

MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 28th May 2025 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andrew Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk
Helen Short, Information and Allotment Officer
District Cllr Steve Rippon-Swaine

ABSENT: Cllr Ingrid De Bruyn
Cllr Becci Windsor

There were 3 members of public present. There is no public participation at the Annual Meeting.

Cllr Rae Frederick welcomed everyone to the Annual Meeting of the Town Council. She took the Chair for the first matter on the agenda.

C/7348

ELECTION OF THE TOWN MAYOR

Nominations for the office of Chairman and Town Mayor were invited and only one candidate, Cllr Rae Frederick, was proposed and seconded. Cllr Frederick was duly elected. She thanked Members for their support and said she was looking forward to continuing in the role for a second year.

RESOLVED: That Cllr Rae Frederick be elected as Town Mayor for the ensuing year.

Cllr Frederick took the chair for the remainder of the meeting.

C/7349

DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR

Cllr Frederick read and signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

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**C/7350
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllr De Bruyn.

**C/7351
DECLARATIONS OF INTEREST**

There were none.

**C/7352
APPOINTMENT OF DEPUTY TOWN MAYOR**

The Town Mayor invited nominations. One candidate was put forward for the position of Deputy Town Mayor, and Cllr Day was duly elected.

RESOLVED: That Cllr Day be appointed as Deputy Town Mayor for the ensuing year.

**C/7353
DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR**

Cllr Day read and signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

**C/7354
COMMITTEE AND WORKING PARTY MEMBERSHIP**

Members considered appointments to Standing Committees and Working Parties. Standing Orders provide for Councillors to be appointed for a four-year period (2023 to 2027), subject to amendments being possible at each Annual Meeting. It was noted the Mayor and Deputy Mayor are ex-officio members of all Committees.

RESOLVED: 1) That the following Members be appointed to the Recreation, Leisure and Open Spaces Committee for the remainder of period of office: Cllrs Briers, Day (ex-officio), M DeBoos, Frederick (ex-officio), Georgiou, Haywood, Kelleher, Swyer, Turner and Windsor.
2) That the following Members be appointed to the Planning, Town and Environment Committee for the remainder of period of office: Cllrs Dadford, Day (ex-officio), G DeBoos, M DeBoos, Frederick (ex-officio), Georgiou, Kelleher, Swyer and Turner.
3) That in addition to the Town Mayor and Chairman of Policy and Finance Committee, the following Members be appointed to the Staffing Committee for the remainder of period of office: Cllr Haywood, Kelleher, Swyer and Turner.
4) That the Communication Plan Task & Finish Group be wound up.

**C/7355
ADJOURNMENT OF THE MEETING**

At 7.06pm, it was

RESOLVED: That the meeting be adjourned until the end of the individual meetings of Recreation, Leisure & Open Spaces Committee and Planning, Town & Environment Committee, in order to allow Members to elect a Chairman and Vice Chairman and make appointments to sub-committees and working parties.

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On resumption of the meeting, at 7.21pm:

C/7356

APPOINTMENT OF MEMBERS TO THE POLICY AND FINANCE COMMITTEE

Meetings of the Planning, Town & Environment Committee and the Recreation, Leisure & Open Spaces Committee had been held during the adjournment.

At the Recreation, Leisure and Open Spaces Committee, Cllr Briers was elected as Chair and Cllr Swyer elected as Deputy Chair.

At the Planning, Town and Environment Committee, Cllr Day was elected as Chair and Cllr G DeBoos elected as Deputy Chair.

The Chair of both Committees were automatically appointed to the Policy & Finance Committee.

RESOLVED:

- 1) That the following Members be appointed to the Policy and Finance Committee for the remainder of period of office: Cllrs Briers, Dadford, Day (ex-officio), G DeBoos, M DeBoos, Frederick (ex-officio), Georgiou, Haywood, Kelleher, Swyer, Thierry, Turner.
- 2) That the updated list of membership of committees be noted (*Annex A*).

C/7357

ADJOURNMENT OF THE MEETING

At 7.22pm, it was

RESOLVED: That the meeting be adjourned until the end of the meeting of the Policy and Finance Committee, in order to allow Members to elect a Chairman and Vice Chairman.

On resumption of the meeting at 7.24pm:

At the Policy and Finance Committee meeting, during the adjournment, Cllr M DeBoos was elected as Chair and Cllr Kelleher elected as Vice Chair.

C/7358

COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES

RESOLVED: That the revised Terms of Reference for Committees and all continuing Sub-Committees and Working Parties be approved (*Annex B*).

C/7359

REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: That Members be appointed as representatives on Outside Bodies as shown in *Annex C*, for the remainder of the period of office.

C/7360

MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 30th April 2025, having been circulated, be approved and signed as a correct record.

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**C/7361
STAFFING COMMITTEE**

Cllr Haywood presented the minutes of the Staffing Committee meeting held on 30th April 2025.

RESOLVED: That the minutes of the Staffing Committee meeting held on 30th April 2025 be received.

**C/7362
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning, Town & Environment Committee meeting held on 2nd May 2025.

P/6437: It was noted that Policy & Finance Committee had approved the recommendation to meet the cost of an asbestos survey and improvements to Southampton Road bus shelter from CIL funds held by the Council.

RESOLVED: That the minutes of the Planning, Town & Environment Committee meeting held on 2nd May 2025 be received.

**C/7363
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 7th May 2025.

OS/6451: It was noted that Policy & Finance Committee had approved the recommendation to meet the cost of resurfacing at Poulner Lakes and the boundary fence at Upper Kingston Allotments from CIL funds held by the Council.

RESOLVED: That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 7th May 2025 be received.

**C/7364
POLICY AND FINANCE COMMITTEE**

Cllr Kelleher presented the minutes of the Policy and Finance Committee meeting held on 21st May 2025.

RESOLVED: That the minutes of the Policy and Finance Committee meeting held on 21st May 2025 be received.

**C/7365
DELEGATION OF ANNUAL GOVERNANCE REVIEWS**

It was proposed to continue the practice of delegating the duty of reviewing annual governance to the Policy and Finance Committee, which undertakes formal reviews spread across the year.

RESOLVED: That annual governance reviews be delegated to the Policy & Finance Committee.

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C/7366

COMMUNICATIONS TO BE RECEIVED

The Town Mayor reported on a successful twinning visit and Civic reception at Greyfriars; a wonderful turnout for the VE Day commemoration in the War Memorial Gardens; and the Repair Café celebrating its first birthday. She reminded members of the official opening of the new skate ramp in North Poulner Play Area at 11am on 29th May.

C/7367

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District and County Cllr Thierry had submitted a written report (*Annex D*).

District Cllr Haywood updated on the ongoing issues at Stillwater Park with various agencies engaged.

District Cllr Rippon-Swaine reported that work is continuing on local government reorganisation.

C/7368

REPORTS FROM TOWN COUNCILLORS

Cllr Day congratulated all those involved in the VE Day commemoration event. He had attended a truck pull organised by Carnival to raise the profile of the event and encourage participation.

Cllr Turner said she was disappointed by the low attendance at the Annual Town Assembly and hoped that more could be done to encourage better attendance at next year's event.

Cllr Haywood reported he had been re-elected as Chair of Ellingham, Harbridge & Ibsley Parish Council.

C/7369

FORTHCOMING MEETINGS

Recreation, Leisure & Open Spaces	7.00 pm	Wednesday 4 th June 2025
Planning, Town & Environment	10.00 am	Friday 6 th June 2025
Policy & Finance	7.00 pm	Wednesday 18 th June 2025
Full Council	7.00 pm	Wednesday 25 th June 2025

C/7370

COMMUNICATIONS

RESOLVED: It was agreed to issue a press release regarding the re-election of Mayor and Deputy Mayor.

C/7371

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 E*).

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C/7372
LEGAL MATTERS

The Town Clerk reported on ongoing legal matters.

RESOLVED: 1) That the Town Clerk's verbal report be received.
2) That an item be included on the agenda for the next Policy & Finance Committee to consider retaining the Town Clerk as a consultant, following his retirement, to advise on outstanding issues relating to the Football Project.

ACTION C Wilkins

There being no further business, the Town Mayor closed the meeting at 8:08pm.

APPROVED
25th June 2025

TOWN MAYOR

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	RINGWOOD TOWN COUNCIL COMMITTEE MEMBERSHIP 2025-26 (updated 29.5.25)				A
	FULL COUNCIL	PLANNING, TOWN & ENVIRONMENT	RECREATION, LEISURE & OPEN SPACES	POLICY & FINANCE	STAFFING COMMITTEE
Chair	Cllr Rae Frederick	Cllr Philip Day	Cllr Andy Briers	Cllr Mary DeBoos	Cllr John Haywood
Vice Chair	Cllr Philip Day	Cllr Gareth DeBoos	Cllr James Swyer	Cllr Peter Kelleher	
Members & Ex officio Members (NB Town Mayor and Deputy Mayor are entitled to be ex officio members of all committees)	Cllr Andrew Briers Cllr Luke Dadford Cllr Ingrid De Bruyn Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr James Swyer Cllr Michael Thierry Cllr Glenys Turner Cllr Becci Windsor	Cllr Luke Dadford Cllr Mary DeBoos Cllr Janet Georgiou Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner	Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr Glenys Turner Cllr Becci Windsor	Chair PTE – Cllr Philip Day Chair RLOS – Cllr Andy Briers Cllr Gareth DeBoos Cllr Luke Dadford Cllr Janet Georgiou Cllr John Haywood Cllr James Swyer Cllr Michael Thierry Cllr Glenys Turner	Mayor - Cllr Rae Frederick Chair P+F - Cllr Mary DeBoos Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner
Ex-Officio Members		Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day



Planning, Town & Environment Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Planning, Town & Environment Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Planning, Town & Environment Committee is a standing committee.
- 1.3 Membership of the Planning, Town & Environment Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Planning, Town & Environment Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Planning, Town & Environment Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Planning, Town & Environment Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -

- 2.2.1 Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.2 Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- 2.2.3 Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
- 2.2.4 Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the competent authority.
- 2.2.5 Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
- 2.2.6 To be responsible for all matters relating to the provision and control of street lighting
- 2.2.7 Oversight of the preparation and subsequent amendment or review of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
- 2.2.8 Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan
- 2.3.4 Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park

3 Delegated powers

- 3.1 The following powers are delegated to the Planning, Town & Environment Committee to enable it to discharge its functions:
 - 3.1.1 To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;

- 3.1.2 To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above
- 3.1.3 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - 3.1.4.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - 3.1.4.2 The CIL reserve shall not be considered as being within the Committee’s remit in this context; and
 - 3.1.4.3 In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Planning, Town & Environment Committee and this includes Standing Order 3x which extends the permitted duration of meetings to three hours for meetings of the Planning, Town & Environment Committee.
- 4.2 The Deputy Town Clerk shall attend every meeting and act as clerk to the Planning, Town & Environment Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Recreation, Leisure & Open Spaces Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Recreation, Leisure & Open Spaces Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Recreation, Leisure & Open Spaces Committee is a standing committee.
- 1.3 Membership of the Recreation, Leisure & Open Spaces Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Recreation, Leisure & Open Spaces Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Recreation, Leisure & Open Spaces Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Recreation, Leisure & Open Spaces Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -

- 2.2.1 Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
- 2.2.2 Management and control of the Council's statutory and non-statutory allotments and allotment gardens.
- 2.2.3 Management and control of the Cemetery and closed churchyard.
- 2.2.4 Maintenance of public seats in the ownership of the Council.
- 2.2.5 Maintenance of flowerbeds, tubs, troughs and fence-railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
- 2.2.6 Management of trees and tree safety on all sites owned or managed by the Council.
- 2.2.7 Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
- 2.2.8 Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
- 2.2.9 Management of such youth services as are provided by the Council from time to time
- 2.2.10 The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
- 2.2.11 Management of any fishing rights owned by the Council.
- 2.2.12 Recommending fees and charges relating to facilities or services within its remit to the Policy & Finance Committee.
- 2.2.13 Determination of any tenders to be submitted for ground works and ground maintenance for other public bodies.
- 2.2.14 Determination of the terms and conditions, including the level of commuted payments, for the transfer of open space land to the Council.
- 2.2.15 Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 2.3 The Committee shall also have the following subsidiary functions:
 - 2.3.1 To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
 - 2.3.2 To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.

- 2.3.4 To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

3 Delegated powers

- 3.1 The following powers are delegated to the Recreation, Leisure & Open Spaces Committee to enable it to discharge its functions:
- 3.1.1 To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
 - 3.1.2 To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
 - 3.1.3 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
 - 3.1.4 To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - 3.1.4.1 “use” in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - 3.1.4.2 In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Recreation, Leisure & Open Spaces Committee.
- 4.2 The Town Clerk shall attend every meeting and act as clerk to the Recreation, Leisure & Open Spaces Committee. If unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Policy & Finance Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Policy & Finance Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Policy & Finance Committee is a standing committee.
- 1.3 Membership of the Policy & Finance Committee shall comprise:
 - 1.3.1 The following members *ex officio*: The Town Mayor, the Deputy Mayor and the chairs of the Planning, Town & Environment Committee, the Recreation, Leisure & Open Spaces Committee and the Staffing Committee for the time being; and
 - 1.3.2 Such other members of the Council (if any) as the Council shall from time to time appoint.

Members of the Policy & Finance Committee shall hold such office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.4 The quorum for meetings of the Policy & Finance Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Policy & Finance Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Policy & Finance Committee's remit are the following:

- 2.2.1 Advising the Council on the budget proposals of all committees and the level of the precept required for each year
- 2.2.2 Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
 - 2.2.2.1 revisions to budget figures;
 - 2.2.2.2 virements between budget headings;
 - 2.2.2.3 transfers to or from reserves.
- 2.2.3 Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, it's system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
- 2.2.4 Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
- 2.2.5 Advising the Council on the level of allowances to be payable to Councillors
- 2.2.6 Overseeing all Council business of a legal nature including:
 - 2.2.6.1 the acquisition or disposal of any freehold or leasehold interests in land;
 - 2.2.6.2 the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
 - 2.2.6.3 the conduct of any dispute, claim or proceedings of any kind.
- 2.2.7 Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
- 2.2.8 Managing the Council's Grant Aid scheme
- 2.2.9 Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- 2.2.10 Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- 2.2.11 Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal

- 2.2.12 Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- 2.2.13 Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- 2.2.14 The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the public interest and necessary without delay, notwithstanding that ordinarily the matter would have been referred to another committee or the Council for determination.

3. Delegated powers

- 3.1 The following powers are delegated to the Policy & Finance Committee to enable it to discharge its functions:
 - 3.1.1 To give to any officer any instruction, direction or guidance relating to any matter within its remit which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
 - 3.1.2 To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
 - 3.1.3 To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - 3.1.4 To revise the Council's budget or approve a virement between budget headings;
 - 3.1.5 To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
 - 3.1.6 To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and
 - 3.1.7 To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

4. Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Policy & Finance Committee.
- 4.2 The Town Clerk and the Finance Manager shall attend every meeting and the Town Clerk shall act as clerk to the Policy & Finance Committee. If either officer is unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)



Staffing Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Staffing Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Staffing Committee is a standing committee.
- 1.3 Membership of the Staffing Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Staffing Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Staffing Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Staffing Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -
 - 2.2.1 The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).

- 2.2.2 The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - 2.2.3 The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - 2.2.4 Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - 2.2.5 The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - 2.2.6 The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.
- 2.3 The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

3 Delegated powers

- 3.1 The following powers are delegated to the Staffing Committee to enable it to discharge its functions:
- 3.1.1 To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment processes and the settling of job descriptions, person specifications and contractual terms).
 - 3.1.2 To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - 3.1.3 To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - 3.1.4 To dismiss any employee of the Council.
 - 3.1.5 To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - 3.1.6 To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.

- 3.1.7 To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
- 3.1.8 To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Staffing Committee subject to paragraph 4.2 below.
- 4.2 The agenda for each meeting of the Staffing Committee shall not include provision for public participation but such participation shall nevertheless be permitted if required, in accordance with the provisions of Standing Order 3 and, subject thereto, the discretion of the committee chairman.
- 4.3 The Town Clerk and the Deputy Town Clerk shall attend every meeting and the Town Clerk shall act as clerk to the Staffing Committee. If either is unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28th May 2025 (minute ref. no. C/7358)

RINGWOOD TOWN COUNCIL - Representatives on Outside Bodies 2025-26–updated 28.5.25

ORGANISATION / POSITION	COMMENTS	REPRESENTATIVE
New Forest Association of Local Councils (NFALC)	Two councillors needed. Representatives from every town and parish council in New Forest district are invited to meet quarterly to consider reports from NFDC and NFNPA and other issues of mutual interest.	Cllr Janet Georgiou Cllr Gareth DeBoos
Flood Wardens	Two councillors needed to join a co-opted volunteer: Peter Street.	Cllr Peter Kelleher Cllr Mary DeBoos
New Forest Business Partnership	Two councillors	Cllr Mary DeBoos Cllr Rae Frederick
*New Forest Consultative Panel	One councillor needed	Cllr Janet Georgiou
New Forest National Park Authority - South West Quadrant	One councillor needed Representatives from every town and parish council in the SW quadrant of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives.	Cllr Gareth DeBoos
Ringwood Twinning Association	The Mayor is President <i>ex officio</i> . Two other councillors are needed. Organizes exchange visits and fund-raising.	Mayor-Cllr Rae Frederick Cllr Luke Dadford Cllr Becci Windsor
The Ringwood Society	Two councillors needed. Monthly meetings to monitor planning applications and discuss local development issues.	Cllr Glenys Turner Cllr Michael Thierry
Tree Warden	One councillor needed. Works with Town Clerk and other staff on tree management issues especially those involving members of the public.	Cllr Glenys Turner
*Western Escarpment Conservation Area Steering Group	One councillor needed. Representatives from every town and parish council in this Conservation Area on the edge of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives	Cllr Janet Georgiou
Ringwood United Charities	Up to six trustees appointed to the role by the Council (this can be anyone with a connection to Ringwood). Legal office with associated duties	Cllr Mary DeBoos Cllr Michael Thierry DC Jeremy Heron DC Rippon-Swaine
Sports Development at Long Lane Steering Group	Council representatives	Cllr Andy Briers Cllr James Swyer (deputy)
Thriving Market Place	Council representatives	Cllr Gareth DeBoos Cllr Rae Frederick Cllr Janet Georgiou Cllr John Haywood
*Need to establish if these groups still meet as Cllr Georgiou has never been invited to attend.		

28th May 2025

COUNTY and other COUNCIL REPORTS - Cllr Michael Thierry MAY 2025

HAMPSHIRE COUNTY COUNCIL

There is precious little to report from the County.

Devolution dominates. Little progress appears to be made! The question is often voiced, 'Can devolution be done in a year'? There is a feeling of the County being in the 'latter' days. (The meeting lasted less than 90 minutes!).

Last Thursday, the Full County Council Meeting was 'change-over' day, with a new incoming Chairman: Cllr Mark Cooper, Liberal-Democrat Member for Romsey Town.

NEW FOREST DISTRICT COUNCIL

Stillwater Park

Being mindful of the advice issued by the Ringwood Town Clerk regarding ongoing issues at Stillwater Park, I briefly report that the proposed meeting put forward at the last Full Council meeting involving the NFDC Director, District Councillors, the Police, Town Mayor and representatives of the residents, **did not take place**. The director rejected the summit meeting in favour of a different option. I continue to receive calls from distressed and despairing Stillwater Park residents.

North Poulner Play Area

I have secured funding of £500.00 from the NFDC Councilors' Grant Fund to increase safety aspects at the North Poulner Play Area.

ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

Parish Council Chairman

Delighted to report that Cllr John Haywood was confirmed as the continuing Chairman of the Parish Council.