

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

6th December 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 12th December 2018** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 21st November 2018

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

- a. To receive and authorise list of payments made on Imprest Account for November
- b. To receive and authorise list of Petty Cash payments for November
- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's budget monitoring report

6. PROJECTS

To receive an update on projects (*Report B*)

7. VEHICLE AND MACHINERY REPLACEMENT PLAN

To consider the report from the Town Clerk (*Report C*)

8. EVENTS CO-ORDINATOR ROLE

To consider the recommendation from the Recreation, Leisure and Open Spaces Committee on 5th December 2018 that the paid post of Events Co-Ordinator be made permanent upon expiry of the current trial period (*see RLOS amended annex B for current salary scales, amended job description and person specification*).

9. COMMITTEE BUDGET 2019/20

To give consideration to the Committee budget for 2019/20

10. BUDGET AND PRECEPT 2019/20

To give further consideration to the draft budget for 2019/20 (*Report D*)

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

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Christine Ford
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Michael Thierry
Cllr Chris Treleaven
Cllr Angela Wiseman

Ex Officio Members

Cllr Tony Ring
Cllr Philip Day

Student Advisors

Oliver Magor
Jonathan Skirton
Tom Weetman

Copied by e-mail to other members for information

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

12TH DECEMBER 2018

POLICY AND FINANCE COMMITTEE 12TH DECEMBER 2018

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**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2018**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Nov	Nov					
2018-11-06	3003090	Avon Valley Concerts	S&S	P&F	Grant	500.00
2018-11-06	3003083	Lesley Collis HRM13	S&S	Allots	Allotments - Return of ground deposit	24.00
2018-11-06	3003070	RM Smith Fencing	Premis	R&L	Jubilee Gardens - To fix posts and rails	336.00
2018-11-06	3003084	RM Smith Fencing	Premis	R&L	Carvers Recreation ground - Fencing	5,160.00
2018-11-06	3003081	Hampshire C.C.	S&S	P&F	Carvers C/ House - Splash mat & paper bags	16.94
2018-11-06	3003099	Hampshire C.C.	S&S	P&F	Gateway - General office supplies	149.34
2018-11-06	3003100	Hampshire C.C.	S&S	P&F	Gateway - Mop head and liquid soap	19.81
2018-11-06	3003088	NFFM	S&S	R&L	Tools - Round file	7.49
2018-11-06	3003076	Pete Best	Premis	R&L	Pocket Park - Tree work	200.00
2018-11-06	3003095	Society of Local Councils	S&S	P&F	Gateway - Chris Wilkins Seminar Fee	90.00
2018-11-06	3003078	Letters & Logos Ltd	S&S	P&F	Remembrance Day - Road closed signs	87.05
2018-11-06	3003089	Pattco Ltd	S&S	Cem/ R&L	Cemetery & Carvers pavilion - PAT testing	135.05
2018-11-06	3003072	Daniel Shutler	Premis	R&L	Open Spaces - Tractor/ side arm flail cut hedges	1,218.00
2018-11-06	3003077	M J Coakley Electrical	Premis	R&L	Carvers Shed - Replace emergency light	95.00
2018-11-06	3003098	J Edwards	S&S	P&F	Gateway - Antiques Market flyers	48.50
2018-11-06	3003087	Eyecatcher Signs	S&S	P&F	Fireworks - Ticket and poster printing	679.20
2018-11-06	3003082	Taste Vending Ltd	S&S	P&F	Carvers C/ house - Filter coffee	34.00
2018-11-06	3003092	Ian Parmenter	S&S	P&F	Ringwood Memorial Lantern - Stage payment	1,500.00
2018-11-06	3003093	Ian Parmenter	S&S	P&F	Ringwood Memorial Lantern - Final Payment	1,000.00
2018-11-06	3003079	Jakub Domanski SR12	S&S	Allots	Allotments - Rent refund	50.00
2018-11-06	3003080	Jakub Domanski SR12	S&S	Allots	Allotments - Return of ground deposit	24.00
2018-11-06	3003101	Hampshire C.C.	Trans	R&L	Vehicles - Truck maintenance Sep 2018	75.60
2018-11-06	3003085	Meridian Cooling Ltd	Premis	P&F	Carvers Clubhouse - Air Con maintenance	185.14
2018-11-06	3003102	Hampshire C.C.	S&S	P&F	Gateway - Legal services	972.00
2018-11-12	3003109	Mant Leisure	S&S	R&L	Carvers - Playground equipment	30,066.00
2018-11-16	3003141	WP Group (Upton Oil)	Trans	R&L	Vehicles - Diesel	1,617.94
2018-11-16	3003133	Peter Noble	S&S	R&L	Tools - Screws & blades	65.81
2018-11-16	3003143	Peter Noble	Trans	R&L	John Deere - Fit window glass	532.83
2018-11-16	3003146	Peter Noble	Trans	R&L	Massey Ferguson - Various work	3,014.61
2018-11-16	3003115	Hampshire C.C.	S&S	P&F	Carvers C/ House - Coloured paper carrier bags	14.26
2018-11-16	3003142	New Forest D.C.	S&S	P&F	Gateway - GIS Partnership	10.00
2018-11-16	3003145	New Forest D.C.	S&S	P&F	Gateway - Telephone charges 1/4/18- 30/09/18	131.96
2018-11-16	3003134	Society of Local Councils	S&S	P&F	Membership	103.99
2018-11-16	3003106	Letters & Logos Ltd	S&S	P&F	Carvers C/ house - Flyers	48.82
2018-11-16	3003107	Letters & Logos Ltd	S&S	P&F	Carvers C/ House - A3 fluted correx signs	36.43
2018-11-16	3003097	Little Banks Nursery	Premis	R&L	Flower Beds - Compost and bedding plants	2,149.50
2018-11-16	3003148	Itec	S&S	P&F	Gateway - Copies charged	197.29
2018-11-16	3003096	Newlands Training	Employ	R&L	Groundsmen - Hand held hedge trimmer training	384.00
2018-11-16	3003137	Community First NF	S&S	R&L	JToop - Dbs check and admin fee	54.00
2018-11-16	3003116	RFS Technology	Premis	P&F	Carvers C/ House - Install of fire alarm zone plan	78.00
2018-11-16	3003140	Avoncrop	Premis	R&L	Flower beds - Holster, nutri-pro liquid & g seed	1,639.92
2018-11-16	3003138	Cleansing Service Group	Premis	P&F	Gateway - Site visit for sewerage	300.00
2018-11-16	3003136	Aquam Water Services	Premis	R&L	Flower Beds - Standpipe hire	277.03
2018-11-16	3003118	Water2Business	Premis	P&F	Carvers C/ House	206.06
2018-11-16	3003119	Water2Business	Premis	P&F	Greenways	176.11
2018-11-16	3003130	Aurora Fireworks Ltd	S&S	P&F	Fireworks - Low noise fireworks	850.00
2018-11-16	3003131	Aurora Fireworks Ltd	S&S	P&F	Fireworks - Final balance	2,520.00
2018-11-16	3003135	Insight Security	Premis	Cem/ R&L	Cemetery & Tractor shed - Patrol	54.00
2018-11-16	3003139	Distinction AV	S&S	P&F	Fireworks & Remem Day - Av equipment hire	238.00
2018-11-16	3003144	Hampshire C.C.	Trans	R&L	Vehicles - Truck maintenance Oct 2018	75.60
2018-11-16	3003217	Charmaine Bennett	S&S	P&F	Carvers C/ House - Various expenses	93.74
2018-11-16	3003216	Screwfix	S&S	R&L	Tools - Tape & Oil	58.87
2018-11-20	3003151	Ringwood Pest Control	Premis	R&L	Ash Grove & The Bickerley - Wasp nest tment	100.00
2018-11-20	3003117	Water2Business	Premis	R&L	Mount Pleasant Meter 1	346.31
2018-11-20	3003152	CPS Group	S&S	P&F	Fireworks - Single phase 16A cable	21.00
2018-11-20	3003154	Screwfix	S&S	P&F	Carvers C/ House - Evo sticks for safe	10.99
2018-11-20	3003153	Screwfix	S&S	R&L	Groundsmen - Safety boots	134.96
2018-11-20	3003147	MacPennys	Premis	R&L	Memorial Gardens - Plants	46.50

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3003121	Bournemouth Water	Premis	R&L	Mount Pleasant Meter 2	108.78
3003122	Bournemouth Water	Premis	P&F	Carvers	105.25
3003123	Bournemouth Water	Premis	Cem	Cemetery	280.26
3003124	Bournemouth Water	Premis	P&F	Greenways	85.78
3003125	Bournemouth Water	Premis	R&L	Bickerley standpipe	25.87
3003126	Bournemouth Water	Premis	Allots	Allotments - Southampton Road	14.55
3003120	Bournemouth Water	Premis	Allots	Allotments - Upper Kingston	712.56
3003172	R M Smith Fencing	Premis	Cem	Cemetery bin store - Fencing	2,988.00
3003175	Hampshire C.C.	S&S	P&F	Greenways - Highlighters & wipes	5.95
3003167	The Play Inspection Co	Employ	R&L	Groundsmen - Safety standards roadshow	180.00
3003176	M J Coakley Electrical	Premis	P&F	Greenways - Callout and repair for hall light	127.00
3003164	Water2Business	Premis	R&L	Mount Pleasant Meter 1	269.50
3003166	BHM Electrical Services	Premis	R&L	Carvers - Installation of lighting to path	1,198.74
3003169	All Seasons Marquees	S&S	P&F	Remembrance day - Marquee	1,026.00
3003173	Screwfix	S&S	R&L	Machinery - Cutting disc	14.58
3003174	Screwfix	S&S	R&L	Machinery - Metal cutting discs	36.96
3003162	Land Registry	S&S	P&F	Gateway - Copy title document	7.00
3003163	Bournemouth Water	Premis	R&L	Mount Pleasant Meter 2	462.37
3003171	Gillian Langford	S&S	P&F	Carvers C/ House - Refund of hire charge	75.60
3003186	Hampshire C.C.	S&S	R&L	Groundsmen - Nitrile gloves	36.72
3003187	Hampshire C.C.	S&S	P&F	Gateway - A3 laminating pouches	8.36
3003188	Hampshire C.C.	S&S	P&F	Gateway - Stationary	137.05
3003189	Newlands Training	Employ	R&L	Groundsmen - Brush cutter training	216.00
3003183	RFS Technology	Premis	P&F	Greenways - Fire alarm inspection	180.00
3003168	Travis Perkins	S&S	R&L	Machinery - blades,sharpening,diamond blade	60.06

SO	TLC On-line	S&S	P&F	Web Site Maintenance - November 2018	80.00
SO	Just Health & Safety	S&S	P&F	December 2018	268.80
DD	New Forest D.C.	Premis	P&F	Cemetery Rates - November 2018	394.00
DD	New Forest D.C.	Premis	P&F	Carvers C/ House Rates - November 2018	186.00
DD	PWLB	Capital	P&F	Loan - Long Lane	5,374.96
DD	UK Fuels	Trans	R&L	Fuel - October 2018	78.45
DD	Worldpay	S&S	P&F	Carvers C/ House	23.76
DD	Zurich	Employs	P&F	AVC - October 2018	668.00
DD	British Gas	Premis	P&F	Greenways Aug-Oct 2018	266.70
DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Oct 2018	30.00
DD	Utility Warehouse	S&S	Cem	Cemetery landline - Oct 2018	31.20
DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Oct 2018	71.11
DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Oct 2018	2.40
DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Oct 2018	41.44
DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Oct 2018	2.40
DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Oct 2018	12.67
DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ ship - Oct 2018	2.40
DD	Utility Warehouse	S&S	P&F	Carvers C/ House mobile phones - Oct 2018	15.06
DD	Utility Warehouse	S&S	P&F	Carvers C/ House - Oct 2018	32.12
DD	Utility Warehouse	Premis	P&F	Carvers C/ House electricity - Oct 2018	199.92
DD	Utility Warehouse	Premis	P&F	Carvers Club/ House club mem/ ship - Oct 2018	2.40
DD	PWLB	Capital	P&F	Loan - Gateway	10,397.99
PAY	Lloyds	S&S	P&F	Bank charges October 2018	16.62
BGC	Austin & Wyatt	S&S	P&F	Agents fees - November 2018	136.00
LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	148.52
LloydsCC	Post Office	S&S	Allots	Allotments - Competition gift cards	230.00
LloydsCC	Baker Ross	S&S	P&F	Carvers C/ House - Equipment	90.83
LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	205.74
LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	399.61
LloydsCC	TTS Group	S&S	P&F	Carvers C/ House - Toys	168.97
LloydsCC	Activity Toys	S&S	P&F	Carvers C/ House - Toys	129.99
LloydsCC	Safe	S&S	P&F	Carvers C/ House - Cash box	37.32
LloydsCC	Debenhams	S&S	P&F	Carvers C/ House - Toys	59.50
LloydsCC	Aivly	Premis	R&L	Open Spaces - Chlorine hypochlorite	18.85
BP	Hampshire C.C.	Employs	P&F	Pension October 2018	6,678.98
DD	Inland Revenue	Employs	P&F	October 2018	5,337.02
Telepay	Staff	Employs	P&F	November 2018	23,272.15
				TOTAL	121,736.47

HORISATIONS

DATE

12th December 2018

12th December 2018

POLICY AND FINANCE COMMITTEE 12TH DECEMBER 2018**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
Nov					
2018-11-02	08/01	Sainsburys	Gateway	Milk	0.80
2018-11-05	08/02	Sainsburys	Gateway	Milk	1.10
2018-11-03	08/03	Tesco	Gateway	Coffee whitener	1.79
2018-11-07	08/04	Englands Garden	Carvers	Oil	11.75
2018-11-07	08/05	Steadfast Security	Carvers	Keys	24.00
2018-11-07	08/06	Post Office	Gateway	1st class stamps	5.36
2018-11-12	08/07	Sainsburys	Gateway	Milk, coffee & tea	11.40
2018-11-12	08/08	Waitrose	Gateway	Decaf coffee	3.30
2018-11-13	08/09	Ringwood Surplus	Gateway	2019 Calendars	2.00
2018-11-14	08/10	Post Office	Gateway	Return of measuring wheel	12.12
2018-11-14	08/11	Ringwood Surplus	Gateway	Forks for kitchen	2.58
2018-11-20	08/12	Waitrose	Gateway	Milk	0.89
2018-11-21	08/13	Ringwood Surplus	Carvers	Bin liners	2.58
2018-11-21	08/14	Motorworld	Transport	Fuel mixer for van	14.00
2018-11-23	08/15	Sainsburys	Gateway	Milk	1.60
2018-11-26	08/16	Ms Ford	Allotments	Refund of key deposit	10.00
2018-11-27	08/17	Ringwood Surplus	Gateway	Christmas wrapping paper for grotto gifts	5.00
2018-11-28	08/18	Sainsburys	Gateway	Milk	1.60
2018-11-30	08/19	Sainsburys	Gateway	Clipboards for window display judging	4.00
				TOTAL	115.87

LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2018

Date	Voucher No	Details	Location	Description	Amount £
Nov					
				TOTAL	0.00

AUTHORISATIONS

DATE

12th December 2018-----
12th December 2018

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POLICY AND FINANCE COMMITTEE 12th DECEMBER 2018

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Nov-18			30-Nov-18	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	184,064	384,893	-50,000	-200,000		134,893
Business Account	51,519	51,521				51,521
Investment Accounts 1	100,000					0
Investment Accounts 2	200,000				200,000	200,000
Investment Accounts 3	250,000	250,000				250,000
Greenways Rent Deposit	10,862	10,852				10,852
Petty Cash - Imprest	153	189				189
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	796,773	697,630	-50,000	-200,000	200,000	647,630

nb all balances, other than the investment accounts, are held with Lloyds Bank plc unless otherwise stated

PROPOSED TRANSFER AUTHORISATIONS:

DATE

12th December 2018

12th December 201

Investment Accounts 1	Lloyds Bank	32 day notice
Investment Accounts 2	Santander tbc	Term Deposit
Investment Accounts 3	CCLA	Instant access

Notes:

- 1 **Imprest Account** £
- Anticipated net expenditure in month: -50,000
- Net Movement on imprest account -50,000

- 2 **Investment Maturity**
- No investments due to mature

- 3 The bank accounts were reconciled as at 30th November 2018
- 4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
- 5 With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228
- 6 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
- 7 A nominal account has been implemented to reflect the float held by the Information Desk.
- 8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 12th DECEMBER 2018
BUDGETARY CONTROL - 2018/19 PERIOD 8 (TO END NOVEMBER)

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first eight months of the year, April to November 2018. This report also includes the revised budget which is mirrored in the draft 2019/20 budget proposals together with a more up to date outturn forecast which will continue to be updated each month.

2. REVISED BUDGET 2018/19

- 2.1 The Council approved a base expenditure budget for 2018/19 of £655,820. In addition, members approved recurring growth of £3,825 per annum and one off additional spend for the year of £48,060, giving a total expenditure budget of £707,705. Income was predicted to be £206,796 and net transfers from earmarked reserves were to be £270 giving a net budget for the year of £500,640. This was to be funded by a draw on the general reserve of £15,444 and a precept of £485,196.
- 2.2 The revised budget, presented elsewhere on the agenda, brings together all of the approved changes to the budget since the original budget was agreed together with suggested adjustments based on known expenditure to date and anticipated expenditure to year end. As a result, planned expenditure has increased to £773,087 and anticipated income has also increased to, £233,370, as have planned transfers from earmarked reserves which are now expected to be £59,253. The net result is that the expected transfer from the General Reserve is no longer needed to balance the budget and a small increase in that reserve is now expected instead.

3. INCOME & EXPENDITURE APRIL to NOVEMBER 2018

- 3.1 Expenditure to the end of November totalled £ 498,375, or 64% of the revised budget. There are a number of areas where significant expenditure is yet to be incurred, but it is too early to say whether these will result in a budget underspend. A summary budget report is included at Appendix 1.
- 3.2 Income received to date, excluding the precept, stands at £180,963, or 78% of the revised budget. Income is summarised in Appendix 2. Note that the schedule of income includes receipt of grants which is only taken into the revenue account when the grant is applied.
- 3.3 The additional one off growth items approved for the current year total £ (original budget £48,060) to be funded from a combination of developer's contributions, reserves and revenue. The expenditure to date against each item is as follows:

Description	Budget	Expenditure
∩ Millennium Clock	£1,000	£820
∩ WW1 Armistice Commemoration	£1,500	£5,545
∩ Cemetery Improvements	£3,000	£2,875
∩ Mansfield Road Verge	£1,160	£0
∩ Carvers Recreation Ground Imps	£10,000	£4,300
∩ Replacement Front Deck Mower	£20,000	£16,346
∩ Long Lane Feasibility Study	£5,250	£5,250
∩ Human Sundial	£8,000	£500

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∫ Sign Painting Fridays Cross	£1,556	£1,553
∫ Neighbourhood Plan	£0	£0
Total	£51,466	£37,189 (72%)

Note that the sign painting at Friday's Cross has attracted external funding of £750 and the net cost to the Town Council will consequently be reduced. Similarly, the Armistice Commemoration, which includes both the Memorial Lantern and the Remembrance Parade, has attracted funds of £6,760, including the funds held by the Town Council on behalf of the Memorial Lantern Replacement Fund. To date the memorial fund has attracted donations of £5,785.26 of which £4,000 has been applied towards the Council's costs in procuring the lantern. The balance of these funds is not included in the revenue account or in the analysis of income received.

- 3.4 To date, the Town Council has incurred expenditure of £13,229 in hosting community events, excluding the Remembrance commemorations, and has generated income of £19,151, producing a surplus of £5,922. Whilst not all of the transactions have been processed through the ledger the following table provides an indication of the net cost of each event. These figures will be updated once all of the transactions have been processed. Note that staff time incurred in supporting these events has not yet been taken into account, but the events coordinator role together with additional Grounds Staff time, has cost in the region of £3,500 across the three events and the Remembrance commemorations.

Event	Royal Wedding Street Party	Fireworks	Christmas Lights Switch On
Income	£6,876.99	£11,118.56	£1,155.00
Expenditure	£6,319.88	£6,259.17	£650.00
Net Cost	-£557.11 cr	-£4,859.39 cr	-£505.00 cr

- 3.5 It should also be noted that, in addition, the café at Carvers Clubhouse has resumed operation and turnover has benefitted from the fireworks event. Turnover is now likely to exceed £6,000 for the year against stock purchases of around £4,500. These figures will continue to be monitored and updated as the year progresses.

4 Forecast Outturn 2018/19

- 4.1 An outturn forecast has also now been prepared which takes into account some issues which have arisen in the time since the revised budget was prepared. The most significant of these have been a series of much larger than expected water bills, some due to the dry summer, others due to apparent water leaks which are being investigated. However, both expenditure on, and revenue generated by, events are significantly greater than originally anticipated and as reported above, a surplus has been produced. Overall net expenditure is now expected to be almost £4,000 less than that set out in the revised budget, with a consequent increase in funds to be transferred into the General Reserve at year end.
- 4.2 Capital receipts, grants and donations are taken straight to reserves and only appear on the revenue account when they are transferred to defray expenditure. During 2018/19 to date, the Town Council has been in receipt of S106 developer's contributions amounting to £5,250 in respect of the Long Lane feasibility study and £998.95 being the release of retention on the Skatepark development. The Town Council has also received Community Infrastructure (CIL) receipts of £6,853.74.

- 4.2 The net transfers from earmarked provisions together with the rationalisation agreed in July, the grant receipts and the increased transfer to the General Reserve from the revenue account mean that reserves are predicted to reduce from £496,936 at April 1st 2018 to £459,322 by year end. The General Reserve will stand at £271,177 which is approximately 39% of the original revenue budget and 56% of the annual precept. A schedule of Provisions and Reserves, including expected movements during the year, is included at Appendix 3.

4. FINANCIAL IMPLICATIONS

- 4.1 It remains too early in the year to draw any firm conclusions about outturn performance against the budget, however, the figures do suggest that broadly the Town Council remains on target to spend within budget.
- 4.2 Reserves remain healthy despite a reduction of almost 8% in the year and the General Reserve should remain at or above the prudent level of 50% of the annual precept.

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

**SUMMARY BUDGETARY CONTROL REPORT
PERIOD APRIL 2018 - NOVEMBER 2018**

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£		Actual	Unspent Budget	Outturn
			£	£	£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	406,246	414,958	266,754	139,492	420,268
RECREATION, LEIS & O/S COM	261,658	262,012	188,236	73,422	262,957
PLANNING TOWN & ENVIRON	21,801	19,117	13,436	8,365	18,917
TOTAL REVENUE EXPENDITURE	689,706	696,087	468,427	221,279	702,142
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	15,000	0	0	15,000
RECREATION, LEIS & O/S COM	10,000	54,000	29,448	-19,448	54,000
PLANNING TOWN & ENVIRON	8,000	8,000	500	7,500	8,000
TOTAL CAPITAL EXPENDITURE	18,000	77,000	29,948	-11,948	77,000
TOTAL EXPENDITURE	707,706	773,087	498,375	0	779,142
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-116,798	-2,919	-151,026
RECREATION, LEIS & O/S COM	-85,969	-89,954	-62,315	-23,654	-90,354
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850	740	-1,850
TOTAL REVENUE INCOME	-206,796	-233,370	-180,963	-25,833	-243,230
CAPITAL INCOME & FINANCE					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
TOTAL CAPITAL INCOME & FINANCE	0	0	0	0	0
TOTAL INCOME	-206,796	-233,370	-180,963	-25,833	-243,230
COUNCIL'S NET COMMITTEE EXPEND	500,910	539,717	317,412	183,498	535,912
Add Transfers To Provisions	41,300	41,300	25,500	0	15,800
Deduct Transfers from Provisions	-41,570	-100,553	-53,136	0	11,566
Transfer to/ from(-) General Reserve	-15,444	4,732	-47,178	0	31,734
Budget Required before new bids & grants	485,196	485,196	242,598	0	242,598
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2018/19	485,196	485,196	242,598	242,598	485,196
Non recurring bids for 2018/19 included above					
POLICY & FINANCE COMMITTEE	2,500	2,675	2,080	420	2,500
RECREATION, LEIS & O/S COM	34,160	2,810	19,184	14,976	34,160
PLANNING TOWN & ENVIRON	11,400	11,500	66	11,334	11,400
Less transfer from provisions	-38,000	-38,000	-16,346	-21,654	-38,000

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	Outturn
			£	£	£	£
POLICY & FINANCE COMMITTEE EXPENDITURE						
Establishment	105,283	108,180	75,775	0	29,508	108,190
Maintenance	38,603	34,603	2,096	0	36,507	35,353
Employee Direct Costs	2,053	1,901	1,299	0	754	1,901
Employee Allocated Costs	112,783	113,007	75,751	0	37,031	113,007
Member Costs	9,930	8,750	4,222	0	5,708	8,750
Grants	9,000	9,000	2,400	0	6,600	9,000
Other (includes THE PLACE, figures below)	97,048	107,971	73,664	0	23,385	112,521
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	15,000	0	0	0	15,000
COMMITTEE EXPENDITURE	406,246	429,958	266,754	0	139,492	435,268

INCOME**INCOME**

Revenue Income (Including THE PLACE)	-119,717	-141,566	-116,798	0	-2,919	-151,026
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-119,717	-141,566	-116,798	0	-2,919	-151,026

TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	286,529	288,392	149,956	0	136,573	284,242
Add Transfers To Provisions	24,400	24,400	14,233	0	10,167	24,400
Deduct Transfers From Provisions	0	-20,250	-5,250	0	5,250	-20,250
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	310,929	292,542	158,939	0	151,990	288,392

HOLDING ACCOUNTS EXPENDITURE

Employee Direct Costs	416,951	402,862	273,030	0	143,921	402,862
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HOLDING ACCOUNTS EXPEND.	416,951	402,862	273,030	0	143,921	402,862
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HOLDING ACCOUNTS INCOME	-416,951	-402,862	-273,030	0	-143,921	-402,862
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TOTAL NET EXPENDITURE	0	0	0	0	0	0
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	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	Outturn
			£	£	£	£
THE PLACE EXPENDITURE						
Establishment	9,462	10,462	6,368	0	3,094	10,512
Maintenance	1,760	2,500	1,279	0	481	2,500
Employee Direct Costs	500	500	32	0	468	500
Employee Allocated Costs	46,015	35,056	22,701	0	23,315	35,056
Other	0	4,000	3,227	0	-3,227	4,500
COMMITTEE EXPENDITURE	57,737	52,518	33,607	0	24,131	53,068

INCOME**INCOME**

Revenue Income	0	-9,540	-8,291	0	8,291	-10,250
TOTAL COMMITTEE INCOME	0	-9,540	-8,291	0	8,291	-10,250

TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	57,737	42,978	25,316	0	32,422	42,818
Add Transfers To Provisions	5,000	5,000	2,500	0	2,500	5,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	62,737	47,978	27,816	0	34,922	47,818

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	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance	Outturn
			£	£	£	£
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	11,115	11,083	8,548	0	2,567	11,503
Maintenance	19,567	24,685	16,177	0	3,390	23,735
Machinery	29,504	27,846	24,793	0	4,711	27,846
Employee Direct Costs	1,600	2,000	2,207	0	-607	2,500
Employee Allocated Costs	130,604	127,719	89,707	0	40,897	127,719
Planters	510	0	0	0	510	0
Activities Expenses	8,566	8,704	4,454	0	4,112	8,704
Other	1,173	1,150	426	0	747	1,150
Capital Expenditure	10,000	54,000	29,448	0	-19,448	54,000
CEMETERY						0
Establishment	5,205	5,349	3,916	0	1,289	5,349
Maintenance	8,376	9,420	6,786	0	1,590	10,150
Employee Allocated Costs	33,380	32,479	22,937	0	10,443	32,479
ALLOTMENTS						0
Establishment	1,000	750	800	0	200	1,000
Maintenance	1,216	1,300	782	0	434	1,300
Employee Allocated Costs	9,608	9,292	6,473	0	3,134	9,292
Other	235	235	230	0	5	230
COMMITTEE EXPENDITURE	271,658	316,012	217,684	0	53,975	316,957
INCOME						
Recreation, Leisure & O/S	-34,870	-38,202	-22,823	0	-12,047	-37,702
Cemetery	-45,999	-46,652	-34,756	0	-11,243	-47,652
Allotments	-5,100	-5,100	-4,736	0	-364	-5,000
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-85,969	-89,954	-62,315	0	-23,654	-90,354
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	185,689	226,058	155,369	0	30,321	226,603
Add Transfers To Provisions	16,900	16,900	11,267	0	5,633	16,900
Deduct Transfers From Provisions	-32,570	-71,048	-46,719	0	14,149	-71,048
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,019	171,910	119,917	0	50,103	172,455

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance	Outturn
			£	£	£	£
PLANNING, TOWN & ENVIRONMENT COMMITTEE EXPENDITURE						
Establishment	5,656	3,842	2,605	0	3,051	3,642
Employee Allocated Costs	16,145	15,275	10,831	0	5,314	15,275
Capital Expenditure	8,000	8,000	500	0	7,500	8,000
COMMITTEE EXPENDITURE	29,801	27,117	13,936	0	15,865	26,917
INCOME						
Capital Income & Finance	-1,110	-1,850	-1,850	0	740	-1,850
COMMITTEE INCOME	-1,110	-1,850	-1,850	0	740	-1,850
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,691	25,267	12,086	0	16,605	25,067
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	-7,833	-9,255
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,691	16,012	10,919	0	8,772	15,812

**ANALYSIS OF INCOME AGAINST BUDGET
PERIOD APRIL 2018 - NOVEMBER 2018**

	2018/19 Original	2018/19 Revised	Period 8 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	40,272	40,381	27,730	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,630	
Civic Celebrations	5,000	10,500	17,996	Income from the Royal Wedding and Fireworks events.
Other Grants & Donations *	0	4,250	6,130	Only to the extent that they are applied to the revenue account. Includes transfer from the Memorial Lantern fund and income for Christmas Events
VIC Sales	1,750	5,000	4,212	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	8,291	includes a donation of £250 for toys & play equipment
Interest on investments	960	960	651	
Other Income	0	200	200	Insurance receipt
Recreation & Leisure Committee				
Ringwood Schools	15,612	15,400	7,050	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,390	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	4,799	
Rugby	2,000	2,000	440	
Tennis (including Floodlighting)	200	100	0	collected by NFDC and remitted at year end
Castleman Trail	700	700	0	Paid by HCC towards year end.
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
Cemeteries	45,999	46,652	34,756	Income receipts have generally been above anticipated
Allotments	5,100	5,100	4,736	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
Total Revenue Income:	206,796	233,370	180,963	
Capital				
s106	0	5,250	6,249	Re Long Lane improvements £5250 plus release of retention re-skatepark, £998.95
CIL		3,746	6,854	
Grants	0		0	
Loans			0	
Other		4,000	1,785	Note that £5,785.26 has been received re the lantern memorial fund, £4,000 has been transferred to Revenue to meet some of the Council's Costs.
Total Capital Income	0	12,996	14,888	
Total Budgetted Income	206,796	246,366	195,851	
Precept and other income taken to reserves				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	485,196	485,196	485,196	
Total Income	691,992	731,562	681,047	

PROVISIONS AND RESERVES

Title & Code	Balance 31/03/2018		Cash Receipts	Transfer fr Revenue	Sub Total	Transfer btwn resv (P&F Jul 18)	Transfer to Revenue	Balance 31/03/2019
	£			£	£	£	£	£
EAR-MARKED PROVISIONS & RESERVE								
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00		-15,000.00	22,900.00
Gateway TM604	23,177.00			4,000.00	27,177.00			27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00		10,000.00
Greenways/Southampton Road Buildings Reserv TM607	0.00			8,000.00	8,000.00			8,000.00
Election TM608	8,641.88			2,900.00	11,541.88			11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00	-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00	-40,000.00	11,550.50
Memorials TM612	3,000.00				3,000.00			3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00		10,397.00
The Place - future development TM625	16,551.00			5,000.00	21,551.00			21,551.00
Ringwood Events TM627	5,342.00				5,342.00			5,342.00
Carvers Grounds development TM631	0.00				0.00	15,000.00	-3,700.00	11,300.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00		9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00		0.00
Sub Totals	163,432.40		0.00	41,300.00	204,732.40	37,500.00	-75,046.00	167,186.40
Dev Contribs TM680	5,436.13		6,248.95		11,685.08		-7,021.76	4,663.32
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,853.74		18,900.69		-18,000.00	900.69
Capital Receipts TM684	13,125.00				13,125.00			13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00	-255.00	0.00
Loans Unapplied TM686	0.00				0.00			0.00
Total Earmarked Provisions & Reserve	197,695.48		13,102.69	41,300.00	252,098.17	36,000.00	-100,552.76	187,545.41
--Gen Reserve B010 TM699	299,240.19			8,536.85	307,777.04	-36,000.00	0.00	271,777.04
Total Provisions and Reserves	496,935.67	0.00	13,102.69	49,836.85	559,875.21	0.00	-100,552.76	459,322.45
Decrease(-) or Increase in Reserves & Provisions during 2018/19:-								-37,613.22

Grants Unapplied (TM685) Balance of £1,755 made up as follows:

i) Graffiti Wall	£1,000 rec'd December 2012	Transfer to Play Equipment
ii) Interpretation Board	£ 500 rec'd Feb 2010	Transfer to Play Equipment
iii) SSE Grant for flood defence replacement pump	£ 255 rec'd July 2016	Transfer to Revenue re purchase of

Note CIL receipt of £6,853.74 received. Sufficient CIL funds now available to enable Carvers project to proceed.



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	The columns and surround have been re-painted, completing the current project.	£1,000	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The installation of a poppy display on the town roundabout has been removed.	£500	£0	£0	Minimal	Definite	This item will not be updated further.
A3	ICT overhaul	Orders have been placed for the new broadband line and service and the new network hardware and configuration. The finance and allotments software approved at the last meeting are being ordered.	£0	£0	£15,000	Significant	Probable	This will require so much officer time and attention that some disruption of other projects and functions is highly likely. However, it is hoped that the cost can be met in full from the relevant earmarked reserve.
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications in 2018-19								
C1	Review of Standing Orders	Revised Standing Orders adopted by full Council on 26 th September.				Moderate	Probable	Work continues on a revised Scheme of Delegation.

POLICY & FINANCE COMMITTEE

12th December 2018

Vehicle & Machinery Replacement Plan

On several occasions, members have expressed a desire for a more structured approach to planning the replacement of the Council's vehicles and larger pieces of machinery. Officers have therefore prepared the document attached with the purposes of:

- ∫ identifying replacement priorities;
- ∫ facilitating better management of the earmarked reserve; and
- ∫ providing assurance that the levels of the reserve and planned transfers are suitable.

The document is only a draft or "work-in-progress" and does not necessarily reflect the current position and expectations fully and accurately. The figures used are subject to two important qualifications in particular:

1. The "Current Replacement Cost" figures shown are only rough estimates; officers are seeking more accurate estimates for items in the red and amber categories and hope to include these in an updated version to be presented at the January committee meeting.
2. Details of possible additional vehicles and machinery have yet to be added (officers are currently working on these).

Members should not, therefore, use the plan as a basis for 2019-20 budget decisions until it has been further updated but are respectfully invited to comment and make any suggestions for its improvement.

Issues for decision and any recommendations

None; members are merely invited to make comments and suggestions.

For further information, contact:

Chris Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Replace next year	Replace in 2-4 years	Replace 4 years+
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Vehicles

Type	Make & Model	Year of manufacture	Purchase Date	Purchase Cost	Planned Replacement Year	Current Replacement Cost
Tipper Truck	Ford Transit 350	2017	Jan-17	£28,620.00	2031-32	£29,000.00
Large tractor	John Deere 5085M	2015	Jul-15	£30,500.00	2030-31	£30,500.00
Medium Tractor	Massey Ferguson MF2430	2006	Dec-06	£19,490.00	2019-20	£25,000.00
Front-deck ride-on mower	Kubota F3890	2018	Apr-18	£16,346.00	2026-27	£19,000.00
Ride-on tractor mower	John Deere X750	2016	May-16	£10,200.00	2024-25 & 2032-33	£12,000.00

Machinery

Type	Make & Model	Year of manufacture	Purchase Date	Purchase Cost	Planned Replacement Year	Current Replacement Cost
Wood-chipper	Timber Wolf TW PTO/ 150H	Unknown (bt used)	Jul-15	£5,500.00	2025-26	£8,000.00
Roller-mower attachment	Major 8400	2018	May-18	£5,500.00	2024-25	£5,500.00
Twin-axle trailer	Ifor Williams 8' x 4'	2008	2008	£1,340.00	2029-30	£1,500.00
30-inch cylinder mower	Dennis FT610	2009	2009	£3,850.00	2032-33	£5,000.00
Walk-behind litter vacuum	Parker Vac 35	1998	1998	£2,260.00	2020-21	£3,000.00
Aerator	Weidenmann XP6/ 160	2007	2007	£16,250.00	2027-28	£21,000.00
Boom sprayer attachment	Allman 210	1987	1987	£292.00	2020-21	£5,000.00
Walk-behind sprayer	Parkmatic Travelling Sprinkler	1990	1990	£208.00	2019-20	£1,500.00
Sitter	Twose	2005	2005	£983.00	2033-34	£2,000.00
Spring tine harrow attachment	Twose	2005	2005	£1,300.00	2030-31	£1,300.00

Total Book Value: £142,639.00 Total Replacement Cost: £169,300.00

Notes

- 1 This document is intended as a contingent statement of expectations NOT an instruction to officers. Replacement of specific vehicles or machinery may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2 Only items which are expected to cost £1,000 or more to replace have been included.
- 3 Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4 The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve to sustain the predicted balance needed and so manage financial risk.



Financial Year	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 16,300.02	£ 14,954.02	£ 2,454.02	£ 8,454.02	£ 22,454.02	£ 36,454.02	£ 50,454.02	£ 46,954.02	£ 52,954.02	£ 47,954.02	£ 40,954.02	£ 54,954.02	£ 67,454.02	£ 49,654.02	£ 34,654.02	£ 31,654.02
Planned transfer in	£ 10,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00
Additional transfers in	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Transfers out (planned purchases)	-£ 16,346.00	-£ 26,500.00	-£ 8,000.00				-£ 17,500.00	-£ 8,000.00	-£ 19,000.00	-£ 21,000.00		-£ 1,500.00	-£ 31,800.00	-£ 29,000.00	-£ 17,000.00	-£ 2,000.00
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
End of year reserve balance	£ 14,954.02	£ 2,454.02	£ 8,454.02	£ 22,454.02	£ 36,454.02	£ 50,454.02	£ 46,954.02	£ 52,954.02	£ 47,954.02	£ 40,954.02	£ 54,954.02	£ 67,454.02	£ 49,654.02	£ 34,654.02	£ 31,654.02	£ 43,654.02

Total purchases 2019-2034: -£ 181,300.00

Election years in purple

RECREATION, LEISURE & OPEN SPACES COMMITTEE**5th December 2018****Reviewing the staff post of Events Co-ordinator****1. Introduction and reason why decision required**

1.1 Following discussions in meetings in June this year, a part-time post of Events Co-ordinator was created on a trial basis. The trial period will end on 31st December 2018 and a decision is now required on whether, in the light of experience gained during the trial period, the post should be confirmed or abolished.

2. Background information, options, impact assessment and risks

2.1 During the trial period, several events have been organized on behalf of the Council by Ringwood Events Team and overseen by this Committee. It would therefore be appropriate for those Committee members who are also members of the Events Team to comment upon the practical value of the role.

2.2 The role is currently established on a “zero-hours” basis to maintain the flexibility it requires; work is done as and when needed not a fixed number of hours per week or per month as with other roles. Figures are currently available for the period 1st July to 31st October as follows: hours worked 79.5, total payroll cost £1,510.06. In practice, those hours were all worked after 1st August and therefore truly represent only three month’s worth not five. However, those three months were three of the busier ones. Simply annualizing those figures would yield totals of 318 hours (Cf. 0.2FTE = 384.8) and £6,040.24 payroll cost. These are almost certainly substantial overestimates. It would probably be more realistic to assume that the annual requirement is unlikely to exceed 175 hours nor the payroll cost £2,750.

2.3 It is open to members to approve the allocation of relevant staff costs to the functions to which they relate. Thus, a portion at least of the payroll cost of this role can properly be taken into account when determining the effective net surplus (or loss) generated by the events in question.

2.4 For the trial period, an existing member of staff was appointed to the role using the job description and person specification attached. If the post is confirmed it will be necessary (in order to comply with the general public sector equality duty under s. 149 Equality Act 2010) to advertise the post in the usual way – the present incumbent will, of course, be free to apply).

3. Issues for decision and any recommendations

Whether to recommend that the paid post of Events Co-ordinator be made permanent upon expiry of the current trial period and, if so, whether the current salary scale, job description and person specification be retained.

For further information, contact:

Chris Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk



Ringwood Town Council

Job Description

Job Title:	Events Co-ordinator
Post Number:	TC25
Salary Scale:	SO1 – SO2 (SCP29-34 - £25,951-30,153 FTE)
Responsible to:	Ringwood Town Council
Line managed by:	Town Clerk
Hours of Work:	Variable and none fixed or guaranteed but not exceeding an average of 7.4 hours per week during July to December 2018 trial period

Main Purpose:

To assist Ringwood Events Team¹ in putting on events on behalf of Ringwood Town Council by acting as:

- ∫ the principal point of contact between the Team and Council staff;
- ∫ the officer with responsibility for managing relevant budgets and reporting to members; and
- ∫ the provider of such further support as is agreed from time to time by the Team and the Town Clerk.

Main Duties:

1. To attend meetings of *and events organised* by Ringwood Events Team (when requested to do so).
2. To anticipate and advise Ringwood Events Team when necessary upon the impact of Ringwood Town Council's Financial Regulations, Standing Orders, policies, other approved procedures and staffing or other capability constraints.
3. To communicate decisions, requests and information from Ringwood Events Team to other Town Council staff and from the Council to Ringwood Events Team, as necessary.
4. To assist Ringwood Events Team in procuring goods and services relating to events in Ringwood in accordance with the Council's Financial Regulations and other procedures.
5. To place orders for equipment, supplies and services (in accordance with the requirements and decisions of Ringwood Events Team) oversee/verify delivery or performance of such and certify invoices for payment in accordance with the Council's Financial Regulations and other procedures.

¹ The expression "Ringwood Events Team" shall throughout this document be deemed to include any body (however it is constituted and by whatever name it is called) which is charged from time to time with organizing events on behalf of Ringwood Town Council

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6. To research the availability of grants or other sources of funding (other than commercial sponsorship) for events in Ringwood, advise Ringwood Events Team about such availability and assist that Team in applying for the same as requested
7. To keep records of income and expenditure on events and prepare written reports to the Council as directed by the Council, a Council committee, the Finance Manager or the Town Clerk.
8. To maintain registers of:
 - ¿ All assets available for use at events;
 - ¿ Sponsors; and
 - ¿ Suppliers
9. To collect monies receivable by way of donations, sponsorship and pitch fees, hire charges, rents payable and such like in respect of pitches, stalls, concessions, contracts and other arrangements.
10. To assist with and facilitate publicity for events especially using social media;
11. To assist the team with regulatory requirements for events (especially with regard to essential licences and permits, temporary road closures and risk assessments for safety management purposes);
12. To provide such further administrative support (if any) for the activities of the Ringwood Events Team as that Team shall from time to time request and the Town Clerk approve.
13. To undertake training when appropriate as decided by line manager.
14. To undertake such other duties appropriate to the role as may from time to time reasonably be requested.



Ringwood Town Council

Person specification – Events Co-ordinator

CRITERIA	ESSENTIAL	PREFERRED
Educational Qualifications	Appropriate level of education, training and experience, which demonstrates literacy and numeracy skills equal to the demands of reporting and accounting directly to a public body.	
Knowledge, Qualifications and Experience	<p>Involvement in the organisation and management of public events</p> <p>Evidence in career history of facilitating effective collaboration between individuals and organisations with varying cultures and priorities</p> <p>Evidence in career history of overcoming obstacles to success.</p>	<p>Prior experience of</p> <ul style="list-style-type: none"> (i) Local government; (ii) Researching and applying for grants; (iii) Health & Safety management; (iv) Catering management; (v) Budget management and financial reporting <p>Knowledge of and links to Ringwood and its surrounding area</p>
IT skills	<p>Basic ability to use word-processing and spreadsheet software to analyse and present data and produce routine management documents and reports.</p> <p>Confident use of website editing, social media and digital media generally.</p> <p>Ability to learn use of specialist applications (with training).</p>	
Practical demands of the role	Willingness to work flexibly including evenings, weekends and school holidays and attend meetings in informal venues including public houses.	

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	<p>Ability to present reports at meetings of council members (and other public and private contexts in which challenge is to be expected) in a calm and professional manner.</p> <p>Positive attitude to equal opportunities and willingness to challenge discrimination and unacceptable attitudes and behaviours.</p>	
Personal Qualities	<p>Ability to work effectively with and promote collaborative working between people from diverse backgrounds and with varying priorities in a professional and business-like manner.</p> <p>Flexible, pro-active and where necessary a “hands on” approach to tasks, but not in a manner that undermines the professional knowledge and experience or personal esteem of other staff or volunteers.</p> <p>Robust and resilient enough to work within a challenging and changing environment.</p> <p>Supportive – demonstrating loyalty and commitment to the organisation, Councillors, staff and volunteers.</p>	<p>Personal interest in facilitating and delivering successful public events in Ringwood.</p>
Personal Style and Behaviour	<p>Team Working – prepared to lead where necessary, but also to listen and respond positively to the views of Councillors, co-workers, volunteers and others.</p> <p>Mature and diplomatic attitude and calm under pressure.</p> <p>Community focused with an ability to develop and maintain good relationships with external organisations, business contacts and the public.</p>	

POLICY & FINANCE COMMITTEE – 12th DECEMBER 2018
DRAFT BUDGET 2019/2020

1. INTRODUCTION

- 1.1** Members considered a revised budget for 2018/19 together with an initial draft budget for 2019/20 at the November meeting. The other two Committees are currently considering their own budgets and this report sets out draft proposals for the 2019/20 budget subject to any amendments agreed at those meetings. This Committee is now asked to consider this preliminary draft budget and provide guidance on any further changes they would like to introduce before the budget is finalised in January.

2. REVISED BUDGET 2018/19

- 2.1** Attached for the Committee's consideration are the following documents:-

Appendix A – Draft detailed Council budget, including actual spend 2017/18, original and revised budgets 2018/19 and draft proposals for 2019/20.

Appendix B – Provisions at 31st March 2018, and estimated balances at 31st March 2019 and 2020, based on the revised budget 2018/19 and the proposals for 2019/20.

- 2.2** Planned expenditure in the current year has increased by £65,381. Most of this is due to two capital schemes, the replacement playpark at Carvers, £44,000, and the plan to replace IT and systems, £15,000. Other cost increases are mainly due to trading activities at Carvers Club House and the Visitor Information Centre and Council run events which together have added around £13,500 to overall spend whilst generating around £14,250 in additional income.
- 2.3** Income is expected to increase by £26,574 of which more than half is accounted for by the trading activities and events noted in 2.2 above. Other significant increases in income include room hire receipts at Carver's Club House, £4,000, additional non contract grounds maintenance income of £4,800 and the receipt of contributions towards the cost of procuring and installing the memorial lantern, £4,000.
- 2.4** The net expenditure, before transfers from reserves, has increased, therefore by £38,807. However, as much of the additional expenditure is to be funded from reserves, the revised budget requirement shows a reduction of £20,176.
- 2.5** Transfers from earmarked reserves and provisions will increase by £58,983. This is due to a transfer of £40,000 in respect of playparks and a further £15,000 in respect of IT and systems replacement, mitigated by a reduction in the transfer required from the Vehicles and Machinery Reserve for the replacement of the top deck mower for which the cost was lower than anticipated.
- 2.6** For the current year, therefore, the net impact is an increase in the transfer from earmarked reserves and provisions of £58,983 whilst the General Reserve will no longer be required to underwrite the budget by £15,444, but will instead receive a transfer of £4,732, a net improvement of £20,176.

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3. DRAFT BUDGET 2019/20

3.1 The initial draft budget which was presented to the November meeting of this committee has been updated in a number of areas. The other committees are considering their budgets and any new bids which they might wish to put forward, but in the meantime projects included within the current project plan have been added, together with any funding if available.

3.2 In addition, this Committee, at the meeting in July, approved additional transfers to earmarked reserves in respect of the cemetery and Infrastructure & Open Spaces. Together, these will add £7,000 per annum to the budget.

3.3 The base budget for 2019/20, before any new bids are taken into account, is £514,539. This represents an increase of £13,899 over the original budget, including new bids, for 2018/19. The reasons for this increase are :

ζ Increased Transfers to reserves	£11,000
ζ Reduction in annual transfer from reserves	£ 2,340
ζ Inflation of £24,277 of which:	
○ Pay inflation, 2%,	£ 6,575
○ Employer's Pension liabilities increase	£ 9,165
○ Other pay adjustments and staffing changes	£ 6,732
○ Net Non-Pay inflation	<u>£ 1,805</u>
Total budget cost increases	£37,617
This increase is mitigated by:	
ζ Budget cost savings	£ 8,309
ζ Increased income (above inflation)	£ 5,349
ζ Removal of non-recurring items in 18/19 budget	<u>£ 10,060</u>
Total budget cost reductions	£ 23,718
 Net budget cost increases	 £ 13,899

3.4 The Council Tax base will increase by just over half of one percent for 2019/20, to 5285.2. The current band D equivalent Council Tax is £92.29 which would generate a precept of £487,771 in 2019/20. An increase of 2% would result in a band D equivalent Council Tax of £94.14 and a precept of £497,549. This will require a transfer from General reserves of £16,990 in order to achieve a balanced budget. An increase in the Council Tax of 1% will generate an increase to the precept of £4,877. For every increase of £1 on the Council Tax, the precept will increase by £5,285.

3.5 New bids, drawn from the project plan, total £47,250 of which £30,500 would be funded from earmarked reserves set aside for those purposes. Nevertheless, the new bids, if they are all approved, will add a further £16,750 to the budget requirement and, in the absence of any alternative funding, would require a corresponding increase in subsidy from the General Reserve. If all the proposed bids are approved and the increase in the Council Tax is held at 2%, it will be necessary to draw £33,740 from the General Reserve in order to balance the budget. The new bids are summarised in 3.6, below.

3.6 New bids for consideration in the 2019/20 budget.

Non recurring Bids:

ζ	Policy & Finance Committee	£
○	Investment in IT & Systems	10,000
○	Christmas Lights replacement	5,500
○	Less financed from provisions	-15,500
ζ	Recreation, Leisure & Open Spaces Committee	
○	Tree management Plan, survey	2,000
○	Grounds department workshop & Storage	3,000
○	Pocket Park Boardwalk overhaul	15,750
○	Less financed from provisions	-15,000
ζ	Planning, Town & Environment Committee	
○	Neighbourhood Plan	3,000
	Recurring Bids	
ζ	Planning, Town & Environment Committee	
○	Tree management Plan, surveys	3,000
○	Tree management Plan, Tree Works	5,000

Total net new bids 2019/20 16,750

- 3.7** The budget proposals set out here would result in a net reduction in reserves of £17,170 in 2019/20, when the additional transfers to earmarked reserves are taken into account. The balance on Earmarked Provisions and reserves would be £202,509 and the balance on the General Reserve would be £234,232, or approximately 47% of the suggested precept. A summary of proposed movements on reserves from April 2018 to March 2020 is included at Appendix B

4. RECOMMENDATIONS

- 4.1** Subject to any amendments made at this meeting, **it is recommended that:-**
- 4.2** Members consider the draft budget and any further additions or adjustments. A revised draft budget, incorporating any such requests, together with updated bids from the other Committees will be presented to the January meeting of this Committee.

For any further information, please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
AND PRECEPT SUMMARY (Including New Bids)**

Col. 1	2	3	4
Description	Original 18/19 £	Revised 18/19 £	Original 19/20 £
REVENUE			
POLICY & FINANCE COM.	406,246	414,957	415,038
EXPEND.			
RECREATION, LEIS & O/S	202,639	203,187	189,209
CEMETERY	46,961	47,249	46,022
ALLOTMENTS	12,058	11,577	12,314
PLANNING, TOWN & ENVIR.	21,801	19,117	18,800
TOTAL REVENUE EXPENDITURE	689,706	696,087	681,384
CAPITAL			
POLICY & FIN COM.-CAP EXP	0	15,000	0
EXPEND.			
REC, LEIS & O/S-CAP EXP	10,000	54,000	0
PLAN, TOWN & ENV.-CAP EXP	8,000	8,000	0
TOTAL CAPITAL EXPENDITURE	18,000	77,000	0
TOTAL EXPENDITURE	707,706	773,087	681,384
REVENUE			
POLICY & FINANCE COM.	-119,717	-141,566	-127,536
INCOME			
RECREATION, LEIS & O/S	-34,870	-38,202	-34,953
CEMETERY	-45,999	-46,652	-45,123
ALLOTMENTS	-5,100	-5,100	-5,202
PLANNING, TOWN & ENVIR.	-1,110	-1,850	-1,100
TOTAL REVENUE INCOME	-206,796	-233,370	-213,914
CAPITAL			
POLICY & FIN COM.-CAP EXP	0	0	0
FINANCE			
REC, LEIS & O/S-CAP EXP	0	0	0
PLAN, TOWN & ENV.-CAP EXP	0	0	0
TOTAL CAPITAL FINANCE	0	0	0
TOTAL INCOME & FINANCE	-206,796	-233,370	-213,914
Less reduction in budget	0		0
NET EXPENDITURE BEFORE TRANSFERS	500,910	539,717	467,469
ADD TRANSFERS TO PROVISIONS			
POLICY & FINANCE COM.	24,400	24,400	27,400
RECREATION, LEIS & O/S	16,900	16,900	20,900
CEMETERY	0	0	4,000
PLANNING, TOWN & ENVIR.	0	0	0
TOTAL TRANSFERS TO PROVISIONS	41,300	41,300	52,300
LESS TRANSFERS FROM PROVISIONS			
POLICY & FINANCE COM.	0	-20,250	-4,000
RECREATION, LEIS & O/S	-32,340	-70,818	0
CEMETERY	-230	-230	-230
PLANNING, TOWN & ENVIR.	-9,000	-9,255	-1,000
TOTAL TRANSFERS FROM PROVISIONS	-41,570	-100,553	-5,230
BUDGET REQUIRE BEFORE NEW BIDS	500,640	480,464	514,539
Add recurring bids for 2018/19			
Policy & Finance			0
Recreation, Leis & O/S			8,000
Planning, Town & Env			0
Add non-recurring bids for 2018/19			
Policy & Finance			15,500
Recreation, Leis & O/S			20,750
Planning, Town & Env			3,000
P&F R&M Buildings			0
Less transfers from provisions			-30,500
SUB TOTAL NET NEW BIDS			16,750
COUNCIL'S NET BUDGET	500,640	480,464	531,289
Additional Transfers from(-) or to Provisions	0	0	0
Transfers from(-) or to General Reserve	-15,444	4,732	-33,740
COUNCIL'S PRECEPT BEFORE GRANTS	485,196	485,196	497,549
To be met from Identifiable Grant from NFDC	0	0	0
To be met from Transitional Grant from NFDC	0	0	0
COUNCIL TAX PAYERS IN RINGWOOD	485,196	485,196	497,549

COUNCIL TAX LEVELS FOR 2016/17, 2017/18, 2018/19 & 2019/20

	2016/17	2017/18	2018/19	2019/20	Per Year	Per month
Council Precept before Grant	462,992	468,223	485,196	497,549		
Council Tax Base	5,146.6	5,225.7	5,257.3	5,285.2		
Council Tax Per Band D Dwelling before grants	89.96	89.60	92.29	94.14	£1.85	0.15
Grant	-1.94	0.00	0.00	0.00	£0.00	0.00
Council Tax Per Band D Dwelling after grants	88.02	89.60	92.29	94.14	£1.85	0.15

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
AC	Code CC	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
		EXPENDITURE-Establishment					
P004	TA101	--Window Cleaning Greenways	CW	0	0	0	0
P100	TA101	--Electricity	CW	6	50	50	0
P150	TA101	--Water	CW	0	50	50	0
P220	TA101	--Insurance Premium	CW	10,415	10,557	10,722	10,500
P553	TA101	--Health & Safety	CW	85	2,375	3,200	2,399
S002	TA101	--Office Equipment	CS	0	250	250	200
S006	TA101	--Furniture	CS	88	500	250	300
S010	TA101	--Books & Publications	CS	100	265	200	200
S030	TA101	--Stationery	CS	703	1,046	1,250	1,250
S031	TA101	--Photocopy/scanner	JH	2,648	2,602	2,750	2,250
S033	TA101	--File Management System	CW	0	0	0	0
S046	TA101	--Postage	CS	1,057	1,750	1,500	1,500
S059	TA101	--Telephone & Fax	CW	8,360	8,466	8,300	3,500
S062	TA101	--Computer Maintenance	CW	3,075	3,137	3,026	2,000
S063	TA101	--G.I.S. Mapping	CW	500	500	500	510
S066	TA101	--Web Site Maintenance	CW	960	1,035	1,000	1,000
S067	TA101	--Computer equipment/s-ware	CW	60	300	100	100
S074	TA101	--Subscriptions	JH	2,569	2,989	2,989	3,049
S084	TA101	--Adverts	CW	1,249	765	765	780
S212	TA101	--Bank Charges	RF	222	250	300	300
S616	TA101	--Audit	CW	2,830	2,398	2,800	2,846
T211	TA101	--Travel Expense	CW	704	750	500	600
S002	TA102	--Office Exps Gtwy	CW	99	500	250	250
S073	TA102	--Hospitality/Refreshments	CW	286	255	255	260
E692	TA115	Caretaker Gtwy-Rechargeable	CW	7,012	7,423	6,863	7,286
E693	TA115	Cleaning Gtwy-Rechargeable	CW	4,799	5,991	5,530	5,962
E694	TA115	Info Officers Gtwy-Rechargeable	CW	48,795	50,569	53,280	51,988
S002	TA115	Supplies Gtwy-Rechargeable	CW	1,438	510	1,500	520
		Total Establishment		98,060	105,283	108,180	99,550
		Maintenance					
P012	TA101	--Vandalism	CW	696	1,530	1,530	200
P003	TA102	--Gateway	CW	28,173	31,563	31,563	32,194
P002	TA103	--Greenways	CW	907	5,000	1,000	1,000
P002	TA108	--92 Southampton Road	CW	755	510	510	1,000
		Total Maintenance		30,531	38,603	34,603	34,394
		Employee Costs					
E690	TA181	--Allocated Office Staff	CW	96,637	108,729	109,094	116,948
E691	TA181	--Allocated Groundstaff	CW	1,076	4,055	3,913	4,397
S040	TA101	--Payroll Outsourcing	CW	967	951	951	970
E505	TA101	--Staff Training	CW	654	1,000	750	750
E120	TA101	--Eye Tests	CW	13	102	200	104
		Total Employee Costs		99,347	114,837	114,907	123,169

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20						
POLICY & FINANCE COMMITTEE						
Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Members Costs					
S002	TA105 --Mayoral Regalia	CW	0	0	0	0
S040	TA105 --Election Expenses	CW	6,479	0	0	4,000
S076	TA105 --Members Allowances	CW	5,441	6,630	6,630	10,300
S077	TA105 --Mayor's Allowance Allocated	CW	1,000	1,020	1,020	1,040
S078	TA105 --Mayor's Allowance Unalloc	CW	0	0	0	0
S520	TA105 --Civic Expenses	CW	313	1,530	750	1,000
S522	TA105 --Members' Training	CW	150	500	250	350
S522	TA105 --Members Travel & Subsist	CW	0	250	100	200
	Total Members Costs		13,383	9,930	8,750	16,890
	Grants					
S080	TA101 --Discretionary grants	CW	4273	9000	9000	9,000
	Total Grants		4,273	9,000	9,000	9,000
	Other					
P593	TA101 --CCTV	CW	8,790	9,180	8,790	9,000
P594	TA101 --Car Park Clock Refurbishment	CW	230	1,255	1,500	260
S480	TA101 --Legal Fees	CW	151	1,530	1,530	1,000
S756	TA101 --Consultants Fees	CW	4,040	2,750	8,000	2,650
S753	TA108 --92 Southampton Road Agents fee	CW	1,365	1,341	1,400	1,400
S754	TA108 --92 Southampton Road	CW	0	0	0	0
S040	TA109 --Christmas Lights Instal & Stor	CW	13,965	11,220	11,220	11,500
E695	TA110 --Youth Workers	CB	38,355	46,015	35,056	44,010
S040	TA110 --Carvers Club House	CB	13,564	11,222	17,462	16,954
S040	TA111 --Millenium Clock	CW	70	0	0	0
S036	TA112 --Visitor Info Cntr - Purchases	CW	1,069	1,500	4,000	1,500
E696	TA112 --Visitor Information Centre	CW	2,716	4,433	4,361	4,714
S040	TA116 --Jubilee Lamp	CW	0	0	0	0
B206	TA120 --Bad Debts Write Off	RF	156	0	0	0
S040	TA121 --Support for Christmas activities	CW	0	0	0	0
S040	TA122 --WW1 Commemoration	CW	46	1,500	4,500	2,500
S084	TA124 --Ringwood Market - Advertising	CW	318	102	102	0
S002	TA125 --Support for Town Twinning	CW	0	0	50	0
S002	TA126 --Civic Events / Celebrations	CW	4,513	5,000	10,000	5,000
	Total Other		89,348	97,048	107,971	100,489
	Debt Charges					
C070	TA113 --Interest	RF	13,635	12,957	12,957	12,957
C080	TA113 --Loan Repaid	RF	17,911	18,589	18,589	18,589
	Total Debt Charges		31,546	31,546	31,546	31,546
	Total Revenue Expenditure		366,488	406,246	414,957	415,038
	Capital Expenditure					
C320	TA901 --Gateway Project	RF	5,249	0	0	0
C320	TA902 --The Place Youth Facility	RF	9,574	0	0	0
C384	TA903 --Computer Hardware	RF	0	0	15,000	0
	Total Capital Expenditure		14,823	0	15,000	0
	COMMITTEE EXPENDITURE		381,311	406,246	429,957	415,038

REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20							
POLICY & FINANCE COMMITTEE							
Col. 1	2	3	4	5	6	7	
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £	
REVENUE INCOME							
R062	TA101	--Insurance Premium Income	CW	-6,913	0	-200	0
R063	TA101	--Interest Received	RF	-1,074	-960	-960	-960
R001	TA103	--Rent: Ground Floor Greenways	CW	-16,380	-16,325	-16,325	-16,500
R000	TA104	--Rent: 1st Floor Greenways	CW	-10,497	-10,856	-10,856	-10,856
R031	TA108	--Southampton Road Rent	CW	-13,100	-13,091	-13,200	-13,200
R008	TA110	--Carvers Club House Income	CB	-3,594	0	-9,540	-8,500
R032	TA110	--Grant for Youth Workers	CB	0	0	0	0
R035	TA112	--VIC Sales	CW	-1,564	-1,750	-5,000	-1,785
R061	TA115	--Recharge to NFDC	RF	-67,537	-68,735	-68,735	-68,735
R080	TA121	--Christmas Events	CW	-1,900	0	-250	0
R080	TA122	--WW1 Commemoration Grant	CW	0	0	-4,000	0
R000	TA124	--Market Stall Income	CW	-2,550	-3,000	-2,000	-2,000
R080	TA126	--Civic Events / Celebrations	CW	-9,896	-5,000	-10,500	-5,000
Total Revenue Income				-135,005	-119,717	-141,566	-127,536
CAPITAL INCOME/FINANCE							
R555	TA114	--Trans From Unapplied Cap rec	RF	0	0	0	0
R583	TA904	--The Place Project Grant Income	RF	0	0	0	0
Total Capital Income/Finance				0	0	0	0
TOTAL COMMITTEE INCOME				-135,005	-119,717	-141,566	-127,536
TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS				246,306	286,529	288,391	287,502
Transfer To Provisions							
M410	TA114	--Transfer To Provisions	RF	24,242	24,400	24,400	27,400
Total Transfer To Provisions				24,242	24,400	24,400	27,400
Transfer From Provisions							
R551	TA114	--Trans From Provs (Rev)	RF	-14,823	0	0	-4,000
R550	TA114	--Trans From Provs (Cap)	RF	-6,479	0	-20,250	0
Total Transfer From Provisions				-21,302	0	-20,250	-4,000
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS				249,246	310,929	292,541	310,902

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Base Budget

	£
1. --Millenium Clock (Furlong Car Park)	1,000
2. --WW1 Armistice Centenary commemoration - lasting addition to remembrance	500
3. --WW1 Armistice Centenary commemoration - to support a commemoration eve	1,000
4. 0	0
5. 0	0
6. 0	0
Total	2,500

Non Recurring Items for consideration for 2019/20 Budget**Priority**

11. --Investment in IT replacement	10,000
12. --Christmas Lights replacement?	5,500
13. 0	0
Less Financed from Provisions	-15,500
Total	0

Recurring Items for consideration for 2019/20 Budget

21. --New IT and systems licensing requirements	0
22. 0	0
23. 0	0
24. 0	0
Total	0

The Estimated Total Net Budget for 2018/19, including all new bids, will be

	£	£
Total Net Budget for 2017/18 with new bids	310,929	
Total Net Budget for 2018/19 <u>without</u> new bids		310,902
Add new bids		0
Total Net Budget for 2018/19 <u>with</u> new bids		310,902

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Establishment					
P100	TB101 --Electricity	KW	844	1,000	1,000	1,020
P210	TB101 --Cleaning mats/consumables	KW	9	100	100	102
P552	TB101 --Environmental Agency	KW	447	479	447	460
P553	TB101 --Health & Safety	KW	483	204	204	208
S012	TB101 --Protective Clothes	KW	1,134	852	852	869
S052	TB101 --Mobile Phones	KW	392	530	600	611
T211	TB101 --Travel Expense	KW	129	150	100	150
P150	TB229 --Water	KW	1,661	1,530	1,530	1,561
P553	TB272 --Playground Inspections	JH	250	270	250	275
T022	TB280 --Fuel	KW	5,653	6,000	6,000	6,000
	Total Establishment		11,002	11,115	11,083	11,255
	Maintenance					
S042	TB201 --Bickerley Toilets	KW	0	0	0	0
P002	TB202 --Buildings	KW	414	2,975	6,675	3,035
P002	TB203 --Carvers Pavilion maintenance	KW	172	0	300	0
P550	TB204 --Grounds - Carvers	KW	841	2,000	2,000	2,040
P006	TB207 --Maint in Closed Churchyard	KW	224	1,000	1,500	500
P002	TB208 --Dr. Littles Garden	KW	0	0	0	0
P002	TB213 --Long Lane Minc	KW	522	2,000	1,500	1,500
P002	TB217 --The Bickerley/Pocket Park	KW	0	0	500	0
P002	TB218 --Poulner Lakes	KW	0	0	400	0
P002	TB224 --War Memorial	KW	31	0	150	0
P006	TB229 --Grounds - Other	KW	4,656	5,160	5,160	4,080
P542	TB229 --Fencing	KW	950	1,020	500	1,040
P545	TB229 --Tree Safety Work	KW	3,440	3,000	3,000	3,060
P546	TB229 --Tree Safety Consultant	KW	0	408	400	416
P006	TB254 --Pest Control	KW	248	300	500	500
P550	TB255 --St Furn paint	KW	29	204	600	400
P002	TB271 --Ash Grove Play Area	KW	250	0	0	0
P002	TB272 --Play Areas	KW	926	1,500	1,500	1,530
	Total Maintenance		12,703	19,567	24,685	18,101
	Machinery					
S002	TB280 --Small Tools Purchase	KW	5,495	1,000	1,000	1,000
T010	TB280 --Machine Maintenance	KW	6,044	7,000	9,000	7,140
T100	TB280 --Machine Purch	KW	0	20,000	16,346	0
T110	TB280 --Hiring Costs	KW	1	204	200	208
T010	TB281 --tipper truck service/maint	KW	1,356	1,300	1,300	1,326
	Total Machinery Costs		12,896	29,504	27,846	9,674
	Employee Costs					
E310	TB101 --Staff Recruitment	CW	0	0	0	0
E505	TB101 --Staff Training	CW	224	1,600	2,000	2,000
E690	TB181 --Office Staff Allocated Costs	CW	32,365	36,353	34,865	37,661
E691	TB181 --Groundstaff Allocated Costs	CW	91,533	94,251	92,854	103,547
	Total Employee Costs		124,122	132,204	129,719	143,208

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	Planters					
S002 TB253	--Planters For Floral Displays	KW	3	510	0	0
	Total Planters		3	510	0	0
	Activities Expenses					
P006 TB204	--Cricket	KW	0	510	250	250
P103 TB204	--Floodlighting	KW	0	0	0	0
P006 TB205	--Tennis Courts	KW	150	306	150	150
P006 TB219	--Poulner School Expenses	KW	255	510	250	250
P006 TB221	--Football	KW	1,878	1,530	2,500	1,561
P006 TB225	--Ringwood School Expenses	KW	0	0	0	0
P006 TB228	--Rugby	KW	0	102	100	100
P007 TB251	--Roundabout Flower Beds	KW	2,827	2,754	2,754	2,809
P006 TB251	--Flower Beds	KW	1,057	714	700	750
P002 TB274	--Skate Park Expenses	KW	572	100	0	0
S040 TB302	--Young Childrens' Entertain	TBD	2,000	2,040	2,000	0
	Total Activities Expenses		8,739	8,566	8,704	5,870
	Other					
P006 TB256	--Dog Waste Collection	KW	828	918	900	900
S380 TB256	--Dog Waste Bins	KW	0	255	250	200
P002 TB257	--Travellers	KW	0	0	0	0
	Total Other		828	1,173	1,150	1,100
	Total Revenue Expenditure		170,293	202,639	203,187	189,209
	Capital Expenditure					
C320/321 TB903	--Carvers Recreation Ground Improvements	CW	0	10,000	10,000	0
S002 TB904	--Playground Equipment, Carvers	CW	0	0	44,000	0
	Total Capital Expenditure		0	10,000	54,000	0
	COMMITTEE EXPENDITURE		170,293	212,639	257,187	189,209

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	REVENUE INCOME					
R028	TB101 --Wayleaves	RF	-91	-90	-90	-92
R026	TB201 --The Bickerley	RF	0	-300	-100	-100
R018	TB204 --Carvers	RF	-3,217	-3,000	-3,000	-3,060
R019	TB204 --Cricket	RF	-1,215	-2,000	-1,500	-1,540
R021	TB204 --Floodlighting	RF	0	0	0	0
R025	TB204 --Tennis	RF	-98	-200	-100	-100
R027	TB206 --Castleman Trail	RF	-981	-700	-700	-714
R011	TB219 --Poulner Junior School	RF	-12,368	-13,500	-13,500	-12,270
R029	TB220 --Poulner Infant School	RF	-2,509	-1,500	-1,500	-1,500
R022	TB221 --Football	RF	-8,226	-6,750	-6,750	-6,885
R012	TB225 --Ringwood School	RF	-3,559	0	-100	0
R013	TB226 --Ringwood Junior School	RF	-230	-612	-300	-300
R017	TB227 --Bowling	RF	-1,681	-1,530	-1,530	-1,561
R023	TB228 --Rugby	RF	-1,863	-2,000	-2,000	-2,040
R040	TB229 --Grounds - Other Income	RF	-194	-200	-5,000	-2,704
R014	TB251 --Roundabouts Flower Beds	RF	-1,996	-2,488	-2,032	-2,088
	Total Revenue Income		-38,228	-34,870	-38,202	-34,953
	CAPITAL INCOME/FINANCE					
R583	TB114 --Capital Grants	RF	0	0	0	0
	Total Capital Income/Finance		0	0	0	0
	TOTAL COMMITTEE INCOME		-38,228	-34,870	-38,202	-34,953
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		132,065	177,769	218,985	154,256
	Transfer To Provisions					
M410	TB114 --Machinery	RF	10,000	10,000	10,000	14,000
S002	TB114 --Play Equipment	RF	8,400	6,900	6,900	6,900
	Total Transfers To Provisions		18,400	16,900	16,900	20,900
	Transfer From Provisions					
R551	TB114 --Transfer from Provisions (rev)	RF	0	-20,000	-20,046	0
R550	TB114 --Transfer from Provisions (cap)	RF	0	-10,000	-50,000	0
R552	TB114 --Transfer from Devlprs contrib (rev)	RF	-2,340	-2,340	-772	0
	Total Transfers From Provisions		-2,340	-32,340	-70,818	0
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		148,125	162,329	165,067	175,156

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
RECREATION LEISURE & OPEN SPACES COMMITTEE**

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Budget

	£
1. --Mansfield Road Verge	1,160
1. --Carvers Recreation Ground Improvements	10,000
1. --Plant & Machinery - replacement of 7 year old front deck mower	20,000
1. --Long Lane Sports Field (to be financed by developer's contributions NFDC)	0
Net Total	31,160
Less financed from provisions	-30,000
Net non recurring bids	1,160

Non Recurring Items for consideration for 2019/20 Budget

		Priority
11 --Tree Management Plan - contuing surveys and tree works	2,000	1
12 --Grounds Department Workshop and storage - feasibility study	3,000	2
13 --Pocket Park Boardwalk Overhaul	15,750	3
14 0	0	4
15 0	0	5
16 0	0	6
17 0	0	7
Total	20,750	
Less financed from provisions	-15,000	
Net new non recurring bids	5,750	

Recurring Items for consideration for 2019/20 Budget

21 --Tree Management Plan - Survey	3,000	
22 --Tree Management Plan - Tree Works	5,000	
Total	8,000	

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
CEMETERY**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
Establishment						
P100 TB401	--Electricity	KW	535	454	454	463
P150 TB401	--Water	KW	293	204	204	208
P155 TB401	--Sewerage Expenses	KW	0	153	153	156
P210 TB401	--Cleaning materials	KW	30	102	200	104
P556 TB401	--Business Rates	CW	3,784	4,088	4,088	4,170
S059 TB401	--Telephone	KW	252	204	250	208
Total Establishment			4,894	5,205	5,349	5,309
Maintenance						
P006 TB421	--Buildings	KW	1,737	510	2,500	520
P211 TB422	--Chemicals	KW	6	0	0	0
P545 TB422	--Trees & Tree Planting Prog	KW	200	1,020	750	750
P547 TB422	--Memorial Safety	KW	0	510	350	500
S040 TB422	--Grounds	KW	46	4,020	4,020	1,000
P550 TB423	--War Graves Maintenance	KW	0	816	800	832
S040 TB424	--Columbarium	KW	0	0	0	0
S040 TB425	--Refuse Collection	KW	1,919	1,500	1,000	1,000
Total Maintenance			3,908	8,376	9,420	4,604
Employee Costs						
E690 TB481	--Allocated Office Staff	CW	9,891	8,853	8,329	9,172
E691 TB481	--Allocated Groundstaff	CW	23,447	24,527	24,150	26,938
Total Employee Costs			33,338	33,380	32,480	36,110
TOTAL EXPENDITURE			42,140	46,961	47,249	46,022
INCOME						
R050 TB401	--Burials	CW	-18,795	-20,400	-18,000	-18,000
R051 TB401	--Purchase of Plots	CW	-11,640	-13,260	-16,000	-15,525
R052 TB401	--Grave Maintenance	CW	-390	-179	-250	-254
R053 TB401	--Legacy	CW	-109	-102	-102	-102
R054 TB401	--Memorials	CW	-11,216	-10,200	-11,000	-10,404
R056 TB401	--War Graves	CW	-832	-838	-800	-838
R054 TB422	--Memorial Benches	CW	0	-1,020	-500	0
TOTAL INCOME			-42,982	-45,999	-46,652	-45,123
TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS			-842	962	597	899
Transfer To Provisions						
M410 TB414	--Cemetery Provision	RF	0	0	0	4,000
Transfer From Provisions						
R551 TB414	--Transfer from Provisions (rev)	RF	0	0	0	0
R486 TB414	--Transfer from Reserve (Maint)	RF	-230	-230	-230	-230
Total Transfers From Provisions			-230	-230	-230	-230
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS			-1,072	732	367	4,669

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Budget

	£
--Cemetery Improvements	3,000
Total	3,000

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
ALLOTMENTS**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	EXPENDITURE					
P150 TB501	Establishment --Water	KW	739	1,000	750	800
	Total Establishment		739	1,000	750	800
	Maintenance					
S100 TB510	--Allotments Maintenance	KW	841	400	400	408
P420 TB510	--Pest Control	KW	408	816	900	832
	Total Maintenance		1,249	1,216	1,300	1,240
	Employee Costs					
E690 TB501	--Allocated Office Staff	CW	10,414	8,352	8,056	8,658
E691 TB501	--Allocated Groundstaff	CW	1,186	1,255	1,236	1,377
	Total Employee Costs		11,600	9,607	9,292	10,034
	Other					
S043 TB501	--Competition	CS	230	235	235	240
	Total Other		230	235	235	240
	TOTAL EXPENDITURE		13,818	12,058	11,577	12,314
	INCOME					
R070 TB501	--Allotment Rents	CW	-5,051	-5,100	-5,100	-5,202
	TOTAL INCOME		-5,051	-5,100	-5,100	-5,202
	TOTAL NET EXPENDITURE		8,767	6,958	6,477	7,112

**REVISED BUDGET 2018/19 & ORIGINAL BUDGET 2019/20
PLANNING, TOWN & ENVIRONMENT**

Col. 1	2	3	4	5	6	7
Code	Description	Budget Manager	Actual 17/18 £	Original 18/19 £	Revised 18/19 £	Original 19/20 £
	EXPENDITURE					
	Maintenance					
S040	TC110	JH	19	300	100	100
P100	TC111	JH	443	536	536	547
S002	TC117	JH	0	0	250	0
P006	TC122	JH	233	400	400	408
S754	TC130	JH	0	400	1,556	0
S756	TC103		0	3,000	0	0
S040	TC903		1,172	1,020	1,000	1,000
	Total Maintenance		1,867	5,656	3,842	2,055
	Employee Costs					
E690	TC181	CW	14,597	16,145	15,275	16,745
	Total Employee Costs		14,597	16,145	15,275	16,745
	Total Revenue Expenditure		16,464	21,801	19,117	18,800
	Capital Expenditure					
C320	TC905	JH	0	8,000	8,000	0
	Total Capital Schemes		0	8,000	8,000	0
	TOTAL EXPENDITURE		16,464	29,801	27,117	18,800
	INCOME/FINANCE					
R080	TC101	JH	-1,100	-1,110	-1,850	-1,100
	TOTAL INCOME		-1,100	-1,110	-1,850	-1,100
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		15,364	28,691	25,267	17,700
	Transfer To Provisions					
R551	TC114	RF	0	0	0	0
	Total Transfer To Provisions		0	0	0	0
	Transfer From Provisions					
R551	TC114	RF	-1,000	0	-255	0
R561	TC114	RF	0	0	0	0
R552	TC114	RF	0	-9,000	-9,000	-1,000
	Total Transfer From Provisions		-1,000	-9,000	-9,255	-1,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		14,364	19,691	16,012	16,700

Non Recurring Items Included in 2018/19 Budget, deducted from 2019/20 Budget

1.	--Human Sundial	8,000
2.	--Sign Painting @ Friday's Cross (use code TC130)	400
3.	--Neighbourhood Plan	3,000
	Less financed from provisions	
		11,400

Non Recurring Items for consideration for 2018/19 Budget

		Priority
12	--Neighbourhood Plan	3,000
13	0	2
14	0	3
15	0	
	Less financed from provisions	0
	Net Non Recurring Bids	3,000

Recurring Items for consideration for 2018/19 Budget

0	0
Less financed from provisions	0
Net Recurring Bids	0

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES														
1st April 2018 to 31st March 2020														
		Actual	Planned Transfers 2018/19:					Estimated	Planned Transfers 2019/20:					Estimated
		Balance	from	to	Cash	between	to General	Balance	from	to	Cash	between	to General	Balance
		01/04/18	Revenue	Revenue	Receipts	provisions	Reserve	31/03/19	Revenue	Revenue	Receipts	provisions	Reserve	31/03/20
		£	£	£	£	£	£	£	£	£	£	£	£	£
EARMARKED PROVISIONS														
I.T. & Equipment	TM602	33,400.00	4,500.00	-15,000.00				22,900	4,500.00	-10,000.00				17,400.00
Gateway	TM604	23,177.00	4,000.00					27,177	4,000.00					31,177.00
Cemetery Extension	TM605	4,800.00				5,200.00		10,000	4,000.00					14,000.00
Greenways/Southampton Road Buildings Reserve	TM607	0.00	8,000.00					8,000	8,000.00					16,000.00
Election	TM608	8,641.88	2,900.00					11,542	2,900.00	-4,000.00				10,441.88
Vehicle & Machinery Replacement	TM610	16,300.02	10,000.00	-16,346.00		5,000.00		14,954	14,000.00	0.00				28,954.02
Play Equipment	TM611	38,150.50	6,900.00	-40,000.00		6,500.00		11,551	6,900.00					18,450.50
Memorials	TM612	3,000.00						3,000						3,000.00
Christmas Lights	TM613	397.00				10,000.00		10,397		-5,500.00				4,897.00
The Place - future development	TM625	16,551.00	5,000.00					21,551	5,000.00					26,551.00
Ringwood Events	TM627	5,342.00						5,342						5,342.00
Carvers Grounds development	TM631	0.00		-3,700.00		15,000.00		11,300		-3,000.00				8,300.00
Infrastructure and Open Spaces Fund	TM632	0.00				9,473.00		9,473	3,000.00	-12,000.00				473.00
Historic reserves which have been transferred	various	13,673.00				-13,673.00		0						0.00
Total Provisions		163,432.40	41,300.00	-75,046.00	0.00	37,500.00	0.00	167,186.40	52,300.00	-34,500.00	0.00	0.00	0.00	184,986.40
RESERVES														
General Reserve		299,240.19	4,731.70	0.00		-36,000.00		267,971.89	0.00	-33,740.05				234,231.84
Dev Contribs	TM680	5,436.13		-7,021.76	5,250.00			3,664.37		-1,000.00				2,664.37
Cem Maint	TM681	1,900.00		-230.00				1,670.00		-230.00				1,440.00
Dev Cons(CIL)	TM682	12,046.95		-18,000.00	6,246.00			292.95						292.95
Capital Receipts	TM684	13,125.00						13,125.00						13,125.00
Grants Unapplied	TM685	1,755.00		-255.00		-1,500.00		0.00						0.00
Loans Unapplied	TM686	0.00						0.00						0.00
Total Reserves		333,503.27	4,731.70	-25,506.76	11,496.00	-37,500.00	0.00	286,724.21	0.00	-34,970.05	0.00	0.00	0.00	251,754.16
TOTALS		496,935.67	46,031.70	-100,552.76	11,496.00	0.00	0.00	453,910.61	52,300.00	-69,470.05	0.00	0.00	0.00	436,740.56
Earmarked Reserves & Provisions		197,695.48	41,300.00	-100,552.76	11,496.00	36,000.00	0.00	185,938.72	52,300.00	-35,730.00	0.00	0.00	0.00	202,508.72
General Reserve		299,240.19	4,731.70	0.00	0.00	-36,000.00	0.00	267,971.89	0.00	-33,740.05	0.00	0.00	0.00	234,231.84
Total Reserves		496,935.67	46,031.70	-100,552.76	11,496.00	0.00	0.00	453,910.61	52,300.00	-69,470.05	0.00	0.00	0.00	436,740.56