

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 16<sup>th</sup> October 2019 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 John Haywood  
Cllr Gloria O'Reilly

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

**ABSENT:** Cllr Christine Ford  
Cllr Peter Kelleher  
Cllr Tony Ring

### **F/5727 PUBLIC PARTICIPATION**

There were four members of the public present for the Grant Aid application.

### **F/5728 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Ford, Kelleher and Ring.

### **F/5729 DECLARATIONS OF INTEREST**

There were none.

### **F/5730 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 18<sup>th</sup> September 2019, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5731 GRANT AID**

Members considered an application for Grant Aid from Poulner Junior School PTA (*Annex A*). A representative from the PTA was present and explained the project in more detail. A lot of work had been done to renovate and cultivate the school's pond and surrounding area. The grant was requested for the next stage, to enhance the area with benches and learning equipment, for example, microscopes and a weather station. A student provided a lovely insight into the benefits of the project for the school children.

The Committee wished to support the project, commended the PTA for its fundraising efforts and an award of £750 was agreed.

**RESOLVED:** That, in exercise of the Power of General Competence, a grant of £750 be awarded to Poulner Junior School PTA, towards the costs of an environmental area for the school children.

<b>ACTION A Greenfield</b>
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**F/5732**

## **MONTHLY FINANCIAL REPORTS**

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

*Although, it was not a disclosable pecuniary interest, Cllr Heron indicated, in respect of transaction 418, that there was a family connection. Cllr O'Reilly also indicated that the payee was a client.*

The RFO provided additional details of each transaction on the Imprest account, which exceeded £1,000. He confirmed that transaction 355 related to the annual licence subscription for Office 365, which is budgeted for, and not funded from the IT replacement capital project budget.

He reported that the budget is broadly on track. There is an underspend on some budgets, for example, the general maintenance budget, but other budgets are close to the 50% spend expected at the half-year stage. Income received is running considerably less than planned at 30% of that anticipated, due particularly to lower than expected cemetery receipts. Income from sales at Carvers Clubhouse has increased and income from grounds maintenance and sports has recovered from their position last month. He suggested that income is likely to be less than planned by year end.

In respect of the audit of 2018/19 accounts, the RFO provided details of the two issues identified and the measures now in place. Risk management will now be a standing annual item for the December meeting of the Committee, to ensure that this is reviewed within the financial year.

It was noted that the predicted balance of reserves at paragraph 5.2 of the RFO's report referred to total reserves (earmarked and general). In response to a question, it was explained that it would be difficult to produce a report profiling the changes to general reserve throughout the year, but the change to the actual net balance at the end of September can be seen on page 3 of the financial budget comparison report.

### **RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for September be authorised. Cllrs Heron and Rippon-Swaine signed the report;
- 2) That the list of Petty Cash payments for September be authorised. Cllrs Heron and Rippon-Swaine signed the report;
- 3) That the Statement of Town Council Balances and bank transfers be received and noted;
- 4) That the Finance Manager's report, Summary Budget Reports be received and position regarding the budget noted; and
- 5) That the matters raised by the external auditor, together with the actions taken in response, be noted.

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**ACTION R Fitzgerald**

**F/5733**

**TOWN CENTRE CCTV SERVICE PARTNERSHIP AGREEMENT**

*It was noted, at the start of the item, that Cllrs Heron and Rippon-Swaine are also District Councillors.*

The Town Clerk indicated that the item had been before the Committee earlier in the year and the decision was delayed. At the Full Council meeting in July, Members had had the opportunity to question New Forest Neighbourhood Policing Team on the use and effectiveness of CCTV and were now asked to consider entering into the partnership agreement (*Annex C*).

He explained that there had been an issue, with the repair of a particular camera. NFDC had changed how it operates, from sweeping to static, without consultation with the Town Council. This has resulted in a public perception that the CCTV is not working and has reduced its effectiveness as a deterrent in that location.

Members accepted that CCTV is needed, but that it is expensive. They were displeased that the Council has a limited say in how it operates but were being asked to contribute towards it. It was agreed that the agreement should be more robust and amendments be considered at paragraph 5.1, so that CCTV is operated in agreement with the Town Council and suitable information is shared in relation to monitoring of incidents.

**RESOLVED:** That the Town Clerk re-draft the CCTV partnership agreement and present it at a future meeting for further consideration.

**ACTION C Wilkins**

**F/5734**

**PROJECTS**

A1 – ICT overhaul – The project was in its final stage. The Town Clerk reported that it is likely that it will go over budget, however he was confident that the excess can be funded from earmarked reserves. He would work with the RFO to determine the appropriate level of funds to be earmarked annually for ICT, so that funds are available in future, for any updates needed.

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

**ACTION C Wilkins**

*There being no further business, the Chairman closed the meeting at 7.30pm.*

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

RECEIVED  
30<sup>th</sup> October 2019

APPROVED  
20<sup>th</sup> November 2019

TOWN MAYOR

COMMITTEE CHAIRMAN

Page 3 of 3  
Chairman's initials





## 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	Poulner Junior school PTA
Postal Address	North Poulner Road, Ringwood, BH24 3LA;
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

#### Details of Grant Request

Amount requested	£500
What is the purpose of the grant?	Poulner school have been working hard to create an environmental area for the children. This consists of a nature area and pond that will provide excellent learning oppourtunities for the children. learning about nature, environmental factors, whilst providing a relaxing environment for the children and staff.
How would the people of Ringwood benefit from your receiving this grant?	This would have a positive impact on the children of Ringwood, parents and staff providing an interactive learning environment that is both fun and educational.
How many Ringwood people would benefit?	200 pupils plus their family and staff.
Total cost of project	The estimated cost is around £2000

If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Poulner Junior School
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### Information about your Organisation

Membership:	What facilities do you provide? We provide Education for children in the Ringwood and surrounding area ages 7-11 years.
Subscription: £0	
Names of competing or similar organisations	

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £5000	
Other sponsoring bodies and amounts donated by them		
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We are raising money for a variety of Educational projects. Due to the reduction in Government budgets it is an essential way to raise funds	
Signature of Applicant		Date 29/09/19
Position within the Organisation:	Committee Member of the PTA.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
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**Poulner Junior School PTA  
Treasurers Summary 2018/19**

	net receipts/expenses					
	18/19	17/18	Variance	Notes		Bank reconciliation
PTA admin exps	(186.51)	(203.00)	16.49			
Summer sounds (17/18 event)	(150.00)	4,418.00	(4,568.00)	1	<b><u>Current Account</u></b>	
Carnival	(134.60)	(28.40)	(106.20)			
Dads club	285.23	27.00	258.23		Brought forward	17,872.95
Donations received	3,769.14	3,000.00	769.14			
Bingo	217.99	0.00	217.99		Total receipts	23,513.90
Calendars	65.55	0.00	65.55		Total expenditure	(10,247.58)
Bags to School	1,080.00	996.00	84.00		Donations to school	(24,951.30)
Fireworks	4,400.54	3,718.00	682.54		Unbanked cheques	43.00
Xmas hampers	687.64	480.00	207.64		<b>Bank as at 31.08.2019</b>	<b><u>6,230.97</u></b>
Xmas cards mugs	133.50	143.00	(9.50)			
Xmas carols/Santa	407.60	0.00	407.60			
School discos	254.55	558.00	(303.45)	2	<b>Current account</b>	<b>6,230.97</b>
Movie Nights	391.85	576.00	(184.15)		<b>Deposit account</b>	<b>9,988.88</b>
Quiz Nights	119.25	212.00	(92.75)			
Mother's day	281.38	213.00	68.38		<b>TOTAL CASH BALANCES</b>	<b><u><u>16,219.85</u></u></b>
Easter Hunt	197.65	404.00	(206.35)	3		
Father's Day	241.65	153.00	88.65			
Summer Fayre	836.54	1,117.00	(280.46)	4		
Office sales (bags etc)	26.00	188.00	(162.00)			
Yr 6 leavers hoodies	(259.27)	(189.45)	(69.82)			
Waitrose	734.00	0.00	734.00			
Car Boot	213.27	0.00	213.27			
Other	(303.63)	0.00	(303.63)			
	<b><u>13,309.32</u></b>	<b><u>15,782.15</u></b>	<b><u>(2,472.83)</u></b>			
<b><u>Donations to school</u></b>	(24,951.30)	(7,290.00)				
School pond area	10,433.30	7,290.00				
Whiteboards (CY)	5,018.00					
Whiteboards (ringfenced)	9,500.00					
	<b><u>24,951.30</u></b>	<b><u>7,290.00</u></b>				

**Notes:**

1. No summer sounds event in 2018/19
2. School Disco takings in 2017/18 included prior events floats being rebanked
3. Easter Egg Hunt 2017/18 - no expenses recorded
4. Summer Fayre in 2018/19 excludes Year 6 stall takings



**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**16TH OCTOBER 2019**

# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD 02/09/19	02/09/19	359		£403.00	£0.00	£403.00	RLOS	New Forest District Council	Rates Cemetery Sept 2019
DD 02/09/19	02/09/19	360		£190.00	£0.00	£190.00	P&F	New Forest District Council	Rates Carvers C/House Sept 2019
SO 02/09/19	02/09/19	372		£80.00	£0.00	£80.00	P&F	TLC Online	September 2019
DD 04/09/19	04/09/19	361		£77.18	£12.86	£64.32	RLOS	UK Fuels Ltd	07.08.2019 - Unleaded fuel from Moortown Garage.
52	05/09/19	349		£800.00	£133.33	£666.67	P&F	Aurora Fireworks Ltd	2 x fireworks display Deposit
52	05/09/19	350		£184.25	£0.00	£184.25	P&F	Sarah Clift	For consultancy services August 2019.
52	05/09/19	351		£436.67	£72.78	£363.89	RLOS	Glasdon UK Limited	Research into youth provision
		352/1		£19.02	£3.17	£15.85	RLOS	Fleet Line Markers	Two litter bins for clubhouse and keys.
		352/2		£3.06	£0.51	£2.55	RLOS	Fleet Line Markers	Guide disk and Shaft Assembly
		352/3		£7.20	£1.20	£6.00	RLOS	Fleet Line Markers	In tank Filter
52	05/09/19	352	RTC803248	£29.28	£4.88	£24.40	RLOS	Fleet Line Markers	Freight Charges
52	05/09/19	353		£45.60	£7.60	£38.00	RLOS	Site Safety Ltd	split/part order
52	05/09/19	354		£140.83	£23.47	£117.36	P&F	1st Stop Clean	1 pair of Sealtex Flexible Waterproof coveralls.
52	05/09/19	355		£2,624.40	£437.40	£2,187.00	P&F	Status Computers	Ringwood Gateway Office Cleaning Cover 05/07/19/21 August 2019
52	05/09/19	356		£37.32	£6.22	£31.10	RLOS	Elliott Brothers Ltd	Office 365 Annual Licences for 2019-20
52	05/09/19	357		£75.60	£12.60	£63.00	RLOS	Hampshire County Council	post fix
BGC 05/09/19	05/09/19	363		-£204.00	£0.00	-£204.00	P&F	New Forest District Council	Aug 2019 Cab monthly contract
DD 09/09/19	09/09/19	362		£122.78	£5.85	£116.93	P&F	British Gas	Greenways 16/05/19-14/08/19
		364/1		£46.85	£7.81	£39.04	RLOS	Hampshire Transport Management	Recharge Replace 1 x Hankook.
		364/2		£4.97	£0.83	£4.14	RLOS	Hampshire Transport Management	Recharge replace 1 worn VM/98312/C. Carried out along with tyre, balance, valve and disposal.
53	10/09/19	364	RTC803271	£51.82	£8.64	£43.18		Hampshire Transport Management	part/split order
53	10/09/19	365		£540.00	£90.00	£450.00	P&F	Status Computers	ASUS R410UA-EB529R Notebook S/No:K1N0GR02U952
53	10/09/19	366		£46.80	£0.00	£46.80	P&F	Kings Church	For Carvers - delivered to Ringwood Gateway.
									Vinyl Banner for carvers clubhouse



# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
53	10/09/19	367		£225.00	£0.00	£225.00	P&F	James Bennett	Supplied football coaching to carvers clubhouse 5 weeks 3 hours per week at £15 per hour	2802/2/1
53	10/09/19	368		£135.00	£0.00	£135.00	P&F	Danny Cutter	Supplied football coaching to carvers clubhouse 3 weeks 3 hours per week at £15 per hour	2802/2/1
53	10/09/19	369		£90.00	£0.00	£90.00	P&F	Sam Hicks	Supplied football coaching for carvers clubhouse during summer 2019, 2 weeks, 3 hours at £15 per hour	2802/2/1
54	10/09/19	370		£3.99	£0.66	£3.33	RLOS	Screwfix	Extractor Set 5pcs	3000/3/1
BGC 12/09/19	12/09/19	373		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees September 2019	2400/19
BP 16/09/19	16/09/19	371		£7,272.60	£0.00	£7,272.60	P&F	Hampshire County Council	Pension August 2019	2600/1/3
55	16/09/19	381		£22.39	£3.73	£18.66	RLOS	Elliott Brothers Ltd	6 bags of post fix for goal posts 10 acre.	3000/2/5
		382/1		£158.40	£26.40	£132.00	RLOS	Aquam Water Services	01/08/2019 - 31/08/2019 - Standpipe Water Meter hire	3000/1/8
		382/2		£50.59	£8.43	£42.16	RLOS	Aquam Water Services	18/07/2019 - 27/08/2019 - Standpipe Boumemouth Water Meter reading.	3000/1/8
55	16/09/19	382	RTC803275	£208.99	£34.83	£174.16		Aquam Water Services	Part/split order.	3000/1/8
55	16/09/19	383		£137.34	£22.89	£114.45	RLOS	Pete Alvis	Mend leaking pipe and fit 2 new double check valve taps Southampton Road Allotments.	3300/2/1
55	16/09/19	384		£300.00	£50.00	£250.00	RLOS	The Play Inspection Company	Annual Playground Inspection for 4 sites.	3000/1/9
55	16/09/19	385		£105.62	£17.60	£88.02	P&F	1st Stop Clean	Carvers Clubhouse Cleaning Cover - 27th/29th/31st August 2019 (2hrs each clean).	2802/2/1
55	16/09/19	386		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Tracor shed 26/08/19	3000/2/3
55	16/09/19	387		£34.38	£5.73	£28.65	P&F	Itec	Copies 13/8-12/9/19	2000/1/9
55	16/09/19	388		£54.00	£9.00	£45.00	P&F	Letters & Logos Ltd	vinly stickers for market relaunch	2400/12
		389/1		£11.52	£1.92	£9.60	P&F	Hampshire County Council	612472 - Duracell DL123A batteries	2000/1/8
		389/2		£29.66	£4.94	£24.72	P&F	Hampshire County Council	589574 - Dishwasher Tabs	2000/1/8
		389/3		£0.82	£0.14	£0.68	P&F	Hampshire County Council	670804 - scissors (right leave)	2000/1/8
		389/4		£5.74	£0.96	£4.78	P&F	Hampshire County Council	553125 - toilet brush	2000/1/8
		389/5		-£11.52	-£1.92	-£9.60	P&F	Hampshire County Council	credit Duracell DL123A batteries	2000/1/8
55	16/09/19	389	RTC803207	£36.22	£6.04	£30.18		Hampshire County Council	Part/Split Order	2000/1/8
		390/1		£1.22	£0.20	£1.02	P&F	Hampshire County Council	845007 - stapler	2000/1/8



# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Ctee	Details	Heading	
			390/2	£1.74	£0.29	£1.45	P&F	Hampshire County Council	822475 - Water Resistant Permanent Marker - Assorted colours	2000/1/8
			390/3	£3.83	£0.64	£3.19	P&F	Hampshire County Council	821924 - Washable Whiteboard pens - assorted	2000/1/8
			390/4	£16.18	£2.70	£13.48	P&F	Hampshire County Council	816200 - toilet rolls	2000/3/4
			390/5	£16.86	£2.81	£14.05	P&F	Hampshire County Council	816100 - hand towels	2000/3/4
			390/6	£8.04	£1.34	£6.70	P&F	Hampshire County Council	819748 - A4, 150 micron laminator pouches	2802/2/1
			390/7	£8.05	£1.34	£6.71	P&F	Hampshire County Council	819449 - A3, 150 micron laminator pouches	2802/2/1
			390/8	£20.90	£3.48	£17.42	P&F	Hampshire County Council	819255 - A3 Copier Paper	2000/1/8
			390/9	£39.26	£6.54	£32.72	P&F	Hampshire County Council	819906 - A4 copier paper	2000/1/8
55	16/09/19	390	RTC803293	£116.08	£19.34	£96.74		Hampshire County Council	Part/Split Order	2000/1/8
			391/1	£2,160.00	£360.00	£1,800.00	P&F	Clyde & Co Claims LLP	Vat only invoice	2000/1/3
			391/2	-£1,800.00	£0.00	-£1,800.00	P&F	Clyde & Co Claims LLP	Vat only invoice	2000/1/3
55	16/09/19	391	RTC803291	£360.00	£360.00	£0.00		Clyde & Co Claims LLP	Invoice for VAT payment only	2000/1/3
Lloyds CC 17/09/19	17/09/19	374		£256.00	£4.17	£251.83	P&F	PortalPlanQuest Ltd	Planning Application to NFDC for temporary lamp post banners.	2400/14
Lloyds CC 17/09/19	17/09/19	375		£256.00	£4.17	£251.83	P&F	PortalPlanQuest Ltd	Planning Application to NFDC for permanent lamp post banners.	2400/14
Lloyds CC 17/09/19	17/09/19	376		£318.05	£21.51	£296.54	P&F	Booker	food supplies for carvers clubhouse dated 08 08 2019	2802/3/1
Lloyds CC 17/09/19	17/09/19	377		£263.62	£26.66	£236.96	P&F	Booker	food supplies for carvers clubhouse dated 19 08 2019	2802/3/1
Lloyds CC 17/09/19	17/09/19	378		£316.54	£32.14	£284.40	P&F	Booker	food supplies for Carvers Clubhouse 29082019	2802/3/1
Lloyds CC 17/09/19	17/09/19	379		£25.00	£0.00	£25.00	P&F	Hampshire County Council	Application for hanging festive lights over highway.	2400/2
56	17/09/19	392		£11.12	£1.85	£9.27	RLOS	Hampshire County Council	Fuel Charges August 19 Town Council	3000/3/4
57	17/09/19	393		£14.99	£2.50	£12.49	RLOS	Screwfix	Hammerite Smooth White 750ml	3000/5/5
56	17/09/19	394		£417.00	£69.50	£347.50	RLOS	Peter Noble	repairs to pedestrian scarifier.	3000/3/2
56	17/09/19	395		£103.49	£17.25	£86.24	RLOS	Peter Noble	Massey Tractor - fuel filter clean	3000/3/2
56	17/09/19	396		£95.64	£15.94	£79.70	RLOS	Peter Noble	Strimm Line for Strimmers 1 reel of 3m/m x 281 meters. 1 Reel of 2.4 m/m x 180 meters. 10 grease cartridges.	3200/2/5
57	17/09/19	398		£6.59	£1.10	£5.49	RLOS	Screwfix	Square Hopper and Gully Grid - Carvers Grounds.	3000/2/3



# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
PAY 18/09/19	18/09/19	401		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges - September 2019 10111
DD 19/09/19	19/09/19	399		£50.72	£0.00	£50.72	P&F	Worldpay	Worldpay September 2019 2802/2/4
DD 20/09/19	20/09/19	400		£5,510.86	£0.00	£5,510.86	P&F	Inland Revenue	August 2019 2600/1/2
NFDC Tfr6	20/09/19	426		-£3.49	£0.00	-£3.49	P&F	New Forest District Council	NFDC Tfr6 R171472 2802/1/1
DD 24/09/19	24/09/19	380		£387.65	£64.61	£323.04	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2019 2501/3
58	24/09/19	397		£504.00	£84.00	£420.00	PT&E	Daniel Shutler	Crow Stream - Annual Flail (from The Elm Tree to Sandford Copse) To be carried out at the end of August/early September 4000/1/7
58	24/09/19	402		£463.00	£0.00	£463.00	P&F	Purchase Power	Meter Reset / Transaction fee Meter No. 3088326 2000/1/10
		403/1		£1.78	£0.30	£1.48	P&F	Hampshire County Council	845306 - stapler 2000/1/8
		403/2		£2.16	£0.36	£1.80	P&F	Hampshire County Council	759905 - tippex 2000/1/8
		403/3		£10.23	£1.71	£8.52	P&F	Hampshire County Council	750715 - self seal envelopes (1box) 2000/1/8
58	24/09/19	403	RTC803303	£14.17	£2.37	£11.80		Hampshire County Council	part/split order 2000/1/8
58	24/09/19	404		£55.63	£9.27	£46.36	P&F	Letters & Logos Ltd	1000 postcards for carvers clubhouse 2802/2/4
58	24/09/19	405		£272.62	£45.44	£227.18	P&F	New Forest Ice Cream	Ice cream for sale at carvers clubhouse 2802/3/1
58	24/09/19	406		£100.00	£0.00	£100.00	P&F	Laceys Solicitors	*Premises Licence Application fee for Carvers 2400/1/4
58	24/09/19	407		£64.20	£10.70	£53.50	RLOS	Elliott Brothers Ltd	1 sheet of marine ply to replace one broken in breakin insurance claim. 3000/2/1
58	24/09/19	408		£600.00	£100.00	£500.00	P&F	CPS Group	Rental items for fireworks event speaker stacks and steel deck 2400/1/1
DD 25/09/19	25/09/19	409		£23,797.82	£0.00	£23,797.82	P&F	Salaries	September 2019 2600/1/1
PAY 27/09/19	27/09/19	410		£15.72	£0.00	£15.72	P&F	Lloyds Bank	Bank Charges - September 2019 2000/1/18
SO 30/09/19	30/09/19	411		£212.40	£35.40	£177.00	P&F	Just Health & Safety	October 2019 2000/1/4
		412/1		£558.72	£51.49	£507.23	P&F	Barclay Card	Barclaycard September 2019 2802/3/1
		412/2		£81.90	£11.14	£70.76	P&F	Barclay Card	Barclaycard September 2019 2802/2/1
		412/3		£37.99	£6.33	£31.66	P&F	Barclay Card	Barclaycard September 2019 2802/2/2
DD 30/09/19	30/09/19	412		£678.61	£68.96	£609.65		Barclay Card	September 2019 2802/3/1
		413/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cemetery August 2019 3000/1/6
		413/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cemetery August 2019 3200/1/6
		413/3		£31.22	£1.49	£29.73	RLOS	Utility Warehouse	UW Cemetery August 2019 3200/1/6



# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		413/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery August 2019
DD 30/09/19	30/09/19	413		£94.82	£12.09	£82.73		Utility Warehouse	UW Cemetery August 2019
		414/1		£47.97	£2.29	£45.68	RLOS	Utility Warehouse	UW Sports Pavilion August 2019
		414/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion August 2019
DD 30/09/19	30/09/19	414		£50.37	£2.69	£47.68		Utility Warehouse	UW Sports Pavilion August 2019
		415/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW Carvers C/House Aug 2019
		415/2		£32.21	£5.37	£26.84	P&F	Utility Warehouse	UW Carvers C/House Aug 2019
		415/3		£278.61	£13.27	£265.34	P&F	Utility Warehouse	UW Carvers C/House Aug 2019
		415/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House Aug 2019
DD 30/09/19	30/09/19	415		£323.22	£20.71	£302.51		Utility Warehouse	UW Carvers C/House August 2019
		416/1		£122.00	£0.00	£122.00	P&F	Riley Dunn & Wilson Ltd	Bind Council Minute Books as your quote dated 30.07.19 (no VAT)
		416/2		£37.80	£6.30	£31.50	P&F	Riley Dunn & Wilson Ltd	Collection and delivery
59	30/09/19	416	RTC803216	£159.80	£6.30	£153.50		Riley Dunn & Wilson Ltd	split /part order
		417/1		£152.93	£25.49	£127.44	P&F	GW Shelter Solutions Ltd	916x925x6mm clear polycarbonate
		417/2		£40.81	£6.80	£34.01	P&F	GW Shelter Solutions Ltd	489x925x6mm clear polycarbonate
		417/3		£61.78	£10.30	£51.48	P&F	GW Shelter Solutions Ltd	Vertical side extrusion kits
		417/4		£18.00	£3.00	£15.00	P&F	GW Shelter Solutions Ltd	Rubber and fixings
		417/5		£60.00	£10.00	£50.00	P&F	GW Shelter Solutions Ltd	Delivery
59	30/09/19	417	RTC803220	£333.52	£55.59	£277.93		GW Shelter Solutions Ltd	split/part order - replacement of glass panels in bus shelter. Green RAL6005. Delivery only.
59	30/09/19	418		£234.00	£39.00	£195.00	RLOS	Ringwood & Fordingbridge Skip Hire	6 yard ENCLO mixed - Hightown Road. Job No. 73413 Job date - 16/09/19
59	30/09/19	419		£540.00	£90.00	£450.00	P&F	Status Computers	500 Support Points
59	30/09/19	420		£300.00	£0.00	£300.00	RLOS	Pete Best	Cut down overhanging dangerous tree and separate limb and remove debris in cemetery.
59	30/09/19	421		£500.00	£0.00	£500.00	RLOS	Pete Best	cut back and raise trees overhanging Ringwood Junior School.
60	30/09/19	422		£500.00	£0.00	£500.00	P&F	Avon Valley Concerts	To help with cost of updating its website.
60	30/09/19	423		£1,000.00	£0.00	£1,000.00	P&F	Forest Forge Theatre Group	For the specific purpose of assisting young people with restricted funds.



# Paid Expenditure Transactions

between 01/09/19 and 30/09/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
60	30/09/19	424		£4.99	£0.83	£4.16	RLOS	Screwfix	Ground Hss Drill Bit 5mm
NFDC Tfr6	30/09/19	427		£8.70	£0.00	£8.70	P&F	New Forest District Council	3000/3/1
NFDC Tfr6	30/09/19	428		£18.85	£0.00	£18.85	P&F	New Forest District Council	NFDC Tfr6 R171197 Carvers C/House 19/08/19 Expenditure
NFDC Tfr6	30/09/19	429		£21.78	£0.00	£21.78	P&F	New Forest District Council	2802/3/1
NFDC Tfr6	30/09/19	430		£1.00	£0.00	£1.00	P&F	New Forest District Council	NFDC Tfr6 R171198 Carvers C/House 27/08/19 Expenditure
NFDC Tfr6	30/09/19	431		£12.20	£0.00	£12.20	P&F	New Forest District Council	NFDC Tfr6 R71551 Carvers C/House 02/09/19 Expenditure
NFDC Tfr6	30/09/19							New Forest District Council	NFDC Tfr6 R171431 Carvers C/House 09/09/19 Expenditure
NFDC Tfr6	30/09/19							New Forest District Council	NFDC Tfr6 R171590 Carvers C/House 16/09/19 Expenditure
<b>Total</b>				£53,868.24	£2,217.10	£51,651.14			

## Journal Transfers

Date	Amount Deducted from	Credited to	Reason
30/09/19	£10.00 10000 Petty Cash - Office	9999 Suspense	September 2019 Petty Cash
30/09/19	£13.20 10000 Petty Cash - Office	2802/2/1 Hired & Contracted(general supplies)	September 2019 Petty Cash
30/09/19	£12.49 10000 Petty Cash - Office	2000/1/8 Stationery	September 2019 Petty Cash
30/09/19	£22.58 10000 Petty Cash - Office	2000/2/2 Hospitality / Refreshments	September 2019 Petty Cash
Total	£58.27		

## POLICY AND FINANCE COMMITTEE 16th OCTOBER 2019

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Sep-19			30-Sep-19	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	88,070	294,164	-50,000	-185,000		59,164
Business Account	51,539	11,540			25,000	36,540
Investment Accounts	635,000	475,000			160,000	635,000
Greenways Rent Deposit	10,754	10,742				10,742
Petty Cash - Imprest	250	404				404
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>785,838</b>	<b>792,075</b>	<b>-50,000</b>	<b>-185,000</b>	<b>185,000</b>	<b>742,075</b>

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

## PROPOSED TRANSFER AUTHORISATIONS:

DATE

16th October 2019

16th October 2015

Investment Accounts	CCLA	Instant access
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## Notes:

- 1 **Imprest Account**

Anticipated net expenditure in month:	£ 50,000
Receipt of precept due end of April	
<b>Net Movement on imprest account</b>	<b>50,000</b>
- 2 **Investment Maturity**

No investments due to mature
- 3 The bank accounts were reconciled as at 30th September 2019
- 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 – 16<sup>th</sup> OCTOBER 2019**  
**BUDGETARY CONTROL - 2019/20 QUARTER 2 (TO END SEPTEMBER)**

**1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first half of the year, April to September 2019. A summary budget comparison report is included as Appendix 1.
- 1.2 Revised budget forecasts and outturn predictions are being prepared and will be available in the autumn.

**2. BUDGET 2019/20**

- 2.1 The Council approved a base expenditure budget for 2019/20 of £678,432. In addition, members approved recurring growth of £13,500 per annum and one off additional spend for the year of £52,463, giving a total expenditure budget of £744,395. Income is predicted to be £213,915 and the precept is £497,549 which will require a net transfer from reserves of £32,931.
- 2.2 Additional expenditure that has been authorised since the annual budget was approved in January includes the appointment of a consultant to carry out research into youth provision in the Town and some additional spend on replacement tools following a break-in. These and any other unavoidable additional expenditure will be included in the revised budget.
- 2.3 Bank reconciliations have been carried out for all accounts and those to the end of August have been witnessed by the Chair of this committee. These reconciliations are, in any event, carried out monthly as part of the maintenance of the accounts and will in future be presented to the Chairman of this Committee quarterly for endorsement.

**3. INCOME & EXPENDITURE APRIL 2019 to SEPTEMBER 2019**

- 3.1 Expenditure to the end of September totalled £ 318,702, or 42.8% of the planned spend for the year. However, 59% of gross expenditure is accounted for by employee costs and at the end of September, these costs stood at £221,593, very slightly less than 50% of the annual employee costs budget which is in line with budget expectations. Of the remaining, non-pay related expenditure, spend to the end of September is £101,304 or 33.2% of the annual non-pay budget. A budget summary comparison report is included at Appendix 1. Note that the expenditure figures include a credit balance on the pay control account which represents outstanding tax, NI and pension liabilities of £12,137 which are due to be settled after the end of the period.
- 3.2 The underspend on non-pay costs at the end of September is around £53,000. There are several reasons for this, the most significant of which are explained by the significant annual recharges for the Gateway building and CCTV costs which fall due later in the year. There is also some slippage on the £65,693 programme of one off and recurring growth items that were approved for the current year. Total spend on these items is now around £9,400, however, this will have little impact on the revenue budget as most of this expenditure is due to be met from reserves. Other underspent budgets include grounds maintenance and the grants budget, both of which are only around 30% expended at the end of September.
- 3.3 Whilst overall, there are significant underspends, members should be aware that budgets are also likely to be exceeded in some areas. The number of members exercising their entitlement to an allowance has increased and, as previously noted, expenditure on goods for resale and on purchases of tools and equipment have both exceeded the original budget, albeit funded from additional income

and insurance receipts. All of these unavoidable changes will be picked up in the revised budget.

- 3.4 Income received to date, excluding the precept and CIL receipts, stands at £103,050, or 48.2% of planned receipts. Whilst this is an improvement on the figure to the end of August, it remains almost £4,000 less than anticipated at this point in the year. Cemetery receipts remain a concern with only 30% of the anticipated income achieved, representing a shortfall of £9,000 to the end of September. However, income from grounds maintenance and sports activities has recovered somewhat whilst the new allotments system is now in place, operating as expected, and has enabled the production of allotments invoices.
- 3.5 Members will be pleased to note that following discussion at the last meeting of this committee, further negotiations were held with the Council's insurers resulting in a significantly more competitive quote and an annual saving of over £2,000 in the insurance premium.
- 3.6 A Cashbook summary is included at Appendix 2 for information. This presents the financial information in a different format and helps to explain the movement on cash balances from the opening position to the present. Note that the expenditure by committee is the cash expenditure and includes accruals from 2018/19 which are excluded from the current year budget comparison.

#### 4. AUDIT OF 2018/19 ACCOUNTS

- 4.1 The annual governance and accountability return (AGAR) for 2018/19 was reviewed by the external auditors, PKF Littlejohn LLP. Whilst they have yet to submit their final conclusions, they have indicated that they are likely to raise two issues:

Firstly that we did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as we failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. We had instead made provision for 30 consecutive days rather than 30 consecutive working days as required. The notices for the exercise of public rights will be amended in line with the regulations for the 2019/20 financial year.

Secondly that we did not consider risk management arrangements during 2018/19. Financial risk management arrangements were considered by this committee and again by full council in March 2018 but the arrangements must be reconsidered within each financial year. Arrangements are being made to bring financial risk management arrangements back to this committee for consideration before the end of December and annually thereafter.

- 4.2 No other matters have been raised by the auditors.

#### 5. FINANCIAL IMPLICATIONS

- 4.1 The budget figures indicate that the Town Council remains broadly on target to spend to budget with some reduction in both income and expenditure likely.
- 4.2 The predicted position on reserves remains unchanged but will be reviewed when the revised budgets are prepared. However, given that the additional, non-recurring expenditure agreed for the current year is mainly funded from reserves, any significant slippage in the programme will have a direct impact on the level of reserves at year end. There is currently a predicted balance on reserves of £465,321. A summary of the current position on reserves is included at Appendix 3. This remains unchanged from the position reported at the September meeting.

#### 5. RECOMMENDATION

It is recommended that:-

- 4.1 The budget position is noted.
- 4.2 The matters raised by the external auditor, together with the actions taken in response, are noted.

For further information please contact:

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[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

# Financial Budget Comparison

Comparison between 01/03/19 and 09/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>INCOME</b>				
<b>Policy &amp; Finance</b>				
200	Revenue Income	£119,036.00	£62,604.46	-£56,431.54
280	Carvers Club House Income	£8,500.00	£8,956.47	£456.47
999	Suspense	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£127,536.00</b>	<b>£71,560.93</b>	<b>£55,975.07</b>
<b>Recreation, Leisure &amp; Open Spaces</b>				
300	Revenue Income (RLOS)	£34,954.00	£17,508.14	-£17,445.86
320	Cemetery Income	£45,123.00	£13,340.09	-£31,782.91
330	Allotment Income	£5,202.00	£5,644.00	£442.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£85,279.00</b>	<b>£36,492.23</b>	<b>£48,786.77</b>
<b>Planning, Town &amp; Environment</b>				
400	Income	£1,100.00	£1,100.00	£0.00
<b>Total Planning, Town &amp; Environment</b>		<b>£1,100.00</b>	<b>£1,100.00</b>	<b>£0.00</b>
<b>Council</b>				
100	Precept	£497,549.00	£497,549.00	£0.00
102	Interest Business A/c	£0.00	£10.60	£10.60
110	Client Deposits	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£497,549.00</b>	<b>£497,559.60</b>	<b>-£10.60</b>
<b>Total Income</b>		<b>£711,464.00</b>	<b>£606,712.76</b>	<b>-£104,751.24</b>

# Financial Budget Comparison

Comparison between 01/03/19 and 09/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>EXPENDITURE</b>				
<b>Policy &amp; Finance</b>				
2000	Establishment	£99,550.00	£55,760.63	£43,789.37
2100	Maintenance	£34,394.00	£1,284.05	£33,109.95
2200	Democratic Process (members Costs)	£13,940.00	£5,393.22	£8,546.78
2210	Grants	£9,000.00	£2,750.00	£6,250.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£54,937.87	£66,407.13
2310	Employee overhead Costs	£1,824.00	£1,028.93	£795.07
2400	Other	£45,024.00	£9,008.83	£36,015.17
2500	Capital Financing	£31,546.00	£15,772.95	£15,773.05
2501	Capital	£10,000.00	£1,959.68	£8,040.32
2600	Wages Control Account	£0.00	-£12,137.02	£12,137.02
2801	Carvers Employee Costs	£44,010.00	£22,107.76	£21,902.24
2802	Carvers Club House- Expenditure	£16,954.00	£12,149.63	£4,804.37
9999	Suspense	£0.00	£10.00	-£10.00
<b>Total Policy &amp; Finance</b>		<b>£427,587.00</b>	<b>£170,026.53</b>	<b>-£257,560.47</b>
<b>Recreation, Leisure &amp; Open Spaces</b>				
3000	Recreation & Leisure (Other)	£81,464.00	£22,298.13	£59,165.87
3001	RL&OS -Employee Costs	£141,208.00	£71,886.44	£69,321.56
3002	Employee Costs	£2,000.00	£820.00	£1,180.00
3200	Cemetery	£9,911.00	£4,628.68	£5,282.32
3201	Cemetery -Employee Costs	£36,110.00	£18,461.81	£17,648.19
3300	Allotments	£2,280.00	£988.55	£1,291.45
3301	Allotments -Employee Costs	£10,035.00	£4,667.83	£5,367.17
3350	Capital Expenditure	£3,000.00	£3,385.89	-£385.89
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£286,008.00</b>	<b>£127,137.33</b>	<b>-£158,870.67</b>
<b>Planning, Town &amp; Environment</b>				
4000	Planning, Town & Environment	£14,055.00	£655.97	£13,399.03
4001	Employee Costs	£16,745.00	£7,723.97	£9,021.03
4050	Capital Expenditure	£0.00	£1,061.15	-£1,061.15
<b>Total Planning, Town &amp; Environment</b>		<b>£30,800.00</b>	<b>£9,441.09</b>	<b>-£21,358.91</b>
<b>Council</b>				
10000	Petty Cash - Office	£0.00	-£66.38	£66.38
10001	Petty Cash - Youth	£0.00	-£43.78	£43.78
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£70.00	-£70.00
<b>Total Council</b>		<b>£0.00</b>	<b>-£40.16</b>	<b>-£40.16</b>
<b>Total Expenditure</b>		<b>£744,395.00</b>	<b>£306,564.79</b>	<b>£437,830.21</b>

## Financial Budget Comparison

Comparison between 01/03/19 and 09/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	2019/2020	Actual Net	Balance
Total Income	£711,464.00	£606,712.76	-£104,751.24
Total Expenditure	£744,395.00	£306,564.79	£437,830.21
Funded by reserves		£0.00	
<b>Total Net Balance</b>	<b>-£32,931.00</b>	<b>£300,147.97</b>	

# Financial Summary - Cashbook

Summary between 01/04/19 and 01/10/19 inclusive.

Balances at the start of the year

## Ordinary Accounts

Imprest - Lloyds Bank	£123,295.13
Petty Cash - General	£157.60
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

## Short Term Investment Accounts

Business Instant Access	£51,529.41
CCLA Public Sector Deposit Fund	£350,000.00
Client Deposit Account	£10,811.62
<b>Total</b>	<b>£536,018.76</b>

RECEIPTS	Net	Vat	Gross
Policy & Finance	£98,277.66	£6,147.84	£104,425.50
Recreation, Leisure & Open Spaces	£32,552.23	£2,289.58	£34,841.81
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£497,559.60	£0.00	£497,559.60
<b>Total Receipts</b>	<b>£629,489.49</b>	<b>£8,437.42</b>	<b>£637,926.91</b>

PAYMENTS	Net	Vat	Gross
Policy & Finance	£243,009.71	£14,256.73	£257,266.44
Recreation, Leisure & Open Spaces	£111,916.12	£4,917.39	£116,833.51
Planning, Town & Environment	£8,228.74	£308.03	£8,536.77
Council	-£40.16	£0.00	-£40.16
<b>Total Payments</b>	<b>£363,114.41</b>	<b>£19,482.15</b>	<b>£382,596.56</b>

Closing Balances

## Ordinary Accounts

Imprest - Lloyds Bank	£293,571.16
Petty Cash - General	£271.32
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

## Short Term Investment Accounts

Business Instant Access	£11,540.01
CCLA Public Sector Deposit Fund	£475,000.00
Client Deposit Account	£10,741.62
<b>Total</b>	<b>£791,349.11</b>

**Not all the accounts have been reconciled exactly to the end date on this summary.**

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

## Reserve Movements

### Developer Contributions

£5,203.32 Start of year value

£5,203.32 Current value

### Developer Contribution CIL

£14,100.69 Start of year value

11/04/19 £6,055.46 2 : Income transaction 500065, CIL receipt taken to reserves

£20,156.15 Current value

### Cemetery Maintenance

£1,670.00 Start of year value

£1,670.00 Current value

### Capital Receipts

£13,125.00 Start of year value

£13,125.00 Current value

### Grants Unapplied

£0.00 Start of year value

£0.00 Current value

### IT & Systems Provision

£26,400.00 Start of year value

£26,400.00 Current value

### Gateway Building Provision

£28,567.00 Start of year value

£28,567.00 Current value

### Cemetery Provision

£10,000.00 Start of year value

£10,000.00 Current value

### Buildings Repair Provision

£8,000.00 Start of year value

£8,000.00 Current value

### Elections Provision

£11,541.88 Start of year value

£11,541.88 Current value

### Machinery Renewal Provision

£14,954.02 Start of year value

£14,954.02 Current value

### Play equipment Provision

£10,479.50 Start of year value

£10,479.50 Current value

### Memorials Provision

£3,000.00 Start of year value

	£3,000.00	Current value
<b>Christmas Lights Provision</b>		
	£10,397.00	Start of year value
	£10,397.00	Current value
<b>Carvers Clubhouse Provision</b>		
	£21,551.00	Start of year value
	£21,551.00	Current value
<b>Carvers Grounds Dev Provision</b>		
	£11,300.00	Start of year value
	£11,300.00	Current value
<b>Ringwood Events Reserve</b>		
	£10,965.43	Start of year value
	£10,965.43	Current value
<b>Infrastructure &amp; Open Spaces</b>		
	£9,473.00	Start of year value
	£9,473.00	Current value
<b>Memorial Lantern Fund</b>		
	£1,852.03	Start of year value
	£1,852.03	Current value
	<hr/>	
	£218,635.33	Current Reserves total

**Name of Partnership****New Forest CCTV Partnership****1. Details of partners**

- *New Forest District Council*
- *Hampshire Constabulary*
- *Town / Parish Council*

**2. Context**

Town & Parish Councils, NFDC and Hampshire Police all have a 'Community Safety' responsibility along with being key stakeholders in CCTV Service delivery. Since the CCTV system was introduced, each partner has seen the benefits for their communities and shown commitment to CCTV as a significant collaborative aid in preventing and detecting crime

**2.1 Purpose**

This partnership is set up to acknowledge the individual contributions of Partners towards Public Space CCTV in the New Forest area, providing a clear understanding of roles and responsibilities, communication and alignment with overarching Community Safety responsibilities.

**2.2 Objectives**

The objectives of the New Forest District Council CCTV System (recognised by partners) as determined by the New Forest Community Safety Partnership which forms the lawful basis for the processing of data are:-

- To help reduce the fear of crime.
- To help deter crime.
- To help detect crime and provide evidential material for court proceedings.
- To assist in the overall management of Lyminster, Totton, Ringwood, New Milton, Hythe and Lyndhurst
- To enhance community safety, assist in developing the economic well-being of the New Forest area and encourage greater use of the Town Centres, shops, car parks, and community and tourist facilities.
- To assist the Local Authority in its enforcement and regulatory functions within Lyminster, Totton, Ringwood, New Milton, Hythe and Lyndhurst.
- To assist in Traffic Management.

- To assist in supporting civil proceedings - which will help detect crime.
- To reduce incidents of public disorder and anti-social behaviour.

### **2.3 Background**

Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities, which include Town and Parish Councils, have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area. The Act also introduced a partnership approach to local crime reduction and platforms should be established to ensure local issues are not ignored.

The already established 'Safer New Forest Partnership' brings together partners in accordance with the Act, with an annual Strategic Plan directing focus yearly on clear objectives.

Since 2002, Public Space CCTV has been in operation, funded by New Forest District Council with contributions made from those Town and Parish Councils who directly benefit from it. The CCTV system continues to meet the objectives for which it was installed, as clarified in regular Privacy Impact Assessments and incident statistics.

The presence of Public Space CCTV should be recognised as a partnership approach to tackling Crime and Disorder in the New Forest. This agreement serves to document this approach and provide additional clarity aiming to improve the effectiveness of the partnership.

## **3. Period covered**

This agreement commences on *1<sup>st</sup> October 2019* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6. A review of this agreement will take place at each CCTV Partnership meeting.

## **4. Relationships**

### **4.1 Principles of partnership**

All members are expected to agree to our principles of partnership. These are set out at Annex A.

### **4.2 Membership**

The partnership consists of the organisations listed above under *details of partners*.

### **4.3 Communications**

The CCTV partnership will formally convene on a Bi-Annual basis and this meeting will be chaired by New Forest District Council. Monthly statistic reports will be sent out by New Forest District Council summarising the performance of the CCTV cameras in each location.

## 5. Membership roles and responsibilities

### 5.1 Individual Partner Responsibilities

**Partner: New Forest District Council**

Delivery of a 24 hour Public Space CCTV Service to include staffing, operation and maintenance of the control room and the network of cameras around the district.

Produce statistics on a monthly basis relating to the performance of each camera and incidents recorded for each Town/Parish

**Partner: Hampshire Constabulary**

To provide resources, by way of a Policing response to crime in the New Forest area. This includes a response if deemed appropriate to incidents monitored on the NFDC CCTV System.

**Partner: Town and Parish Councils**

To financially contribute towards the operation of the CCTV Service as part of the local Community Safety strategy.

### 5.2 Collective Partner Responsibilities

Each partner will collectively deliver the services as set out in Annex B

### 5.3 Attendance at partnership meetings & sub groups

All partners are expected to attend partnership meetings (or an update in their absence) and where possible send the same representative each time to ensure continuity

## 6 Financial arrangements

### 6.1 Details of funding

NFDC will operate the CCTV system, Town and Parish Councils will agree to an annual contribution per camera towards transmission and maintenance of cameras in their area to be agreed annually between partners. Termination of this arrangement can be made by either party and must be given in writing 3 months prior.

Signed on behalf of:

New Forest District Council

Town/Parish Council

Hampshire Police

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Cllr Diane Andrews

Town /Parish Clerk/Chairman

(New Forest Commander)

[Annex A](#)

### ***Partnership Guiding Principles***

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

#### *Openness and transparency*

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

#### *Sharing good and best practice*

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

#### *Commitment to high standards and continuous quality improvement*

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards

#### *Operate sound business practices.*

Partners will work as a collective, ensuring efficiency in our shared service delivery, using best practice to meet our Community Safety responsibilities. Partners will maintain appropriate records in accordance with General Data Protection Regulations 2018 and the Data Protection Act 2018.

#### *Commitment to flexibility*

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

## Annex B

### Collective Partner Responsibilities

#### **Partners will meet their Section 17 (Crime and Disorder Act 1998) objectives through the below actions**

- B1. The Partnership will adopt a cohesive approach to the investigation of ASB in areas covered by CCTV. The CCTV and Community Alarms management team will support Town and Parish Clerks with reviews of recorded incidents in their areas. Evidential material will only be shared with the Police for action in accordance with Operational Procedures for Data Release.
- B2. The Partnership will share and communicate relevant intelligence or information that may inform the setup of CCTV cameras and therefore assist in the prevention and detection of crime.

- B3. Partnership organisations will endeavour to make members of their management team available at the request of other Partners to discuss issues concerning the provision of CCTV.
- B4. Partners will adopt a shared risk approach to CCTV, with experience and resources being shared for mutual benefit. For example, the CCTV Manager at NFDC may offer assistance to Town / Parish Council's with regard to their own stand-alone camera system and requirements.
- B5. The 'Safer New Forest Partnership' co-ordinates the strategic response to new or ongoing issues in the New Forest area. They will therefore highlight potential locations where a re-deployable camera would be suitable. This recommendation would be based on a 'pressing need' with clear evidence of on-going issues having exhausted other interventions at prevention/detection. All Partners can provide information or intelligence to inform the strategic response with the CCTV System Manager making the final decision in accordance with current legislation and guidance. See Annex C for Re-deployable CCTV Camera procedure (to follow).



Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2019-20 budget)</b>								
A1	ICT overhaul	The telephone system has been replaced and the RTC and NFDC networks separated. Both telephones and computers are now using the new broadband connections not HPSN2. New allotments management and cemetery management software has been introduced. A new file server was installed last Friday. An order is being placed for new notebook computers for all staff with delivery expected later this month.	£37,147 (Total for 2018-19 & 2019-20) Earmarked reserve	£11,525 (2018-19) £187 (2019-20)	£37,147	Significant	Probable	Some disruption is to be expected when the remaining changes are implemented and while staff adjust to new ways of working but the worst of this should now be behind us.
<b>Projects with budgetary implications (not included in 2019-20 budget but added since)</b>								
B1	None							
<b>Projects with no budgetary implications in 2019-20</b>								
C1	Review of Standing Orders	Carried forward from 2018-19				Moderate	Probable	Work continues on a revised Scheme of Delegation.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
<b>Projects with budgetary implications (for possible inclusion as bids in 2020-21 budget)</b>							
A1							
<b>Projects with budgetary implications (for possible inclusion as bids in later budgets)</b>							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. <b>The Town Clerk gave a briefing to new councillors on 25<sup>th</sup> September.</b>	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
<b>Projects with no or neutral budgetary implications</b>							
	None						