**MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 21st October 2026 at 7.00pm

**PRESENT:**
Cllr Michael Thierry (Chair)
Cllr Peter Kelleher (Deputy Chair)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos (ex-officio)
Cllr Rae Frederick
Cllr Janet Georgiou (*from 7:01pm*)
Cllr James Swyer (ex-officio)
Cllr Glenys Turner

**IN ATTENDANCE:**
Charmaine Bennett, Town Clerk
Michelle Gordon, Finance Manager
Nicola Vodden, Office Manager

**ABSENT:**

**F/6598**
**PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6599**
**APOLOGIES FOR ABSENCE**

All members were present.

**F/6600**
**DECLARATIONS OF INTEREST**

There were none.

**F/6601**
**MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 23rd September 2026 having been circulated, be approved and signed by the Chair as a correct record.

*At 7:01pm Cllr Georgiou joined the meeting.*

**F/6602**
**FINANCIAL REPORTS**

The Finance Manager presented her budget monitoring report, which updates Members on the financial position at 30th September 2026. She confirmed that once the adjustment had been made for the Football Development Project and reserve movements the adverse difference is £7,773. Much of this relates to timing and budget profiling (*para 2.1 refers*).

She reported that a small adjustment was required to the 800th merchandise figures, with £225.25 income being transferred from the event account to the merchandise account.


Chairman's in

As the second installment of the Precept had been received, no authority was required for any transfer of funds between accounts this month.

In relation to the CIL reserve, it was noted that the figure included forecasting future CIL receipts was dependant on work commencing on development sites and these funds would not necessarily be received in this financial year.

**RESOLVED:** 1) That the Finance Manager's report (*Annex A*) be received September 2026;
2) That the budget monitoring position for 2026/7 and the explanations provided for the significant variances identified be noted;
3) That the list of payments made from the Imprest Account for September be received and authorised;
4) That the updated Statement of Town Council Balances be received and Inter Account Transfers report be received;
5) That Cllr Thierry's verification and signing of bank reconciliations and statements be noted; and
6) That the up-to-date position regarding the CIL Reserve be noted, subject to the qualification that the projected CIL funds may not be received this financial year.

| **ACTION** | **M Gordon** |
|---|---|

**F/6603**
**MEMBERS EXPENSES**

The Finance Manager presented her report (*Annex B*). It was noted that there had been no increase to members expenses when this was last considered.

**RESOLVED:** That the 3.33% increase in Members' Allowances recommended by New Forest District Council be applied, setting the annual allowance at £930 (£77.50 per month).

*At the end of the meeting, it was clarified that this increase would take effect from 1st November 2026.*

| **ACTION** | **M Gordon** |
|---|---|

**F/6604**
**REMEMBRANCE SUNDAY RECEPTION FOR VETERANS AND SERVING ARMED FORCES PERSONNEL**

Members considered a proposal from Cllr Frederick for a reception to be held following the Remembrance Sunday parade on Sunday 8th November 2026, providing an opportunity for veterans, serving Armed Forces personnel and civic representatives to gather after the commemorations (*Annex C*). It was confirmed that there would be no cost to the Council.

A discussion followed as to whether the reception should be organised as an official Town Council civic event. There was a concern that designating the reception as such would make the Town Council wholly responsible and could create an expectation that it would continue in future years. The Town Council's role in organising Remembrance Sunday was acknowledged. It was also noted that a reception was not a statutory obligation and it was possible for a reception to be organised independently.

Members wished to express an appreciation for those attending the parade and supported the proposal for a one-off event and considered it appropriate that invitations be from the Council. They wished the event every success.


Chairman's in

**RESOLVED:** That the holding of a reception immediately following the Remembrance Sunday parade on 8 November 2026 be approved. Invitees would be veterans, serving Armed Forces personnel, and county, district and town councillors, with Cllr Frederick arranging the venue and catering in liaison with the serving Royal Navy officer, at no additional cost to Ringwood Town Council. The reception would be reviewed in light of its success at a later date.

| **ACTION** | **Cllr R Frederick** |
|---|---|

**F/6605**
**MILLENNIUM CLOCK TASK & FINISH GROUP**

Cllr M DeBoos presented the notes of the meeting on 9th October, indicating that there were a significant number of actions to clarify costs of alternative options for the future of the clock. This information would be reported to the next meeting of the task and finish group. The company who has repaired the clock on previous occasions had been contacted and a response was awaited. There were no recommendations to consider at this stage.

**RESOLVED:** That the notes of the Millenium Clock Task and Finish Group meeting on 9th October 2026 (*Annex D*) be received.

**F/6606**
**TOWN COUNCIL PRIORITIES FOR 2027-28 and 2028-29**

Members considered priorities for the remaining two financial years of the Town Council Strategy 2026–2029. They were encouraged to identify their preferred aims without feeling constrained by the budget and officers would subsequently assess costs, timescales and capacity, with reference to the enablers and disruptors present. A discussion followed on details included in the Town Clerk's report (*Annex E*).

The relationship between implementation of the Council's communication strategy and the website was acknowledged, as review of the communication strategy should go ahead of and be broadened to inform development of the website. It was noted that the website was nine years old and there were some difficulties adding content and with it meeting increasingly stringent accessibility requirements. It was also suggested that the website should provide a comprehensive source of information about the town, local businesses and events.

The Town Clerk highlighted priorities of investing in technology and working practices to improve staff capacity, reviewing communications, and progressing improvements arising from the Gateway Information Service review. She also suggested forward planning for a meeting technology reserve. Improvements to the grant application process could be progressed without being a separate strategic priority and there may be other ways the Council could fundraise for local good causes.

It was questioned whether assessing pursuit of Silver or Gold under the Local Council Award scheme should be a strategic priority, although it would be an opportunity to acknowledge the work being done towards being an excellent council.

The Town Clerk indicated that it was good practice to have longer term strategic and budget planning and possible community consultation on priorities in the future and the 'Centre for Ageing Better's Town and Parish Guide' was considered a useful resource in terms of age-friendly provision. It was noted that Town Council elections will take place in 2027.

**RECOMMENDED:** That the following priorities be considered for inclusion in the Council's Strategy for 2027–28:

- Identify and begin agreed improvements to technology and working practices that support delivery of the Council's priorities;
- Review council communications which may include a new website;
- Progress agreed improvements arising from the Gateway Information Service review; and
- Establish a reserve for future investment in meeting technology.

| **ACTION C Bennett** |
|---|

**F/6607**
**PROJECTS** (current and proposed)

**RESOLVED:** That the update in respect of projects (*Annex F)* be noted.

| **ACTION C Bennett** |
|---|

**F/6608**
**COMMUNICATIONS**

Regarding publicity of the civic reception on Remembrance Sunday, it was suggested that communication be via contact with Ringwood Veterans Hub as it was being held for serving members of the armed services and veterans.

| **ACTION C Bennett** |
|---|

*There being no further business, the Chairman closed the meeting at 7:57pm.*

**Note: The text in the Action Boxes above does not form part of these minutes.**

RECEIVED
28th October 2026

APPROVED
18th November 2026

TOWN MAYOR

COMMITTEE CHAIRMAN


Chairman's in

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# RINGWOOD TOWN COUNCIL

## FINANCIAL REPORTS FOR

## POLICY & FINANCE COMMITTEE MEETING

## 21st October 2026

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Ringwood
Town Council

**COMMITTEE REPORT**

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

**Decision Summary**

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

## 1. Introduction and reason for report

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

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

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

## 2. Background Information

### 2.1 Revenue Budget Position

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

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

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

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

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

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

### 2.2 800th Anniversary Event

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

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

### 2.3 Anniversary Merchandise

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

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

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

### 2.4 Football Development Project

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

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

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

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

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

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

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

## 3. Financial Implications

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

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

## 4. Issues for Decision and Recommendations

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

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

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

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

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

Key: On track
Monitoring
Action Required

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

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| 1 | 2 | 3 | 4 | 5 | 6 | | |
|---|---|---|---|---|---|---|---|
| **Committee: Recreation & Leisure** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | **Inc. Variance +over/ -under budget** | **Exp. Variance -over/ +under budget** | **Explanatory Notes** |
| Income | -25,841 | -12,921 | -11,845 | -1,075 | -1,838 | | *Grounds Income - Verti drain reduced from 2 visits to 1.* |
| Capital Income | 0 | 0 | 25,576 | -25,576 | -25,576 | | *Football Development Project – £25,576 adverse variance arising from a prior-year income credit adjustment of £25564.70 plus add 26-27.* |
| **Total Income** | **-25,841** | **-12,921** | **13,730** | | | | |
| **Total Expenditure** | **271,060** | **135,530** | **127,312** | | | | |
| Establishment Costs | 13,215 | 6,607 | 7,591 | -983 | | | *Fuel - Dry summer, no grass cutting.* |
| Maintenance of Various Facilities | 24,911 | 12,455 | 10,301 | 2,154 | | 3,684 | *Tree Surgery & Safety Work underpend, timing.* |
| Plant & Equipments | 19,224 | 9,612 | 4,031 | 5,581 | | 2,245 | *Machine Maintenance.* |
| Employee Costs | 205,586 | 102,793 | 99,215 | 3,578 | | 2,921 | *Employee costs, timing.* |
| Activities Expenditure | 3,695 | 1,848 | 1,598 | 249 | | -2,039 | *Grounds Other - Higher costs during summer months, timing.* |
| Other | 4,428 | 2,214 | 2,852 | -638 | | 2,875 | *Machine purchases, timing.* |
| Capital Expenditure | 0 | 0 | 1,724 | -1,724 | | -1,129 | *Memorial benches - Funding for benches in previous year.* |
| Payments made in Advance 01.04.26 | | | 283 | -283 | | | |
| Transfers to Reserves | 37,000 | | | | | | *Small Variance Balances Across Multiple Budgets* |
| Transfers from Reserves | -20,484 | | | | | | |
| | | | | | | **-18,857** | |
| **Overall Position Against Budget** | **261,734** | **122,609** | **141,325** | **-18,716** | | | |

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

Key: On track
Monitoring
Action Required

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

A

| 1 | 2 | 3 | 4 | 5 | 6 | | |
|---|---|---|---|---|---|---|---|
| **Committee: Policy & Finance** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | **Inc. Variance +over/ -under budget** | **Exp. Variance -over/ +under budget** | **Explanatory Notes** |
| **Total Income** | **-186,418** | **-93,209** | **-74,972** | -18,237 | -1,035 | -14,601 | *Gateway Recharge Balance- to be invoiced at year end, timing.* |
| **Total Expenditure** | **462,640** | **231,320** | **224,768** | | | 1,000 | Discretionary Grants - timing. |
| Gateway Building Costs | 204,838 | 102,419 | 79,942 | 22,477 | -2,304 | | *Interest Received CCLA - Investment level lower in 26-27 than 25-26* |
| Employee Costs | 137,314 | 68,657 | 68,919 | -262 | 1,325 | | *Market Place Income - Higher than budgeted, transfered to Gateway Square Maint Reserve.* |
| Members Costs | 14,177 | 7,088 | 6,945 | 143 | | -1,176 | *HALC & NALC Annual Affiliation Fees 26-27 paid at beg. of year- timing.* |
| Other | 44,833 | 22,417 | 38,222 | -15,806 | | 27,222 | *RTC Share of Gateway Costs, invoiced by NFDC in March 27.* |
| Debt Charges | 61,478 | 30,739 | 30,739 | 0 | | -1,406 | *Computer Maintenance - Microsoft Licences timing.* |
| Capital Expenditure | 0 | 0 | 0 | 0 | | -15,243 | *Xmas Light Inst. chgs for full year inc - timing. Add. £752 exp due to square damge from pollarding* |
| | | | | | | -1,824 | *Annual Audit fees - timing.* |
| Receipts made in Advance 01.04.26 | | | -2,296 | 2,296 | | -6,077 | *Annual Insurance Premium - timing.* |
| Payments made in Advance 01.04.26 | | | 4,571 | -4,571 | | -1,194 | *Visitors Centres Purchases - Caddy Bag Resell Purchase* |
| | | | | | | 1,352 | *Small Variance Balances Across Multiple Budgets* |
| Transfers to Reserves | 14,200 | | | | | | |
| Transfers from Reserves | -13,983 | | | | | | |
| **Overall Position Against Budget** | **276,440** | **138,111** | **152,071** | **-13,960** | | **-13,960** | Income is currently £2,014 below budget and expenditure is £11,946 over udget. As both variances adversely affect the budget position, they combine to produce an overall variance of £13,960 |

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

Key: On track
Monitoring
Action Required

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

A

| 1 | 2 | 3 | 4 | 5 | Inc. Variance +over/ -under budget | Exp. Variance -over/ +under budget | 6 Explanatory Notes |
|---|---|---|---|---|---|---|---|
| **Committee: Cemeteries** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | | | |
| **Total Income** | **-34,642** | **-17,321** | **-20,344** | 3,023 | | | |
| **Total Expenditure** | **68,749** | **34,375** | **33,707** | | | | |
| Establishment Costs | 4,114 | 2,057 | 1,980 | 77 | | | |
| Maintenance Costs | 721 | 361 | 164 | 197 | | | |
| Employee Costs | 63,914 | 31,957 | 31,563 | 394 | | | |
| Payments made in Advance 01.04.26 | | | 353 | -353 | | | |
| Transfers to Reserves | 0 | | | | | | |
| Transfers from Reserves | -40 | | | | | | |
| | | | | | 5,824 | | *Purchase of ERB plots over expected budgeted level.* |
| | | | | | | -1,108 | *Memorial lower than budgeted.* |
| | | | | | | -871 | *Burials lower than budgeted.* |
| | | | | | | -508 | *Small Variance Balances Across Multiple Budgets* |
| | | | | | | **3,337** | |
| **Overall Position Against Budget** | **34,067** | **17,053** | **13,717** | **3,337** | | | |
| | | | | 3,337 | | | |

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

| 1 | 2 | 3 | 4 | 5 | Inc. Variance +over/ -under budget | Exp. Variance -over/ +under budget | 6 Explanatory Notes |
|---|---|---|---|---|---|---|---|
| **Committee: Allotments** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | | | |
| **Total Income** | **-7,128** | **-3,564** | **-58** | -3,506 | | | |
| **Total Expenditure** | **21,637** | **10,819** | **10,542** | | | | |
| Establishment Costs | 941 | 470 | 73 | 397 | | | |
| Maintenance Costs | 1,052 | 526 | 893 | -367 | | | |
| Employee Costs | 19,333 | 9,666 | 9,576 | 91 | | | |
| Other | 312 | 156 | 0 | 156 | | | |
| Receipts made in Advance 01.04.26 | | | -3,783 | 3,783 | | | |
| Transfers to Reserves | **0** | | | | | | |
| Transfers from Reserves | **0** | | | | | | |
| | | | | | | 553 | *Small Variance Balances Across Multiple Budgets* |
| | | | | | | **553** | |
| **Overall Position Against Budget** | **14,510** | **7,255** | **6,701** | **553** | | | |

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

Key: On track
Monitoring
Action Required

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

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| 1 | 2 | 3 | 4 | 5 | 6 | | |
|---|---|---|---|---|---|---|---|
| **Committee: Events** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | **Inc. Variance +over/ -under budget** | **Exp. Variance -over/ +under budget** | **Explanatory Notes** |
| **Total Income** | **-51,500** | **-25,750** | **-12,505** | -13,245 | -13,900 | -2,443 | *Fireworks Event - timing.* |
| **Total Expenditure** | **69,567** | **34,784** | **37,535** | | 1,913 | 4,021 | *Xmas Activities* |
| Events Expenditure | 43,750 | 21,875 | 24,499 | -2,624 | -586 | -2,574 | *800th Anniv Events - Timing and funded from Events Reserve* |
| Employee Costs | 25,817 | 12,909 | 13,036 | -128 | 1,287 | -4,342 | *800th Anniv Merchandise - continued sales, final analysis to be completed at year end.* |
| Payments made in Advance 01.04.26 | | | 758 | -758 | | | |
| Transfers to Reserves | 0 | | | | | | |
| Transfers from Reserves | -13,067 | | | | | -131 | *Small Variance Balances Across Multiple Budgets* |
| **Overall Position Against Budget** | **5,000** | **9,034** | **25,788** | **-16,755** | | **-16,755** | Income is currently £11,286 below budget and expenditure is £5,469 over budget. The overall position is £16,755 over budget. |

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

Key: On track
Monitoring
Action Required

A

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

| 1 | 2 | 3 | 4 | 5 | Inc. Variance +over/ -under budget | Exp. Variance -over/ +under budget | 6 Explanatory Notes |
|---|---|---|---|---|---|---|---|
| **Committee: Carvers Clubhouse** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | | | |
| Activities Income | 0 | 0 | -1,403 | 1,403 | 738 | | *Additional income from room hire.* |
| Café Income | -27,500 | -13,750 | -18,316 | 4,565 | 1,430 | | *Additional income from activities.* |
| Other Income | -2,500 | -1,250 | -3,839 | 2,589 | 4,565 | | *Additional income from cafe sales.* |
| **Total Income** | **-30,000** | **-15,000** | **-23,557** | | 1,851 | | *Income from Carvers - Circus.* |
| | | | | 0 | | 2,000 | *Partnership or Youth Services budget not currently utilised.* |
| **Total Expenditure** | **119,731** | **59,865** | **62,143** | | | -1,766 | *Food purchases for resale* |
| Establishment Costs | 10,420 | 5,210 | 3,402 | 1,808 | | -2,006 | *Cafe and caretaking staff costs, timing, higher costs over summer months.* |
| General Supplies & Services | 8,810 | 4,405 | 3,212 | 1,193 | | -1,475 | *Activities Expenditure - timing.* |
| Employee Costs | 79,902 | 39,951 | 41,989 | -2,038 | | | |
| Activities Expenditure | 4,000 | 2,000 | 3,475 | -1,475 | | | |
| Café Food Purchases | 16,600 | 8,300 | 10,066 | -1,766 | | | |
| Payments made in Advance 01.04.26 | | | 1,237 | -1,237 | | | |
| Transfers to Reserves | 2,500 | | | | | -295 | *Small Variance Balances Across Multiple Budgets* |
| Transfers from Reserves | -1,000 | | | | | | |
| **Overall Position Against Budget** | **91,231** | **44,865** | **39,824** | **5,042** | | **5,042** | |
| | | | | 5,042 | | | |

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

Key: On track
Monitoring
Action Required

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

A

| 1 | 2 | 3 | 4 | 5 | 6 | | |
|---|---|---|---|---|---|---|---|
| **Committee: Planning, Town & Env.** | **Budget 26/27 £** | **Budget April-Sept £** | **Actual April-Sept £** | **Variance £** | **Inc. Variance +over/ -under budget** | **Exp. Variance -over/ +under budget** | **Explanatory Notes** |
| **Total Income** | **-1,100** | **-550** | **-1,100** | 550 | 550 | | *Parish Lenghtman Scheme 26-27 full year received in advance.* |
| **Total Expenditure** | **41,960** | **20,980** | **20,754** | | | -785 | *Office Staff - timing.* |
| Maintenance | 3,542 | 1,771 | 760 | 1,011 | | 907 | *Street lighting Carvers, timing, smaller bills during summer.* |
| Employee Costs | 38,418 | 19,209 | 19,994 | -785 | | | |
| Capital Expenditure | 0 | 0 | 0 | 0 | | | |
| Transfers to Reserves | 3,000 | | | | | 104 | *Small Variance Balances Across Multiple Budgets* |
| Transfers from Reserves | -1,000 | | | | | | |
| **Overall Position Against Budget** | **42,860** | **20,430** | **19,654** | **776** | | **776** | |

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

Key: On track
Monitoring
Action Required

A

## RESERVE AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

**1st April 2026 - 31st March 2027**

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Actual** | Actual Transfers 2026/27 : | | | | | | Outstanding Planned Transfers:- | | | | | |
| | **Balance 01/04/26** | Planned Trans Put into Res/Pro From Revenue | Planned Trans Withdrawn From Revenue | Cash Receipts Into Res/Pro | Additional Exp Out of Res/Pro | Between Provisions | **Balance 31.10.26** | Planned Trans Put into Res/Pro From Revenue | Planned Trans Withdrawn From Revenue | Growth | Capital & Other Receipts | Between Provisions | Estimated Balance 31.03.27 |
| | **£** | **£** | **£** | **£** | | **£** | **£** | **£** | **£** | **£** | **£** | **£** | **£** |
| **EARMARKED PROVISIONS** | | | | | | | | | | | | | |
| I.T. & Systems Equipment Provision | **12,058.00** | | | | -4,234.25 | | **7,823.75** | 2,700 | | | | | 10,524 |
| Gateway Building Provision | **25,000.00** | | | | | | **25,000.00** | | -9,100 | | | | 15,900 |
| Gateway Square Maintenance | **0.00** | | | 1,725.00 | -250.00 | | **1,475.00** | 1,455 | | | | | 2,930 |
| Cemetery Provision | **27,032.72** | | | | -29,334.51 | 17,973.62 | **15,671.83** | | | | | | 15,672 |
| Buildings Repair Provision | **38,503.97** | | | | | | **38,503.97** | 5,500 | | | | | 44,004 |
| Elections Provision | **10,000.00** | | | | | | **10,000.00** | 5,000 | | | | | 15,000 |
| Vehicle & Machinery Renewal Provision | **31,721.10** | | -5,750 | | -1,050 | | **24,921.10** | 21,250 | | | | | 46,171 |
| Play Equipment Provision | **22,752.18** | | | | | | **22,752.18** | 10,000 | | | | | 32,752 |
| Memorials Provision | **0.00** | | | | | | **0.00** | | | | | | 0 |
| Christmas Lights Provision | **4,282.50** | | | | | | **4,282.50** | | -4,283 | | | | -1 |
| Carvers Clubhouse Equipment Provision | **4,022.49** | | | | | | **4,022.49** | 1,000 | -1,000 | | | | 4,022 |
| Ringwood Events Reserve | **17,833.12** | | -8,004.50 | | | | **9,828.62** | | -5,663 | | | | 4,166 |
| Memorial Lantern | **0.00** | | | | | | **0.00** | | | | | | 0 |
| Carvers Grounds Dev Provision | **175.20** | | | | | | **175.20** | | | | | | 175 |
| Carvers Sheds feasibility | **0.00** | | | | | | **0.00** | | | | | 10,000 | 10,000 |
| Infrastructure & Open Spaces | **18,370.77** | | | | | | **18,370.77** | 3,000 | | | | | 21,371 |
| Open Space Security Measures | **1,406.04** | | | | | | **1,406.04** | | | | | | 1,406 |
| Neighbourhood Plan | **3,383.07** | | | | | | **3,383.07** | | | | | | 3,383 |
| Football development Project | **0.00** | | | | | | **0.00** | | | | | | 0 |
| Budget Underspends retained for use in following year | **5,500.00** | | -5,500.00 | | | | **0.00** | | | | | | 0 |
| Speedwatch | **1,650.00** | | | 50.00 | -214.75 | | **1,485.25** | | | | | | 1,485 |
| Flowerbeds | **0.00** | | | | | | **0.00** | | | | | | 0 |
| **Total Provisions** | **223,691.16** | **0.00** | **-19,254.50** | **1,775.00** | **-35,083.51** | **17,973.62** | **189,101.77** | **49,905.00** | **-20,045.50** | **0.00** | **0.00** | **10,000.00** | **228,961.27** |
| **RESERVES** | | | | | | | | | | | | | |
| **Earmarked Reserves:** | | | | | | | | | | | | | |
| Crow Stream Maintenance | **12,960.46** | | | | | | **12,960.46** | | -1,000 | | | | 11,960 |
| Cemetery Maintenance | **40.00** | | | | | | **40.00** | | -40 | | | | 0 |
| Dev Cons(CIL) | **21,603.73** | | | 11,109.86 | -1,383.00 | -16,330.59 | **15,000.00** | | | | | | 15,000 |
| Capital Receipts | **18,942.34** | | | | | | **18,942.34** | | | | | -10,000 | 8,942 |
| Grants Unapplied | **2,083.11** | | | 44,937.33 | -14,104.00 | -1,643.03 | **31,273.41** | | -13,158 | | 19,508 | | 37,623 |
| Loans Unapplied | **0.00** | | | | | | **0.00** | | | | | | 0 |
| Grounds Maintenance contract fees in advance (Ellingham PC) | **1,576.00** | | | | | | **1,576.00** | | -1,576 | | | | 0 |
| **Total Earmarked Reserves and Provisions** | **280,896.80** | **0.00** | **-19,254.50** | **57,822.19** | **-50,570.51** | **0.00** | **268,893.98** | **49,905.00** | **-35,819.50** | **0.00** | **19,508.00** | **0.00** | **302,487.48** |
| **General Reserve - Budget Under/Overspend** | **329,751.43** | | | | | | **329,751.43** | **15,000** | | | | | **344,751** |
| **Key & Rent Deposits - Allotments** | **20,382.99** | | | | **-34.00** | | **20,348.99** | | | | | | 20,349 |
| **Total Reserves & Customer Deposits** | **631,031.22** | **0.00** | **-19,254.50** | **57,822.19** | **-50,604.51** | **0.00** | **618,994** | **64,905** | **-35,820** | **0** | **19,508** | **0** | **667,588** |
| | | | Total trans to and from reserves | | | -12,037 | | | | -35,819.50 | | | 667,588 |

# Paid Expenditure Transactions

Start of year 01/04/26 A

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

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

# Paid Expenditure Transactions

Start of year 01/04/26 A

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

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

# Paid Expenditure Transactions



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

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | | Heading |
|---|---|---|---|---|---|---|---|---|---|---|
| DD | 15/09/26 | 6997 | | £475.73 | £79.29 | £396.44 | RLOS | Grist Environemental Ltd | August 2026 | 3200/2/8 |
| BP | 16/09/26 | 6970 | | £9,939.40 | £0.00 | £9,939.40 | P&F | Hampshire County Council | August 2026 Payroll - Pension | 2600/1/3 |
| FPI | 16/09/26 | 7027 | | £204.60 | £34.10 | £170.50 | P&F | Brightwater | Fees 15/09/26 - 14/10/26 | 2400/19 |
| DD | 16/09/26 | 7035 | | £55.14 | £9.19 | £45.95 | RLOS | 3G | August 2026 | 3000/1/6 |
| DD | 17/09/26 | 6998 | | £42.71 | £2.03 | £40.68 | RLOS | Edf | Cemetery August 2026 | 3200/1/1 |
| DD | 18/09/26 | 7000 | | £409.08 | £68.18 | £340.90 | P&F | Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach | September 2026 Calls | 2000/1/11 |
| DD | 21/09/26 | 6927 | | £1,204.46 | £57.35 | £1,147.11 | RLOS | Edf | Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26 | 3000/1/1 |
| BP | 21/09/26 | 6969 | | £10,742.08 | £0.00 | £10,742.08 | P&F | Inland Revenue | August 2026 Payroll Tax/NI | 2600/1/2 |
| DD | 21/09/26 | 7024 | | -£1,204.46 | -£57.35 | -£1,147.11 | RLOS | Edf | Contra (part payment) for tn 6927, Balance due, tn 6816 - Sports Pavilion 28/08/25 - 01/06/26 | 3000/1/1 |
| DD | 21/09/26 | 7025 | | £110.74 | £5.27 | £105.47 | RLOS | Edf | Part payment , tn 6927 - Part payment of Inv005, Balance due, tn 6816 - Sports Pavilion 28/08/25 - 0 | 3000/1/1 |
| DD | 21/09/26 | 7036 | | £110.74 | £5.27 | £105.47 | RLOS | Edf | Sports Pavilion 01/07/26 - 01/09/26 Ongoing consumption | 3000/1/1 |
| 3366 | 22/09/26 | 6959 | RTC807082 | £105.60 | £17.60 | £88.00 | RLOS | Time2Display | 800th Market Charter 100 x programme - origibal copy INV 706483- had and error and had to re print a further 100 inv 706597 | 3100/9 |
| 3367 | 22/09/26 | 6960 | RTC807083 | £105.60 | £17.60 | £88.00 | RLOS | Time2Display | 800th Market Charter 100 x programme 1st copy had an error and had to re print a further 100 = inv 706597 | 3100/9 |
| | | 6961/1 | | £57.00 | £9.50 | £47.50 | P&F | Letters & Logos Ltd | Update to the Mayor's board at Ringwood Gateway | 2200/1/5 |
| 3358 | 22/09/26 | 6961 | RTC807044 | £57.00 | £9.50 | £47.50 | | Letters & Logos Ltd | To supply and fit black cut vinyl lettering for the Mayors board at Ringwood TC offices to add ‘2026’ after ‘Cllr R Frederick 2024 - ' entry to add on the line below 'Cllr Mrs M DeBoos 2026 - ' | 2200/1/5 |
| 3360 | 22/09/26 | 6976 | RTC807095 | £314.23 | £52.37 | £261.86 | RLOS | New Forest Ice Cream | Clubhouse house food order for resale | 3802/3/1 |
| 3361 | 22/09/26 | 6989 | RTC807100 | £32.87 | £5.48 | £27.39 | RLOS | England Garden Machinery | New Strimmer Head for the electric STIHL strimmer | 3000/3/1 |
| | | 6992/1 | | £27.48 | £4.58 | £22.90 | RLOS | Hampshire County Council | 816551 Hand towels - for cemetery | 3000/1/2 |

# Paid Expenditure Transactions

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



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

# Paid Expenditure Transactions

Start of year 01/04/26 A

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

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | | Heading |
|---|---|---|---|---|---|---|---|---|---|---|
| 3363 | 22/09/26 | 7008 | RTC807113 | £337.95 | £56.33 | £281.62 | RLOS | England Garden Machinery | Job Story for service work on JD X940<br><br>Discharge chute. Replace broken parts. Asses failure &<br>order parts. Some of which had a very long lead time, so contingency<br>was to utilise available parts in the short term.<br>Effect repair to keep machine safe and functional.<br>When correct parts arrived ; fit, run & test<br>Apply tyre seal to punctures wheel<br><br>Parts<br>OKO Tyre seal,<br><br>Parts<br><br>JD Deck discharge deflector<br><br>Lightning load strimmer head, | 3000/3/2 |
| 3364 | 22/09/26 | 7028 | RTC807120 | £60.00 | £0.00 | £60.00 | P&F | Nicola Vodden | Contribution to glasses for DSE use | 2310/3 |
| 3365 | 22/09/26 | 7032 | RTC807132 | £237.60 | £39.60 | £198.00 | RLOS | Taste Vending Ltd | Coffee machine service inv 77110 - Delayed invoice approval due to servicing carried out with repairs - Repairs and future agreement with a set amount now agreed.<br>Repairs carried out :<br>miscellaneous parts - stopper, clips, valves coffee filter unit<br>red shoot cannister | 3802/1/1 |
| DD | 24/09/26 | 7029 | | £98.20 | £16.37 | £81.83 | PT&E | SSE Southern Electric | Carvers Street Lighting AGR5563405 August 2026 | 4000/1/2 |
| BP | 25/09/26 | 7058 | | £10.00 | £0.00 | £10.00 | P&F | Lloyds Bank | Bank Charges - September 2026 | 2000/1/18 |
| BP | 25/09/26 | 7059 | | £2,250.57 | £0.00 | £2,250.57 | P&F | Salaries | September 2026 - HS | 2600/1/1 |
| BP | 25/09/26 | 7060 | | £60.00 | £0.00 | £60.00 | P&F | Salaries | September 2026 - LT | 2600/1/1 |
| BP | 25/09/26 | 7061 | | £35,303.76 | £0.00 | £35,303.76 | P&F | Salaries | September 2026 | 2600/1/1 |
| | | 7081/1 | | £24.50 | £0.00 | £24.50 | Counc | Ringwood Town Council | Milk tea bags etc | 10000 |
| | | 7081/2 | | £14.48 | £2.41 | £12.07 | Counc | Ringwood Town Council | Trousers for groundsman | 10000 |

# Paid Expenditure Transactions

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



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

# Paid Expenditure Transactions

Start of year 01/04/26 A

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

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | | Heading |
|---|---|---|---|---|---|---|---|---|---|---|
| 3374 | 28/09/26 | 7019 | RTC807117 | £2,503.51 | £417.25 | £2,086.26 | RLOS | Northover Energy | white diesel for council vehicles and machinery | 3000/1/10 |
| | | | | | | | | | 1000l at 1.74 plus vat | |
| | | | | | | | | | diesel delievered to site at Ringwood Cemetery | |
| DD | 28/09/26 | 7033 | | £30.18 | £1.44 | £28.74 | P&F | SSE Southern Electric | Market Place AGR5563411 August 2026 | 2000/1/1 |
| Lloyds CC Sep 26 2 | 28/09/26 | 7034 | | £19.03 | £0.00 | £19.03 | P&F | When I Work | September 2026 | 2000/1/16 |
| 3376 | 28/09/26 | 7040 | RTC806993 | £600.00 | £100.00 | £500.00 | PT&E | Daniel Shutler | Crow Stream Annual Flail - From the Elm Tree south to Sandford Copse - by end August 2026<br>Trim top bank on roadside<br>Trim internal stream bank on roadside and far side<br>Trim hedge on far side | 4000/1/7 |
| 3375 | 28/09/26 | 7046 | RTC807139 | £118.09 | £0.00 | £118.09 | RLOS | Chris Wilkins | consultancy on football project | 3350/10 |
| 3378 | 28/09/26 | 7048 | RTC807138 | £2,520.00 | £420.00 | £2,100.00 | P&F | BDO LLP | External Audit Year End 31.03.26 | 2000/1/19 |
| 3369 | 28/09/26 | 7049 | RTC807140 | £1,119.60 | £186.60 | £933.00 | Grant | Cloudy Group | firewall, network swtitch, new extender and set up for broadband at cemetery<br>to be funded from IT and infrastructure reserve | 20000 |
| 3371 | 28/09/26 | 7050 | RTC807142 | £1,275.30 | £212.55 | £1,062.75 | Grant | Cloudy Group | firewall, network switch, net extender and set up for broadband at Carvers Clubhouse<br>to be funded from IT and infrastructure reserve<br>INV-D-13092 | 20000 |
| 3370 | 28/09/26 | 7051 | RTC807141 | £2,686.20 | £447.70 | £2,238.50 | Grant | Cloudy Group | firewall, network swtitch, net extender and set up for broadband at Gateway<br>to be funded from IT and infrastructure reserve | 20000 |
| | | | | | | | | | INV-D-13094 | |
| 3368 | 28/09/26 | 7054 | | £496.66 | £0.00 | £496.66 | P&F | Salaries | Underpayment CK | 2600/1/1 |
| Lloyds CC Sep 26 9 | 28/09/26 | 7087 | | £160.09 | £1.14 | £158.95 | Grant | Ebay | Spped Gun - replacement for that bought under order 807047 | 20000 |
| | | 7053/1 | | £37.80 | £6.30 | £31.50 | RLOS | Utility Warehouse | Phone & Broadband | 3000/1/6 |
| | | 7053/2 | | £2.40 | £0.40 | £2.00 | RLOS | Utility Warehouse | Club | 3200/1/1 |

# Paid Expenditure Transactions

Start of year 01/04/26 A

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

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

A

**POLICY AND FINANCE COMMITTEE 21st October 2026**

**ACCOUNT BALANCES & TRANSFERS - 18.11.26**

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

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

Notes:

1 **Imprest Account 1.10.26 - 31.10.26**

| | £ |
|---|---|
| Balance in Imprest A/c 01.10.26 | 49,566 |
| Payroll, Pension & PAYE/NI Due Oct 26 | -60,000 |
| Supplier Payments Plus Committed Orders | -59,920 |
| Precept Received 1.10.26 | 370,421 |
| Tranfer to CCLA | -300,000 |
| Other Scheduled Income During Oct 26 | 70,503 |
| Est Balance in Imprest A/c 31.10.26 | 70,570 |

**Imprest Account 01.11.26 - 18.11.26**

| | |
|---|---|
| Pension Due 15.11.26 | -11,000 |
| PAYE/NI Due 18.11.26 | -14,000 |
| PWLB Loan Due 1.11.26 | -5,375 |
| Supplier Payments/DD | -11,311 |
| Est Balance in Imprest A/c 18.11.26 | 28,884 |

2 **Investment Maturity**

No investments due to mature

3 The bank accounts were reconciled at 30th September 2026

**Proposed Transfer Authorised By:-** _____ _____

**Date** _____ _____

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

Ringwood
Town Council

**COMMITTEE REPORT**

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

**Decision Summary**

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

## 1. Introduction and reason for report

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

## 2. Background Information

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

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

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

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

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

## 3. Financial Implications

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

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

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

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

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

## 4. Issues for Decision and Recommendations

**4.1** Members are asked to:

a) consider whether to apply the 3.3% increase in Members' Allowances recommended by New Forest District Council;

b) should the 3.3% increase be applied, approve the RFO's recommendation that the annual Members' Allowance be set at £930, equivalent to £77.50 per month; and

c) determine the effective date of the revised allowance, including whether it should be backdated to 1 April 2026.

C

Ringwood
Town Council

# COMMITTEE REPORT

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

## Decision Summary

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

### 1. Introduction and reason for report

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

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

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

### 2. Background Information

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

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

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

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

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

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

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

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

## 3. Financial Implications

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

## 4. Issues for Decision and Recommendations

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

D

# Ringwood Town Council
# Millennium Clock Task and Finish Group

## Minutes from meeting held 9 October 2026

Meeting held via Microsoft Teams at 2.00pm.

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

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

Absent: Cllr Michael Thierry.

## 1. Membership, co-option and appointment of Chair

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

## 2. Constitution and Terms of Reference

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

## 3. Millennium Clock – factual background

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

## 4. Issues for consideration and next steps

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

**Technical condition and reliability**

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

**Alternative mechanisms**

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

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

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

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

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

**Action log:**

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

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

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

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

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

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

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

E

Ringwood
Town Council

# COMMITTEE REPORT

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

## Decision Summary

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

### Introduction and reason for report

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

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

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

### Background Information

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

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

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

## Priorities for members to consider

### Communication and engagement

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

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

### Supporting service delivery and staff capacity

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

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

### Gateway Information Service

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

### Governance and councillor development

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

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

### Support for local voluntary organisations

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

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

### Preparing the next strategy

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

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

### Possible wording within the existing strategy

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

#### 2027–28

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

#### 2028–29

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

### Financial Implications

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

### Issues for Decision and Recommendations

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

F

**Policy and Finance Committee**
**Project Oversight Report**

**1. Introduction and reason for report**

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a sepa

**2. Background**

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

**3. Scope of report**

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

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

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

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

**4. Recommendation** Members are asked to note the contents of this report.

For further information, please contact:
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