

OPEN SESSION: There were 4 members of the public present to observe or speak on agenda items.

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

Held on 16<sup>th</sup> September 2015 at 7.00pm

PRESENT: Cllr J Heron (Chairman)  
Cllr P Day  
Cllr C Ford  
Cllr M Thierry  
Cllr C Treleaven  
Cllr A Wiseman

IN ATTENDANCE: Steve Nash, Town Clerk  
Rory Fitzgerald, Finance Manager  
Nicola Vodden, Meetings Administrator  
Sam Whittingham, Student Advisor  
Jade Wardle, Student Advisor

*At the start of the meeting, the Chairman welcomed the new Student Advisors, Sam Whittingham and Jade Wardle.*

### **F/5250**

#### **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Rippon-Swaine and Cllr Briers.

### **F/5251**

#### **DECLARATIONS OF INTEREST**

*Cllr Heron declared a pecuniary interest in item 3000294 as the payment was to a family member.*

### **F/5252**

#### **MINUTES OF THE LAST MEETING**

**RESOLVED:** That the minutes of the meeting held on 15<sup>th</sup> July 2015, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5253**

#### **MONTHLY FINANCIAL REPORTS**

*Cllr Thierry declared a pecuniary interest in payment 3000255 to Forest Newspapers Ltd in Annex A (a), as he is the business proprietor.*

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

The RFO highlighted the payment to NFDC for the internal audit and commented that next years' auditors would have to be agreed and appointed before year end.

*Cllr Heron declared a pecuniary interest as he is the portfolio holder for the District Council.*

Cllr Thierry suggested that alternative auditors should perhaps be engaged and requested that quotes be obtained from a small number of outside auditors, to reduce any element of

complacency. Cllr Heron indicated that the district auditor had changed so that different people would be involved next year and he anticipated a step up in price, if an alternative auditor was proposed. It was agreed that the Town Clerk would obtain comparable quotations from private companies for the annual internal audit and report back to a future meeting.

The payment of £202,349.99 for 'The Place' was almost the final payment and the advice given from the architect was that the build would come in under budget and, as fees were a percentage of the contract sum, there may be a rebate due. The payment for 'additional works' (2001046) resulted from a redesign of electrical wiring on the inside wall and in the top office.

The RFO indicated that there were no variances to the budget to report and that the half yearly report would be presented at the next meeting, which would flag up any budget changes to be considered. He anticipated that revenue income would be slightly ahead of plan.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for July and August be authorised. Cllr Heron and Cllr Ford signed the report.
- 2) That the list of Petty Cash payments for July and August be authorised. Cllr Heron and Cllr Ford signed the report.
- 3) That the Statement of Town Council Balances be received and noted.
- 4) That the Inter Account Transfer be authorised. Cllr Heron and Cllr Ford signed the report.
- 5) That the list of Petty Cash Food Purchase and Sales for the Drop In be noted.
- 6) That the Finance Manager's Quarter 1 (April – June 2015) Summary Budget Reports be received and noted.

<b>ACTION</b> <b>S Nash/R Fitzgerald</b>
--

**F/5254**

**RINGWOOD BUSINESS PARTNERSHIP**

*Cllr Day declared a non-pecuniary interest as he is a Town Council representative of the Ringwood Business Partnership.*

Following recommendation by the Planning, Town and Environment Committee (P/5224), Members were asked to consider allocating £500 to support the Ringwood Business Partnership, in promoting and advertising the existence of the partnership.

It was agreed that the Town Council should support and assist in re-energising this partnership and the funds should be allocated, however there was some discussion as to which budget this should come from, as the resulting procedural and financial requirements, if it did not come from the Grant Aid budget, would be restrictive and onerous for the members of the partnership, on a practical level.

Cllr Heron raised his concerns in relation to there being no budget provision for a payment of this nature and about the funds being taken out of the Councils' financial controls. He requested that if Members were supportive of the recommendation, additional conditions be attached.

Members agreed that a grant be made, subject to a condition being attached, that there be full disclosure of all expenditure.

**RESOLVED:** That £500 be allocated to support the Ringwood Business Partnership from the Grant Aid budget (see F/5255), subject to a condition that there be full disclosure of all expenditure

<b>ACTION</b> <b>A Greenfield</b>
-----------------------------------

**F/5255**  
**GRANT AID**

Members considered applications for Grant Aid from Ringwood Events Committee and the Citizen's Advice Bureau (*Annex B*).

1)Ringwood Business Partnership - This application was submitted to combine with item F/5254, should it be decided that the allocation of £500 to the Ringwood Business Partnership was to come from the Grant Aid budget.

2)Ringwood Events Committee

*The Town Clerk declared an interest as the applicant was a family member.*

Rae Frederick, a representative for the Ringwood Events Committee, addressed members and requested £500 as a one-off grant of pump funding to help, the recently set up Ringwood Events Committee attract additional funding and provide a firework display for the town in November. This would become an annual event and it was hoped would be self-sustaining beyond the first year. She indicated that it was a non-profit making organisation, which would look to support future local events.

Cllr Thierry commented that the setting up of Ringwood Events Committee was a positive step in separating the Town Clerk's role from event organiser. The Town Clerk confirmed that the Events Committee had its own constitution and bank account, the committee would fund raise for events and looking ahead to Christmas 2016, it was hoped that the Town Council would organise the Christmas lights but the Events Committee would organise the fair.

There were some reservations in relation to the need for both the Ringwood Business Partnership and the Ringwood Events Committee, as it was thought that their efforts would overlap and perhaps clash, however it was also highlighted how their aims were different.

In relation to the Grant Aid application, Members were generally supportive of the Committee organising a firework display as it would appeal to children and families more, whereas the fireworks which follow Carnival are later in the evening. A grant of £500 was awarded.

3)Citizens Advice Bureau – Andy Clapper addressed the Committee and provided some further information to support the application and about the New Forest Advice Network, which brings together advice-giving agencies to provide better access to advice and quality of advice given.

Jim Sanders, Manager at the Ringwood Office, provided information on the volunteers they relied on and gave an insight into the clients they see and the types of advice and information that they provide.

Members were conscious that the Grant Aid budget was limited and the amount requested was significant, however it was felt that the CAB covered a large spectrum of people in Ringwood, rather than a small minority. It was proposed that £900 be awarded and this was agreed by majority.

**RESOLVED:** That, under Section 137 of the Local Government Act 1972,

- 1) a grant of £500 be awarded to Ringwood Business Partnership to support it in promoting and advertising, subject to a condition, that there be full disclosure of all expenditure;
- 2) a grant of £500 be awarded to Ringwood Events Committee in order to provide a firework display for the town;
- 3) a grant of £900 be awarded to the Citizens Advice Bureau in order to support their work in providing advice and information to the people of Ringwood

<b>ACTION    A Greenfield</b>
-------------------------------

**F/5256**

**COMMUNITY INTEREST ORGANISATION – THE PLACE**

Members received the notes from the Community Interest Organisation (The Place) meeting held on 3<sup>rd</sup> August (*Annex C*) and appointed Cllr Debee Deane as a member.

- RESOLVED:**
- 1) That the notes of the Community Interest Organisation (The Place) meeting on 3<sup>rd</sup> August 2015 be received
  - 2) That Cllr Debee Deane be appointed to the CIO

<b>ACTION    S Nash</b>
-------------------------

**F/5257**

**PUBLIC WORKS LOAN BOARD**

*Cllr Day declared a non-pecuniary interest as the landowner is a personal friend.  
Cllr Heron declared a non-pecuniary interest as the landowner is known to him.*

The Town Clerk confirmed that the agreement to purchase the land for £250,000 was in place and members were being asked to consider how to fund this (*Annex D*).

Cllr Day indicated that none of the history was included in the report, however he had requested additional information which clarified the situation. The first recommendation on the report added to the confusion, as acquisition had previously been decided.

Cllr Treleven commented that it would have been helpful to have had this information in the report and it was agreed that all of the information in relation to the purchase of the land should be circulated to all Councillors, prior to the next Full Council meeting.

Consideration was given to all options in view of the reserves held and interest rates available. There was concern with taking reserves too low and that there should be no impact on the rate payer.

Following discussion, it was agreed that the recommendation to Full Council should be that £62,500 of reserves should be applied, with the remaining £187,500 being a loan from the Public Works Loan Board over a 25 year term. It was also noted that due to the low interest rates, the loan could be repaid earlier with no penalty and the Council would look at making savings year on year, which could be used to reduce the loan.

**RESOLVED:** That information on previous discussions and decision to purchase Bernie Guy Field be circulated to all Councillors

**RECOMMENDATION to FULL COUNCIL:** That the land known as Bernie Guy Field be acquired at the cost of £250,000, by applying £62,500 from Ringwood Town Council reserves and borrowing £187,500 from the Public Works Loan Board over 25 years

<b>ACTION S Nash/R Fitzgerald</b>
-----------------------------------

**F/5258**

**GRANT FUNDING CRITERIA**

Members discussed the Grant Funding Criteria document (*Annex E*) and agreed that a number of amendments were required. The Town Clerk was requested to circulate a revised version to Members for consideration, with a view to bringing it back before Committee.

**RESOLVED:** That the Grant Funding Criteria be re-drafted and circulated to Members for consideration

<b>ACTION S Nash</b>
----------------------

**F/5259**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw (*Confidential Annex F*)

**F/5260**

**COMMUNITY INTEREST ORGANISATION – THE PLACE**

To receive a report on the finances for The Place (*Confidential Annex G*)

**RESOLVED:** 1) That the report on the finances for The Place be received  
2) That the recommendation be referred to Full Council, for approval

<b>ACTION S Nash</b>
----------------------

*There being no further business, the Chairman closed the meeting at 9.20pm.*

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

RECEIVED  
30<sup>th</sup> September 2015

APPROVED  
21<sup>st</sup> October 2015

TOWN MAYOR

COMMITTEE CHAIRMAN

**A**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**16TH SEPTEMBER 2015**



**POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2015****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST JULY TO 31ST AUGUST 2015**

Date July	Voucher No	Details	Location	Description	Amount £
2015-07-07	2001057	Peter Noble	Machinery	Remove Wheel/Fit Spare wheel. Remove Tyre/Clean up rim	99.00
2015-07-07	2001059	Peter Noble	Machinery	Round Nylon Thread 3mm	85.94
2015-07-07	2001060	Peter Noble	Machinery	Clean up metal from cut & weld strut to main frame	105.62
2015-07-07	2001053	Greenham	Groundsmen	Work Wear for New Starter	277.87
2015-07-07	2001055	Hampshire County Council	Gateway	Cash Box	8.32
2015-07-07	2001056	Hampshire County Council	Gateway	Hand Towels, Toilet Rolls & Soap	63.52
2015-07-07	2001045	Sheerin Bettle	The Place	Professional Services Interim Account 4 of 5	2,779.38
2015-07-07	2001044	Community First New Forest	Staff	DBS Check for A Flaherty & K Speake	103.00
2015-07-07	2001051	SCS Spreader & Sprayer Testing Ltd	Groundsmen	NSTS Sprayer Test	163.20
2015-07-07	2001048	Ringwood Public Address Service	Armed Forces Day	Hire of Sound Equipment	84.00
2015-07-07	2001046	Nicholas Owen Associates Ltd	The Place	Additional works	624.00
2015-07-07	2001049	Herbert H Drew & Son Ltd	Football Ground	Grass Seed, Fleetline Marking & Top Soil	270.94
2015-07-07	2001047	Loos2Go	Armed Forces Day	Hire of Two Portable Toilets	192.00
2015-07-07	2001058	Peter Noble	Poulner Lakes	Drill & Fit Gate Eye & Hinge on Gate	111.10
2015-07-07	2001066	Machine Mart	Groundsmen	Dickies Fury Safety Boots	28.99
2015-07-07	2001064	Alexandra	Groundsmen	Hi-Vis Yellow Vest & Alt Men's Trousers	29.99
2015-07-07	2001065	Alexandra	Groundsmen	Fleece, Men's Jacket, Polo shirt	73.16
2015-07-07	2001030	British Gas	1st Floor Greenways	Electric 25/03/15 to 14/05/15	37.14
2015-07-07	2001063	Ringwood Youth Club	The Place	Transfer of Funds into New Youth Club Account	5,000.00
2015-07-09	2001061	R J Cole	The Bickerley	Refund of deposit	150.00
2015-07-10	2001062	Kelvin Wentworth	Groundsmen	Coffee Machine & Capsules	51.28
2015-07-13	2001069	Tarmac Limited	Cemetery	Ballast	28.68
2015-07-13	2001072	Hampshire County Council	Gateway	Stapler	1.43
2015-07-13	2001077	New Forest Farm Machinery Ltd	Machinery	Bulk strimmer line	60.50
2015-07-13	2001073	New Forest District Council	Gateway	Charge for Annual District Audit 2014/15	1,200.00
2015-07-13	2001068	Wessex Water	Carvers	Water Services 07/10/14-08/04/15	516.92
2015-07-13	2001050	Glasdon UK Limited	Cemetery	Countryside seat with Commemorative plaque	611.60
2015-07-13	2001074	Tulip Crafts	Armed Forces Day	Craft Workshop	200.00
2015-07-13	2001075	Central Computer Management Ltd	Gateway	Payroll processing and postage	281.17
2015-07-13	2001078	Fleet Line Markers	Football Ground	1000 litres line mark paint complete with drum and nozzles	2,056.50
2015-07-13	2001052	Quicksign	Armed Forces Day	Printed Banners	486.00
2015-07-16	2001090	Fernhill Wholesale	VIC	Maps and other items to sell	53.38
2015-07-16	2001091	Letters & Logos Ltd	Ash Grove Play Area	Sign	39.43
2015-07-16	2001080	Page & Pulford Ltd	Gateway	Advert for Open Air Council Meeting	70.80
2015-07-16	2001081	Numatic International	The Place	George GVE370 wet/dry Hoover	169.76
2015-07-16	2001082	Eastpoint	The Place	A2 Trimmer	90.68
2015-07-16	2001092	Mandy Oldfield	Staff	Uniform	26.00
2015-07-16	2001079	Screwfix	Machinery	Raw bolts	5.39
2015-07-16	2001093	Lisa Austin	Staff	Uniform	91.90
2015-07-16	2001094	ITEC	Gateway	Photocopying	92.46
2015-07-01	SO	TLC On-line	Gateway	Web Site Maintenance - July 2015	80.00
2015-07-01	DD	New Forest D.C.	Cemetery	Rates July 2015	350.00
2015-07-01	DD	Aviva	Gateway	Business Insurance - July 2015	818.99
2015-07-06	DD	ITEC	Gateway	Photocopier Quarterly Charge	478.80
2015-07-08	DD	UK Fuels	All Areas	Machinery & Vehicles - June 2015	67.45
2015-07-16	DD	Southern Electric	Carvers Street Lighting	Otr 1 2015/16	66.58
2015-07-31	DD	Information Commissioners Office	Gateway	Annual Subscription	35.00
2015-07-20	Lloyds CC	Dickies Store	Groundsmen	Shorts	81.00
2015-07-20	Lloyds CC	BPS Access Solutions	RTC	Scaffold Tower	973.19
2015-07-20	Lloyds CC	NBB Matting	Gateway	Forest Suite- Cable Mat	59.97
2015-07-20	Lloyds CC	NFDC	The Place	Variation Of Condition	195.00
2015-07-20	Lloyds CC	Spaldings	AFD & Open Spaces	Line Marking Paint	96.00
2015-07-20	Lloyds CC	Lloyds	Gateway	Annual Fee	32.00
2015-07-20	Lloyds CC	Newsquest	Armed Forces Day	Advert	64.80
2015-07-20	Lloyds CC	AJR Engraving	Open Spaces	Cylinder Keys	35.70
2015-07-09	BGC	Austin & Wyatt	92 Southampton Road	Agents Fees - July 2015	130.10
2015-07-20	On-Line	Hampshire C.C.	Gateway	Pension June 2015	5,394.89
2015-07-22	On-Line	Inland Revenue	Gateway	June 2015	4,797.80
2015-07-24	Telepay	Staff	Gateway	July 2015	20,877.14
				Total July	51,055.46



# A

Date Aug	Voucher No	Details	Location	Description	Amount £
2015-08-11	3000282	Kiel Speake	Gateway	Salary	258.32
2015-08-11	3000281	New Forest District Council	Gateway	Road Closure Christmas Event 5.12.15	144.00
2015-08-11	3000286	DLB Leisure	The Place	Hire of Rodeo Bull and Sumo Suits	419.00
2015-08-11	3000280	Colin Joy	Gateway	To remove old wiring and rehang new lamp and wiring	108.00
2015-08-11	3000276	Churchill Cleaning Services	Gateway	Cleaning services at the Gateway 2 x people for 1 1/2 hours	53.82
2015-08-11	3000290	Churchill Cleaning Services	Gateway	Cleaning services at the Gateway 2 x people for 1 1/2 hours	53.82
2015-08-11	3000279	The Consortium	The Place	Various Stationery and consumable items	148.12
2015-08-11	3000288	Hampshire County Council	The Place	25cm mixing bowl	0.98
2015-08-11	3000289	Ringwood Public Address Service	Gateway	To set up and supply PA system for Open Air Council Meeting	192.00
2015-08-11	3000284	Bournemouth Borough Council	Gateway	Sale of Bournemouth Wheels Brochures	26.00
2015-08-11	3000285	WPS Insurance Brokers Ltd	Machinery	Additional charge for new Tractor HJ15 XJW	184.99
2015-08-11	3000283	Meesons	Bernie Guy Field	Search fees	234.00
2015-08-11	3000287	Hampshire County Council	The Place/Gateway	Scales & Cleaning	23.50
2015-08-12	3000299	Herbert H Drew & Son Ltd	The Place	Value of Work Completed less retention/money already paid	202,349.99
2015-08-12	3000292	Tony Lewis	The Place	Propane Gas Bottle for BBQ	25.40
2015-08-12	3000294	Robert Heron	Pocket Park	Tree work	550.00
2015-08-12	3000293	Elliott Brothers Ltd	Cemetery	Hanson Cement For Seat	33.05
2015-08-12	3000296	Nicholas Owen Associates Ltd	The Place	RIBA K general enquiries and visit	480.00
2015-08-12	3000298	Rebecca Stack	Groundsmen	Work Trousers	14.99
2015-08-12	3000297	Fernhill Wholesale	Gateway	NF Cycling Maps and Explorer Maps	36.06
2015-08-12	3000307	Tarmac Limited	Cemetery	Ballast For Seat	34.41
2015-08-12	3000295	Lewis Forfar	The Place	Band to play on 8th August 2015	300.00
2015-08-12	3000291	New Forest District Council	Gateway	TENS application for Christmas Switch on 5.12.15	21.00
2015-08-12	3000308	Clare Tilly	Gateway	Refund of Christmas Booking Pitch Fee	30.00
2015-08-14	3000309	Glasdon Manufacturing Limited	Cemetery	Countryside seat	592.86
2015-08-14	3000303	Peter Noble	Machinery	Repair puncture on John Deere Mower	67.14
2015-08-14	3000304	Peter Noble	Machinery	Repair water pump	76.04
2015-08-14	3000306	Peter Noble	Machinery	Massey tractor replace blades & new wiper blade	75.72
2015-08-14	3000310	Glasdon UK Limited	Cemetery	Countryside Seat	592.86
2015-08-14	3000320	ITEC	Gateway	Photocopies and Gold support fee	82.20
2015-08-14	3000319	Hampshire County Council	The Place	Cake Tins	1.87
2015-08-14	3000318	Peter Noble	Machinery	blades for roller mowers, nuts bolts, washers, nuts etc.	946.39
2015-08-14	3000266	Hampshire County Council	The Place	Various Stationery and consumable items	285.88
2015-08-14	3000253	New Forest District Council	1st Floor Greenways	Non domestic rates	362.86
2015-08-14	3000261	Elliott Brothers Ltd	Cemetery	Cement and tap	35.32
2015-08-14	3000255	Forest Newspapers Ltd	Land Adjoining 61 N Poulner	Expressions of Interest Advert	54.00
2015-08-14	3000260	Greenham	Groundsmen	Sweatshirts and embroidery	37.59
2015-08-14	3000251	Ringwood Pest Control	Cemetery/Allotments	Rat Survey	32.00
2015-08-14	3000252	Letters & Logos Ltd	The Place	Plaque for new TV	46.58
2015-08-14	3000256	Warrens Office Ltd	The Place	Shredder	190.80
2015-08-14	3000254	Carr & Neave	1st Floor Greenways	Re-let of offices to Franklin Summers	1,320.00
2015-08-14	3000263	Community First New Forest	The Place	DBS for K Goulding	51.50
2015-08-14	3000265	Stearn Electrical Co Ltd	The Place	Microwave	105.60
2015-08-14	3000257	Churchill Cleaning Services	Gateway	General cleaning of offices	35.21
2015-08-14	3000264	Orchard Street Furniture	Cemetery	Memorial seat and plaque for Sophie Kline	404.56
2015-08-14	3000258	Woodthemes	The Place	Supply and install 3 x sleeper table and bench sets	1,936.80
2015-08-14	3000259	Contact Carpets	1st Floor Greenways	Replace carpets	1,964.45
2015-08-14	3000274	Bournemouth Water	Open Spaces	Hire of standpipe	69.00
2015-08-14	3000271	HH&DE Drew Ltd	Football Ground	Topsoil	24.94
2015-08-14	3000275	Meesons	1st Floor Greenways	Prepare Lease	1,312.00
2015-08-14	3000272	Hampshire County Council	The Place	Waste Paper Bin	9.04
2015-08-14	3000273	Hampshire County Council	The Place	Various Stationery and consumable items	89.00
2015-08-14	3000270	New Forest Farm Machinery Ltd	Machinery	John Deere part exchange & purchase & timber wolf chipper	30,300.00
2015-08-14	3000267	The Play Inspection Company	Playgrounds/Skate Park	Annual Inspections	300.00
2015-08-14	3000268	Sheerin Bettle	The Place	Interim Account 5 of 5	2,779.38
2015-08-03	SO	TLC On-line	Gateway	Web Site Maintenance - August 2015	80.00
2015-08-03	DD	New Forest D.C.	Cemetery	Rates August 2015	350.00
2015-08-03	DD	Aviva	Gateway	Business Insurance - August 2015	818.99
2015-08-14	DD	Southern Electric	Cemetery	28/04/15-15/07/15	94.11
2015-08-05	DD	UK Fuels	All Areas	Machinery & Vehicles - July 2015	66.08
2015-08-26	DD	BT	Cemetery	One Bill Phone & Internet Aug-Oct 15	125.16
2015-08-17	Lloyds CC	General Tool	Summer Activities	Crow bar for Floor Boards Upcycling	29.95
2015-08-17	Lloyds CC	John Lewis	The Place	Toaster	69.99
2015-08-17	Lloyds CC	Dancover	Gateway	Carry Bags For Gazebos	75.16
2015-08-17	Lloyds CC	Amazon	Gateway	Stationery	13.20
2015-08-17	Lloyds CC	TV Licensing	The Place	TV Licence	145.50
2015-08-17	Lloyds CC	IKEA	Gateway/The Place	Crockery, Towels etc.	495.65
2015-08-17	Lloyds CC	Tesco	The Place	TVs & Tablets	594.00
2015-08-17	Lloyds CC	Amazon	The Place	Printer	93.72
2015-08-17	Lloyds CC	Amazon	The Place	Heavy Duty Folding Table	198.78
2015-08-17	Lloyds CC	Decathlon	The Place	Sports Equipment	195.92
2015-08-17	Lloyds CC	Amazon	The Place	Dishwasher Powder & Rinse	24.73
2015-08-17	Lloyds CC	Amazon	The Place	Xbox Console	289.00
2015-08-10	BGC	Austin & Wyatt	92 Southampton Road	Agents Fees - August 2015	130.00
2015-08-17	On-Line	Hampshire C.C.	Gateway	Pension July 2015	5,048.49
2015-08-21	On-Line	Inland Revenue	Gateway	July 2015	4,636.19
2015-08-25	Telepay	Staff	Gateway	August 2015	21,410.67
				Total August	284,888.33
				TOTAL July & August	335,943.79

AUTHORISATIONS

DATE

16th September 2015

16th September 2015

**POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2015****LIST OF PAYMENTS FROM PETTY CASH RTC ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JULY 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>July</b>					
2015-07-01	04/01	Waitrose	Gateway	Milk	1.38
2015-07-01	04/02	Ringwood Sound & Vision	Gateway	Forest Suite Igenix DF1655	19.99
2015-07-01	04/03	Steve Nash (Apple)	Armed Forces Day	Music Downloads	19.97
2015-07-07	04/04	Sainsburys	Gateway	Milk	1.50
2015-07-07	04/05	Ringwood Surplus Stores	The Place	Plastic Storage Box	3.99
2015-07-08	04/06	Paper Mountain	Gateway	Card For Open Air Council Meeting	7.00
2015-07-08	04/07	Sainsburys	Gateway	Air Fresheners	2.00
2015-07-08	04/08	Ringwood Surplus Stores	Gateway	Storage Boxes	9.97
2015-07-14	04/09	Waitrose	Gateway	Milk	1.78
2015-07-17	04/10	Waitrose	Gateway	Milk	3.89
2015-07-20	04/11	Waitrose	Gateway	Milk	0.89
2015-07-20	04/12	Waitrose	Gateway	Milk	1.78
2015-07-20	04/13	Waitrose	Gateway	Coffee	2.87
2015-07-27	04/14	Waitrose	Gateway	Milk	0.89
2015-07-29	04/15	Sainsburys	Gateway	Milk, Teabags, Coffee	16.75
2015-07-29	04/15	Sainsburys	The Place	Washing Up Liquid Etc.	5.00
2015-07-30	04/16	RG Duckworth	Taxi Shelter & Notice Board	Cleaning	20.00
				<b>TOTAL</b>	<b>119.65</b>

**LIST OF PAYMENTS FROM PETTY CASH RTC ACCOUNT  
FOR THE PERIOD 1ST TO 31ST AUGUST 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>Aug</b>					
2015-08-03	05/01	Waitrose	Gateway	Milk & Coffee	4.03
2015-08-03	05/02	Paper Mountain	Gateway	Marker Pen	2.50
2015-08-03	05/03	Post Office	Gateway	Accounts To BDO	7.25
2015-08-06	05/04	Ringwood Surplus Stores	The Place	BBQ Trays & Bin	9.99
2015-08-06	05/05	Waitrose	Gateway	Milk & Coffee	0.89
2015-08-06	05/06	Ringwood Surplus Stores	The Place	Rubber Gloves & Cleaning Equipment	4.29
2015-08-06	05/07	Sainsburys	Gateway	Batteries	8.00
2015-08-07	05/08	Ringwood Surplus Stores	The Place	Serviettes	3.00
2015-08-07	05/08	Ringwood Surplus Stores	Gateway	Batteries	2.49
2015-08-10	05/09	Waitrose	Gateway	Milk	1.78
2015-08-10	05/10	Sainsburys	The Place	TV Aerial Lead	4.00
2015-08-11	05/11	Mr Gosney	RTFC Gate	Key Deposit Return	10.00
2015-08-11	05/12	Sainsburys	The Place	Oven Gloves	5.00
2015-08-12	05/13	Sainsburys	The Place	Ketchup & Oil	4.60
2015-08-13	05/14	Waitrose	Gateway	Milk	0.89
2015-08-14	05/15	Sainsburys	The Place	Batteries	4.99
2015-08-14	05/16	Waitrose	The Place	Cleaning Products	6.00
2015-08-18	05/17	Sainsburys	Gateway	Milk	1.50
2015-08-25	05/18	Waitrose	Gateway	Milk	1.89
2015-08-25	05/19	Post Office	Allotments	Postage	16.86
2015-08-27	05/20	Ringwood Surplus Stores	The Place	Rolls Of Tape	13.02
2015-08-28	05/21	RG Duckworth	Taxi Shelter	Cleaning	10.00
				<b>TOTAL</b>	<b>122.97</b>

**LIST OF PAYMENTS FROM PETTY CASH YOUTH ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JULY 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>July</b>					
2015-07-03	04/01	Morrisons	The Place	Food Purchases To Be Sold	5.09
2015-07-08	04/02	Morrisons	The Place	Food Purchases To Be Sold	7.13
2015-07-10	04/03	Morrisons	The Place	Food Purchases To Be Sold	22.82
2015-07-16	04/04	Booker	The Place	Food Purchases To Be Sold	39.96
2015-07-17	04/05	Morrisons	The Place	Food Purchases To Be Sold	1.19
2015-07-20	04/06	Morrisons	The Place	Food Purchases To Be Sold	11.81
2015-07-22	04/07	Morrisons	The Place	Food Purchases To Be Sold	1.34
2015-07-27	04/08	Morrisons	The Place	Food Purchases To Be Sold	1.97
				<b>TOTAL</b>	<b>91.31</b>

**LIST OF PAYMENTS FROM PETTY CASH YOUTH ACCOUNT  
FOR THE PERIOD 1ST TO 31ST AUGUST 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>Aug</b>					
2015-08-03	05/01	Morrisons	The Place	Food Purchases To Be Sold	10.20
2015-08-09	05/02	Morrisons	The Place	Food Purchases To Be Sold	6.78
2015-08-08	05/03	Sainsburys	The Place	Food Purchases To Be Sold	12.00
2015-08-10	05/04	Morrisons	The Place	Food Purchases To Be Sold	4.50
2015-08-11	05/05	Asda	The Place	Food Purchases To Be Sold	12.00
2015-08-17	05/06	Morrisons	The Place	Food Purchases To Be Sold	19.74
2015-08-25	05/07	Asda	The Place	Food Purchases To Be Sold	21.38
2015-08-25	05/08	Morrisons	The Place	Food Purchases To Be Sold	6.43
				<b>TOTAL</b>	<b>93.03</b>

**AUTHORISATIONS**

DATE

16th September 2015

16th September 2015

**POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2015****BANK BALANCES**

<b>Account Name</b>	<b>Year Ended 31/03/2015</b>		<b>As At 30/06/2016</b>	<b>As At 31/07/2015</b>		<b>As At 31/08/2015</b>
	£		£	£		£
Imprest (Current) Account	19,953		20,876	114,044		266,735
Business Account	114,602		114,675	114,697		114,722
Investment Account	200,000		300,000	200,000		0
Greenways Rent Deposit	7,018		7,020	9,658		9,659
Petty Cash - Imprest	84		155	157		34
Petty Cash - Youth	50		50	50		50
VIC Change Float	50		50	50		50
Information Desk Float	75		75	75		75
<b>TOTAL BANK BALANCES</b>	<b>341,833</b>		<b>442,901</b>	<b>438,732</b>		<b>391,325</b>

**Note**

1. The bank accounts were reconciled as at 31st August 2015.
2. With reference to the Greenways Rent Deposit Account a) Grounds 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.
3. 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.
4. 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.
5. A nominal account has been implemented to reflect the float held by the Information Desk.

**POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2015**

**INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

**IMPREST ACCOUNT TO BUSINESS ACCOUNT**

**BUSINESS ACCOUNT TO IMPREST ACCOUNT**

**INVESTMENTS & RE-INVESTMENTS**

**AUTHORISATIONS**

**DATE**

-----  
**16th September 2015**

-----  
**16th September 2015**

**POLICY AND FINANCE COMMITTEE 16TH SEPTEMBER 2015**Drop In Centre Petty Cash (Food Purchases & Sales)

	Food Purchases	Food sales	Surplus/ (-Deficit)	Cumulative Surplus/ (- Deficit)
	£	£	£	£
April	11.33	24.00	12.67	12.67
May	25.64	45.00	19.36	32.03
June	15.49	0.00	-15.49	16.54
July	91.31	77.00	-14.31	2.23
August	93.03	135.00	41.97	44.20
September			0.00	44.20
October			0.00	44.20
November			0.00	44.20
December			0.00	44.20
January			0.00	44.20
February			0.00	44.20
March			0.00	44.20
<b>Total</b>	<b>236.80</b>	<b>281.00</b>	<b>44.20</b>	



**REPORT TO POLICY & FINANCE COMMITTEE – 15th JULY 2015****BUDGETARY CONTROL - 2015/16 Q1****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first quarter, April to June 2015. Forecasts of the outturn will be made as the financial year progresses.

**2. APRIL 2015 TO JUNE 2015**

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's actual net Committee expenditure for the first three months of the year is £212,726, or 29% of planned expenditure for the year.
- 2.2 However almost a third of this expenditure is accounted for by the development of "The Place" which is approaching completion. Revenue expenditure, excluding capital investment, is £142,950 representing just over 20% of planned expenditure for the year.
- 2.3 Revenue income secured to date is £54,239 or 29% of anticipated receipts for the year.
- 2.4 Pages 2 and 3 of Appendix 1 show the financial position for this Committee, the Recreation, Leisure and Open Spaces Committee and the Planning, Town and Environment Committee.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The balance of the General Reserve at 1<sup>st</sup> April 2015 was £197,587. This is predicted to increase marginally to around £205,000 by March 2016. However, some of this reserve may be required to fund any additional costs required to complete The Place or any additional expenditure approved during the year.
- 3.2 The balance of the provisions and capital reserves at March 2015 was £180,006, This is predicted to reduce by £64,000 to meet planned investments and non-recurring growth during the year.
- 3.3 Reserves, whilst currently healthy, are expected to fall below a level considered prudent for an authority of this size but the position is expected to improve following the disposal of land at Greenways and North Poulner Road.

**4. RECOMMENDATION**

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager      or      Steve Nash, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

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

[steve.nash@ringwood.gov.uk](mailto:steve.nash@ringwood.gov.uk)





**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2015 - JUNE 2015**

<b>ALL COMMITTEES</b>	<b>Original</b>	<b>Year To Date</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Unspent</b>
	<b>£</b>	<b>£</b>	<b>Budget</b>
			<b>£</b>
<b>REVENUE EXPENDITURE</b>			
POLICY & FINANCE COMMITTEE	408,058	80,478	327,579
RECREATION, LEIS & O/S COM	280,514	58,953	221,561
PLANNING TOWN & ENVIRON	19,257	3,519	15,738
<b>TOTAL REVENUE EXPENDITURE</b>	<b>707,829</b>	<b>142,950</b>	<b>564,879</b>
<b>CAPITAL EXPENDITURE</b>			
POLICY & FINANCE COMMITTEE	0	69,776	-69,776
RECREATION, LEIS & O/S COM	0	0	0
PLANNING TOWN & ENVIRON	6,000	0	6,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>6,000</b>	<b>69,776</b>	<b>-63,776</b>
<b>TOTAL EXPENDITURE</b>	<b>713,829</b>	<b>212,726</b>	<b>0 501,103</b>
<b>REVENUE INCOME</b>			
POLICY & FINANCE COMMITTEE	-115,377	-32,898	-82,479
RECREATION, LEIS & O/S COM	-74,005	-21,340	-52,665
PLANNING TOWN & ENVIRON	0	0	0
<b>TOTAL REVENUE INCOME</b>	<b>-189,382</b>	<b>-54,239</b>	<b>-135,143</b>
<b>CAPITAL INCOME &amp; FINANCE</b>			
POLICY & FINANCE COMMITTEE	0	0	0
RECREATION, LEIS & O/S COM	0	0	0
PLANNING TOWN & ENVIRON	0	-1,000	1,000
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>-1,000</b>	<b>1,000</b>
<b>TOTAL INCOME</b>	<b>-189,382</b>	<b>-55,239</b>	<b>-134,143</b>
<b>Less Reduction in Budget</b>			
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>524,447</b>	<b>157,487</b>	<b>366,959</b>
<b>Add Transfers To Provisions</b>	<b>23,800</b>	<b>0 0</b>	<b>23,800</b>
<b>Deduct Transfers from Provisions</b>	<b>-87,526</b>	<b>0 0</b>	<b>-87,526</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>7,872</b>	<b>0 0</b>	<b>7,872</b>
<b>Budget Required before new bids &amp; grants</b>	<b>468,593</b>	<b>157,487 0</b>	<b>311,105</b>
Transitional & Identifiable grant from NFDC	-19,989		-19,989
Net Precept 2014/15	<b>448,604</b>	<b>157,487</b>	<b>291,116</b>
<b>Non recurring bids for 2014/15 included above</b>			
POLICY & FINANCE COMMITTEE	45,000		0
RECREATION, LEIS & O/S COM	34,596	2,150	-2,150
PLANNING TOWN & ENVIRON	6,000	0	0
Less transfer from provisions	-74,956	0	0

**A** (f)

**RINGWOOD TOWN COUNCIL**

	<b>Original Budget</b>	<b>Year To Date</b>		
		<b>Actual</b>	<b>Profiled</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>Orig Bud</b>	<b>From O.B.</b>
			<b>£</b>	<b>£</b>
<b>POLICY &amp; FINANCE COMMITTEE</b>				
<b>EXPENDITURE</b>				
Establishment	103,475	28,048	0	75,427
Maintenance	29,914	469	0	29,445
Employee Direct Costs	2,984	752	0	2,232
Employee Allocated Costs	102,230	23,774	0	78,456
Member Costs	18,252	1,961	0	16,291
Grants	9,000	1,420	0	7,580
Festival Expenses(net)	0	0	0	0
Other	121,407	13,657	0	107,750
Debt Charges	20,796	10,398	0	10,398
Capital	0	69,776	0	-69,776
<b>COMMITTEE EXPENDITURE</b>	<b>408,058</b>	<b>150,254</b>	<b>0</b>	<b>257,803</b>
<b>INCOME</b>				
<b>INCOME</b>				
Revenue Income	-115,377	-32,898	0	-82,479
Capital Income/Finance	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-115,377</b>	<b>-32,898</b>	<b>0</b>	<b>-82,479</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>292,681</b>	<b>117,356</b>	<b>0</b>	<b>175,325</b>
Add Transfers To Provisions	11,400	0	0	11,400
Deduct Transfers From Provisions	-48,000	0	0	-48,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>256,081</b>	<b>117,356</b>	<b>0</b>	<b>-36,600</b>
<b>HOLDING ACCOUNTS</b>				
<b>EXPENDITURE</b>				
Employee Direct Costs	379,860	90,319	0	289,541
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>379,860</b>	<b>90,319</b>	<b>0</b>	<b>289,541</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-379,860</b>	<b>-90,319</b>	<b>0</b>	<b>-289,541</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RINGWOOD TOWN COUNCIL**

**A** (f)

	Original Budget £	Year To Date		
		Actual £	Profiled Orig Bud £	Variance £
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>				
Establishment	12,803	3,822	0	8,981
Maintenance	27,921	1,631	0	26,290
Machinery	39,532	5,168	0	34,364
Employee Direct Costs	1,600	130	0	1,470
Employee Allocated Costs	129,794	31,344	0	98,450
Planters	522	0	0	522
Activities Expenses	11,489	2,276	0	9,213
Other	1,200	599	0	601
Capital Expenditure	0	0	0	0
<b>CEMETERY</b>				
Establishment	4,549	1,312	0	3,237
Maintenance	3,652	1,434	0	2,218
Employee Allocated Costs	32,888	7,938	0	24,950
<b>ALLOTMENTS</b>				
Establishment	1,268	23	0	1,245
Maintenance	845	413	0	432
Employee Allocated Costs	12,251	2,863	0	9,388
Other	200	0	0	200
<b>COMMITTEE EXPENDITURE</b>	<b>280,514</b>	<b>58,953</b>	<b>0</b>	<b>221,562</b>
<b>INCOME</b>				
Recreation, Leisure & O/S	-36,729	-8,745	0	-27,984
Cemetery	-33,076	-10,371	0	-22,705
Allotments	-4,200	-2,224	0	-1,976
Capital Expend Finance	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-74,005</b>	<b>-21,340</b>	<b>0</b>	<b>-52,665</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>206,509</b>	<b>37,612</b>	<b>0</b>	<b>168,898</b>
Add Transfers To Provisions	12,400	0	0	12,400
Deduct Transfers From Provisions	-31,526	0	0	-31,526
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>187,383</b>	<b>37,612</b>	<b>0</b>	<b>149,772</b>

	Original Budget £	Year To Date		
		Actual £	Profiled Orig Bud £	Variance £
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>				
Establishment	4,117	0	0	4,117
Employee Allocated Costs	15,140	3,519	0	11,621
Capital Expenditure	6,000	0	0	6,000
<b>COMMITTEE EXPENDITURE</b>	<b>25,257</b>	<b>3,519</b>	<b>0</b>	<b>21,738</b>
<b>INCOME</b>				
Capital Income & Finance	0	-1,000	0	1,000
<b>COMMITTEE INCOME</b>	<b>0</b>	<b>-1,000</b>	<b>0</b>	<b>1,000</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>25,257</b>	<b>2,519</b>	<b>0</b>	<b>22,738</b>
Add Transfers To Provisions	0	0	0	0
Deduct Transfers From Provisions	-8,000	0	0	-8,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>17,257</b>	<b>2,519</b>	<b>0</b>	<b>14,738</b>

# RINGWOOD TOWN COUNCIL

## POLICY & FINANCE COMMITTEE 16TH SEPTEMBER 2015

### GRANTS 2015/2016

<b><u>GRANTS REQUESTED</u></b>	<b>PREVIOUS GRANTS PAID</b>			
	2012/13	2013/14	2014/15	REQD
	£	£	£	£
Ringwood Business Partnership	0	0	0	500
Ringwood Events Committee	0	0	0	500
Citizens Advice New Forest	600	650	800	2,000
			<b>Total</b>	<b>3,000</b>

### **2015/16 FUNDS AVAILABLE**

	£
2015/16 Budget	9,000
<b>Total Funds available</b>	9,000
Less Paid	1,990
<b>Total Unspent @ 16/09/15</b>	<b>7,010</b>

### **2015/16 GRANTS PAID TO DATE**

	Min Ref	£	SECTION	SECTION
			137	145
		£	£	£
Ringwood Town Youth Football Club		400		
Avon Valley Dementia Pals		300		
Ringwood & Bransgore Dementia Action Group		370		
Ringwood Meeting House Association Ltd		100		
3rd Troop Ringwood & Fordingbridge		500		
Ringwood School - Achievement Award		120		
Forest FM (Forest Community Radio)		200		
	<b>TOTAL</b>	1,990	0	0

### **2015/16 GRANTS REJECTED TO DATE**

	Meeting	Min Ref	Reason
Woofability	15/07/15	F/5243(2)	Felt that other groups would benefit more





## 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	Ringwood Business Partnership
Postal Address	The Gateway, The Furlong
Name of Contact	Steve Nash
Contact's telephone number	01425 473883
Contact's email:	Steve.nash@ringwood.gov.uk

#### Details of Grant Request

Amount requested	£ 500
What is the purpose of the grant?	This will be used to promote and advertise the existence of the partnership, assist with some printing costs and support attendance of NFBP and training or conferences.
How would the people of Ringwood benefit from your receiving this grant?	By supporting the Business Partnership you will help create opportunities to increase business in the town, support tourism, obtain sponsorship and assist new businesses starting in the town to ensure their sustainability which in turn will provide local employment and a better shopping experience.

**B**

How many Ringwood people would benefit?	14000
Total cost of project	£ 1000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Business Partnership

### Information about your Organisation

Membership:	What facilities do you provide?  We will provide information, advice and mentoring to new and existing businesses
Subscription: £52	
Names of competing or similar organisations	None, Ringwood Chamber of Trade is no longer in existence

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £15	Annual income: £520	
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 have applied to the County Council and will be seeking Leader Funding amongst others for larger projects in the future. This will include the setting up of a BID	
Signature of Applicant		Date 02/09/15
Position within the Organisation:	Temporary Chair	

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.



# 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	Ringwood Events Committee
Postal Address	[REDACTED]
Name of Contact	Samantha Nash
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

### Details of Grant Request

Amount requested	£500
What is the purpose of the grant?	To provide a professional Firework Display for the town in November which will become an annual event and which will be self-sustaining beyond the first year. This will include: Bonfire, Guy Competition, Live Music, Small Fair Rides, Food Vans and side stalls. The fee will be £1 per person which makes our event more affordable to families than any other event of this type locally. A grant from the town council would also help us attract additional funding from other providers and so ease the burden of requests to the town council annually.
How would the people of Ringwood benefit from your receiving this grant?	Through access to a low cost professional display which is entertaining, accessible and sustainable. All funds raised through REC activities will go toward providing resources and support for all the event which take place in Ringwood.




**B**

How many Ringwood people would benefit?	2000+
Total cost of project	£ 2000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Events Committee

### Information about your Organisation

Membership:	What facilities do you provide?  Resources, volunteers and support to other Ringwood based events for the future. Advice and guidance on grants, risk assessments and new activities.
Subscription: £0	
Names of competing or similar organisations	

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

Cash in hand: £25	Annual income: £TBC	
Other sponsoring bodies and amounts donated by them	Members	£25
	Sponsors	£ 1000
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We intend to seek additional sponsorship toward our activities and will seek grants from County and District Council in addition to National Lottery and other charitable organisations.	
Signature of Applicant		Date 9-7-15
Position within the Organisation:	TREASURER	

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.

**Constitution**  
**of**  
**Ringwood Events Committee**

**Name**

1. The name of the organisation shall be 'Ringwood Events Committee'.

**Objectives**

2. The objectives of the organisation shall be:

To act as organiser, resource and advice group to any organisation seeking to put on events and activities in the town to the benefit of local residents, by:

- (a) Organising community events throughout the year such as Christmas Lights, Armed Forces Day, Civic Service and summer activities.
- (b) To work with local groups, organisations and authorities to improve the availability of equipment and resources in support of these events.
- (c) To support existing events such as Carnival, Fanfare for Spring and Family Fun Day which help promote the town of Ringwood as a place to live.
- (d) To recruit volunteers and staff to provide information, direction and stewardship for all town events and activities.
- (e) To raise funds in support of these activities or to purchase or assist with the maintenance of such assets through grants, sponsorship and donations.
- (f) Any other activity which the committee feels would benefit the organisation in pursuing its objectives.

**3. Qualification for membership**

- 3.1 That the person is a resident in the area and has been for the previous Two months, or.
- 3.2 Has been proposed by a member of the committee with at least six months Standing, or.
- 3.3 Is a member of a local school or youth centre or
- 3.3 A person shall be elected if a majority of members eligible to vote, vote by a A simple majority to elect them as member of the organisation, or.
- 3.4 People eligible to vote on the election of new members shall be current Members of the organisation who must have been members for at least six Months.





# Ringwood Town Council Grant Aid

# B

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	Citizens Advice New Forest
Postal Address	Newcourt House, New Street Lymington,,SO41 9BQ
Name of Contact	Andy Clapper
Contact's telephone number	[REDACTED]
Contact's email:	ceo@newforest.cabnet.org.uk

### Details of Grant Request

Amount requested	£ £2000 (f.i Lymington £4.5k, Totton £4k, Hythe £1.75k)
What is the purpose of the grant?	<p>To provide a free, impartial and confidential advice and information service to the people of Ringwood.</p> <p>We have noted an increase in the client numbers and the complexity of issues being brought to us as austerity and welfare benefit reforms continue. We anticipate this increasing further in 2016 as Universal Credit is rolled out within the New Forest.</p> <p>We also use evidence gathered from our activities, on a confidential basis, to campaign for improvements in the practices and policies which impact adversely on people's lives.</p>
How would the people of Ringwood benefit from your receiving this grant?	Accompanying this form is our operational report on the work of our Ringwood office for the previous 12 months. This shows the range of problems handled by our Advisers and the channels people can use to access our services. You will also note the income gain and debts written off for clients.

**B**


How many Ringwood people would benefit?	See accompanying report: 1650 clients with 3556 contacts.
Total cost of project	£ The NFCAB's core costs, ie excluding specific purpose grants is approximately £275,000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	New Forest CAB

### Information about your Organisation

Membership:	What facilities do you provide? We are not a membership organisation
Subscription: £	We operate from 5 offices around the New Forest including one in Friday's Court, Ringwood
Names of competing or similar organisations	No other organisations provide the universal advice service we do. The Bureau does, however, lead the New Forest Advice Network, a group of 5 advice giving charities in the New Forest, which work together to improve access to high quality advice in the Forest.

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 126,513 (=reserves 2014/15 reserves outcome-unaudited) Boosted by one-off benefit of £21k from Lymington office move as cost reduction	Annual income: in 2014/15 £274,139 in 2014-15 on core activities £108,683 on project activities (NB main item, Big Lottery funding, now discontinued) Total: £382,822 -unaudited	
Other sponsoring bodies and amounts donated by them	New Forest District Council	£255,000
	Other Town and Parish councils (2014/15 figures)	£ 18,000
		£273,000
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We apply for grants for specific purposes. Our Big Lottery Grant (£200k over 2 years) to lead the New Forest Advice Network including disbursements to other voluntary agencies, expired August 2015	
Signature of Applicant		Date 3 September 2015
Position within the Organisation:	Chief Executive Officer	

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	

**New Forest Citizens Advice Bureau**

**Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2014**

		Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£	£
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	280,405	9,371	289,776	319,851
Activities for generating funds	3	2,707	-	2,707	3,476
Investment income	4	1,421	-	1,421	3,644
Incoming resources from charitable activities					
	5	5,125	116,269	121,394	46,175
Other incoming resources		-	-	-	-
Total incoming resources		<u>289,658</u>	<u>125,640</u>	<u>415,298</u>	<u>373,146</u>
<b>Resources expended</b>					
Charitable activities					
	6	302,972	70,357	373,329	403,564
Governance costs	6	10,661	226	10,887	10,968
Total resources expended		<u>313,633</u>	<u>70,583</u>	<u>384,216</u>	<u>414,532</u>
Net income/(expenditure) before transfers					
		(23,975)	55,057	31,082	(41,386)
<b>Transfers</b>					
Gross transfers between funds					
		<u>10,446</u>	<u>(10,446)</u>	<u>-</u>	<u>-</u>
Net movements in funds					
		(13,529)	44,611	31,082	(41,386)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>90,420</u>	<u>(7,231)</u>	<u>83,189</u>	<u>124,575</u>
Total funds carried forward		<u><u>76,891</u></u>	<u><u>37,380</u></u>	<u><u>114,271</u></u>	<u><u>83,189</u></u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 12 to 20 form an integral part of these financial statements.

**New Forest Citizens Advice Bureau**

**Balance Sheet as at 31 March 2014**

		2014		2013	
	Note	£	£	£	£
<b>Current assets</b>					
Debtors	11	10,690		14,495	
Cash at bank and in hand		<u>114,317</u>		<u>80,080</u>	
			125,007		94,575
<b>Creditors: Amounts falling due within one year</b>					
	12		<u>(10,736)</u>		<u>(11,386)</u>
<b>Net current assets</b>			<u>114,271</u>		<u>83,189</u>
<b>Net assets</b>			<u>114,271</u>		<u>83,189</u>
<b>The funds of the charity:</b>					
<b>Restricted funds in surplus</b>			55,251		11,419
<b>Restricted funds in deficit</b>					
Macmillan			(17,442)		(17,447)
Advice services transition fund			-		(995)
Hythe allotments			(208)		(208)
Ringwood grant			<u>(221)</u>		<u>-</u>
<b>Total restricted funds</b>			37,380		(7,231)
<b>Unrestricted funds</b>					
Unrestricted income funds			<u>76,891</u>		<u>90,420</u>
<b>Total charity funds</b>			<u>114,271</u>		<u>83,189</u>

The Trustee's statements required by section 475(2), (3) are shown on the following page which forms part of this balance sheet.

# Ringwood Town Council

Ringwood Gateway, The Furlong,  
Ringwood, BH24 1AT

## Youth Provision Working Party

### MINUTES

Held on Monday 3<sup>rd</sup> August 2015

**Present:** Councillor                    Jeremy Heron  
Youth Worker:                    Jenny Critchlow  
Town Clerk:                        Steve Nash  
Member:                                Graham Hastie

**Apologies:** Member:                    Sue Joy  
Member:                                Ian Mason-Smith  
Student Advisor:                  Sam Whittingham

#### 1. UPDATE ON BUILDING COMPLETION

The Town Clerk explained a number of delays had taken place including late delivery of the windows and fittings for the kitchen. In addition a problem arose today with the sewage not being connected and contractors were on site at this moment to resolve these issues. The building will be open for this Saturday but the side offices and JC's office will not be complete till mid-August when the stairway arrives. When we get a better idea of the way the building is operating there may be additional works to be carried out and snagging will take place over the coming months.

JH advised that he had reviewed the spending figures with the RFO and Town Clerk and in his opinion there was additional funding needed for The Place to deal with unforeseen costs for the architect, M & E Consultants, Building Regs and other smaller items which could amount to £20,000. The Town Clerk confirmed that he had instructed staff to freeze all orders for The Place which would incur additional costs until we could fully understand the present position. In discussion with the Architect a potential underspend of £18,500 may be available to cover these additional costs but that Councillors would be asked to approve additional expenditure in September once a more detailed cost list had been provided.

#### 2. UPDATE ON ACCOUNT

JH confirmed that the account was now handed over to The Place but will remain in the name of Ringwood Youth Club which will allow registration to continue with the Charity Commission. SN confirmed that now the account is open he can assist with other grant applications which do not require charitable status, but that charitable status would be needed to access many grants that are available. In addition there was every likelihood that funding could be obtained to assist with the purchase of additional items and to reduce the running costs to the building this year.

#### 3. IMMEDIATE SERVICE REQUIREMENTS FOR 'THE PLACE'

JC has already produced a list of possible provision within the centre and has confirmed that the Health Workers and possibly Its Your Choice would be prepared to use the building. The list of potential users is likely to grow as The Place becomes more known about and we will attempt to accommodate as many groups as possible.



# C

## **4. FUNDING OPPORTUNITIES & CHARITY COMMISSION**

The Town Clerk confirmed he has made grant applications to HIWCF, OPCC, A4A and HCC for funding but that OPCC had already been rejected. The application for charitable status simply needs the names of 3 trustees to complete registration. JH suggested using the other councilors nominated to the trustees board to complete this section and confirm registration.

## **5. FUTURE DEVELOPMENT**

The Town Clerk asked if others had given more thought to future use of the building and other provision that might be made. He also raised the issue of the lease of the building being handed over to the charity once registered and how funding would be allocated to the charitable group. Information on this will be brought to a future meeting once registration is complete and the building is functioning.

## **6. ANY OTHER BUSINESS**

JH asked for an update on the opening of the building. The Town Clerk confirmed that The Place would open this Saturday between 11am and 3pm and a range of activities will be provided to attract use throughout the summer (see attached). This will include a live band, rodeo bull, sumo wrestling, BBQ, free ice pops and drinks plus games, pool and activities.

The Town Clerk confirmed that an official opening would take place later in September when the building was completely finished and activities were well established.

As part of this the Town Clerk suggested that young people run the Official Opening Ceremony and provide food and drink from their well equipped kitchen and a range of activities be demonstrated, including the large TV, Wifi access and support information. Everyone agreed this sounded a good idea and the Town Clerk and JC will co-ordinate this with the school.

## **7. DATE OF NEXT MEETING**

Everyone is encouraged to attend The Place on Thursday and Friday of this week at 12pm to see the building before the opening. A date for the next meeting is planned for September and members will be notified.

If you would like further information on any of the agenda items, please contact Steve Nash on (01425) 473883 or email [Steve.Nash@ringwood.gov.uk](mailto:Steve.Nash@ringwood.gov.uk).

**POLICY & FINANCE COMMITTEE – 16<sup>th</sup> SEPTEMBER 2015**  
**PWLB BORROWING PROPOSAL**

**1. Introduction**

- 1.1** The Town Council currently leases an area of land at Long Lane, known as the Bernie Guy field, adjacent to the RTC playing fields. The land is currently marked out and used for football.
- 1.2** The Town Council aims to acquire this land and ultimately provide an all weather training facility for which there is identified demand.
- 1.3** The land has been offered to the Town Council for £250,000 and it is proposed that the purchase be financed through borrowing from the Public Works Loans Board (PWLB).

**2. Financial Implications**

- 2.1** The Town Council currently pays £1,400 per annum for the use of the field. This sum is recovered in fees and charges levied on football teams, primarily Ringwood Town Football Club. There is also some ad-hoc hiring of the football pitches.
- 2.2** The PWLB have confirmed that the Town Council may borrow up to £250,000 to acquire this land. It is proposed that any subsequent development be funded through the use of section 106 receipts.
- 2.3** Funds may be borrowed with repayments spread from two to fifty years. The following table provides indicative costs for fixed term annuity loans:

<b>Term Years</b>	<b>Interest Rate</b>	<b>Annual Repayment</b>
<b>10</b>	<b>2.32%</b>	<b>£ 28,156.12</b>
<b>15</b>	<b>2.68%</b>	<b>£ 20,350.46</b>
<b>25</b>	<b>3.14%</b>	<b>£ 14,507.76</b>
<b>30</b>	<b>3.32%</b>	<b>£ 13,224.70</b>

- 2.4** The annual cost of borrowing would therefore be in the range £11,824 to £26,756 once the savings in rent, otherwise payable, have been taken into account. This sum could be reduced if some of the initial cost were met from reserves. Any reduction in loan costs will be proportional to the reduction in the principal borrowed, i.e. the interest rate is not dependent on the size of the loan. The balance on reserves at the 31<sup>st</sup> march 2015 was £377,593.
- 2.5** The football club has indicated that it will be prepared to pay additional fees for increased access to an all weather training and playing facility. Such a facility would increase availability because there is minimal damage in use. Two additional sessions per day, at £38 per booking, would generate over £27,000 per annum.

# D

- 2.6** If all of the cost of the loan were to be met by the Council Taxpayers of Ringwood, the impact on the precept would be in the range £2.32 to £5.25 per annum.

## **4. RECOMMENDATIONS**

- 4.1** That Members consider whether to proceed with acquisition of the land known as Bernie Guy Field for £250,000.
- 4.2** That Members decide the sum to be applied from reserves in order to reduce the amount of borrowing required.
- 4.3** That members determine the period over which any such funds be borrowed.

For any further information, please contact:

Rory Fitzgerald      or  
Finance Officer  
Tele: 01425 484723

Steve Nash  
Town Clerk  
Tele: 01425 484720

## Ringwood Town Council

### Grants Procedure Guidelines

**ALL Applicants** please consider these guidelines in detail to ensure that your application meets the criteria stated otherwise the application may be rejected or unnecessarily delayed. **The majority of Town Council grants are awarded for less than £500.** The Town Council's grants should not be viewed as a grant of first choice but a grant of last resort, funding advice can be sought from our office and the Town Clerk before applying for a Town Council Grant.

**Use of Council facilities including the Gateway Building, The Place and Public Spaces** If your activities include a request for a discount or grant towards the cost of use of one of the council's own facilities you should discuss this with the Office Manager prior to confirming your booking and should not make a grant application.

1. Grants will only be considered if they assist the Council in meeting its AIMS which are:-
  - i To promote community and individual well being through social, cultural and leisure activities for the residents of the town.
  - i To promote local support, involvement, participation and partnership to achieve the development of a strong community spirit in Ringwood.
  - i To work in partnership with other organisations to facilitate and improve local events and create new events and activities.
  - i To promote the town to residents and visitors, its organisations and people.
2. The annual budget to be made available for grants will be agreed as part of the annual budget process of the Town Council.
3. There is no cut off date by which grant applications should be made and application will be considered each month at the relevant committee meeting.
4. Grant application forms must be completed in all cases for all general grant aid, or core funding. The form sets out the applicant's details and criteria to be assessed. All sections must be completed and submitted by the date stated or will be carried forward.

Grant application forms are available from:

- i Ringwood Town Council website [www.ringwood.gov.uk](http://www.ringwood.gov.uk)
- i Ringwood Town Council Offices on 01425 473883
- i E-mail [town@ringwood.gov.uk](mailto:town@ringwood.gov.uk)

Grant applications will be passed to the Finance Officer and/or Town Clerk who will make the decision as to the suitability of the application and whether it will go for consideration at the Committee Meeting.

5. Applications not received 7 days prior to a P&F meeting will be discussed the following month along with supporting papers requested. If the application is found to have insufficient information, this may delay consideration. Applications may not be made in consecutive years from any organisation except when covered by a Festival Funding Agreement.

6. The application being brought to the Committee will have full supporting papers available.
7. Please check that you have and are using the correct form:  
**Form 1 - application for general grant aid**  
**Form 3 - application for Festival funding**
8. Criteria for making regular grant awards will be reviewed from the following:
  - a. Meeting the AIMS of the Town Council activities
  - b. There are real benefits to the Community or Community Groups
  - c. Some of the funding is met from other sources (where appropriate)
  - d. The grant receiver can demonstrate partnership working (where appropriate)
  - e. Projects that support disadvantaged groups in the community
  - f. The benefits are tangible such that the Council could evaluate outcomes if it decided to as part of an audit or best value review
  - g. The benefit is more than just short term
  - h. To make a start up grant (pump prime)
9. Criteria for making core funding Grant awards will, in addition to the 8 above, consider:
  - a. The need for an organisation to require medium-long term commitment to a maximum of 3 years
  - b. That a service agreement may be considered to ensure joint AIMS are addressed.
  - c. Monitoring and involvement of Council Members and/or Officers may be a pre-requisite
  - d. Availability of a business plan from the organisation
  - e. Be prepared to support partnership working and promote your service from time to time at Town Partnership events.
10. Ringwood Town Council will not accept grant requests on the following grounds:
  - a. That it is of benefit to a political group.
  - b. That it is of benefit to a religious group.
  - c. That it is for the benefit of an individual.
  - d. That the request is for people living outside the boundary of Ringwood unless it is of benefit to people living in Ringwood.
  - e. That the applicant has made more than one request in any one financial year (our financial year runs from April to April).
  - f. Applications for grants may NOT be made retrospectively; the Town Council will not consider grant aid to any event or activity which has already taken place.
11. Grant award limits are set within the overall framework of the budget, and the Committee will seek to proportion the awards to maximise the benefit to all applicants.
12. The Council cannot reimburse any costs that organisations may incur as a result of making a grant application.
13. Applications for grants must be made to the Town Council using the forms available from the Town Council offices; any other format will be rejected. Approaches to individual Councillors for support, does not alter the process, as all documents have to come forward to the Committee.