results of asbestos survey on brick shelters now known. Awaiting repairs to Southampton Road 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.
<b>Policy &amp; Finance Committee</b>						
PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	Completed in July 2025	The house and garden have been re-furbished and re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment was funded from the buildings reserve.
<b>Recreation, Leisure &amp; Open Spaces Committee</b>						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. The panel appointed to consider alternative developments met on 4th June.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.



RLOS14	Poulner Lakes waste licence	Completed July 2025	Environment Agency has confirmed acceptance of our surrender application, relieving us of any further monitoring obligations.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors are preparing the documents required to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	The MUGA and timber trail have been installed and a series of informal opening events is in hand.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (90% from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS29	Additional gate at North Poulner Play Area	Commenced May 2025	External funding fully covering the cost received and order placed.	Installation of a pedestrian gate at the one entrance (of three) presently without one	Town Clerk	£425. Application made to Cllr Thierry for funding from one of the discretionary funds available to him as a district and county cllr.

**Staffing Committee**

None

## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Progress / Status		Estimated cost	Funding sources
				Recent developments	Stage reached		
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving	Ringwood Society proposal			Floated as possible future project		
	Rear of Southampton Road	Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Cyber Essentials	Reviewing our IT equipment, software, policies and operations with a view to acquiring Cyber Essentials qualification	Town Clerk	Discussed at committee on 21st May	Initial research commenced	Unknown	To be decided
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	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.	Town Clerk	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
<b>Staffing Committee</b>							
None							

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	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.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	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.	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

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

### Recreation, Leisure & Open Spaces Committee

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

### 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