MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 22nd October 2025 at 7.00pm

PRESENT:	Cllr Mary DeBoos (Chair) Cllr Andy Briers Cllr Luke Dadford Cllr Philip Day Cllr Gareth DeBoos Cllr Janet Georgiou Cllr James Swyer Cllr Michael Thierry Cllr Glenys Turner
IN ATTENDANCE:	Charmaine Bennett, Town Clerk Nicola Vodden, Office Manager
ABSENT:	Cllr Rae Frederick Cllr John Haywood Cllr Peter Kelleher

F/6472
PUBLIC PARTICIPATION

There were no members of the public present.

F/6473
APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Frederick, Haywood and Kelleher.

F/6474
DECLARATIONS OF INTEREST

There were none.

F/6475
MINUTES OF THE PREVIOUS MEETINGS

RESOLVED: That the minutes of the meetings held on 17th September 2025 having been circulated, be approved and signed by the Chair as a correct record.

F/6476
FINANCIAL REPORTS

Members considered the financial reports presented as *Annex A* and the Town Clerk provided additional detail on several transactions made in September. These included:-

5888 – Final payment for graffiti wall
5956 – 50% cost for move to new IT provider, set up and migration to Sharepoint
5957 & 5958 – Two ride-on mowers as programmed into the replacement plan (plus trade-in)
5961 – Annual fee to close footpath between the two gates for the fireworks event
5962 – Increased security measures
5965 – Renewal of first aid certificates for 12 members of staff
5968 – Fees for membership of HALC and NALC

5969 – Fee for NFDC to remove waste. The cost for this service will increase from April 2026. Other options will be considered and there will be a report to committee when the new Grounds Manager is in post.
5983 – Payment for hardware to replace 2019 laptops at end of life and to coincide with new provider.

In relation to the bank reconciliations, Cllr M DeBoos had been unable to verify and sign as they were not quite ready to be checked due to staff changes. This quarterly check was deferred to the next meeting.

It was noted that the second instalment of the precept had been received. The required transfer between accounts of £90,000 was approved, as requested.

With regard to budget monitoring, the financial report circulated with the agenda was super seeded by additional documents tabled at the meeting. This enabled a comparison with the same period (1st Apr – 30th Sept) last year. In addition, a comparison of 'actual employee costs to date' to 'budget' was provided.

In relation to income, 64% of income had already been received, but this includes the precept (100). Due to timings, events income (310) will catch up with the firework and Christmas events planned for the next quarter. Cemetery income (320) has recovered on last year and Carvers income (380) is greater than expected at this point in the year. Revenue income (200) is less than budget mostly due to loss of rental income from 92 Southampton Road, whilst it was being refurbished.

There are gaps in the corresponding expenditure budgets due to allocations which are not due to be spent yet. Employment costs are running at 43% of the staffing budget compared to 47% for last year. It was noted that the allocation for grants was considerably less than in previous years and a request for this to be reviewed, so the council is able to support organisations in the town. The Town Clerk was asked to provide details, in due course, for variations on expenditure accounts Other (2400) and Wages Control Account (2600).

In summary, income and expenditure is tracking reasonably comfortably within budgets.

There were no changes to report on the CIL report this month.

RESOLVED: 1) That the list of payments made from the Imprest Account for September be received and authorised;
2) To note Cllr M DeBoos' verification and signing of bank reconciliations and statements for September is deferred until the next meeting;
3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
4) That the revised report on budget monitoring be accepted; and
5) That the report and levels of CIL reserves be noted.

ACTION	**C Bennett**

F/6477
EXTERNAL AUDIT 2024/25

Members considered the external audit report (*Annex B*) and noted the three observations made, along with the Town Clerk's responses. She confirmed that the level of the General Reserve will be considered when budget discussions for 2026/27 commence, although it was noted that anticipated expenditure is carefully provisioned for in earmarked reserves.

The report reassures members that they have no reason to be concerned and the comments were noted, but are no reflection on how the council operates and officers are to be congratulated on the excellent audit report. Thanks were also extended to the former Finance Manager, who had since retired.

RECOMMENDED:

1) That the conclusions of the external auditor be received and noted, along with the Town Clerk's responses to the observations made; and
2) The notice of conclusion of audit published on 30th September 2025 be noted.

ACTION	**C Bennett**

F/6478
RESERVES POLICY

Members reviewed the Council's reserves policy (*Annex C*), which included the balances at 1st April 2025 and revised comments on the management plan. This will feed into the budget making process, when updated balances will be available.

RESOLVED: That the Reserves Policy and management plan be noted.

ACTION	**C Bennett**

F/6479
RINGWOOD TOWN COUNCIL STRATEGY 2026-29

Members considered the Town Clerk's report and the draft Strategic Plan (*Annex D*). It was agreed that the strategy should make reference to good practice in terms of financial controls and it be amended accordingly.

RESOLVED: That the Strategic Plan 2026-29 be amended in readiness for presentation at the next Council meeting.

ACTION	**C Bennett**

Agenda item 10 was moved to the end of the agenda as members indicated matters may be raised in the course of discussions, about the broader position with the project.

F/6480
CIVIC DAYS

Members considered the report (*Annex E*) and a discussion followed.

RESOLVED: 1) That there be no Civic Day in Ringwood; and
2) That the Mayor and Deputy Mayor retain their discretion to accept or decline invitations to such events.

ACTION	**C Bennett**

F/6481
PROJECTS (current and proposed)

Office IT overhaul – The Town Clerk updated members on recent IT changes, which include the transfer of data to a cloud setting and a refresh of hardware in the office. This solution improves security and gives better assurance against cyber-attacks. She highlighted risks associated with logging on from countries outside of the UK and measures in place to reduce the risks from impersonation. She asked that councillors notify officers should they be intending to log on from a different country and warned about the impact on security from forwarding council emails to and from personal email addresses.

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

F/6482
COMMUNICATIONS

No matters were raised under this item.

F/6483
EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Confidential minutes – Annex G*).

F/6484
RINGWOOD COMMUNITY HUB SECURITY BARRIER AND BOLLARDS

The Town Clerk's report (*Annex H*) and request for contribution to costs was considered.

RESOLVED: 1) That a contribution towards the costs of the proposed works be agreed; and
2) That the balance of the cost be met through the grounds management budgets.

ACTION	**C Bennett**

There being no further business, the Chairman closed the meeting at 8:14pm.

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

RECEIVED 29th October 2025	APPROVED 19th November 2025
TOWN MAYOR	COMMITTEE CHAIRMAN

A

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

22nd October 2025

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
DD	01/09/25	5944		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse September 2025	3802/1/6
DD	01/09/25	5945		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery September 2025	3200/1/5
NFDC Aug 25	01/09/25	5987		£14.09	£0.00	£14.09	P&F	New Forest District Council	NFDC Tfr August 2025 Credit card charges	2000/1/18
NFDC Aug 25	01/09/25	5988		£63.10	£0.20	£62.90	RLOS	New Forest District Council	NFDC August 25 11/08/25 Purchases for resale	3802/3/1
NFDC Aug 25	01/09/25	5989		£31.87	£0.00	£31.87	RLOS	New Forest District Council	NFDC August 2025 04/08/25 Purchases for resale	3802/3/1
NFDC Aug 25	01/09/25	5990		£37.70	£0.00	£37.70	RLOS	New Forest District Council	NFDC August 2025 18/08/25 Purchases for resale	3802/3/1
NFDC Aug 25	01/09/25	5991		£54.87	£1.20	£53.67	RLOS	New Forest District Council	NFDC August 2025 29/07/25 Purchases for resale	3802/3/1
2659	02/09/25	5888		£1,680.00	£280.00	£1,400.00	RLOS	MBN Arts Ltd	Final 50% payment re Order 806469 (linked)	3802/2/4
		5889/1		£333.33	£55.55	£277.78	RLOS	Ringwood Motor Company Ltd	FULL SERVICE VW CADDY WR08WWJ	3000/3/2
2660	02/09/25	5889	RTC806498	£333.33	£55.55	£277.78		Ringwood Motor Company Ltd	full service on vw caddy WR08WWJ	3000/3/2
		5890/1		£90.00	£15.00	£75.00	RLOS	Ringwood Pest Control	treat wasp nest at UK allotment	3000/2/13
2661	02/09/25	5890	RTC806515	£90.00	£15.00	£75.00		Ringwood Pest Control	treat wasp nest at UK alloment	3000/2/13
		5891/1		£90.00	£15.00	£75.00	RLOS	Ringwood Pest Control	Treat wasp nest at Crow allotment	3000/2/13
2662	02/09/25	5891	RTC806520	£90.00	£15.00	£75.00		Ringwood Pest Control	Treat wasp nest at Crow alloment site	3000/2/13
		5892/1		£190.00	£0.00	£190.00	RLOS	RMS Waste Disposal Ltd	cemetery sewerage empty	3200/1/3
2663	02/09/25	5892	RTC806508	£190.00	£0.00	£190.00		RMS Waste Disposal Ltd	cemetery sewerage empty	3200/1/3
2664	02/09/25	5893		£8.83	£1.47	£7.36	RLOS	Itec	Carvers Clubhouse	3802/2/2
DD	05/09/25	5992		£36.35	£6.06	£30.29	RLOS	Sky Business	05/09/25 - 04/10/25	3802/2/5
		5915/1		£230.48	£38.41	£192.07	RLOS	New Forest Ice Cream	food for resale	3802/3/1
2665	08/09/25	5915	RTC806432	£230.48	£38.41	£192.07		New Forest Ice Cream	food for resale	3802/3/1
		5916/1		£453.45	£75.58	£377.87	RLOS	New Forest Ice Cream	food for resale	3802/3/1
2666	08/09/25	5916	RTC806531	£453.45	£75.58	£377.87		New Forest Ice Cream	food for resale inv 83340	3802/3/1
		5917/1		£436.23	£72.70	£363.53	RLOS	New Forest Ice Cream	Ice cream for café	3802/3/1
2667	08/09/25	5917	RTC806488	£436.23	£72.70	£363.53		New Forest Ice Cream	Ice cream for café	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
		5918/1		£388.54	£64.76	£323.78	RLOS	New Forest Ice Cream	Food for resale	3802/3/1
2669	08/09/25	5918	RTC806529	£388.54	£64.76	£323.78		New Forest Ice Cream	Ice cream for resale, inv 85587	3802/3/1
		5919/1		£308.89	£51.48	£257.41	RLOS	New Forest Ice Cream	food for resale	3802/3/1
2669	08/09/25	5919	RTC806530	£308.89	£51.48	£257.41		New Forest Ice Cream	food for resale inv 86813	3802/3/1
2670	08/09/25	5920	RTC806537	£200.00	£0.00	£200.00	RLOS	Urban Displays	Skate jam - balance of payment	3802/2/1
		5921/1		£149.30	£24.88	£124.42	P&F	Letters & Logos Ltd	5x magnetic vehicle signs	2000/1/17
2671	08/09/25	5921	RTC806525	£149.30	£24.88	£124.42		Letters & Logos Ltd	Vehicle signage - for RTC van and truck	2000/1/17
DD	08/09/25	5984		£129.37	£6.16	£123.21	RLOS	Yu Energy	August 2025	3802/1/3
DD	09/09/25	5985		£364.86	£60.81	£304.05	P&F	Siemens	07/09/25 - 05/12/25	2000/1/9
		5956/1		£4,119.00	£686.50	£3,432.50	P&F	Cloudy Group	ICT review ahead of migration	2000/1/15
2681	10/09/25	5956	RTC806549	£4,119.00	£686.50	£3,432.50		Cloudy Group	Architecture, scoping and review of current IT set up (50% of total), replaces previsouly raised order	2000/1/15
DD	10/09/25	5986		£7.20	£1.20	£6.00	RLOS	UK Fuels Ltd	Annual Charge	3000/1/10
2672	15/09/25	5946	RTC806556	£540.00	£0.00	£540.00	RLOS	Sarah-Jane Toroca	7ft x 4ft pool table and accessories	3802/2/7
BP	16/09/25	5967		£11,980.56	£0.00	£11,980.56	P&F	Hampshire County Council	Pension August 2025	2600/1/3
DD	16/09/25	5993		£45.14	£7.52	£37.62	RLOS	3G	August 2025	3000/1/6
DD	16/09/25	5994		£57.86	£2.76	£55.10	RLOS	Edf	Sports Pavilion August 2025	3000/1/1
		5948/1		£183.20	£0.00	£183.20	P&F	Riley Dunn & Wilson Ltd	Binding of minutes	2200/1/5
		5948/2		£43.20	£7.20	£36.00	P&F	Riley Dunn & Wilson Ltd	Courier	2200/1/5
2673	17/09/25	5948	RTC806519	£226.40	£7.20	£219.20		Riley Dunn & Wilson Ltd	Binding of Council minutes 4 volumes @ £48.50 = £194 (no VAT) Courier £18 x 2 = £36 (plus VAT)	2200/1/5
		5949/1		£149.99	£25.00	£124.99	RLOS	screwfix	titan water pump	3000/3/3
2674	17/09/25	5949	RTC806524	£149.99	£25.00	£124.99		screwfix	Titan 3.70hp Petrol Clean Water Pump	3000/3/3
		5950/1		£261.96	£43.66	£218.30	RLOS	Peter Noble Ltd	replace faulty hand brake switch	3000/3/2
2675	17/09/25	5950	RTC806548	£261.96	£43.66	£218.30		Peter Noble Ltd	replace faulty handbrake switch on john deere 5085 tractor	3000/3/2
2676	17/09/25	5951		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/08/25 - 14/09/25	3802/3/1
2677	17/09/25	5952		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/09/25 - 15/10/25	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
		5953/1		£90.00	£15.00	£75.00	RLOS	Insight Security & Facilities Ltd	Out buildings	3000/2/1
		5953/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Carvers Clubhouse	3802/1/1
2678	17/09/25	5953		£108.00	£18.00	£90.00		Insight Security & Facilities Ltd	June 2025	3000/2/1
2679	17/09/25	5954		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	August 2025	3000/2/1
		5955/1		£90.00	£15.00	£75.00	RLOS	Book My Course Ltd	manual handling course for grounds operative	3002/1
2680	17/09/25	5955	RTC806325	£90.00	£15.00	£75.00		Book My Course Ltd	manual handling course	3002/1
DD	17/09/25	5995		£40.96	£1.95	£39.01	RLOS	Edf	Cemetery August 2025	3200/1/1
FPI	17/09/25	5996		£204.60	£34.10	£170.50	P&F	Brightwater	Fees 15/09/25 - 14/10/25	2400/19
		5957/1		£22,140.00	£3,690.00	£18,450.00	RLOS	Hunt Forest Group	john deere 1570	3000/3/3
		5957/2		£7,500.00	£1,250.00	£6,250.00	RLOS	Hunt Forest Group	trimax fx 155	3000/3/3
		5957/3		£816.00	£136.00	£680.00	RLOS	Hunt Forest Group	HME carry basket	3000/3/3
2682	18/09/25	5957	RTC806406	£30,456.00	£5,076.00	£25,380.00		Hunt Forest Group	replacement front deck ride-on mower cost £34,380 kubota f3890 sold for £9000 in part exchange	3000/3/3
		5958/1		£13,740.00	£2,290.00	£11,450.00	RLOS	Hunt Forest Group	john deere X940	3000/3/3
2683	18/09/25	5958	RTC806407	£13,740.00	£2,290.00	£11,450.00		Hunt Forest Group	replacement ride-on mower cost £15,950 with john deere X750 sold for £4,500 in part exchange	3000/3/3
		5959/1		£29.94	£4.99	£24.95	P&F	Fernhill Wholesale	Ringwood tote bags	2400/5/1
		5959/2		£16.25	£0.00	£16.25	P&F	Fernhill Wholesale	North maps	2400/5/1
		5959/3		£4.78	£0.80	£3.98	P&F	Fernhill Wholesale	Pony poo	2400/5/1
		5959/4		£41.92	£6.99	£34.93	P&F	Fernhill Wholesale	Tea towels	2400/5/1
2684	18/09/25	5959	RTC806481	£92.89	£12.78	£80.11		Fernhill Wholesale	Souvenirs for re-sale	2400/5/1
		5960/1		£150.00	£25.00	£125.00	P&F	Ringwood & Fordingbridge News	1/4 page advert in issue 907 - 17 September 2025	2000/1/17
2685	18/09/25	5960	RTC806546	£150.00	£25.00	£125.00		Ringwood & Fordingbridge News	Recruitment Advertising - Grounds Manager	2000/1/17
		5961/1		£852.50	£0.00	£852.50	RLOS	Hampshire County Council	temporary closure of footpath	3100/1

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
2686	18/09/25	5961	RTC806558	£852.50	£0.00	£852.50		Hampshire County Council	Admin fee - TC Ringwood FP, TEMPORARY CLOSURE - RINGWOOD FOOTPATH 6	3100/1
		5962/1		£404.64	£67.44	£337.20	RLOS	Peter Noble Ltd	fabricate metal padlock guards	3200/2/1
2687	18/09/25	5962	RTC806562	£404.64	£67.44	£337.20		Peter Noble Ltd	fabricate metal guards around padlocks (cemetery)	3200/2/1
		5963/1		£20.00	£0.00	£20.00	RLOS	Windowsmith Window Cleaner	May clean	3802/1/1
		5963/2		£20.00	£0.00	£20.00	RLOS	Windowsmith Window Cleaner	June clean	3802/1/1
2688	18/09/25	5963	RTC806400	£40.00	£0.00	£40.00		Windowsmith Window Cleaner	Window cleaning at Clubhouse	3802/1/1
		5964/1		£30.00	£0.00	£30.00	P&F	Windowsmith Window Cleaner	window cleaning 92 Southampton Rad - one off	2501/7
2688	18/09/25	5964	RTC806410	£30.00	£0.00	£30.00		Windowsmith Window Cleaner	Cleaning of external windows 92 Southampton Road prior to viewings for letting	2501/7
		5965/1		£426.00	£71.00	£355.00	P&F	New Forest First Aid Training	First Aid training (x5) - Groundsteam	2310/2
		5965/2		£340.80	£56.80	£284.00	RLOS	New Forest First Aid Training	First Aid training (x4) - Clubhouse	3002/1
		5965/3		£253.20	£42.20	£211.00	RLOS	New Forest First Aid Training	First Aid training (x3) - Office	3002/1
2689	18/09/25	5965	RTC806411	£1,020.00	£170.00	£850.00		New Forest First Aid Training	***NOTE TO CHECK BANK ACCOUNT DETAILS AS MAY HAVE CHANGE SINCE WE LAST USED THEM **** Group booking for Emergency First Aid at Work course at Ringwood Gateway on Tuesday 9th September 2025	2310/2
BP	19/09/25	5966		£12,749.93	£0.00	£12,749.93	P&F	Inland Revenue	August 2025	2600/1/2
DD	19/09/25	5982		£344.72	£57.45	£287.27	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2025 calls	2000/1/11
		5968/1		£1,100.00	£0.00	£1,100.00	P&F	Hampshire Association Of Local Councils	HALC affiliation fee	2000/1/16
		5968/2		£968.00	£0.00	£968.00	P&F	Hampshire Association Of Local Councils	NALC levy	2000/1/16
2690	23/09/25	5968	RTC806563	£2,068.00	£0.00	£2,068.00		Hampshire Association Of Local Councils	HALC affiliiation fee and NALC levy	2000/1/16
2691	23/09/25	5969		£670.33	£111.72	£558.61	RLOS	New Forest District Council	Dog bin emptying 01/10/25 - 31/03/26	3000/6/1

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
		5970/1		£171.50	£28.58	£142.92	RLOS	England Garden Machinery	5ltr cans aspen fuel	3000/1/10
2692	23/09/25	5970	RTC806567	£171.50	£28.58	£142.92		England Garden Machinery	aspen fuel for new petrol machinery	3000/1/10
		5971/1		£39.99	£0.00	£39.99	RLOS	screwfix	apache edmonton size 10 boot	3000/1/5
		5971/2		£42.99	£0.00	£42.99	RLOS	screwfix	site fortress size 11 boot	3000/1/5
		5971/3		£42.99	£0.00	£42.99	RLOS	screwfix	site fortress size 15 boot	3000/1/5
2693	23/09/25	5971	RTC806527	£125.97	£0.00	£125.97		screwfix	work boots for operatives apache edmonton size 10 boot fortress size 11 boot fortress size 15 boot	3000/1/5
		5972/1		£54.00	£9.00	£45.00	RLOS	SLCC Enterprises Ltd	training seminar	3100/1
2694	23/09/25	5972	RTC806505	£54.00	£9.00	£45.00		SLCC Enterprises Ltd	Training seminar	3100/1
2695	23/09/25	5973	RTC806582	£250.00	£0.00	£250.00	P&F	Helping Older People NF (HOPe)	Grant awarded P&F 17/09/25 - F/6464	2210/1
2696	23/09/25	5974	RTC806581	£250.00	£0.00	£250.00	P&F	SS Peter & Paul Parish Church	Grant awarded P&F 17/09/25 - F/6464	2210/1
2697	23/09/25	5975	RTC806580	£250.00	£0.00	£250.00	P&F	Forest Forge Theatre Group	Grant awarded P&F 17/09/25 - F/6464	2210/1
2698	23/09/25	5976	RTC806579	£100.00	£0.00	£100.00	P&F	Rotary Club of Ringwood	Grant awarded P&F 17/09/25 - F/6464	2210/1
2699	23/09/25	5977	RTC806578	£250.00	£0.00	£250.00	P&F	Ringwood Men's Shed	Grant awarded P&F 17/09/25 - F/6464	2210/1
BP	25/09/25	5980		£35,223.05	£0.00	£35,223.05	P&F	Salaries	September 2025	2600/1/1
		5983/1		£10,080.00	£1,680.00	£8,400.00	P&F	Cloudy Group	dell pro 16 (laptops)	2000/1/12
		5983/2		£2,838.00	£473.00	£2,365.00	P&F	Cloudy Group	Iiyama prolite 27inch dock displays	2000/1/12
		5983/3		£374.40	£62.40	£312.00	P&F	Cloudy Group	delivery costs	2000/1/12
2701	25/09/25	5983	RTC806586	£13,292.40	£2,215.40	£11,077.00		Cloudy Group	Hardware replacements for staff: laptops and docking stations	2000/1/12
PAY	26/09/25	5981		£11.53	£0.00	£11.53	P&F	Lloyds Bank	Bank Charges September 2025	2000/1/18
		5997/1		£49.00	£8.17	£40.83	P&F	Argos	Cookworks 700W Manual Microwave - White318/1854	2000/3/4
Lloyds CC Sep 25 1	29/09/25	5997	RTC806494	£49.00	£8.17	£40.83		Argos	Microwave oven - replacement - paid for NV credit card	2000/3/4
Lloyds CC Sep 25 2	29/09/25	5998	RTC806504	£15.20	£0.00	£15.20	P&F	Argos	Replacement toaster for kitchen - paid for on NV credit card	2000/3/4
		5999/1		£402.56	£44.89	£357.67	RLOS	Booker	café food sales - ordered 4/08	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC Sep 25 3	29/09/25	5999	RTC806571	£402.56	£44.89	£357.67		Booker	Café sales - ordered 4/08	3802/3/1
		6000/1		£187.94	£26.09	£161.85	RLOS	Booker	Café food sales ordered 07/08	3802/3/1
Lloyds CC Sep 25 4	29/09/25	6000	RTC806569	£187.94	£26.09	£161.85		Booker	Café food sales ordered 7/8/25 - edge access issue	3802/3/1
		6001/1		£293.10	£36.52	£256.58	RLOS	Booker	Café food sales - ordered 14/08	3802/3/1
Lloyds CC Sep 25 5	29/09/25	6001	RTC806572	£293.10	£36.52	£256.58		Booker	Café food sales ordered on 14/08	3802/3/1
Lloyds CC Sep 25 6	29/09/25	6002		£166.32	£27.72	£138.60	P&F	Microsoft	18/-7/25 - 17/08/25	2000/1/15
Lloyds CC Sep 25 7	29/09/25	6003		£247.20	£41.20	£206.00	P&F	Microsoft	18/07/25 - 17/08/25	2000/1/15
		6004/1		£6.84	£1.14	£5.70	P&F	Amazon	Elastic bands	2000/1/8
Lloyds CC Sep 25 8	29/09/25	6004	RTC806522	£6.84	£1.14	£5.70		Amazon	Rubber Bands No.16 Each 63x1.5mm Approx 2000	2000/1/8
Lloyds CC Sep 25 9	29/09/25	6005	RTC806521	£628.75	£88.67	£540.08	RLOS	Booker	Refreshments for café - paid for on NV credit card	3802/3/1
		6006/1		£205.22	£17.10	£188.12	RLOS	Booker	Café food sales - ordered 28/08	3802/3/1
Lloyds CC Sep 10	29/09/25	6006	RTC806573	£205.22	£17.10	£188.12		Booker	Café Sales - ordered 28/08	3802/3/1
		6007/1		£18.69	£3.12	£15.57	RLOS	Amazon	ergaoboy 1pcs 50m to 25mm hose reducer	3000/3/2
		6007/2		£25.89	£4.32	£21.57	RLOS	Amazon	meterxity clear plastic tube 50mm	3000/3/2
		6007/3		£29.95	£4.99	£24.96	RLOS	Amazon	medihands nitrile gloves XL	3000/1/5
		6007/4		£29.95	£4.99	£24.96	RLOS	Amazon	medihands nitrile gloves Medium	3000/1/5
Lloyds CC Sep 25 11	29/09/25	6007	RTC806526	£104.48	£17.42	£87.06		Amazon	ERGAOBOY 1 Pcs 50MM to 25MM Reducing Hose Barb Adapter METERXITY Clear Plastic Tubing, 1.97Inch(50mm)) MediHands Nitrile Gloves X Large MediHands Nitrile Gloves Medium	3000/3/2
Lloyds CC Sep 25 12	29/09/25	6008	RTC806518	£108.40	£0.00	£108.40	RLOS	Hampshire County Council	Christmas 2025 - Application for decorative lighting consent To be paid by Credit Card.	3100/2
Lloyds CC Sep 25 13	29/09/25	6009		£32.00	£0.00	£32.00	P&F	Lloyds Bank	Annual fee credit card	2000/1/18

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC Sep 25 16	29/09/25	6036	RTC806619	£105.54	£17.59	£87.95	RLOS	Skatehut	Skatejam items	3802/2/7
		6037/1		£13.49	£2.25	£11.24	RLOS	Amazon	tool kit 1 (£13.40 - £0.67 discount)	3802/2/7
		6037/2		£5.39	£0.90	£4.49	RLOS	Amazon	balloons	3802/2/7
		6037/3		£9.95	£1.66	£8.29	RLOS	Amazon	scooter grip tape red 3	3802/2/7
		6037/4		£9.99	£1.67	£8.32	RLOS	Amazon	medals 4 (£9.99 - £0.50 discount)	3802/2/7
		6037/5		£30.06	£5.01	£25.05	RLOS	Amazon	wheels 5	3802/2/7
		6037/6		£4.44	£0.74	£3.70	RLOS	Amazon	number medals	3802/2/7
		6037/7		£11.94	£1.99	£9.95	RLOS	Amazon	core stunt scooter grip tapes vibe 7 (£9.95 - £0.50 discount)	3802/2/7
		6037/8		£8.90	£1.48	£7.42	RLOS	Amazon	blunt scooter clamp 8	3802/2/7
		6037/9		£2.34	£0.39	£1.95	RLOS	Amazon	delievery charge 9	3802/2/7
		6037/10		£9.95	£1.66	£8.29	RLOS	Amazon	stunt gold grid 10	3802/2/7
Lloyds CC Sept 15	29/09/25	6037	RTC806618	£106.45	£17.75	£88.70		Amazon	skatejam	3802/2/7
		6038/1		£12.99	£2.17	£10.82	RLOS	Amazon	Thermometer	3802/2/2
		6038/2		£2.49	£0.00	£2.49	RLOS	Amazon	Shipping	3802/2/2
		6038/3		£2.99	£0.50	£2.49	RLOS	Amazon	Sharpener / eraser	3802/2/2
		6038/4		£2.50	£0.42	£2.08	RLOS	Amazon	Shipping	3802/2/2
Lloyds CC Sep 25 17	29/09/25	6038	RTC806620	£20.97	£3.09	£17.88		Amazon	Kitchen items	3802/2/2
		6039/1		£17.99	£0.00	£17.99	P&F	Amazon	calculator	2000/1/5
Lloyds CC Sep 25 18	29/09/25	6039	RTC806622	£17.99	£0.00	£17.99		Amazon	Calculator	2000/1/5
		5979/1		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		5979/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD	30/09/25	5979		£40.20	£6.70	£33.50		Utility Warehouse	Cemetery August 2025	3000/1/6
		6010/1		£50.75	£0.00	£50.75	Counc	Ringwood Town Council	Tea, Milk, TC Retirement refreshments	10000
		6010/2		£8.00	£1.33	£6.67	Counc	Ringwood Town Council	Leaving cards	10000
		6010/3		£20.99	£3.50	£17.49	Counc	Ringwood Town Council	Bulb	10000
		6010/4		£10.05	£0.00	£10.05	Counc	Ringwood Town Council	Cleaning Gateway	10000

Paid Expenditure Transactions

Start of year 01/04/25 A

paid between 01/09/25 and 30/09/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Petty Cash Sept 2025	30/09/25	6010		£89.79	£4.83	£84.96		Ringwood Town Council	Petty Cash September 2025	10000
Sum Up	30/09/25	6024		£46.72	£0.00	£46.72	RLOS	Sum Up	July 2025 Fees	3802/2/1
Sum Up	30/09/25	6025		£55.42	£0.00	£55.42	RLOS	Sum Up	August 2025 Fees	3802/2/1
Sum Up	30/09/25	6026		£49.16	£0.00	£49.16	RLOS	Sum Up	September 2025 Fees	3802/2/1
Total				£139,357.24	£12,070.34	£127,286.90				

Financial Budget Comparison

A

Updated information

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve Movements	Actual Net	Balance
INCOME					
Policy & Finance					
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£27,320.00	£0.00	£18,254.07	-£9,065.93
310	Events	£38,000.00	£0.00	£4,830.00	-£33,170.00
320	Cemetery Income	£27,609.00	£0.00	£17,623.81	-£9,985.19
330	Allotment Income	£7,380.00	£0.00	£265.28	-£7,114.72
350	Capital Income	£150,000.00	£0.00	£500.00	-£149,500.00
380	Carvers Clubhouse	£26,500.00	£0.00	£19,023.67	-£7,476.33
Total Recreation, Leisure & Open Spaces		£276,809.00	£0.00	£60,496.83	-£216,312.17
Planning, Town & Environment					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00	£0.00
Council					
100	Precept	£683,620.00	£0.00	£683,620.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£112.00	£112.00
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
200	Revenue Income	£168,786.00	£8,755.43	£88,863.66	-£88,677.77
Total Council		£852,406.00	£8,755.43	£772,595.66	-£88,565.77
Total Income		£1,130,315.00	£8,755.43	£834,192.49	-£304,877.94

Financial Budget Comparison

A

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

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

Updated information

		2025/26	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£138,083.00	£0.00	£70,903.97	£67,179.03
2100	Maintenance	£49,949.00	£0.00	£20,020.42	£29,928.58
2200	Democratic Process (members Costs)	£13,890.00	£0.00	£5,348.20	£8,541.80
2210	Grants	£2,000.00	£0.00	£1,100.00	£900.00
2300	Employee Costs- Allocated Office Staff	£125,270.00	£0.00	£51,179.33	£74,090.67
2310	Employee overhead Costs	£4,117.00	£0.00	£1,466.25	£2,650.75
2400	Other	£37,173.00	£0.00	£18,692.64	£18,480.36
2500	Capital Financing	£31,546.00	£0.00	£30,739.16	£806.84
2501	Capital	£29,932.00	£0.00	£7,805.00	£22,127.00
2600	Wages Control Account	£0.00	£0.00	£35,302.61	-£35,302.61
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
Total Policy & Finance		£431,960.00	£0.00	£242,557.58	£189,402.42
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£75,779.00	£128.64	£59,140.83	£16,766.81
3001	RL&OS -Employee Costs	£188,887.00	£0.00	£78,247.78	£110,639.22
3002	Employee Costs	£2,000.00	£0.00	£690.00	£1,310.00
3100	Events	£19,812.00	£0.00	£3,450.49	£16,361.51

Financial Budget Comparison

A

Updated information

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

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	£8,067.07	£9,538.93
3200	Cemetery	£9,948.00	£0.00	£4,067.53	£5,880.47
3201	Cemetery -Employee Costs	£60,275.00	£0.00	£24,931.85	£35,343.15
3300	Allotments	£2,575.00	£4,650.00	£5,331.16	£1,893.84
3301	Allotments -Employee Costs	£18,284.00	£0.00	£7,551.24	£10,732.76
3350	Capital Expenditure	£218,080.00	£0.00	£82,956.68	£135,123.32
3801	Youth Services Employee costs	£59,890.00	£0.00	£34,568.44	£25,321.56
3802	Carvers Clubhouse	£38,440.00	£1,515.00	£62,144.24	-£22,189.24
Total Recreation, Leisure & Open Spaces		£711,576.00	£6,293.64	£371,147.31	£346,722.33
Planning, Town & Environment					
4000	Planning, Town & Environment	£3,589.00	£1,095.82	£2,550.56	£2,134.26
4001	Employee Costs	£38,226.00	£0.00	£15,577.63	£22,648.37
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£41,815.00	£1,095.82	£18,128.19	£24,782.63
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.14	-£0.14
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
Total Council		£0.00	£0.00	£0.14	-£0.14
Total Expenditure		£1,185,351.00	£7,389.46	£631,833.22	£560,907.24

Financial Budget Comparison

A

Updated information

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve Movements	Actual Net	Balance
Total Income	£1,130,315.00	£8,755.43	£834,192.49	-£304,877.94
Total Expenditure	£1,185,351.00	£7,389.46	£631,833.22	£560,907.24
Total Net Balance	**-£55,036.00**		**£202,359.27**	

A

Updated information

Presented at Policy and Finance (tabled at meeting, item 5 part D)

Employee Pay Costs - Budget vs Actual Comparison (April to Sept 2024/2025 and 2025/2026)

Financial Year	Budget	Actual to end Sept	% Spent	Remaining
2025-2026	£508,438	£220,123	43%	£288,315
2024-2025	£486,315	£232,887	47%	£253,428

Summary: Employee costs are broadly in line with last year at mid-year point (43% vs 47% of budget).

Does not include 'on costs'

A

POLICY AND FINANCE COMMITTEE 22ND OCTOBER 2025

ACCOUNT BALANCES & TRANSFERS

Account Name	Predicted 30-Sep-25	Transfers during Sep-25	Actual at 30-Sep-25	Predicted Movement in October 2025	Predicted 31-Oct-25
	£	£	£	£	£
Imprest (Current) Account	39,651	104,909	26,731	*40,000*	66,731
Business Account	5,887	-5,000	5,922		5,922
Investment Account	405,000	100,000	405,000	*90,000*	495,000
Petty Cash - Imprest	164	91	110	*0*	110
Petty Cash - Carvers Clubhouse	50		50		50
VIC Change Float	0		0		0
Information Desk Float	75		75		75
TOTALS	**450,827**	200,000	**437,888**	**130,000**	**567,888**

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

Notes:

		£
1	**Imprest Account**	
	Anticipated net expenditure to end October	-50,000
	Anticipated transers out in October	90,000
	Anticipated transfers in during October	0
	Net anticipated movement on imprest account	**40,000**
2	**Investment Maturity**	
	No investments due to mature	
3	The bank accounts were reconciled at 30th September	
4	The former VIC Change Float has been set to zero following its amalgamation with the Petty Cash - Imprest	

A

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	NOTE: Requires a formal resolution
Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure in 2024/25 fully funded from alternative grants received) & F/6454 23 July 2025	£3,008.64	
Bus shelters - F/6423 21 May 2025	£1,095.82	
Poulner Lakes road upgrade - F/6423 21 May 2025	£15,000.00	
Upper Kingston fence - F/6423 21 May 2025	£4,650.00	
		-£33,754.46
Unallocated balance as at 16th October 2025		**£4,158.31**

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

B

REPORT TO POLICY & FINANCE COMMITTEE – 22nd October 2025

Notice of conclusion of audit 2024/25

1.1 The audit of the Council Finances for 2024/25 has now been concluded. The auditors, BDO LLP, concluded that:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

1.2 The auditors made three observations and the Town Clerk's comments are set out below each one.

1.2.1 "The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority's general reserves represent less than three months of expenditure."

The level of the general reserve will be considered when the budget discussions for 2026/27 commence.

1.2.2 "The AGAR was not accurately completed before submission for review:
- Box 10 was incorrect when initially submitted. The AGAR was returned for amendment and has been corrected.
- Question 11a and 11b was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered Yes and Yes."

No action.

1.2.3 "The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide. Best practise requires the council obtaining a Letter of engagement that would include setting out the scope of work to be performed. In the absence of which the current scope of work schedule should be updated to ensure the council is aware of the scope of the work undertaken to address the risks of the council."

Members will be invited to consider the independence of the internal auditor who will be appointed early in 2026.

1.3 The external auditor’s certificate is appended along with the notice of conclusion of audit which was published on 30th September.

2 RECOMMENDATION

It is **recommended to Council** that: -

2.1 The conclusions of the external auditor be received and noted along with the Town Clerk’s responses to the observations made.

2.2 The notice of conclusion of audit published on 30th September be noted.

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

B

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2025
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:
- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

B

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2025** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

B

Annual Internal Audit Report 2024/25

Ringwood Town Council

www.ringwood.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✔		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 02/04/2025 — 21/05/2025

Name of person who carried out the internal audit: KAREN ROSS

Signature of person who carried out the internal audit: [signature]

Date: 21/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

B

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Ringwood Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	Agreed No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
	✔			

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2025

and recorded as minute reference:

C/7381

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.ringwood.gov.uk

B

Section 2 – Accounting Statements 2024/25 for

Ringwood Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	634,461	639,190	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	610,429	643,525	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	2,328,089	752,396	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	467,469	515,614	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	46,436	61,478	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	2,419,884	791,126	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	639,190	666,893	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	699,968	493,494	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	6,629,881	6,977,614	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	785,654	Ctw 181 761,~~696~~	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	Ctw ✓			*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)	Ctw ✓			*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 24/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2025

as recorded in minute reference:

C/7381

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

B

In respect of **Ringwood Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The smaller authority's general reserves represent less than three months of expenditure.

The AGAR was not accurately completed before submission for review:
- Box 10 was incorrect when initially submitted. The AGAR was returned for amendment and has been corrected.
• Question 11a and 11b was left blank in the Accounting Statements when originally submitted. The AGAR was returned for amendment and has been correctly answered Yes and Yes.

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide. Best practise requires the council obtaining a Letter of engagement that would include setting out the scope of work to be performed . In the absence of which the current scope of work schedule should be updated to ensure the council is aware of the scope of the work undertaken to address the risks of the council.

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature DocuSigned by: BDO LLP 467DFB746A8A428...

Date 25 September 2025

B

Ringwood Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Ringwood Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Ringwood Town Council on application to:	
(a) Charmaine Bennett, Town Clerk, Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood BH24 1AT	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Monday to Friday, 09.30 to 16.30 (by appointment)	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £2.50 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Charmaine Bennett, Town Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 30th September 2025	(e) Insert the date of placing of the notice.

C

Reserves Policy

A description of the reserves maintained by Ringwood Town Council and how they will be managed

General principles guiding the management of reserves:

1. Annual budgets should make adequate provision for expected recurrent expenditure without recourse to reserves.
2. Significant expenditure of a non-recurrent or capital nature (whether planned or unplanned) should be met from either a suitable ear-marked provision that has been built up over time or a loan repayable over time, in order to spread the cost over an appropriate number of financial years, thus avoiding either unfair calls upon local council tax-payers in any one year or excessive fluctuations in the precept.
3. Receipts of a capital nature and/or for specific or restricted purposes should be treated in a manner that fully respects the Nolan principles of accountability and openness.
4. This document should be **consulted**
    - Before funds are transferred from or added to any reserve;
    - When an Annual Financial Risk Assessment is undertaken;
    - When an Annual Governance Statement and Accounting Statements are considered; and
    - When a Budget is being considered and before a Precept is agreed.
5. This document should be **reviewed**
    - Before an existing reserve is re-named, re-purposed, reduced to nil, closed or merged with another reserve;
    - Before a new reserve is created;
    - When a significant change in the financial risks facing the Council occurs; or
    - When a significant change in the Council’s assets or plans occurs.

C

Schedule of reserves				
Title	**Proposed annual contribution**	**Balance 1/4/25**	**Purpose(s)/Function(s)**	**Management**
Ear-marked provisions and reserves				
I.T. & Systems Provision	£2,700	£28,300	To meet the cost of completely replacing/updating the computers, telephones and related equipment when obsolete or at the end of life.	We have assigned approx. £18,000 so far to this budget this year with some more costs to come. Suggest maintain annual contributions in order to support new IT for remote meetings/councillor equipment/forward plan for next replacement.
Gateway Building Provision	£0	£25,000	To meet expected future demands for contributions towards the costs of major repairs or capital works to The Gateway council offices building. Original contribution to building costs was £300,000. Our contribution to major repairs or capital works is not expected to exceed £25,000	We will maintain the Gateway Fund at £25,000. Further contributions to this fund have been suspended.
Cemetery provision	£1,000	£27,032	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works to memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	Proposed that this fund is expected to be applied towards developing cemetery facilities, including memorial opportunities and the design of new areas for interment, scattering of cremated remains, and a garden of remembrance. Thereafter contributions of £1,000pa to build and maintain reserve of £10,000
Elections provision	£5,000	£5000	To meet expected future demands for contributions towards the costs of elections to membership of the council (both predictable and non-predictable) (not currently expected to exceed £20,000)	Annual contributions of £5,000 from FY 2024-25 to achieve a target balance of £20,000 in an election year

Schedule of reserves				
Title	**Proposed annual contribution**	**Balance 1/4/25**	**Purpose(s)/Function(s)**	**Management**
Vehicle & Machinery Fund	£27,000 in 26/27	£51,546	To meet the cost (currently estimated at £240,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	Council has approved a 10 year forward plan with varying levels of annual reserves to be contributed
Play Equipment Fund	£6,900	£22,515.93	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every 3 years (currently estimated at £40,000 per cycle)	We plan to make annual contributions of £6,900 to achieve a total of £40,000 by FY 2027/28.
Carvers Clubhouse Equipment Fund (Carvers Clubhouse Provision)	£1,000	£3022.49	To meet the capital costs of any equipment purchases, replacements or enhancements.	Annual contribution of £1,000
Ringwood Events Fund		£18,152.12	1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood. 2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood. 3. *To provide additional funds for grants?*	Surpluses generated by events will be transferred into this fund. Deficits incurred by events will be met from this fund. Grants or donations from other organisations into this fund will be accepted.
Buildings Reserve (Buildings Repair Provision)	£5,500	£51,533.97	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at Greenways, Carvers Clubhouse or 92 Southampton Road (not currently expected to exceed £75,000)	We will transfer £5,500 each year into this fund to achieve a total of £75,000 by FY 2030-31, at which point contributions will be reconsidered and possibly suspended until funds are applied.

C

Schedule of reserves				
Title	**Proposed annual contribution**	**Balance 1/4/25**	**Purpose(s)/Function(s)**	**Management**
Carvers Recreation Ground Fund (Carvers Grounds Dev Provision)		£175.20	To Develop a masterplan for the entire site	We plan to draw these funds in 2023-24 and 2024-25 for the development of the strategic plan. Contributions in later years will be assessed in light of development plans yet to be agreed.
Carvers Sheds Feasibility		£0	To fund the “feasibility study” for redeveloping the sheds as a hub for the grounds team	As above.
Infrastructure & Open Spaces Fund	£3,000	£15,370	To meet the costs of: • replacement of or major repairs to infrastructure (benches, bus-shelters boardwalks, notice-boards, etc.); or • major tree works or other environmental works or enhancements not covered by annual budgets.	We will transfer £3,000 unless and until the fund total reaches £24,000 at which point contributions will be reconsidered and possibly suspended until funds are applied.
Neighbourhood Plan		£3,383	This fund was created to preserve an unspent balance on the revenue account, for which the planned spend will occur in subsequent years.	***This fund is expected to be fully applied by FY2024-25***
Open Space Security Measures		£1,406	This fund was created during 2023/24 with a transfer of £1,500 from the general fund.	This is a fund available to urgently protect sites and prevent unauthorised encampments
Christmas Lights Provision		£10,282.50		*Was not in last policy – new?*
Football development Project		£0	This fund was created during 2022/23 to hold grants, developer’s contributions and other funds held on behalf of the football development project at Long Lane	This fund will be fully exhausted by the football development project, expected to complete in 2025-26
Budget Underspends for use in 2024/25		£3000	This reserve was created to allow a limited number of specific budget underspends to be available for use in the following year.	

C

Schedule of reserves				
Title	**Proposed annual contribution**	**Balance 1/4/25**	**Purpose(s)/Function(s)**	**Management**
			Capital reserves	
Developer Contributions (s106)		£13,805	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990. A further contribution of £10,000 was received in 2023/24 in respect of Crow Stream flood prevention	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£270	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about 2026-27)
Community Infrastructure Levy		£31,489	The Town Council's share of CIL receipts collected by NFDC and remitted half-yearly.	Councillors will make proposals for use of these funds for decision by the Council (or a committee under relevant delegated powers).
Capital Receipts		£18,942	Proceeds from past sales of Council-owned assets (currently standing at £18,942). It is proposed that the balance of this reserve be transferred to the vehicle replacement fund	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£78,339	Unused balances from grants received	Miscellaneous grants held in this fund until applied to defray expenditure.
Loans Unapplied		£0	A temporary holding fund for loans received but not used	If and when loan monies are received in future they will be transferred into this fund to the extent that they have not been spent for the required purpose at the relevant FY end and transferred out when they are so spent.

Schedule of reserves				
Title	**Proposed annual contribution**	**Balance 1/4/25**	**Purpose(s)/Function(s)**	**Management**
General reserve				
General reserve		£236,926	1. Default recipient of funds under-spent from annual budgets. 2. Default source of funds for over-spends on annual budgets. 3. Provision against all risks and contingencies not covered by an ear-marked or capital reserve.	When agreeing annual budgets and setting precepts or when adjusting reserve balances in year we will aim to ensure that the expected balance of the general reserve at the financial year end will be roughly equivalent to 50% of the precept set for that year.
Other Balance Sheet Reserves				
Rent and allotments deposits		£19,569	This reserve is a device to account for rent, ground condition and key deposits held on behalf of tenants and other key holders. The funds are not available to the Council as they represent a deferred liability.	Any deposits received or repaid during the year will be transferred to or from this reserve.

Adopted: xx 2025

D

POLICY & FINANCE COMMITTEE

22nd OCTOBER 2025

Ringwood Town Council Strategy 2026-2029

1. Introduction and reason for report

1.1. The Council reviews its Strategic Plan annually. The draft for 2026–2029 has been prepared to extend members' agreed priorities into the next three years. Each Committee is invited to review the draft in October, focusing on the areas most relevant to its remit but also considering how these fit within the overall strategy. This will ensure all members have had the opportunity to shape the plan before it goes to Full Council in November for final approval.

2. Background information

2.1. The Council first adopted a Strategic Plan in October 2022 and has reviewed it annually since. The draft 2026–2029 plan is based on the existing vision and objectives, with minor wording adjustments to improve clarity and consistency.

2.2. In November, each Committee will be asked to review its draft budget for the following year. Reviewing the Strategic Plan now provides essential context: it ensures that budget discussions are guided by the Council's agreed priorities, and that resources are allocated to deliver the actions and outcomes identified in the strategy.

3. Committee focus

3.1. Members are invited to consider:

- Which parts of the draft strategy fall most directly within this Committee's remit?
- Do the listed priorities and actions reflect members' intentions?
- Are there additional actions or priorities that should be noted?
- What budget implications, bids, or projects should be worked up for the Committee's next meeting as part of the budget-setting process?
- Any comments on enablers, disruptors, or other points in the draft strategy that the Committee feels are relevant.

4. Issues for Decision and Recommendation

4.1 That the Committee reviews and comments on the draft Strategic Plan 2026–2029, with observations to be collated and considered when the final draft is presented to Full Council in November.

For further information, contact:

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

Ringwood Town Council – Strategy 2026-2029

D

VISION
Our Council will remain focussed on helping our market town to thrive by improving the things that matter most to Ringwood residents, businesses and visitors

Today
Today, Ringwood Town Council is recognised for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer.

Improve our facilities, services and green spaces

Year 1: 2026–27
Deliver the Cemetery Development Plan
Progress the new Grounds Department facility
Deliver and monitor Open Space Management Plans
Advance Phase 2 of the Carvers Masterplan
Explore options for future youth work

Year 2: 2027–28
Scope and develop Play Strategy
Finalise phase 2 of Carvers Masterplan
Review requirements for Phase 3.
Review outcome of any piloted youth work. Develop longer term plan.

Year 3: 2028–29
Implement play strategy

Develop, energise and facilitate events

Year 1: 2026–27
Hold and/or facilitate series of events to mark 800th Anniversary of Market Charter

Year 2: 2027–28
Depending on outcome of Thriving Market Place, consider options for Town Centre events to support local economy

Year 3: 2028–29
Ringwood Events review - plan for next 3 years

Improve communication and engagement with local community and businesses

Year 1: 2026–27
Enhance meeting technology at the Gateway
Refresh the Annual Town Assembly
Strengthen engagement with local businesses

Year 2: 2027–28
Draft requirements for new website
Develop proposals for community consultation for Town Council Stratgey 2029+

Year 3: 2028–29
Launch new website
Community consultation for Town Council Strategy

Protect and enhance the town's character while shaping sustainable development

Year 1: 2026–27
Progress design and implementation of the Thriving Market Place project
Implementation of Bus Shelter Improvement Action Plan

Year 2: 2027–28
Review and update the Neighbourhood Plan in response to revised Local Plans
Carry out signage review
Implementation of improvements to signage and entrance to town

Year 3: 2028–29
Identify infrastructure needs to support new development and guide CIL spending

Tomorrow
Ringwood Town Council will continue to be known for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer. We will act as the first point of contact for local public services, engage residents on the issues that matter most to them, and provide valued support to Ringwood's businesses and the local economy.

ENABLERS and DISRUPTORS
Our ability to deliver this strategy depends on a number of enablers. New IT, skilled and dedicated staff and councillors, and a culture of civility and respect will all support success. We are further strengthened by volunteers, community groups, and the Neighbourhood Plan. However, there are also disruptors that may slow progress. Staff changes, financial and resource constraints, or delays with new technology could hold us back. Local government reorganisation may create new opportunities and assets, but also risks disruption to existing services.

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POLICY AND FINANCE COMMITTEE

22 October 2025
Civic Days – Consideration of Approach and Policy

1. Introduction and reason for report
   1.1. To seek Members' views on whether Ringwood Town Council should host a Civic Day and to recommend that Full Council determine guidance on how Civic Day invitations from other councils should be handled.
   1.2. This report is reproduced from correspondence submitted by Cllr Philip Day and reflects his observations and suggestions for discussion.

2. Background information and options
   2.1. Cllr Day reports that he and his wife have recently deputised for the Mayor at Civic Days organised by Wimborne and Christchurch Town Councils, and have previously attended similar events arranged by NFDC and others.
   2.2. He notes that Ringwood Town Council has not held such an event for at least ten years and that previous Mayors have sometimes declined invitations from other councils on the grounds that Ringwood does not reciprocate.
   2.3. Cllr Day shares the following reflections:

   - It may appear inequitable for the Mayor or Deputy to attend events elsewhere when the Council does not host its own.
   - The practical value of such events is debatable; however, they can showcase the host town, community work undertaken by local organisations and offer networking opportunities.
   - Events of this kind can involve notable expenses depending on catering, venue and activities.
   - Many smaller town and parish councils do not hold Civic Days.

   2.4. Cllr Day suggests the following policy questions:

   - Should Ringwood Town Council hold a Civic Day?
   - If so, what form should it take (e.g. a heritage walk or civic reception)?
   - Who should organise it (officers, Events Committee, or others)?
   - How should it be funded (e.g. Mayoral or councillor allowances)?
   - Who would be invited?

   2.5. If not, what should be the agreed approach to future invitations for the Mayor or Deputy Mayor to attend Civic Days hosted by others?

      i. Accept all invitations subject to availability;
      ii. Politely decline, as the Council does not reciprocate; or
      iii. Leave to the discretion of the Mayor or Deputy.

   2.6. Cllr Day emphasises that this is not an urgent matter but that clarity would be helpful— particularly before the next budget-setting process—and invites Members' discussion.

3. Issues for decision and any recommendations

   That Members:

   3.1. Consider whether Ringwood Town Council should host a Civic Day in future; and
   3.2. Recommend to Full Council that it agrees guidance on how the Mayor (or Deputy Mayor) should respond to Civic Day invitations from other councils.

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For further information, contact:

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Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
	No live projects					
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet on 05/11/2025.	Concept for town centre shared space identifed through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launching Parish Council Bus Shelter Grant on 1 October 2025. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road - outcome expected by end of 2025. No sponsor yet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support adressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF13	Office IT overhaul	In progress	The new and existing providers have been sharing information to support the transition. The changeover is taking place week ommencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. An order for new devices has been placed.	Multi-year programme to upgrade staff computers and office network hardware and provide training for staff and councillors. Includes switch to new support provider. Will include consideration of providing devices to councillors and seeking Cyber Essentials accreditation.	Town Clerk	Capital costs incurred in current year will be met from IT reserve.
Recreation, Leisure & Open Spaces Committee						

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RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered. An additional plan has been requested and sent but otherwise we are still waiting to hear the outcome of the decision.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The documents required to resolve the boundary discrepancies are with the solicitors for completion. They have been chased and also in the process of arranging a meeting with NFDC about this and other recreation mitigation projects in the town.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Met with Playdale following Play Inspection Report. Installation of a drinking water fountain is progressing, waiting final quote from local supplier. Accepted quote for supply and installation of wildflower turf and pollinator planting as well as 6 new trees and guards and moving the 2 broken elms. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party date in October	To develop the Council’s cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed
Staffing Committee						
	None					

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Proposed/Emerging Projects Update

No.	Name	Description	Lead	Progress / Status: Recent developments	Progress / Status: Stage reached	Estimated cost	Funding sources	
Full Council								
	None							
Planning Town & Environment Committee								
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project			
	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	
Policy & Finance Committee								
	None							
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	

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Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided
War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Bickerley tree-planting	Planting a row of trees alongside the through path	None	None	Need identified. Awaiting funding.	Unknown	To be decided

Staffing Committee

None

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Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC1	Long Lane Football Facilities Development	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completedby HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completedby HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
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 Maret Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Developoment Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

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PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025	
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiancy and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

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RLOS5	Cemetery development	A proposed columbarium/memorial wall	Cancelled in Jan 2024	Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.
Staffing Committee				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	

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POLICY AND FINANCE COMMITTEE

22 October 2025
Request for Contribution: Ringwood Community Hub Security Barrier and Bollards

1. Introduction and reason for report

1.1 For members to consider a request via AFC Bournemouth Community Trust for a contribution towards the installation of a height restriction barrier and bollards to improve site security and prevent unauthorised vehicle incursions.

2. Background information and options

2.1 Concerns have been raised regarding the risk and cost of traveller incursions and unauthorised vehicle access at the Ringwood Community Hub site on Long Lane. It has been suggested that a height barrier be installed across the main entrance to the car park from Long Lane, along with two bollards at the front of the main building and a further two situated to prevent access to Ten Acre field.

2.2 Members will recall that over the summer an incursion was made onto Ten Acre Field, for which the Council was responsible for the cost of removal at approximately £750.

2.3 To date, AFC Bournemouth Community Trust and Ringwood Town Football Club have agreed to split the costs and will approach the Rifle Club to contribute as well. Therefore, if RTC agreed to contribute, the cost will be in the region of £1,575–£2,100 per organisation.

2.4 There is a reserve of £1,406 (Open Spaces Security Measures) which appears appropriate to apply towards this project.

3. Issues for decision and any recommendations

3.1 That Members consider the benefits of increased security at this site and approve a contribution from the relevant reserve towards the cost of the proposed works; and

3.2 Note that the balance of the cost will be met through the grounds management budgets.

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