

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

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

Held on 9<sup>th</sup> December 2015 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andrew Briers  
Cllr Philip Day  
Cllr Anne Murphy  
Cllr Michael Thierry  
Cllr Christopher Treleaven

IN ATTENDANCE: Steve Nash, Town Clerk  
Jo Hurd, Deputy Town Clerk  
Sam Whittingham, Student Advisor  
Jade Wardle, Student Advisor

### **F/5275 APOLOGIES FOR ABSENCE**

The Chairman reported that apologies for absence had been received from Cllr Wiseman.

### **F/5276 DECLARATIONS OF INTEREST**

Cllr Heron declared a non-pecuniary interest in payment number 3000628 to Sheerin Bettle as his son is doing work experience with the company.

### **F/5277 MINUTES OF THE PREVIOUS MEETING**

F/5272 The Town Clerk confirmed that payment had been received from Ellingham & Ringwood Rugby Club and Ringwood Events Committee for the banners initially paid for by the Council and re-charged. Written confirmation would follow.

**RESOLVED:** That the minutes of the meeting held on 18<sup>th</sup> November 2015, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5278 MONTHLY FINANCIAL REPORTS**

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

In response to a question about the cost of the Christmas event, it was noted that a full statement would be presented to this Committee in January. The current estimate was that income would exceed expenditure.

Cllr Thierry queried payments for the hire of snow machines and the Town Clerk confirmed that these had been sponsored by local businesses. He also queried the payment to Hartley Voices (Victorian carol singers), although it was noted that this was a professional company that put on five performances throughout the day.

Cllr Thierry requested that the portable radios be added to the Asset Register. In respect of portable equipment, it was agreed that it would be prudent to introduce a register so that equipment could be signed out and back in when it was used for events or lent to other organisations.

With regard to the payment for additional architect's fees for The Place (3000628), it was noted that this would in part be covered by costs to be recovered from the contractor.

On the list of payments from Petty Cash, Members asked for clarification of the cost of keys for the Rugby Club.

On the schedule of Bank Balances, it was noted that the Visitor Information staff did not have access to the cash desk when on duty, hence the need for two separate floats.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for November be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for November be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the Statement of Town Council Balances be received and noted.
- 4) That the Inter Account Transfer be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 5) That the list of Petty Cash Food Purchase and Sales for 'The Place' be noted.

<b>ACTION R Fitzgerald/A Greenfield</b>
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**F/5279**

**GRANT PROCEDURE GUIDELINES**

Members considered the draft Grant Procedure Guidelines and agreed amendments as shown in *Annex B*.

Cllr Thierry noted that there was no policy for organisations that made grant applications to numerous different bodies, or for organisations that subsequently gave donations to charity. However, this could exclude some of the organisations that were annual recipients of Council grants and Members therefore agreed that each application should be considered on its own merit.

It was also noted that points 10) d, e and f, 11 and 12 were missing from the document circulated with the agenda.

**RESOLVED:** That the revised document be presented for adoption at the next meeting of the Committee.

<b>ACTION S Nash</b>
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**F/5280**

**COMMUNITY INTEREST ORGANISATION (RINGWOOD YOUTH CLUB)**

Members received the notes of the Youth Provision Working Party held on 30<sup>th</sup> November (*Annex C*). It was noted that the Working Party had now been dissolved, with responsibility being passed to the Community Interest Organisation. The Town Council would continue to have a strong interest in the operation of The Place to ensure that the benefits to the young people of the town were maximised.

As a new Council Member, Cllr Treleaven asked to see a copy of the Constitution and list of Trustees. It was agreed that these documents should be circulated to all Members.

A date for the official opening had yet to be agreed. It was hoped that this would take place in late January/early February after completion of further snagging and the new Skate Park.

In response to a query about working in partnership with Churches Together, the Town Clerk explained that as the churches employ part time youth workers, by making best use of these resources and working smarter it might be possible to extend the opening hours of The Place.

**RESOLVED:** That the notes of the Youth Provision Working Party held on 30<sup>th</sup> November be received.

<b>ACTION S Nash</b>
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**F/5281  
STAFF CHRISTMAS PARTY**

Members considered the Town Clerk's request that Visitor Information volunteers attending the Staff Christmas Party be paid for by the Council, in recognition for their support during the year.

There were six volunteers and a total of £150 was required. With the agreement of the Town Mayor, it was suggested that the contribution could be vired from the Civic Fund.

**RESOLVED:** That £150 be vired from the Civic Fund to cover the cost of Visitor Information volunteers to attend the Staff Christmas Party.

<b>ACTION R Fitzgerald</b>
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*There being no further business, the Chairman closed the meeting at 7.55pm.*

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

RECEIVED  
16<sup>th</sup> December 2015

APPROVED  
20<sup>th</sup> January 2016

TOWN MAYOR

COMMITTEE CHAIRMAN

**A**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**9TH DECEMBER 2015**



## POLICY AND FINANCE COMMITTEE 9TH DECEMBER 2015

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2015

Date Nov	Voucher No	Details	Location	Description	Amount £
2015-11-03	3000528	Ringwood Pest Control	Carvers	To supply a rat bait box under container	87.00
2015-11-03	3000529	Hampshire County Council	Gateway	Stationery	45.95
2015-11-03	3000527	New Forest Farm Machinery Ltd	Vehicles & Machinery	Mower blades x 3	42.01
2015-11-03	3000523	Royal British Legion	Gateway	Type B Poppy Wreath	22.00
2015-11-03	3000531	Solent Fire Safety Services	All Areas	Annual service/check of fire extinguishers	129.32
2015-11-03	3000532	Letters & Logos Ltd	Town Events	Labels for No Waiting Cones	47.52
2015-11-03	3000530	Community First New Forest	Groundsmen	DBS check and admin fee Mike Reynolds	51.50
2015-11-03	3000546	Rotary Club of Ringwood	Gateway	Grant towards Christmas Eve Activities	150.00
2015-11-03	3000547	New Forest Disability Information Service	Gateway	Grant towards delivering service to Ringwood residents	100.00
2015-11-03	3000548	Avon Valley Concerts	Gateway	Grant towards concerts	500.00
2015-11-03	3000551	Forest Forge Theatre Group	Gateway	Grant towards continued work	500.00
2015-11-03	3000549	SCARF	Gateway	Grant to providing activities	150.00
2015-11-03	3000534	Hampshire Association Of Local Councils	Gateway	Local Council Finance For CL Publication	42.00
2015-11-03	3000541	Fernhill Wholesale	VIC	Items to sell	54.13
2015-11-03	3000538	Greenham	Groundsmen	Safety helmet, visor, visor carrier and ear muffs	82.41
2015-11-03	3000540	Hampshire County Council	The Place	Stationery, first aid and cleaning	70.64
2015-11-03	3000544	Wessex Water	Mount Pleasant	Sewerage 09/04/15-08/10/15	282.70
2015-11-03	3000536	Machine Mart	Groundsmen	Dickies Fury Safety Boots size 8	28.99
2015-11-03	3000537	Machine Mart	Groundsmen	Dickies Fury Safety Boots size 10	28.99
2015-11-03	3000535	Page & Pulford Ltd	Christmas Event	Quarter page ad in Ferndown Programme 2015	70.80
2015-11-03	3000542	Archer Safety Signs	Christmas Event	Road Ahead Closed signs	129.30
2015-11-03	3000553	Herbert H Drew & Son Ltd	The Place	Valuation No. 6	45,600.00
2015-11-03	3000552	Jenny Critchlow	The Place	Food and beverages	103.61
2015-11-03	3000543	Bournemouth Water	Cemetery	Water 14/05/15-22/10/15	193.22
2015-11-03	3000545	Bournemouth Water	Allotments	Water Southampton Road 10/04/15-19/10/15	240.80
2015-11-03	3000539	Blindwise	The Place	Three Roller Blinds supplied and fitted	276.00
2015-11-03	3000533	Maverick Industries	Skate Park	Stage 1 - Detailed Design Phase	21,375.00
2015-11-03	3000550	Steve Nash	Town Events	Subsistence Claim - Showman's Show, Newbury 22.10.15	17.00
2015-11-10	3000568	Society of Local Councils	Gateway	2015 CILCA Section 107 Training - Steve Nash	30.00
2015-11-10	3000564	Hampshire County Council	Gateway	A4 white copier paper	54.29
2015-11-10	3000565	Hampshire County Council	Gateway	Stationery and Cleaning Products	96.06
2015-11-10	3000570	Elliott Brothers Ltd	Open Spaces	Trupak Post Mix Drymix	76.42
2015-11-10	3000563	Saber Office Furniture Ltd	Gateway	Filing cabinets	328.22
2015-11-10	3000561	Bournemouth Water	Greenways	Water 15/04/15-27/10/15	38.94
2015-11-16	3000585	Peter Noble	Vehicles & Machinery	Replace cable on mower, supply starter key and cutting disc	102.02
2015-11-16	3000593	Hampshire County Council	Gateway	Box files	18.22
2015-11-16	3000594	Hampshire County Council	Gateway	Stationery	7.64
2015-11-16	3000588	Elliott Brothers Ltd	Vehicles & Machinery	Paint and bolts	7.12
2015-11-16	3000589	Elliott Brothers Ltd	Vehicles & Machinery	Nuts and Bolts	1.34
2015-11-16	3000587	Wessex Water	Greenways	Sewerage 01/04/15-27/10/15	84.22
2015-11-16	3000595	Little Banks Nursery	Open Spaces	Winter planting & compost etc.	1,181.00
2015-11-16	3000591	ITEC	Gateway	Photocopies and gold support	101.42
2015-11-16	3000584	Newlands Training	Groundsmen	Brush cutter training for Mike Reynolds	192.00
2015-11-16	3000592	Redlynch Leisure	Play Areas	Repairs to safety surfacing at Toad Corner	480.00
2015-11-16	3000586	Bournemouth Water	The Bickerley	Water - standpipe 15/04/15 - 29/10/15	23.83
2015-11-16	3000590	Royal British Legion Ringwood	Gateway	Printing, postage and travelling for Band Remembrance Day	150.00
2015-11-24	3000606	Community First New Forest	Groundsmen	DBS & Admin Checks for ground staff x 3	154.50
2015-11-24	3000600	Hampshire County Council	Gateway	Riser Rods	0.55
2015-11-24	3000605	Hampshire County Council	Gateway	Apple disinfectant	10.74
2015-11-24	3000608	HH&DE Drew Ltd	Play Areas	Vitax Easy Clean Mould Cleaner for playgrounds	62.11
2015-11-24	3000601	Purchase Power	Gateway	Postage on franking machine and admin fee	513.00
2015-11-24	3000603	Supplies Team	Gateway	HP27 ink cartridge	16.69
2015-11-24	3000599	Page & Pulford Ltd	Christmas Event	Advert Viewpoint November 2015	132.48
2015-11-24	3000611	Snowboy Systems	Christmas Event	Hire of Snow Machines and snow fluid	744.00
2015-11-24	3000607	Avoncrop	Open Spaces	Round up, Kaloam, Award Nutri Pro, Re-Act	1,732.80
2015-11-24	3000610	Hartley Voices	Christmas Event	Performance of Hartley Voices at Christmas Event	948.00
2015-11-24	3000612	Charlotte Jones	Christmas Event	Rock Choir Performance at Christmas Event	100.00
2015-11-24	3000613	Screwfix	Vehicles & Machinery	Cable ties, ratchet screwdriver set/Flex bit holder and tool bag	38.77
2015-11-24	3000618	Society of Local Councils	Gateway	Membership of Society of Local Clerks	310.00
2015-11-24	3000617	New Forest Agricultural Show Society	Gateway	Sale of New Forest Show Tickets 2015	1,268.10
2015-11-24	3000616	Daniel Shutter	Open Spaces	Hedge cutting around town	1,512.00
2015-11-24	3000602	Stacey Miller Consultancy	The Place	Legal Highs Training Jenny and Maddie	318.00
2015-11-30	3000620	Meridian Corps of Drums	Christmas Event	Marching Band at Christmas Event	175.00
2015-11-30	3000630	New Forest Farm Machinery Ltd	Vehicles & Machinery	Sharpening Files	7.20
2015-11-30	3000626	Solent Fire Safety Services	Groundstaff	Fire extinguisher training	300.00
2015-11-30	3000627	Letters & Logos Ltd	Christmas Event	Self adhesive labels and stickers for Christmas Road Signs	19.01
2015-11-30	3000629	Letters & Logos Ltd	Christmas Event	Plaques for sponsorship	187.68
2015-11-30	3000628	Sheerin Bettle	The Place	Additional works in respect of office space and extended co	10,987.20
2015-11-30	3000631	EPS Design & Print	Christmas Event	Leaflets	85.00
2015-11-30	3000615	Maverick Industries	Skate Park	Stage 2 payment	49,897.80
2015-11-30	3000636	Avon Organics	Christmas Event	Refund of fee	20.00
2015-11-02	DD	New Forest D.C	Cemetery	Rates November 2015	350.00
2015-11-02	DD	TLC On-line	Gateway	Web Site Maintenance - November 2015	80.00
2015-11-26	DD	BT	Cemetery	Final Bill	0.28
2015-11-30	DD	PWLB	Gateway	Six Monthly Loan Repayment	10,397.99
2015-11-30	DD	Utility Warehouse	Pavilion Sports Ground	Electricity November 2015	10.15
2015-11-30	DD	Utility Warehouse	The Place	Electricity November 2015	65.27
2015-11-17	Lloyds CC	Amazon	Gateway	GP Coin Batteried GPA176	1.62
2015-11-17	Lloyds CC	Any-Lamp	Gateway	FC40W/840 FS1 bulbs	67.50
2015-11-17	Lloyds CC	Big Value Banners	Christmas Event	Double sided pvc banners	335.99
2015-11-17	Lloyds CC	Big Value Banners	Christmas Event	Double sided pvc banners	335.99
2015-11-17	Lloyds CC	Mega Fancy Dress	Christmas Event	Elf Costumes and carriage	74.43
2015-11-17	Lloyds CC	Virtual College Ltd	The Place	Fire Training for Jenny Critchlow	18.00
2015-11-17	Lloyds CC	Direct Communications	Christmas Event	T80 Quad Pack Walkie Talkie	136.80
2015-11-17	Lloyds CC	DVA	Vehicles & Machinery	Road Tax for Nissan Cabstar	227.50
2015-11-17	Lloyds CC	Home Bargains	Christmas Event	Chocolate Selection Boxes	384.00
2015-11-17	Lloyds CC	Hampshire Flag	Gateway	Poppy Flag	56.68
2015-11-10	BGC	WSB	Gateway	Southampton Road - Agents Fees November 2015	130.00
2015-11-17	On-Line	Hampshire C.C.	Gateway	Pension October 2015	5,130.43
2015-11-20	On-Line	Inland Revenue	Gateway	October 2015	4,447.48
2015-11-25	Telepay	Staff	Gateway	November 2015	22,984.81
				TOTAL	188,169.18

## AUTHORISATIONS

DATE

9th December 2015

9th December 2015

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(b)

**POLICY AND FINANCE COMMITTEE 9TH DECEMBER 2015****LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT  
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>Nov</b>					
2015-11-05	08/01	RG Duckworth	Taxi Shelter	Cleaning	10.00
2015-11-02	08/02	Waitrose	Gateway	Milk, Coffee & Coffee Mate	6.01
2015-11-10	08/03	In Excess	Christmas Event	Paintbrushes	2.70
2015-11-12	08/04	AJS Shoe Repairs	Cemetery	Key For Container	5.95
2015-11-14	08/05	Martins	Cemetery	Calendar	2.00
2015-11-16	08/06	Waitrose	Gateway	Milk & Coffee	7.77
2015-11-17	08/07	Eastleigh Car Park	The Place	Training J Critchlow	8.50
2015-11-20	08/08	Waitrose	Gateway	Milk	0.89
2015-11-20	08/09	Post Office	Gateway	Town Mayor Letter To France	1.00
2015-11-24	08/10	Car Key Remotes	The Place	Keys	17.85
2015-11-25	08/11	Waitrose	Gateway	Milk	0.89
2015-11-26	08/12	Sainsburys	Gateway	Milk & Batteries	4.45
2015-11-26	08/13	Elliotts	The Place	Screws & Fixings	18.09
2015-11-27	08/14	RG Duckworth	Taxi Shelter & Notice Board	Cleaning	20.00
2015-11-27	08/15	ATC Shoe Repairs	Rugby Club	Keys	17.85
2015-11-27	08/16	Waitrose	Gateway	Milk	1.00
2015-11-30	08/17	Waitrose	Gateway	Milk & Coffee	3.76
2015-11-30	08/18	Prezzo	Gateway	Deposit For 4 VIC Volunteer Staff Christmas Dinner	20.00
2015-11-30	08/19	Prezzo	Gateway	Deposit For 1 VIC Volunteer Staff Christmas Dinner	5.00
2015-11-30	08/20	Morrisons	Christmas Event	Sweet Tins	36.00
				<b>TOTAL</b>	<b>189.71</b>

**LIST OF PAYMENTS FROM PETTY CASH - THE PLACE ACCOUNT  
FOR THE PERIOD 1ST TO 30TH NOVEMBER 2015**

Date	Voucher No	Details	Location	Description	Amount £
<b>Nov</b>					
2015-11-01	08/01	Asda	The Place	Food For Resale	38.12
2015-11-04	08/02	Morrisons	The Place	Food For Resale	2.17
2015-11-04	08/03	Morrisons	The Place	Food For Resale	2.00
2015-11-06	08/04	Morrisons	The Place	Food For Resale	2.17
2015-11-13	08/05	Morrisons	The Place	Food For Resale	8.57
2015-11-20	08/06	Morrisons	The Place	Food For Resale	36.67
				<b>TOTAL</b>	<b>89.70</b>

**AUTHORISATIONS**

DATE

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9th December 2015-----  
9th December 2015

**POLICY AND FINANCE COMMITTEE 9TH DECEMBER 2015****BANK BALANCES**

<b><u>Account Name</u></b>	<b><u>Year Ended 31/03/2015</u></b>		<b><u>As At 31/10/2015</u></b>		<b><u>As At 30/11/2015</u></b>
	<b>£</b>		<b>£</b>		<b>£</b>
Imprest (Current) Account	19,953		204,424		86,709
Business Account	114,602		214,769		214,813
Investment Account	200,000		200,000		200,000
Greenways Rent Deposit	7,018		9,661		9,661
Petty Cash - Imprest	84		98		200
Petty Cash - The Place	50		50		50
VIC Change Float	50		50		50
Information Desk Float	75		75		75
<b>TOTAL BANK BALANCES</b>	<b>341,833</b>		<b>629,127</b>		<b>511,559</b>

**Note**

1. The bank accounts were reconciled as at 30th November 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 9TH DECEMBER 2015**

**INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

**IMPREST ACCOUNT TO BUSINESS ACCOUNT**

**BUSINESS ACCOUNT TO IMPREST ACCOUNT**

**INVESTMENTS & RE-INVESTMENTS**

**AUTHORISATIONS**

**DATE**

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**9th December 2015**

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**9th December 2015**

**POLICY AND FINANCE COMMITTEE 9TH DECEMBER 2015**The Place Petty Cash (Food Purchases & Sales)

	Food Purchases	Food sales	Surplus/ (-Deficit)	Cumulative Surplus/ (-Deficit)	Pool Table Income
	£	£	£	£	£
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	50.00	50.00	94.20	
October	9.43	0.00	-9.43	84.77	
November	89.70	65.50	-24.20	60.57	51.20
December			0.00	60.57	
January			0.00	60.57	
February			0.00	60.57	
March			0.00	60.57	
<b>Total</b>	<b>335.93</b>	<b>396.50</b>	<b>60.57</b>		<b>51.20</b>

# RINGWOOD TOWN COUNCIL

## Grant Procedure Guidelines

**All applicants** should consider these guidelines to assist in the submission of their application. In focusing on how your project meets with the objectives of Ringwood Town Council (hereinafter call "the Council") you will help to avoid unnecessary delay or rejection.

The majority of grants awarded by the Council are in the range of £50 to £500. The Council looks to award grants where the project supports the Council's strategic objectives and/or there is a direct benefit to the residents. Advice can be sought from the Council ahead of submitting an application.

In the event that a grant is awarded by the Council, suitable acknowledgement of the Council's support must be made on all printed material and in any press release or interview.

1. Grants are assessed on how they meet and support the Council's aims and objectives, such as but not exclusively:-
  - a) To promote community and individual wellbeing through social, cultural, economic and leisure activities for the residents of Ringwood;
  - b) To encourage local support and participation to develop a stronger community spirit in Ringwood;
  - c) To encourage and support organisations wishing to put on community events in Ringwood;
  - d) To promote the town to both residents and visitors and to support the commercial activity within Ringwood.
2. Funding for the award of grants is made available on an annual basis, as part of the Council's budget process. The Council's financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.
3. Whilst grant applications can be submitted at any time of the year, there is always a risk that those who apply towards the end of the Council's financial year will be unsuccessful, due to the budget being fully allocated.
4. Grant application forms must be completed in all cases. The form sets out the applicant's details. All sections should be completed and the form returned along with supporting documentation. Incomplete forms or missing documentation can result in a delay in determining an application or in a nil award being made.

Grant application forms are available via:

- i Ringwood Town Council website [www.ringwood.gov.uk](http://www.ringwood.gov.uk)
- i Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood, BH24 1AT
- i By telephone on 01425 473883
- i Email [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

# B

5. It is important that any application is submitted using the correct application form:
  - i Form 1 – application for general funding
  - i Form 3 – application for festival fundingAn application made not using the Council's form will be rejected.
6. Applications received later than 7 days prior to the Policy & Finance Committee will be deferred to the next meeting of that Committee. In exceptional circumstances, and with the agreement of the Town Mayor and Chairman of the Policy & Finance Committee, an application can, where it has missed the deadline for the Policy & Finance Committee, be brought to Full Council for consideration.
7. Grant applications, once successfully submitted, are considered and decided upon at the next meeting of the Policy & Finance Committee. Applicants can attend and make a brief presentation to the Committee, not to exceed 3 minutes. Any application being brought to the Committee will have full supporting papers with it.
8. Grant applications are more likely to succeed where the applicant can demonstrate delivery of any/all of the following:-
  - a) That they are meeting the aims of the Council
  - b) That they provide benefits to the community or community groups
  - c) Additional funding is met from alternate sources
  - d) The organisation is working in partnership with other organisations to help deliver the aims of the Council
  - e) Projects provide support or assistance to disadvantaged groups within the community
  - f) The event/activity shows long term benefits to the community
  - g) Where the Council is providing 'pump priming' funding
9. Applications for core funding (towards the principal running costs of an organisation) may, in addition to Section 8, need to conform to some or all of the following requirements, as appropriate:-
  - a) Have a short and medium term financial plan in place to cover a minimum of three years
  - b) Provide the Council with a project budget showing planned major expenditure and income
  - c) Be required to provide guarantees on the delivery of service/objectives
  - d) Be subject to further monitoring by the Council
  - e) Have the payment of the grant, or part thereof, reliant on proof of achieving targets
  - f) Provide a commitment to support town events
10. The Council is unlikely to award a grant where:-
  - a) The application is for or would support or promote political ideals or affiliations
  - b) The application is for or would support or promote religious ideals or affiliations
  - c) The application is solely or mainly to the benefit of an individual
  - d) The event to which the application relates does not take place within the town
  - e) That is from an organisation based outside Ringwood unless it provides a quantifiable benefit to the residents of Ringwood

- f) A previous application has been received in the same financial year
- g) The applicant has substantial reserves or income from other sources.

**11.** Grant awards will not be made retrospectively.

**12.** The Council cannot reimburse any costs incurred by an organisation in its submission of an application for grant aid.

N.B. it is not the practice of the Council to offer discounts on hiring Council facilities (such as Ringwood Gateway, The Place, Carvers and other open spaces), and bookings should be made through the Office Manager. Applicants are reminded that The Place is solely for the benefit of the young people of Ringwood and any request to use that facility will need to show how it relates to youth matters.

# Ringwood Town Council

Ringwood Gateway, The Furlong,  
Ringwood, BH24 1AT

## Youth Provision Working Party

Notes of meeting held at 6pm on Monday 30th November 2015 at Ringwood Gateway, Ringwood

### Present:

Ringwood Town Council - Cllr J Heron (Chairman),  
Ringwood Youth Club – Graham Hastie, Sue Joy, Ian Mason-Smith, Kevin Jones

### In attendance:

Ringwood Town Council Staff, Steve Nash (Town Clerk) Jenny Critchlow (Youth Coordinator), Amy and Maddi (Youth Workers)

### Apologies:

Sam Whittingham

#### 1. Confirmation of Trustees

The current format was confirmed by SN with Town Councilor representation confirmed as Cllr Phillip Day, Cllr Debbie Deane, Cllr Andy Briars, Cllr Michael Thierry and Cllr Jeremy Heron. An as yet un-named representative from Ringwood School would have a place on the Board of Trustees and GH, KJ both confirmed their willingness to be on the board. SJ confirmed she would be standing down but would like to offer support if needed in the future.

#### 2. Changes to Constitution

It was agreed by all that the recommendations made by the Charity Commission be adopted and re-place the existing wording under Objectives. This will now read:

'The Objects of the CIO (The Objects') are:

To advance in life and help young people primarily aged 11-19 years old through: (1) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life; and (2) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

**Action:** JH to contact Charity Commission and confirm the above

#### 3. Bookings and Activities

JC confirmed the core use of the building as taking place on Mondays, Wednesdays and Friday afternoon and evenings. JC confirmed that she had talked with the Health Service and they were interested in future use of the building. JH agreed that would be a good use of that part of the building and he would like the contact details of the local Health Service provider so that he can make contact.

Everyone discussed other potential users of the building in support of youth activities at is was agreed that a meeting would be arranged to meet with Debbie Grace (Community First) It's Your Choice and Ringwood School to discuss potential use. In addition KJ and IM-S confirmed that Churches Together would be very interested in partnership work and use of The Place and would like to be included in future talks.

# C

JC advised everyone that the Health Service would expect better external lighting to be provided before committing staff to using the building.

**3a.** KJ confirmed details of work to be completed on The Place including a tarmac path which is to be placed between the skatepark and play area and run in a half circle toward The Place and will include ducting for lights in the future. No work will start until the skatepark is finished which is due on 14<sup>th</sup> January 2016. This is because there is still work and landscaping to do on the Skatepark which might damage the pathway.

**Action:** SN to confirm lighting arrangements

**Action:** SN to look at dates for meeting of CIO

## **4. Future Funding Opportunities & Charity Commission**

SN outlined some grants that have been applied for toward staff training, activities and sports and advised everyone that this will be an on- going requirement to meet revenue costs. IM-S suggested contacting David Lloyd for possible funding as they are very interested in supporting those types of activity.

**Action:** SN to contact David Lloyd

## **5. Training**

SN outlined the available funding for this year towards staff training, but also the need to train trustees in Safe Guarding, Equality and Diversity, Child Protection and Governance. IM-S suggested that Community First run a very good course on governance and that we should approach them. It was also suggested that these be a requirement of becoming a trustee and retaining membership of the Board of Trustees. This was agreed and a Job Description for Trustees will be provided at a future meeting for consideration.

There was some discussion around other organisations being offered training alongside our staff and trustees and JH suggested that this would be a good use of the building for the future. If adults who work with young people needed somewhere to be trained that The Place could be made available to them for this purpose.

**Action:** JC, SN will look at available courses and create the Job Requirement of a Trustee

## **6. Service Level Agreement**

SN outlined the future need for a Service Level Agreement between the CIO and Management Committee of The Place. This would be a formal description of the role of each and how this would operate to provide the service with the Town Council as owner of the facility, the CIO and Management / Operational Team.

Everyone agreed this was needed and should be looked at with an outline being available for March/April

**Action:** SN to produce a Service Level agreement for approval

## **7. Any other business**

JC outlined a number of activities which have or are planned to take place in the new facility, including; Jenny and her team will be cooking Christmas Dinner for 20 young people. The young people will pay £3 each and the staff will dress in black and white and serve their dinner to them at The Place. Everyone thought this was an excellent idea.

JC also advised everyone that she now has 5 work experience students from Moorlands College for the year and she would like to think this could become an annual addition to the adult staff on site.

JH confirmed he has his Councilor funding available to use on a cleaner at The Place if needed and possibly something toward the transfer of a logo onto the wall.

**Action:** SN to get details of logo transfer and liaise with Jeremy about the availability of funding.

#### **7a. Dissolving of Working Party**

Everyone agreed that there no longer appears a need for the working party to meet again and that future meetings should be the CIO (Ringwood Youth Club) trustees and any additional supporters which may be needed to support the group. The next meeting will be arranged in the New Year with all interested parties and the already signed up trustees of the group.

**7b.** IM-S felt that everyone involved in bringing the project to fruition should be congratulated and that the town had a facility to be proud of.

#### **DATE OF NEXT MEETING**

TBC.



**Volunteer Costs**  
**Report to Policy and Finance Committee**  
**9<sup>th</sup> December 2015**

**Introduction**

Ringwood Town Council have a number of volunteers that work for us now, helping to run the Visitor Information Centre and supporting our activities. This includes, not only the supply of information, but also the sale of goods from our souvenirs, which generates income for us. The volunteers operate every weekend throughout the summer and were there for the switch on of the Christmas Lights this year and last. They are great advocates for the town and have a great deal of knowledge that they are able to pass onto visitors.

**Staff Christmas Party**

For the second year running, Ringwood Town Council officers are having a Staff Christmas party in town and members of staff are required to pay £25 per head for their meal and it is a great opportunity to celebrate and team build.

For the first time the Mayor and Town Clerk have asked the Visitor Information Staff and volunteers if they would like to attend and they have said a resounding yes, which will allow everyone to meet, in some cases for the first time.

**Recommendation:-**The work of volunteers goes largely un-rewarded and it is the recommendation of the Town Clerk that the cost of the 5 volunteers from the VIC, be paid for by Ringwood Town Council in recognition of their hard work. The total cost being £125 to come from an existing budget, to be confirmed.