

OPEN SESSION: There were no members of the public present.

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on 16th May 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Anne Murphy
Cllr Chris Treleaven
Cllr Tim Ward
Cllr Angela Wiseman

IN ATTENDANCE: Chris Wilkins, Town Clerk
Rory Fitzgerald, Finance Manager
Nicola Vodden, Meetings Administrator

F/5566 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Ford, Cllr O'Reilly and Joshua Kidd, Student Advisor.

F/5567 DECLARATIONS OF INTEREST

There were none.

F/5568 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 18th April 2018, having been circulated, be approved and signed by the Chairman as a correct record.

F/5569 GRANT AID

Members considered two applications for Grant Aid (*Annex A*).

Breast Cancer Haven – The application requested a grant of £300, towards the direct costs of providing free complementary therapies to people from Ringwood who have been affected by breast cancer. Members agreed to award a grant of £100.

Avon Valley Dementia Pals – The application requested a grant of £300, towards the running costs of the group. It is a charity which is run by volunteers and takes people with dementia, who live in the Ringwood and Fordingbridge area, walking. Members agreed to award a grant of £300.

RESOLVED: 1) That, in exercise of the General Power of Competence, a grant of £100 be awarded to Breast Cancer Haven, towards the costs of providing complimentary therapies to local people affected by breast cancer; and

- 2) That, in exercise of the General Power of Competence, a grant of £300 be awarded to Avon Valley Dementia Pals, towards the costs incurred in providing this service to local people.

ACTION A Greenfield

**F/5570
MONTHLY FINANCIAL REPORTS**

Members considered the Monthly Financial Reports attached to these minutes as *Annex B*.

Cllr Heron declared a non-pecuniary interest in payment 3002566 to Ringwood and Fordingbridge skips, as a family member is an employee.

Members queried the amount paid for wood chippings for the Gateway Square. It was understood that the chippings were treated and of a better quality, so that they would not have to be replaced so often. The Town Clerk was asked to provide further information.

ACTION C Wilkins

The Town Clerk confirmed that he had reviewed the service provided for phones and electricity and assured Members that the result of a comparison exercise of other providers showed that the best deal overall was being obtained. The service provided for each premises had been configured to obtain the maximum discount and he was content for the current provider be retained.

With reference to *Annex B(c)*, the RFO indicated that the date in the third column should read 30-Apr-18 and the sixth column should read 31-May-18. He reported that no investment was made at the end of April, as an additional establishment was not yet in place. He advised that the Council should see increased returns from investments, in any event, but the investments will be with two institutions.

Members requested that additional information be included in the report, to show how much is invested with each institution.

ACTION R Fitzgerald

In respect of the final accounts 2017/18, *Annex B(d)*, the RFO reported that all significant transactions had been actioned and that the final figures would be available shortly. The net outturn was predicted to be £4,000 lower than previously thought.

It was noted, with reference to the resulting increase in reserves that some of the funds were earmarked for projects (or were as a result of projects slipping into this financial year) and it was not a case of 'over-amassing'.

The RFO highlighted additional projects that would be brought forward for inclusion in the budget, in due course:-

- 1) Boardwalk at Pocket Park - this would need replacing in the near future; and
- 2) IT provision and support – NFDC was reviewing its service and it is likely that this will either cease or cost the Council significantly more. A review was required and although there is currently a provision for IT, it is unknown, at this stage, whether this would be sufficient.

In relation to the RFO's recommendation to transfer funds from the general reserve to earmarked reserves, Members agreed to this in principle. Each Committee would look at its respective areas and bring forward proposals and also consider whether any earmarked reserve is no longer required. The reserves and provisions report would be amended to show which items relate to which Committee.

ACTION C Wilkins / R Fitzgerald
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RESOLVED:

- 1) That the list of cheque payments on the Imprest account for April be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for April be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the Statement of Town Council Balances be noted and the Inter Account Transfer be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 4) That the Finance Manager's budget monitoring update and the revised outturn forecast be received and noted.
- 5) That a transfer from the General Reserve to Earmarked Reserves be agreed, in principle, and proposals be brought forward at a future meeting.

ACTION R Fitzgerald

F/5571

DATA PROTECTION

The Town Clerk referred Members to his report (*Annex C*) in respect of the General Data Protection Regulation, which comes onto force on 25th May 2018. He added that when the rules for town and parish councils are determined, policies would be amended and brought forward for approval.

- RESOLVED:**
- 1) That the report in respect of Data Protection be noted;
 - 2) That a Data Protection Officer not be appointed nor any other formal steps be taken at this stage; and
 - 3) That the matter be kept under review, with officers providing an update in due course.

ACTION C Wilkins

F/5572

PROJECTS

A1 Millennium Clock – The Town Clerk reported that the clock is showing a more accurate time, but the two faces are not in synch. A further maintenance visit is scheduled and once it is working properly, repainting will be commissioned.

A2 WW1 Armistice – The only proposal put forward has been for a poppy display on the main roundabout. The Town Clerk would liaise with the Royal British Legion to progress this idea.

A3 WW1 Armistice – This is a contribution towards the commemorative event on remembrance day, when it is hoped there would be a multi-denomination service, in a marquee, possibly on Carvers or The Bickerley. Cllr Day would speak to Rev Terry Roberts and report back with an update on the arrangements.

It was noted that in respect of the Lantern of Remembrance, this was not a Town Council project, however it had previously been agreed to underwrite the crowdfunding appeal by £1,000, in order for the blacksmith to undertake a certain amount of preparatory work. It was hoped that the full cost of the project would be met by way of sponsorship.

C1 Review of Standing Orders – It was hoped that this item would be brought before the Committee at its next meeting.

The Town Clerk indicated that he would add the IT project to the list in order that Members could track its progress, likely costs and impact on the budget.

RESOLVED: That the update in respect of projects be received.

ACTION C Wilkins

F/5573

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 be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (employment matter).

F/5574

TOWN CLERK'S PERFORMANCE APPRAISAL AND ANNUAL REVIEW

Members were asked to note the report in respect of the Town Clerk's performance appraisal and annual review (*Confidential Annex E*).

Cllr Day commented that the exercise had been thorough, useful and very constructive. He advised that the process should continue and suggested that December would be an appropriate time for the next review, bearing in mind the elections due in May 2019.

It was agreed that there needed to be a degree of continuity and an additional Member was required to undertake this role. The Chairman invited Members to put themselves forward for this role.

RESOLVED: 1) That the report in respect of the Town Clerk's performance appraisal and annual review be noted; and
2) That a further review be scheduled for December 2018.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7.50pm.

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

RECEIVED
30th May 2018

APPROVED
20th June 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

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POLICY & FINANCE COMMITTEE 16TH MAY 2018

GRANTS 2018/2019

GRANTS REQUESTED

	PREVIOUS GRANTS PAID			
	2015/16	2016/17	2017/18	REQD
	£	£	£	£
Breast Cancer Haven Wessex	0	0	0	300
Avon Valley Dementia Pals	300	300	0 (*)	300
			Total	600

(*) A grant application was not submitted by the organisation for this year

2018/19 FUNDS AVAILABLE

	£
2018/19 Budget	9,000
Total Funds available	9,000
Less Paid	0
Total Unspent @ 18/04/18	9,000

2018/19 GRANTS PAID TO DATE

	Min Ref	£	SECTION	SECTION
			137	145
		£	£	£
TOTAL		0	0	0

2018/19 GRANTS REJECTED TO DATE

	Meeting	Min Ref	Reason Rejected



Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Breast Cancer Haven, Wessex
Postal Address	35 The Square, Titchfield, Hampshire PO14 4RT
Name of Contact	Emma Dean
Contact's telephone number	01329 559 294
Contact's email:	Emma.dean@breastcancerhaven.org.uk

Details of Grant Request

Amount requested	£ 300
What is the purpose of the grant?	We are applying for funding towards the direct costs of providing free complementary therapies to people from Ringwood who have been affected by breast cancer. Our breast cancer support centre helps people across the wider reaches of the Wessex region. Currently, there are around 3,000 people being treated for breast cancer in the Wessex region. To date, over 800 people have accessed us for support, with 3 people coming from Ringwood. Each new visitor has an initial consultation with our Clinical Nurse Specialist who assesses each patient and discusses their medical treatment plan, as well as any specific side effects they might be struggling with, and other concerns or worries they might have. Together they create a specific programme of care to meet the visitor's needs.
How would the people of Ringwood benefit from your receiving this grant?	Physical side effects such as nausea, hot flushes, anxiety, scarring, muscle pain and insomnia are commonplace in breast cancer patients, but this does not mean they must simply be endured. Therapies such as acupuncture, massage, reflexology, medical herbalism and nutritional therapy can help to alleviate symptoms and, in some cases, banish them completely. Emotional support is also available for people with breast cancer and those close to them through 1-1 counselling and support groups.

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How many Ringwood people would benefit?	3
Total cost of project	£ 300
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Breast Cancer Haven

Information about your Organisation

Membership:	What facilities do you provide? Supportive therapies: acupuncture, massage, hypnotherapy, emotional freedom techniques, nutritional advice, medical herbalism, counselling and support groups. 10 therapies per visitor (plus additional 4 hours of counselling for family) The funding will therefore cover the direct therapist costs of 3 people from Ringwood receiving their 10 complementary therapies each.
Subscription: £	
Names of competing or similar organisations	We are the only organisation providing supportive therapies specifically for people affected breast cancer in the region. We also have centres in London, Leeds, Hereford, Worcester and Solihull.

Funds available to your organisation

(apart from this grant application)

Cash in hand: £549,032	Annual income: £2,790,014	
Other sponsoring bodies and amounts donated by them	The Linbury Trust – sponsoring our front desk team	£25,000
	Walk The Walk – sponsoring our support groups	£24,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have not applied or intend to apply to other sponsoring bodies for funding towards visitors from Ringwood.	
Signature of Applicant		Date 4 th April 2018
Position within the Organisation:	Trusts and Foundations Executive	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Please refer to the separate Notes for Applicants document.
 If you wish to attend the Committee meeting at which your application will be considered, please contact us.

Profit and Loss Accounts for Breast Cancer Haven Wessex from 1 June 2016 – 31 May 2017	
Income	£
Individual Donations	4,874
Trust Donations	142,878
Corporate Donations	25,054
Major Donor Income	20
Legacies & In Memoriam Donations	2,087
Community Events	131,314
Events	29,507
Total Net Income	318,363
Expenditure	£
Fundraising costs	139,752
Clinical costs	162,061
Overheads	48,385
Total Expense	317,962
Suplus/ (Deficit)	401

Breast Cancer Haven, Wessex was opened to support the needs of people affected by a breast cancer diagnosis in the Wessex area. It provides supportive therapies, and employs the staff to accomplish this and to operate the Centre and to raise the funds necessary to support the work of the Centre. It is expected to cover its own costs from the funds that it raises. The London headquarters provide the usual central support services together with clinical oversight.

Breast Cancer Haven Reserves Policy as per page 8 of our Audited Accounts FYE May 2017:

In line with the guidance issued by the charity commission, the trustees have considered the future needs of the charity and believe that unrestricted funds (or what the Charity Commission define as ‘free’ reserves) should be between four and six months running costs (£500k-£1m). Such funds are needed to provide for the charity’s working capital needs and a sensible contingency against an unexpected shortfall in fundraising income, emergency or exceptional unforeseen expenditure, thus enabling services to our beneficiaries to be maintained and ensure the financial stability of the charity over the longer term.

As of May 2017, Breast Cancer Haven had total reserves of £4,873,731. Of which, £1,126,588 was held in restricted funds and £3,198,111 in fixed assets, and £549,032 in general funds, excluding assets.



Ringwood
Town Council
Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	AVON VALLEY DEMENTIA PALS
Postal Address	[REDACTED]
Name of Contact	JOHN TRIM
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ 300
What is the purpose of the grant?	The "Avon Valley Dementia Pals" is a small group charity who take people with dementia walking. As a group we take over "Pals" who live in the Ringwood and Fordingbridge areas to the New Forest to the coast. Where we then walk and always go to a cafe or pub for a drink. All 10 volunteers have recently done a days "Dementia Awareness Training".
How would the people of Ringwood benefit from your receiving this grant?	The Avon Valley Dementia Pals is locally based and all our Pals live in the Ringwood/Fordingbridge area. We provide an afternoon activity but giving this partners a welcome break.

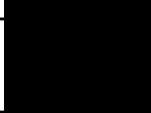
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How many Ringwood people would benefit?	8 at present and 3 volunteers live in Ringwood
Total cost of project	£ 2000-00
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Avon Valley Dementia Pods

Information about your Organisation

Membership: N/A	What facilities do you provide? We only have the criteria that our members have "Dementia"
Subscription: £ N/A	
Names of competing or similar organisations	As a group we are unaware of any similar group in our area.

Funds available to your organisation
(apart from this grant application)

Cash in hand: £ 2000	Annual income: £ 900
Other sponsoring bodies and amounts donated by them	Fordingbridge Rotary £ 200
	Fordingbridge Town Council £ 200
	Various small donations £ 150 APPROX
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	As yet no others.
Signature of Applicant	 S. TRIM Date 16/4/18
Position within the Organisation:	Treasurer / Trustee

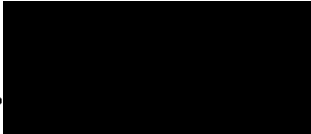

Next Policy & Finance meeting where grant applications will be considered
Date by which all documentation should be received to be included on the Agenda for the above meeting

Please refer to the separate Notes for Applicants document.
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

Avon Valley Dementia Pals

Income & Expenditure Account for the year ended 30th November 2017

Income	Year ended 30.11.2017	Year ended 30.11.2016
Donations (incl. £5 charge to members)	£ 898.95	£ 3,680.63
Bank Interest Received	£ 4.10	£ 4.34
Total Income	£ 903.05	£ 3,684.97
Expenditure		
Volunteers Mileage all/Parking	£ 1,498.90	£ 1,660.69
Membership Community First	£ 10.00	£ -
Liability Insurance	£ 114.00	£ 106.65
Stationery incl. ID photo's/cards	£ 10.99	£ 76.17
Donation to Art Group	£ 227.40	£ -
Course Fee - fundraising	£ 35.00	£ -
Sundries	£ 35.20	£ -
Museum Fee	£ -	£ 60.76
Total Expenditure	£ 1,931.49	£ 1,904.27
Excess Income over Expenditure	-£ 1,028.44	£ 1,780.70
Balance B'Fwd 1st December 2016	£ 3,152.82	£ 1,417.12
Closing Balance 30th November 2017	£ 2,124.38	£ 3,197.82

Signed ..  ..
 Signed ..  ..

Treasurer Date 18/1/18
 Trustee Date

The above statement has been prepared from the records of the above charity and we are of the opinion that these reflect a true and fair view of the Income and Expenditure during the financial year.

Signed  Date 14/1/2017
 Alan Blakey - Reporting Accountant

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

16TH MAY 2018

POLICY AND FINANCE COMMITTEE 16TH MAY 2018

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

Date	Trans No	Details	Budget	Comm	Description	Amount £
Apr						
2018-04-10	3002555	HALC	S&S	P&F	Gateway - NALC & HALC Affiliation 2018/19	1,786.00
2018-04-10	3002556	Forest Newspapers	S&S	P&F	The Place - Advert Chef Supervisor	90.00
2018-04-10	3002567	ICCM	S&S	P&F	Gateway - Subscription 2018/19	90.00
2018-04-10	3002558	Hampshire C.C.	Trans	R&L	Ford Transit - Maintenance March 2018	75.60
2018-04-10	3002561	New Forest D.C.	Premis	R&L	Carvers & War Memorial Gdns Ann. Pest Control	252.00
2018-04-10	3002564	New Forest D.C.	S&S	P&F	Market Square - Premises Licence Renewal	70.00
2018-04-10	3002563	New Forest D.C.	S&S	P&F	The Bickerley - Renewal Premises Licence	70.00
2018-04-10	3002568	New Forest D.C.	S&S	P&F	Gateway - Telephone charges 1.10.17 - 31.3.18	131.35
2018-04-10	3002572	New Forest D.C.	S&S	P&F	Gateway - GIS P/ship contrib. 1.4.18 - 31.3.19	500.00
2018-04-10	3002553	Pete Best	Premis	R&L	Castleman Trail - Tree works	220.00
2018-04-10	3002554	Pete Best	Premis	R&L	Gateway - Wood chippings	1,260.00
2018-04-10	3002566	Rwd & Fbridge Skip	S&S	Cem	Cemetery - 6 yard enclosed skip	228.00
2018-04-10	3002569	Tampen & Tampen	S&S	P&F	The Place - Dishwasher detergent	45.53
2018-04-10	3002573	Rory Fitzgerald	S&S	P&F	Gateway - CIPA Subscription RF	155.00
2018-04-10	3002570	Charmaine Bennett	S&S	P&F	The Place - Food for The Café to sell	156.23
2018-04-10	3002571	Charmaine Bennett	S&S	P&F	The Place - Cleaning	33.97
2018-04-17	3002565	Suez	S&S	Cem	Cemetery - Last Refuse collection	230.24
2018-04-17	3002583	Peter Noble	Premis	R&L	Toad Corner - Welding and repairs to gate	178.68
2018-04-17	3002585	Peter Noble	Trans	R&L	Machinery - Service John Deere Mower	548.15
2018-04-17	3002586	Peter Noble	Trans	R&L	Machinery - 4 1/2 grit flap discs	13.78
2018-04-17	3002587	Peter Noble	Trans	R&L	Machinery - Replace power steering RAM Mower	500.34
2018-04-17	3002590	Hampshire C.C.	S&S	P&F	Gateway - Cleaning and stationery	194.04
2018-04-17	3002588	Elliott Brothers Ltd	S&S	Cem	Cemetery - Bolts, screws and cement	20.27
2018-04-17	3002582	Itec	S&S	P&F	Gateway - Photocopying and gold support	76.88
2018-04-17	3002589	Eco	Premis	R&L	Coxstone Lane - Top soil for repairs	34.91
2018-04-17	3002576	Community First NF	S&S	P&F	Gateway - Membership Renewal 2018/19	10.00
2018-04-17	3002575	Advertiser & Times	S&S	P&F	The Place - Advert Chef Supervisor	144.00
2018-04-17	3002584	Screwfix	Premis	R&L	Seats - Coach bolts	10.31
2018-04-24	3002592	Rwd Pest Control	Premis	Allots	Allotments - Pest Control UK 2018-19	419.85
2018-04-24	3002607	Peter Noble	Trans	R&L	Diesel Tank - Repairs to flow meter	302.69
2018-04-24	3002610	Hampshire C.C.	S&S	P&F	The Place - First aid items	23.89
2018-04-24	3002620	Central Southern Sec.	Premis	R&L/Cen	Carvers & Cemetery - Extra alarm fobs	18.00
2018-04-24	3002614	Central Southern Sec.	Premis	P&F/R&L	The Place, Carvers & Cemetery - Extra alarm fobs	18.00
2018-04-24	3002591	Good-Directions	Premis	P&F	Main Car Park - Repairs to Millennium Clock	696.00
2018-04-24	3002621	Spaldings	Trans	R&L	Machinery - Strimmer line x 10	189.00
2018-04-24	3002611	Avoncrop	Premis	R&L	Open Spaces - Grass seed	218.40
2018-04-24	3002612	Verwood Glazing	Premis	P&F	The Place - Replacement double glazed unit	182.00
2018-04-24	3002613	Taste Vending Ltd	S&S	P&F	The Place - Coffee & biscuits to sell	42.00
2018-04-24	3002615	Screwfix	S&S	R&L	Machinery - Cutting discs	7.98
2018-04-24	3002616	Screwfix	S&S	Allots	Allotments - Outside taps	28.94
2018-04-24	3002619	Screwfix	Premis	R&L	Seats - Brushes, paint and treatment	63.26
2018-04-24	3002622	Screwfix	Premis	R&L	Seats - Masonry drill bits	3.98
2018-04-24	3002617	Edward Morant	S&S	P&F	Royal Wedding Street Party - Market Licence	25.00
2018-04-24	3002631	Royal British Legion	S&S	P&F	Gateway - 2 Silent Soldiers	500.00

POLICY AND FINANCE COMMITTEE 16TH MAY 2018**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 30TH APRIL 2018**

Date	Trans No	Details	Budget	Comm	Description	Amount £
Apr						
2018-04-03	SO	TLC On-line	S&S	P&F	Web Site Maintenance - April 2018	80.00
2018-04-03	SO	Just Health & Safety	S&S	P&F	April 2018	212.40
2018-04-30	SO	Just Health & Safety	S&S	P&F	May 2018	212.40
2018-04-03	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - April 2018	390.00
2018-04-03	DD	New Forest D.C.	Premis	P&F	The Place Rates - April 2018	186.00
2018-04-06	DD	Fintech	S&S	P&F	Gateway - Photocopier quarterly charge	478.80
2018-04-20	DD	Zurich	Employs	P&F	AVC - March 2018	600.00
2018-04-30	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - March 2018	30.00
2018-04-30	DD	Utility Warehouse	S&S	Cem	Cemetery landline - March 2018	24.60
2018-04-30	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - March 2018	125.45
2018-04-30	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - March 2018	2.40
2018-04-30	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - March 2018	117.33
2018-04-30	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - March 2018	2.40
2018-04-30	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd electricity - March 2018	10.10
2018-04-30	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd club mem/ship - March 2018	2.40
2018-04-30	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - March 2018	10.00
2018-04-30	DD	Utility Warehouse	S&S	P&F	The Place landline - March 2018	26.13
2018-04-30	DD	Utility Warehouse	Premis	P&F	The Place electricity - March 2018	439.43
2018-04-30	DD	Utility Warehouse	Premis	P&F	The Place club membership - March 2018	2.40
2018-04-26	PAY	Lloyds	S&S	P&F	Bank charges - March 2018	13.31
2018-04-13	BGC	Austin & Wyatt	S&S	P&F	Agents fees - April 2018	136.00
2018-04-17	LloydsCC	Ikea	S&S	P&F	The Place - Kitchen Accessories	96.00
2018-04-17	LloydsCC	HP inc Uk Ltd	S&S	P&F	Gateway - HP USB Keyboard	21.00
2018-04-17	LloydsCC	Barriers Direct	Premis	R&L	Open Spaces - High Security Padlocks	268.32
2018-04-17	LloydsCC	Barriers Direct	Premis	R&L	Open Spaces - High Security Padlocks	22.18
2018-04-17	BP	Hampshire C.C.	Employs	P&F	Pension March 2018	5,812.16
2018-04-20	DD	Inland Revenue	Employs	P&F	March 2018	4,515.43
2018-04-25	Telepay	Staff	Employs	P&F	April 2018	20,598.42
					TOTAL	44,299.33

AUTHORISATIONS

DATE

16th May 2018

16th May 2018

POLICY AND FINANCE COMMITTEE 16TH MAY 2018**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**
FOR THE PERIOD 1ST TO 30TH APRIL 2018

Date	Voucher No	Details	Location	Description	Amount £
Apr					
2018-04-04	01/01	Shoebiz	Allotments	Keys	12.50
2018-04-05	01/02	Sainsburys	Gateway	Milk	1.60
2018-04-05	01/03	Steadfast	Cemetery	Keys for sheds	18.95
2018-04-06	01/04	Tesco	Gateway	Coffee	4.00
2018-04-09	01/05	Waitrose	Gateway	Milk	1.99
2018-04-15	01/06	Tesco	Gateway	Coffee Whitener	1.79
2018-04-16	01/07	Sainsburys	Gateway	Milk	1.90
2018-04-17	01/08	Fwd Surplus	The Place	Nappy Bin	4.99
2018-04-17	01/09	Waitrose	Gateway	Cleaning Products	3.72
2018-04-23	01/10	Waitrose	Gateway	Milk	1.10
2018-04-24	01/11	WH Smith	The Place	Memory Stick	11.99
2018-04-25	01/12	Waitrose	Gateway	Coffee	5.00
2018-04-26	01/13	Boots	Groundstaff	Sun cream	20.00
2018-04-30	01/14	Eastleigh BC	Gateway	HS First Aid Course Parking	13.50
				TOTAL	103.03

LIST OF PAYMENTS FROM PETTY CASH - THE PLACE
FOR THE PERIOD 1ST TO 30TH APRIL 2018

Date	Voucher No	Details	Location	Description	Amount £
Apr					
				TOTAL	0.00

AUTHORISATIONS

DATE

16th May 2018-----
16th May 2018

B

POLICY AND FINANCE COMMITTEE 16TH MAY 2018

BANK BALANCES & PROPOSED TRANSFERS

Account Name	30-Apr-18		31-May-2018		
	Predicted	As At	Predicted	As At	
	30-Apr-18	31-Mar-18	Movement	30-Apr-18	
	£	£	£	£	£
Imprest (Current) Account	62,026	697,454	-60,000	-550,000	87,454
Business Account	51,503	51,506			51,506
Investment Accounts	600,000	0		550,000	550,000
Greenways Rent Deposit	9,673	9,673			9,673
Petty Cash - Imprest	80	136			136
Petty Cash - The Place	2	50			50
VIC Change Float	50	50			50
Information Desk Float	75	75			75
TOTAL BANK BALANCES	723,409	758,944	-60,000	-550,000	698,944

PROPOSED TRANSFER AUTHORISATIONS:

DATE

18th April 2018

18th April 2018

Notes:

1	Imprest Account	£
	Anticipated net expenditure in month: (PWL B Loan repayments due)	60,000
	Net Movement on imprest account	60,000

2	Investment Maturity
	No investments due to mature

3 The bank accounts were reconciled as at 31st March 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 balance of £2,637.50 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.

The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.

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.

REPORT TO POLICY & FINANCE COMMITTEE – 16th MAY 2018**BUDGETARY CONTROL - 2017/18 OUTTURN****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure outturn for 2017/2018. This is a “near final” outturn report, there remain a small number of year end transactions for which details are not yet finalised. However, the overall position is unlikely to change materially.

2. INCOME & EXPENDITURE OUTTURN 2017/18

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council’s total Committee expenditure for the year is £626,551, or 91.9% of revised planned expenditure for the year. Excluding capital expenditure the figures are £609,246 and 92.5%.
- 2.2 With respect to the Place, (page 2 of Appendix 1) net expenditure to date is £53,297 or just under 85% of the revised budget. As previously noted, staffing changes in the youth service and at the Place account for this underspend.
- 2.3 Income receipts at the end of January stand at £222,365 or 98.3% of the revised budget estimate. The under recovery is largely explained by a smaller than anticipated reimbursement of Town Council costs for managing the Gateway building. This in turn was due to lower than expected expenditure by the Town Council in managing the building, so both income and expenditure are lower than planned. An analysis of income is included at Appendix 2.
- 2.4 The latest predicted outturn suggests that net expenditure will fall by almost £4,000 compared to that reported at the April meeting with this amount being added to the transfer to reserves.

3. Reserves and Provisions

- 3.1 Appendix 3 sets out the latest position on balances and movements on reserves during 2017/18. The General reserve is likely to have increased to just over £303,000 at the 31st March whilst Earmarked Reserves and Provisions remain at £196,357.
- 3.2 The total transfer to reserves are likely to be just over £64,000. Of this, £13,844 is the net planned transfer to and from earmarked reserves and £50,193 represents the balance on the General Fund. In addition, a further £9,459.11 has been received in respect of CIL receipts and £200 has been added to the machinery replacement reserve following the disposal of some obsolete equipment.
- 3.3 The total balance on reserves is therefore likely to be £499,480, consisting of £196,357 earmarked reserves and provisions and £303,122 in the general reserve. Members should note that there are several projects which were planned for 2017/18 but which have slipped into 2018/19 and which will be funded from these reserves.
- 3.4 Notwithstanding the additional call on reserves in 2018/19 resulting from slippage from 2017/18, the General reserve is now at the higher end of what might be considered prudent. It has previously been suggested that the

B

earmarked reserves and provisions be rationalised and members have requested that a sensible machinery replacement schedule be developed with a view to maintaining sufficient funds to replace equipment as and when required without unduly impacting the revenue account in any given year. With this in mind, members might like to consider transferring funds from the General Reserve to Earmarked Reserves.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget monitoring update and the revised outturn forecast is noted.
- 4.2 Members consider a one off transfer from the General reserve to Earmarked Reserves.

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 2017 - MARCH 2018**

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date		Annual Forecast
	£		Actual	Unspent Budget	Outturn
			£	£	£
REVENUE EXPENDITURE					
POLICY & FINANCE COMMITTEE	376,917	389,203	366,429	10,488	366,437
RECREATION, LEIS & O/S COM	243,085	245,113	226,318	16,767	226,353
PLANNING TOWN & ENVIRON	25,868	24,622	16,456	9,412	16,456
TOTAL REVENUE EXPENDITURE	645,870	658,938	609,203	36,667	609,246
CAPITAL EXPENDITURE					
POLICY & FINANCE COMMITTEE	0	18,749	14,823	-14,823	14,823
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	4,000	4,000	2,482	1,518	2,482
TOTAL CAPITAL EXPENDITURE	4,000	22,749	17,305	-13,305	17,305
TOTAL EXPENDITURE	649,870	681,687	626,507	0	626,551
REVENUE INCOME					
POLICY & FINANCE COMMITTEE	-113,967	-136,768	-135,005	21,038	-135,005
RECREATION, LEIS & O/S COM	-87,333	-88,238	-86,260	-1,073	-86,260
PLANNING TOWN & ENVIRON	-1,000	-1,100	-1,100	100	-1,100
TOTAL REVENUE INCOME	-202,300	-226,106	-222,365	20,065	-222,365
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	-202,300	-226,106	-222,365	20,065	-222,365
COUNCIL'S NET COMMITTEE EXPEND	447,570	455,581	404,143	43,427	404,186
Add Transfers To Provisions	33,300	42,642	42,642	0	42,642
Deduct Transfers from Provisions	-3,570	-28,798	-28,798	0	-28,798
Transfer to/ from(-) General Reserve	-9,077	-1,202	0	0	50,193
Budget Required before new bids & grants	468,223	468,223	417,987	0	468,223
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2017/18	468,223	468,223	417,987	50,236	468,223
Non recurring bids for 2017/18 included above					
POLICY & FINANCE COMMITTEE	4,535	2,675	2,500	2,035	2,500
RECREATION, LEIS & O/S COM	2,810	2,810	1,354	1,456	1,354
PLANNING TOWN & ENVIRON	11,500	11,500	2,482	9,018	2,500
Less transfer from provisions	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
	£	£	£	£	£	£
POLICY & FINANCE COMMITTEE EXPENDITURE						
Establishment	105,632	102,135	98,059	0	7,573	98,059
Maintenance	38,944	37,944	30,530	0	8,414	30,531
Employee Direct Costs	5,067	3,040	1,634	0	3,433	1,634
Employee Allocated Costs	105,326	97,742	97,653	0	7,673	97,653
Member Costs	10,390	8,400	13,384	0	-2,994	13,383
Grants	9,000	9,000	4,273	0	4,727	4,273
Other (includes THE PLACE, figures below)	71,012	99,396	89,349	0	-18,337	89,358
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	18,749	14,823	0	-14,823	14,823
COMMITTEE EXPENDITURE	376,917	407,952	381,252	0	-4,335	381,260
INCOME						
INCOME						
Revenue Income (Including THE PLACE)	-113,967	-136,768	-135,005	0	21,038	-135,005
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	-113,967	-136,768	-135,005	0	21,038	-135,005
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	262,950	271,184	246,246	0	16,704	246,255
Add Transfers To Provisions	16,400	24,242	24,242	0	-7,842	24,242
Deduct Transfers From Provisions	0	-25,228	-25,228	0	25,228	-25,228
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	279,350	270,198	245,260	0	34,090	245,269
HOLDING ACCOUNTS EXPENDITURE						
Employee Direct Costs	393,964	397,770	382,823	0	11,141	386,078
HOLDING ACCOUNTS EXPEND.	393,964	397,770	382,823	0	11,141	386,078
HOLDING ACCOUNTS INCOME	-393,964	-397,770	-382,823	0	-11,141	-386,078
TOTAL NET EXPENDITURE	0	0	0	0	0	0

	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual	Profiled Orig Bud	Variance From O.B.	Outturn
	£	£	£	£	£	£
THE PLACE EXPENDITURE						
Establishment	5,252	4,852	4,422	0	-430	4,421
Maintenance	750	3,500	3,905	0	405	3,905
Employee Direct Costs	1,000	500	240	0	-260	240
Employee Allocated Costs	30,546	46,893	38,355	0	-8,538	38,355
Other	4,000	6,500	4,969	0	-1,531	4,970
Capital	0	0	0	0	0	0
COMMITTEE EXPENDITURE	41,548	62,245	51,891	0	-10,354	51,891
INCOME						
INCOME						
Revenue Income	0	-4,500	-3,594	0	906	-3,594
Capital Income/Finance	0	0	0	0	0	0
TOTAL COMMITTEE INCOME	0	-4,500	-3,594	0	906	-3,594
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	41,548	57,745	48,297	0	-9,448	48,297
Add Transfers To Provisions	5,000	5,000	5,000	0	0	5,000
Deduct Transfers From Provisions	0	0	0	0	0	0
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	46,548	62,745	53,297	0	-9,448	53,297

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE						
EXPENDITURE						
Establishment	11,480	11,367	11,001	0	479	11,002
Maintenance	18,615	21,700	12,703	0	5,912	12,703
Machinery	8,972	14,350	12,896	0	-3,924	12,896
Employee Direct Costs	3,410	2,000	224	0	3,186	224
Employee Allocated Costs	128,948	126,519	123,958	0	4,990	123,958
Planters	500	250	3	0	497	3
Activities Expenses	9,020	9,400	8,740	0	280	8,739
Other	1,150	1,150	828	0	322	828
Capital Expenditure	0	0	0	0	0	0
CEMETERY						
Establishment	5,103	5,103	4,894	0	209	4,894
Maintenance	6,050	5,100	3,907	0	2,143	3,908
Employee Allocated Costs	34,757	34,009	33,352	0	1,405	33,352
ALLOTMENTS						
Establishment	1,100	1,000	739	0	361	739
Maintenance	1,300	1,300	1,249	0	52	1,249
Employee Allocated Costs	12,450	11,634	11,595	0	855	11,628
Other	230	230	230	0	0	230
COMMITTEE EXPENDITURE	243,085	245,113	226,318	0	16,768	226,353
INCOME						
Recreation, Leisure & O/S	-37,836	-39,566	-38,228	0	392	-38,228
Cemetery	-45,097	-43,772	-42,981	0	-2,116	-42,982
Allotments	-4,400	-4,900	-5,051	0	651	-5,050
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-87,333	-88,238	-86,260	0	-1,073	-86,260
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	155,752	156,875	140,058	0	15,695	140,093
Add Transfers To Provisions	16,900	18,400	18,400	0	-1,500	18,400
Deduct Transfers From Provisions	-2,570	-2,570	-2,570	0	0	-2,570
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	170,082	172,705	155,888	0	14,195	155,923
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PLANNING, TOWN & ENVIRONMENT COMMITTEE						
EXPENDITURE						
Establishment	10,125	10,025	1,868	0	8,257	1,868
Employee Allocated Costs	15,743	14,597	14,588	0	1,155	14,588
Capital Expenditure	4,000	4,000	2,482	0	1,518	2,482
COMMITTEE EXPENDITURE	29,868	28,622	18,938	0	10,930	18,938
INCOME						
Capital Income & Finance	-1,000	-1,100	-1,100	0	100	-1,100
COMMITTEE INCOME	-1,000	-1,100	-1,100	0	100	-1,100
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	28,868	27,522	17,838	0	11,030	17,838
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-1,000	-1,000	-1,000	0	0	-1,000
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	27,868	26,522	16,838	0	11,030	16,838



**ANALYSIS OF INCOME AGAINST BUDGET
2017-2018 OUTTURN**

	2017/18 Original	2017/18 Revised	Period 12 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	39,482	39,482	39,976	Some paid quarterly
Gateway Re-charges	68,735	68,735	67,537	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,550	
Civic Celebrations	150	9,811	9,896	Income and sponsorship for the firework event and the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,900	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,564	Includes external (non RTC) event ticket sales
The Place - Café sales	0	4,500	3,594	This will depend on the continuation of the café. Includes room hire.
Interest on investments	1,200	900	1,074	
Other Income	0	6,020	6,913	Insurance £6913
Recreation & Leisure Committee				
Ringwood Schools	20,425	20,708	18,666	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,681	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	8,226	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	98	collected by NFDC and remitted at year end
Castleman Trail	835	683	981	Paid by HCC towards year end.
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
Cemeteries	45,097	43,772	42,981	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
Allotments	4,400	4,900	5,051	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
Total Revenue Income:	202,300	226,106	222,365	
Capital				
s106	0	12,047	9,459	
Grants	0			
Loans				
Other			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Total Capital Income	0	12,047	9,659	
Total Budgetted Income	202,300	238,153	232,024	
Precept and other income taken to reserves				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	468,223	468,223	468,223	
Total Income	670,523	706,376	700,247	

RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2017 to 31st March 2018

	Actual Bal 01/04/17 £	Planned Transfers 2017/18:					Est. Bal 31/03/18 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	to General Reserve £	
RESERVES							
General Reserve	252,930	50,193	0				303,122
EARMARKED RESERVES							
Dev Cont inc CIL	11,364		-3,340	12,047			20,071
Cemetery Maintenance	2,130		-230				1,900
Capital Receipts	13,125						13,125
Grants Unapplied	1,755						1,755
Total Reserves	281,304	50,193	-3,570	12,047	0	0	339,973
PROVISIONS							
I.T. & Equipment	26,400	7,000					33,400
Repairs To Paths (Roots)	1,600						1,600
Gateway	34,000	4,000	-18,749				19,251
Maint in closed churchyard	4,800						4,800
Wall For Ashes	0						0
Elections	12,221	2,900	-6,479				8,642
Machinery	6,100	10,000		200			16,300
Play Equip	31,251	6,900					38,151
Memorials	1,500	1,500					3,000
Christmas Lights	397						397
Festival	3,000						3,000
Grants	2,750						2,750
Capital Fund	3,744						3,744
Poulner Lakes	500						500
Built Environment	1,375						1,375
Armed Forces Day	704						704
The Place Future Development	11,551	5,000					16,551
Ringwood Events	0	5,342					5,342
							0
							0
Total Provisions	141,892	42,642	-25,228	200	0	0	159,506
TOTALS	423,196	92,835	-28,798	12,247	0	0	499,480

Earmarked Reserves & Provisions	170,266	42,642	-28,798	12,247	0	0	196,357
General Reserve	252,930	50,193	0	0	0	0	303,122
Total Reserves	423,196	92,835	-28,798	12,247	0	0	499,480

Data Protection

1. Introduction and reason for report

- 1.1 A major overhaul of data protection rights and obligations takes effect later this month with the implementation of the General Data Protection Regulation (GDPR). It is therefore appropriate and timely for members to receive a report on steps being taken by officers to ensure that this council meets its obligations.

2. Background information, options, impact assessment and risks

- 2.1 GDPR comes into force on 25th May but at the time of preparing this report, the legislation has yet to complete its passage through Parliament and significant uncertainties remain as a result of late amendments still being considered.
- 2.2 The latest guidance from the Information Commissioner's Office (ICO) is that GDPR compliance "is a journey, not a destination" and that small organisations like town and parish councils should make reasonable efforts to comply but not be too worried about full and immediate compliance with regulations that have not yet even been finalised.
- 2.3 A key element of GDPR has been the requirement for organisations to appoint a Data Protection Officer (DPO). However, the government has proposed an amendment to its own legislation exempting all town and parish councils from this requirement.
- 2.4 In light of the current uncertainties, officers have undertaken a preliminary "information audit" in an effort to establish what "personal data" the council has and how it is processed. There will be a need to revise our document management policy and to introduce formal notices and amend other documents. Officers will continue to refine the information audit so that once the regulatory position is clearer, this further drafting work can be done with a minimum of delay.
- 2.5 Officers have negotiated a "data processing agreement" with New Forest District Council in respect of the Information Service and it is possible that similar arrangements will need to be concluded with other parties (especially larger organisations which bear a heavier obligation to take formal action more swiftly to bring themselves into compliance).

3. Conclusion and recommendations

Members are respectfully invited to NOTE this report and recommended not to appoint a DPO or take any other formal step at this stage but rather to keep the matter under review and to seek an update from officers in due course.

For further information, contact:

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



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 mechanism was repaired in April but the two faces are still not reliably closely synchronous.	£1,000	£580		Moderate	Probable	A further maintenance visit has been arranged. Once reliable operation has been established repainting of the columns and surround will be commissioned
A2	WW1 Armistice lasting addition to remembrance	Proposals awaited	£500	£0				
A3	WW1 Armistice – contribution to commemorative event	Details awaited	£1,000	£0			Probable	
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications								
C1	Review of Standing Orders	Preliminary re-draft based on NALC model being considered by officers				Moderate	Probable	When a draft is ready for consideration by members a motion to approve the change will, in order to comply with current standing orders, need to be considered at this committee but then adjourned to full council.

