

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

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on 18th March 2015 at 7.00pm

PRESENT: Cllr J D Heron (Chairman)
Cllr W S Rippon-Swaine (Vice Chairman)
Cllr L C Ford
Cllr M Steele
Cllr B H Terry
Cllr M H Thierry

IN ATTENDANCE: Steve Nash, Town Clerk
Nicola Vodden, Meetings Administrator
Fraya Reynolds-Lee, Student Advisor

The Town Clerk reported that apologies for absence had been received from Cllr Wiseman, Cllr Stokes, Cllr O'Reilly and Cllr Burgess-Kennar.

F/5214

DECLARATIONS OF INTEREST

None were declared at this stage.

F/5215

MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meeting held on 18th February 2015, having been circulated, be approved and signed by the Chairman as a correct record.

F/5216

MONTHLY FINANCIAL REPORTS

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

It was noted that the RFO was not in attendance and the Chairman suggested that the RFO should have been in attendance for this quarterly report. The Town Clerk explained that the RFO was in Russia, on annual leave and representing the UK in an ice swim.

The Chairman requested that the Town Clerk report back, providing clarification, on the following items:-

- a) the variance in the Policy and Finance Committee's expenditure, under the heading 'Other' from the original and revised budget. It was noted that this was offset by the change to the annual forecast outturn for revenue income.
- b) the 'Deduct Transfers from Provisions' figure, for the Policy and Finance Committee, as the original budget was zero.
- c) the 'Maintenance' figure under Recreation, Leisure and Open Spaces Committee's expenditure, as the 'Revised Budget' was higher than the 'Original Budget' figure, however the 'Annual Forecast Outturn' is lower.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments 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 Drop In be noted.
- 6) That the Finance Manager's report for accounting period 11 be noted and clarification of a), b) and c), above, be provided.

ACTION S Nash / R Fitzgerald

F/5217

SCHEDULE OF MEETINGS APRIL 2015 – DEC 2016

Members considered the draft schedule of forthcoming meetings for the period April 2015 to December 2016 (*Annex B*).

RESOLVED: That the schedule of meetings April 2015 – December 2016 be approved.

ACTION S Nash / N Vodden

F/5218

FILMING POLICY

The Committee considered a recommendation from the Recreation, Leisure and Open Spaces Committee in respect of the filming policy (*Annex C*).

The Chairman noted that if letter drop, to nearby residents, was required at least 7 days prior to the first day on location and the Notice of Intent should be received by the Council at least 7 days before filming, in a situation where filming starts on the first day on location, residents would receive notice at the same time as the Council. He believed that the Council should receive notice first and proposed that the deadlines given in the policy document should be amended. The Committee agreed that the policy, under 'General Information' should read:-

- a) Consultation must take place with all those affected at least 21 days prior to filming
- b) A Notice of Intent should be forwarded to Ringwood Town Council at least 14 days prior to the commencement of filming

RESOLVED: That the Filming Policy with the amendments above be adopted (*Annex C – now amended*).

ACTION S Nash

F/5219

SOCIAL MEDIA POLICY

The Committee considered a report from the Town Clerk in respect of Social Media Policy (*Annex D*), recommending that the Town Council could benefit from having Facebook and Twitter accounts, as a way of communicating with people, connecting with the harder to reach groups, encouraging involvement, sharing information and promoting events, with no

cost implications. It would be part of the overall communications mix and social media communications would signpost people to appropriate web pages on the Council's website, where possible.

The following concerns were raised:-

- the website needed improving and focus should be on that
- how to effectively manage and regulate any social media
- protocols for who would post what and with reference to whom
- cost of staff time in updating and monitoring
- not being able to retrieve information once it is posted, loss of control
- issues feeding back to members
- security risks
- reputational damage

The Chairman proposed that the matter be recommended to Full Council that a Facebook and Twitter account be set up for factual information only.

Cllr Thierry proposed that a limited amount of resources be used to improve the quality of the website and that the recommendation to Full Council should be the rejection of the recommendations on the report, 1) to create Facebook and Twitter accounts for Ringwood Town Council and 2) to adopt the Social Media Policy.

By majority, it was decided that the second proposal be recommended to Full Council.

RECOMMENDATION:- That the Council is requested to consider rejecting the recommendations on the report on Social Media, 1) to create Facebook and Twitter accounts for Ringwood Town Council and 2) to adopt the Social Media Policy (*Annex D*).

ACTION S Nash / N Vodden

There being no further business, the Chairman closed the meeting at 7:52 pm.

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

RECEIVED
25th March 2015

APPROVED
15th April 2015

TOWN MAYOR

COMMITTEE CHAIRMAN

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18TH MARCH 2015

POLICY AND FINANCE COMMITTEE 18TH MARCH 2015**LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2015**

Date	Trans No	Details	Location	Description	Amount £
Feb					
2015-02-05	2000789	Ringwood Motor Company Ltd	Vehicles	Renew thermostat outlet housing on Cabstar/replace anitifreeze	155.87
2015-02-05	2000791	Machine Mart	Groundstaff	Boots for all Groundstaff	144.95
2015-02-05	2000787	Status Computers	Gateway	Renewal of Real VNC Licences	110.09
2015-02-05	2000788	Hampshire County Council	Gateway	Nitrile Examination gloves	37.56
2015-02-05	2000792	Acas	Gateway	Essential Skills for Supervisors Course CS 24/03/15	192.00
2015-02-05	2000795	Sheerin Bettle	The Place	Professional Services	15,661.56
2015-02-05	2000796	Hampshire County Council	Gateway	Index Tabs	6.40
2015-02-12	2000806	Greenham	Groundstaff	Groundstaff clothing	74.38
2015-02-12	2000810	Ringwood Pest Control	Ash Grove	Treating rats	87.00
2015-02-12	2000804	Tarmac Limited	Ash Grove	All-in aggregate limestone for footpaths	85.22
2015-02-12	2000805	Alexandra	Groundstaff	Work Uniform for Groundstaff	71.88
2015-02-12	2000800	Page & Pulford Ltd	Markets	Artwork for poster - French Market	36.00
2015-02-12	2000798	Trevor Childs	Cemetery	Replace broken glass in toilet window due to vandalism	44.00
2015-02-12	2000799	Nicholas Owen Associates Ltd	The Place	Work Stage RIBA H	360.00
2015-02-12	2000803	Central Computer Management Ltd	Gateway	Payroll Processing 1.1.15 - 31.3.15 & P/P 17.12.14	276.67
2015-02-12	2000797	Alexandra	Groundstaff	Polo shirts and sweatshirts for Groundstaff	88.16
2015-02-12	2000801	Vodafone	Groundstaff	Mobile phones to 4th February	69.70
2015-02-25	2000823	Society of Local Councils	Gateway	SLCC Renewal Membership 2015	310.00
2015-02-18	2000814	Goadsby & Harding Ltd	Greenways	Valuation report	900.00
2015-02-18	2000807	New Forest District Council	Carvers	Installation and connection of CCTV	10,029.60
2015-02-18	2000817	New Forest District Council	Dr Little Gardens	Clear rubbish following encampment by homeless	300.00
2015-02-18	2000818	New Forest District Council	Gateway	Confidential waste sacks	48.37
2015-02-18	2000821	Trevor Childs	Groundsman's House	Replacement rear porch canopy	900.00
2015-02-18	2000822	Page & Pulford Ltd	Markets	Advert for French Market	82.80
2015-02-18	2000819	Colin Joy	Gateway	Installation of bracket/chain and fix to outside Gateway Wall	162.00
2015-02-18	2000820	Frank Hutchins	Cemetery	Install electrical sockets prior to CCTV/alarm installation	83.00
2015-02-18	2000809	Peter Noble	Vehicles	Service Massey Ferguson Tractor	1,311.59
2015-02-18	2000808	Peter Noble	Vehicles	Service New Holland Tractor	1,212.55
2015-02-25	2000828	Brandon Tool Hire	Churchyard	Hire of tower for maintenance	120.00
2015-02-25	2000833	Rotary Club of Ringwood	Gateway - P&F 18/02/15	Grant towards Fanfare for Spring	1,000.00
2015-02-25	2000831	Rwd & District Twinning Association	Gateway - P&F 18/02/15	Grant towards Civic Reception May 2015	300.00
2015-02-25	2000834	Rwd & District Church Together	Gateway - P&F 18/02/15	Grant towards Family Fun Day May 2015	1,085.00
2015-02-25	2000836	Hampshire Probation	Community Payback	Contribution towards travelling and supervision	75.00
2015-02-25	2000829	Daniel Shutter	Poulner School	Collection and removal of green waste Pond Area	300.00
2015-02-25	2000835	Letchers	Mr White UK28A	Refund of allotment rent	13.37
2015-02-25	2000830	Pete Best	The Mount	Tree work	600.00
2015-02-25	2000825	Purchase Power	Gateway	Postage on franking machine	506.84
2015-02-25	2000827	Hampshire County Council	Gateway	Lever Arch files	10.43
2015-02-25	2000826	Hampshire County Council	Gateway	Mid orange A4 paper	7.94
2015-02-25	2000824	ITEC	Gateway	Photocopying and gold support	52.64
2015-02-28	2000816	Screwfix	Open Spaces	Spring Assortment	6.99
2015-02-28	2000815	SBS Security	Cemetery	Installation of alarm and CCTV system	1,485.00
2015-02-02	SO	TLC On-line	Gateway	Web Site Maintenance - February 2015	80.00
2015-02-02	DD	Aviva	Gateway	Business Insurance - February 2015	818.99
2015-02-06	DD	Southern Electric	Drop In Centre	17/10/14-16/01/15 Final Bill	85.45
2015-02-16	DD	Southern Electric	Cemetery	15/10/14-16/01/15	189.58
2015-02-16	DD	Southern Electric	Carvers Sports Pavilion	24/10/14-21/01/15	227.33
2015-02-20	DD	Southern Electric	Carvers Sports Ground	27/10/14-02/02/15	30.64
2015-02-25	DD	British Gas	Greenways	08/11/14-04/02/15 - Recharged To Tenants	774.71
2015-02-25	DD	BT	Cemetery	One Bill - Feb 2015 to Apr 2015	75.96
2015-02-10	BGC	Austin & Wyatt	92 Southampton Road	Agents Fees - February 2015	130.00
2015-02-10	BGC	Austin & Wyatt	92 Southampton Road	Expenses - Gas safety check	84.00
2015-02-17	LloydsCC	AJR Shoe Repairs	Carvers Pavilion	New keys re new lock	47.60
2015-02-17	LloydsCC	NFDC	Gateway	Payroll Emoluments	25.00
2015-02-18	On-Line	Hampshire C.C.	Gateway	Pension January 2015	5,091.06
2015-02-20	On-Line	Inland Revenue	Gateway	January 2015	4,871.93
2015-02-25	Telepay	Staff	Gateway	February 2015	19,917.65
				TOTAL	70,854.46

AUTHORISATIONS

DATE

18th March 2015

18th March 2015

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POLICY AND FINANCE COMMITTEE 18TH MARCH 2015

**LIST OF PAYMENTS FROM PETTY CASH RTC ACCOUNT
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2015**

Date	Voucher No	Details	Location	Description	Amount £
Feb					
2015-02-02	02/01	Waitrose	Gateway	Milk	1.89
2015-02-03	02/02	Southampton Crown Court	Cemetery Break In	Parking	5.30
2015-02-03	02/03	AJR Shoe Repairs	Carvers	Main Gate Keys	11.90
2015-02-09	02/04	Sainsburys	Gateway	Milk	1.00
2015-02-16	02/05	Iceland	Gateway	Milk	0.89
2015-02-16	02/06	Waitrose	Gateway	Milk	0.49
2015-02-18	02/07	Waitrose	Gateway	Dishwasher Tablets	12.00
2015-02-20	02/08	RG Duckworth	Taxi Rank	Cleaning	10.00
2015-02-24	02/09	Sainsburys	Gateway	Milk	1.89
2015-02-24	02/10	Post Office	Gateway	Post	3.72
2015-02-23	02/11	AJR Shoe Repairs	Carvers	Main Gate Key	5.95
2015-02-11	02/12	Post Office	Gateway	Special Delivery	6.40
				TOTAL	61.43

**LIST OF PAYMENTS FROM PETTY CASH YOUTH ACCOUNT
FOR THE PERIOD 1ST TO 28TH FEBRUARY 2015**

Date	Voucher No	Details	Location	Description	Amount £
Feb					
				TOTAL	0.00

AUTHORISATIONS

DATE

18th March 2015

18th March 2015

POLICY AND FINANCE COMMITTEE 18TH MARCH 2015**BANK BALANCES**

<u>Account Name</u>	<u>Year Ended 31/03/2014</u>		<u>As At 31/01/2015</u>		<u>As At 28/02/2015</u>
	£		£		£
Imprest (Current) Account	6,287		29,752		297,122
Business Account	142,313		139,520		99,578
Investment Account	150,000		300,000		0
Ground Floor G/Ways Rent Deposit	7,011		7,017		7,018
Petty Cash - Imprest	87		173		159
Petty Cash - Youth	50		30		50
VIC Change Float	50		50		50
Information Desk Float	0		75		75
TOTAL BANK BALANCES	305,798		476,617		404,052

Note

1. The bank accounts were reconciled as at 28th February 2015.
2. With reference to the Ground Floor Greenways Rent Deposit Account, 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. 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.
4. A nominal account has been implemented to reflect the float held by the Information Desk.

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POLICY AND FINANCE COMMITTEE 18TH MARCH 2015

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

0

BUSINESS ACCOUNT TO IMPREST ACCOUNT

0

INVESTMENTS & RE-INVESTMENTS

Up to

250,000

AUTHORISATIONS

DATE

18th March 2015

18th March 2015

POLICY AND FINANCE COMMITTEE 18TH MARCH 2015**Drop In Centre Petty Cash (Food Purchases & Sales)**

	Food Purchases	Food sales	Surplus/ (-Deficit)	Cumulative Surplus/ (-Deficit)
	£	£	£	£
April	82.40	98.00	15.60	15.60
May	125.34	100.00	-25.34	-9.74
June	36.79	61.60	24.81	15.07
July	75.05	67.00	-8.05	7.02
August	62.14	56.00	-6.14	0.88
September	97.20	182.00	84.80	85.68
October	33.12	0.00	-33.12	52.56
November	52.67	114.00	61.33	113.89
December	19.98	48.50	28.52	142.41
January	20.66	37.50	16.84	159.25
February	0.00	0.00	0.00	159.25
March			0.00	159.25
Total	605.35	764.60	159.25	

NB Due to the break in at the Drop In Centre, it was necessary to replenish food stocks in May

REPORT TO POLICY & FINANCE COMMITTEE – 18th March 2015
BUDGETARY CONTROL - 2014/15 Period 11

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the eleven months April 2014 to February 2015, and to provide a more accurate forecast of the outturn as year end approaches.

2. APRIL 2014 TO FEBRUARY 2015

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's actual net Committee expenditure to the end of February is £544,205, or 90% of revised planned expenditure for the year.
- 2.2 The previous forecast outturn, produced at the end of quarter 3, indicated likely gross expenditure of £638,258. The latest forecast suggests that this figure will decrease to £626,697. The decrease is due to slippage and underspends in a number of areas, particularly in grounds maintenance.
- 2.3 Expenditure on The Place has now exceeded £115,000 and this will largely be met from grant income, the first instalment of which (£110,351) is expected to be received from HCC before the date of this Committee.
- 2.4 Revenue income received to date, excluding precepts, amounts to £202,757 which exceeds the amount planned for the year. However this amount includes some additional generated income, with associated costs included in the expenditure total, and some unplanned grant income, again in connection with expenditure. There remains concern that some planned income targets will not be achieved, particularly in some of the sports activities.
- 2.5 The net impact of the changes will be a modest decrease in net expenditure of £13,184. This will enable an increased transfer to the general reserve.
- 2.6 Pages 2 and 3 of Appendix 1 show the financial position and predicted outturn for this Committee, the Recreation, Leisure and Open Spaces Committee and the Planning, Town and Environment Committee.

3. FINANCIAL IMPLICATIONS

- 3.1 The predicted outturn is likely to be lower than that indicated at the January meeting. The balance of the General Reserve at 1st April 2014 was £124,163, following the rationalisation of a number of historic reserves and provisions. This is now predicted to increase by £71,038 to £195,201 at the end of March 2015.
- 3.2 The balance of the provisions and capital reserves at March 2015 is currently forecast to be £156,188, following planned investments, additional expenditure including the replacement toilet facilities at Long Lane, receipt of S106 monies and transfers from the revenue account. Note that contributions to fund development of "The Place" will not be taken from reserves until next financial year. This earmarked reserve will enable the expenditure to be incurred on those specific expenditure items in future years without affecting the General Reserve balance.

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- 3.3 Reserves are currently predicted to be at a level considered prudent for an authority of this size but balances are expected to be depleted next year to support planned investment.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact: or Steve Nash, Town Clerk
Rory Fitzgerald, Finance Manager Tel: 01425 484720
Tel: 01425 484723 steve.nash@ringwood.gov.uk
rory.fitzgerald@ringwood.gov.uk

**SUMMARY BUDGETARY CONTROL REPORT
PERIOD APRIL 2014 - FEBRUARY 2015**

ALL COMMITTEES	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£		Actual		Unspent Budget	Outturn
			£		£	£
REVENUE EXPENDITURE						
POLICY & FINANCE COMMITTEE	342,004	344,249	316,962		25,041	369,284
RECREATION, LEIS & O/S COM	270,501	244,390	213,047		57,454	239,400
PLANNING TOWN & ENVIRON	19,042	18,313	14,195		4,847	18,013
TOTAL REVENUE EXPENDITURE	631,547	606,952	544,205		87,343	626,697
CAPITAL EXPENDITURE						
POLICY & FINANCE COMMITTEE	0	3,500	108,335		-108,335	110,000
RECREATION, LEIS & O/S COM	0	0	37		-37	37
PLANNING TOWN & ENVIRON	0	26,598	26,598		-26,598	26,598
TOTAL CAPITAL EXPENDITURE	0	30,098	134,970		-134,970	136,635
TOTAL EXPENDITURE	631,547	637,050	679,175	0	-47,627	763,332
REVENUE INCOME						
POLICY & FINANCE COMMITTEE	-119,255	-124,630	-122,827		3,572	-146,565
RECREATION, LEIS & O/S COM	-77,589	-73,460	-79,930		2,341	-80,991
PLANNING TOWN & ENVIRON	0	0	0		0	0
TOTAL REVENUE INCOME	-196,844	-198,090	-202,757		5,913	-227,556
CAPITAL INCOME & FINANCE						
POLICY & FINANCE COMMITTEE	0	0	-107,735		107,735	-110,000
RECREATION, LEIS & O/S COM	0	0	0		0	0
PLANNING TOWN & ENVIRON	0	0	0		0	0
TOTAL CAPITAL INCOME & FINANCE	0	0	-107,735		107,735	-110,000
TOTAL INCOME	-196,844	-198,090	-310,492		113,648	-337,556
Less Reduction in Budget						
COUNCIL'S NET COMMITTEE EXPEND	434,703	438,960	368,683		66,021	425,776
Add Transfers To Provisions	23,300	23,300	-3,298	0	26,598	23,300
Deduct Transfers from Provisions	-12,570	-34,418	-18,050	0	5,480	-44,898
Transfer to/ from(-) General Reserve	29,783	47,374	0	0	29,783	71,038
Budget Required before new bids & grants	475,216	475,216	347,335	0	127,882	475,216
Transitional & Identifiable grant from NFDC	-29,983	-29,983	-14,992		-14,991	-29,983
Net Precept 2013/14	445,233	445,233	332,343		112,891	445,233
Non recurring bids for 2014/15 included above						
POLICY & FINANCE COMMITTEE	12,400	12,400	360		12,040	12,400
RECREATION, LEIS & O/S COM	23,800	23,800	0		23,800	23,800
PLANNING TOWN & ENVIRON	2,500	2,500	0		2,500	2,500
Less transfer from provisions	-10,000	-10,000	0		-10,000	-10,000

Appendix 1

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance From O.B. £	
POLICY & FINANCE COMMITTEE						
EXPENDITURE						
Establishment	108,341	105,906	95,607	0	12,734	107,101
Maintenance	24,330	28,340	6,563	0	17,767	28,690
Employee Direct Costs	2,000	1,998	2,276	0	-276	2,350
Employee Allocated Costs	100,153	96,819	87,320	0	12,833	96,300
Member Costs	10,147	10,147	7,234	0	2,913	10,047
Grants	9,000	9,000	9,449	0	-449	9,500
Festival Expenses(net)	0	0	300	0	-300	0
Other	67,533	71,243	87,417	0	-19,884	94,500
Debt Charges	20,500	20,796	20,796	0	-296	20,796
Capital	0	3,500	108,335	0	-108,335	110,000
COMMITTEE EXPENDITURE	342,004	347,749	425,297	0	-83,294	479,284
INCOME						
INCOME						
Revenue Income	-119,255	-124,630	-122,827	0	3,572	-146,565
Capital Income/Finance	0	0	-107,735	0	107,735	-110,000
TOTAL COMMITTEE INCOME	-119,255	-124,630	-230,562	0	111,307	-256,565
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	222,749	223,119	194,735	0	-194,735	222,719
Add Transfers To Provisions	11,400	11,400	11,400	0	0	11,400
Deduct Transfers From Provisions	0	-250	-10,480	0	10,480	-10,730
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	234,149	234,269	195,655	0	10,480	223,389
HOLDING ACCOUNTS						
EXPENDITURE						
Employee Direct Costs	376,837	370,077	336,422	0	40,415	370,077
HOLDING ACCOUNTS EXPEND.	376,837	370,077	336,422	0	40,415	370,077
HOLDING ACCOUNTS INCOME	-376,837	-10,163	-336,422	0	-40,415	-370,077
TOTAL NET EXPENDITURE	0	359,914	0	0	0	0

RINGWOOD TOWN COUNCIL

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Appendix 1

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	13,192	12,160	10,697	0	2,495	12,410
Maintenance	25,594	27,950	17,360	0	8,234	20,850
Machinery	12,696	14,250	10,841	0	1,855	13,050
Employee Direct Costs	800	850	672	0	128	850
Employee Allocated Costs	131,660	125,636	115,636	0	16,024	125,636
Planters	514	500	0	0	514	500
Activities Expenses	10,229	8,550	6,463	0	3,766	8,700
Other	1,182	1,425	1,308	0	-126	1,425
Capital Expenditure	0	0	37	0	-37	37
CEMETERY						
Establishment	4,482	4,430	4,472	0	10	4,660
Maintenance	23,598	3,600	4,945	0	18,653	6,300
Employee Allocated Costs	32,514	31,443	28,559	0	3,955	31,443
ALLOTMENTS						
Establishment	1,234	1,200	920	0	314	1,200
Maintenance	822	900	661	0	161	850
Employee Allocated Costs	11,784	11,296	10,284	0	1,500	11,296
Other	200	200	230	0	-30	230
COMMITTEE EXPENDITURE	270,501	244,390	213,084	0	57,418	239,437
INCOME						
Recreation, Leisure & O/S	-38,601	-36,810	-35,811	0	-2,790	-36,466
Cemetery	-32,588	-32,450	-39,748	0	7,160	-40,150
Allotments	-6,400	-4,200	-4,371	0	-2,029	-4,375
Capital Expend Finance	0	0	0	0	0	0
COMMITTEE INCOME	-77,589	-73,460	-79,930	0	2,341	-80,991
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	192,912	170,930	133,154	0	59,759	158,446
Add Transfers To Provisions	11,900	11,900	11,900	0	0	11,900
Deduct Transfers From Provisions	-12,570	-7,570	-7,570	0	-5,000	-7,570
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	192,242	175,260	137,484	0	54,759	162,776

Appendix 1

PLANNING, TOWN & ENVIRONMENT COMMITTEE	Original Budget	Revised Budget	Year To Date			Annual Forecast Outturn
			Actual	Profiled Orig Bud	Variance	
	£	£	£	£	£	£
EXPENDITURE						
Establishment	4,093	4,150	1,163	0	2,930	3,850
Employee Allocated Costs	14,949	14,163	13,032	0	1,917	14,163
Capital Expenditure	0	26,598	26,598	0	-26,598	26,598
COMMITTEE EXPENDITURE	19,042	44,911	40,793	0	-21,751	44,611
INCOME						
Capital Income & Finance	0	0	0	0	0	0
COMMITTEE INCOME	0	0	0	0	0	0
TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS	19,042	44,911	40,793	0	-21,751	44,611
Add Transfers To Provisions	0	0	-26,598	0	26,598	0
Deduct Transfers From Provisions	0	-26,598	0	0	0	-26,598
TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS	19,042	18,313	14,195	0	4,847	18,013

**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
APRIL 2015 – DECEMBER 2016**

APRIL 2015		
1	Recreation, Leisure & Open Spaces	7.00pm
10*	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
29	TOWN ASSEMBLY & Full Council	7.00pm
<i>*This meeting is on the second Friday of the month instead of the first due to the Bank Holiday falling on Friday 3 April.</i>		
MAY 2015		
ELECTION YEAR		
1	Planning, Town & Environment	10.00am
7	ELECTION DAY	
20	Annual Meeting	7.00pm
JUNE 2015		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
JULY 2015		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00 am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
AUGUST 2015		
7	Planning, Town & Environment	10.00am
SEPTEMBER 2015		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm
OCTOBER 2015		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
NOVEMBER 2015		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm

DECEMBER 2015		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
9	Policy & Finance	7.00pm
16	Full Council	7.00pm
JANUARY 2016		
6	Recreation, Leisure & Open Spaces	7.00pm
8	Planning, Town & Environment	10.00am
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
FEBRUARY 2016		
3	Recreation, Leisure & Open Spaces	7.00pm
5	Planning, Town & Environment	10.00am
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
MARCH 2016		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm
APRIL 2016		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm
MAY 2016		
4	Recreation, Leisure & Open Spaces	7.00pm
6	Planning, Town & Environment	10.00am
18	Policy & Finance	7.00pm
25	Annual Meeting & Town Assembly	7.00pm
JUNE 2016		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
15	Policy & Finance	7.00pm
29	Full Council	7.00pm
JULY 2016		
1	Planning, Town & Environment	10.00am
6	Recreation, Leisure & Open Spaces	7.00pm
20	Policy & Finance	7.00pm
27	Full Council	7.00pm

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AUGUST 2016		
5	Planning, Town & Environment	10.00am
SEPTEMBER 2016		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
OCTOBER 2016		
5	Recreation, Leisure & Open Spaces	7.00pm
7	Planning, Town & Environment	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
NOVEMBER 2016		
2	Recreation, Leisure & Open Spaces	7.00pm
4	Planning, Town & Environment	10.00am
16	Policy & Finance	7.00pm
30	Full Council	7.00pm
DECEMBER 2016		
2	Planning, Town & Environment	10.00am
7	Recreation, Leisure & Open Spaces	7.00pm
14	Policy & Finance	7.00pm
21	Full Council	7.00pm

Unless otherwise stated, all the above meetings will be held at:-

The Forest Suite
 Ringwood Gateway
 The Furlong
 Ringwood
 BH24 1AT

For further information, please contact 01425 473883 or e-mail us at town.council@ringwood.gov.uk

Website: www.ringwood.gov.uk

FILMING POLICY WITHIN RINGWOOD

Within Ringwood a number of requests are received to authorise the use of filming or to park vehicles whilst filming takes place.

Ringwood Town Council recognises the positive contribution film production can make to the local area with particular regard to economic benefits and enhancing tourist interest in the locality.

It is the purpose of this policy to indicate some of the parameters and provide details of the initial points of contact in the town, who will act as information points and ensure that the appropriate authorities are aware of requests.

Also see: www.hants.gov.uk/filmhampshire and www.newforest.gov.uk/flim4

GENERAL INFORMATION

1. No filming activity should take place until permission has been granted by all relevant parties.
2. Consultation must take place with all those affected by filming at least 21 days prior to filming (or less by agreement with the Town Council) if filming includes night time shoots, use of lights, sound, or chemicals.
3. A Notice of Intent to film should be forwarded to Ringwood Town Council at least 14 days prior to the commencement of filming indicating that all permissions have been obtained (NFDC, NPA, Highways, HCC).

CONSIDERATIONS FOR OBTAINING PERMISSION

The following information is required to assist in determining permission:

1. The name of the production company, type of production & contact name
2. The size of the production – personnel and vehicles
3. Any removal of street furniture or carriageway markings
4. Use of cranes, cherry pickers (these will require separate licensing)
5. Use of tracking (this will require a separate licence)
6. Parking of production vehicles on double yellow lines, Pay & Display bays etc.
7. Use of special effects (smoke, lighting effects, etc.)
8. Nature of the film (Documentary, Film Production, Vox-Pops, etc.)
9. Filming of animals or children
10. £10 Million Public Liability Insurance
11. Proposed dates and locations
12. Risk assessment of each location must be submitted
13. If required, Traffic Management and use of stewards

The production company must ensure that location owners and adjacent property owners are:

1. Kept fully informed of the intentions of the production company
2. Whether or not they are to be used for filming
3. Recompense of any loss of income, although this must be determined between the production company and property owner. Ringwood Town Council does not accept liability.
4. Written notice, such as a letter drop, must be carried out at least 7 days prior to the first day of being on location. If notice is less than seven days then a representative of the production company must discuss personally with all relevant property owners.

The production company must ensure that Emergency Services are fully aware of:

1. Special effects (Fire Service and Police)
2. Use of replica firearms (Police)
3. Impersonation of a member of the Emergency Services (Fire, Police and Ambulance)

Emergency access must be maintained at all times during set up and filming.

The Highway Authority (Hampshire County Council) will respond to an initial enquiry within 5 working days where practical. Upon receipt of a completed application form and subject to being satisfied the information provided is adequate, they will determine the feasibility of the proposal within 10 working days.

CHARGES

There is a scale of charges for filming related to crew size, which may be increased if site visits and meetings are required, see fees and charges for details.

VAT is not applicable to these charges. Please provide a purchase order reference for our records on the application form.

An invoice for payment will be sent to the company address provided on the filming application form. Please do not send cheques.

There will be a charge for the use of any Pay and Display bays, for the removal of unit signing should any be left at the end of filming, and for any alterations required to street lighting or road markings.

New Forest District Council will levy charges for refuse collections, street sweeping (if necessary) and for the removal, storage, and replacement of street furniture.

FOR FURTHER CONSIDERATION HEALTH AND SAFETY

The production company must:

1. Provide a risk assessment for each location where equipment is placed on the highway.
2. A qualified first-aider should always be present during filming.
3. Any traffic control must be determined by full consultation with the appropriate highways officer.
4. When any member of the production company is on the highway they must wear high visibility vests or jackets.
5. It would be appropriate to seek the advice of the Health and Safety Executive.

RESIDENTS AND MEMBER OF THE PUBLIC

The film makers are visitors and should be sensitive to the community in which they are working:

1. All neighbouring residents and businesses must be given no less than SEVEN days' notice of filming by letter or personal visit, and letter drops must contain telephone/email details for a contact within the production company.
2. Noise must be kept to a minimum at all times. Separate permission to make noise during unsocial hours 10pm to 8am must be obtained from New Forest District Council, Environmental Health Noise Control Team. Use of generators has to be approved, and silent running generators will be required.

3. All members of the production company and its associated workforce are to dress decently at all times. Dress codes may need to be adhered to when working in particular locations.
4. Access to private property must be maintained, and no footways blocked unless with permission by a highway officer and an alternative safe route must be provided, with disabled access.
5. Crew and cast must refrain from lewd, offensive or abusive language or behaviour.
6. Lighting, cables, and other equipment must not cause a hazard to the public.
7. Cranes, cherry pickers, etc that are on the highway (including footpaths) must be signed and guarded appropriately in accordance with Chapter 8 of the Traffic Signs Manual.

MAINTAINING THE AGREEMENT

Production companies must adhere to the following agreement:

1. Production vehicles must park within the designated area (permission to be sought in advance) and be appropriately badged. Failure to do so will result in a vehicle obtaining a parking ticket. Consistent flouting of the agreement may result in the Police being involved, possible removal of the vehicle, and filming permission may be withdrawn.
2. Refreshments must be taken in the agreed location and catering facilities agreed in advance.
3. Crew and cast must not trespass on neighbouring property, or enter an area of the location that the owner has strictly forbidden.
4. Consistent failure to adhere to the agreement may result in permission being revoked and future applications to film within the area being refused.

LOCATION

Film companies must treat public and private property with respect:

1. All rubbish must be removed regularly, and it is the responsibility of the production company that the area is left tidy and sanitary at the end of the shoot.
2. Protective materials must be provided where appropriate.
3. Objects belonging to the owner of the location must not be removed without their express permission.
4. The production company must make good any damage or mess caused.
5. Security staff should be used, if appropriate, to protect the location and any equipment.
6. The crew member responsible for the location should check, before leaving the site, that all property has been restored to its original state.

C

The production company must ensure that Emergency Services are fully aware of:

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6. The crew member responsible for the location should check, before leaving the site, that all property has been restored to its original state.



**Ringwood
Town Council**

FILMING: FEES & CHARGES 2015/2016

Event Category	2014/2015 Charge £	Bond/Deposit payable
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Filming - Commercial

Half Day (4 hours or less)	Small - £500 Medium - £1000 Large - £2000	£250 - £1500
Full Day	Small - £1000 Medium - £2000 Large - £4000	£250 - £1500

Filming – Non Commercial; Charitable & Educational

Half Day (4 hours or less)	Small - £50 Medium - £100 Large - £250	£250 - £1500
Full Day	Small - £100 Medium - £250 Large - £500	£250 - £1500

Filming – Non Council Land

Application processing fee		£25 - £50
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- i Small production: 1 – 5 crew
- i Medium production: 6 -11 crew
- i Large production: 12+ crew
- i Event attendance – half day 150, full day 250 (to be determined by the Office Manager)
- i Cancellation Fee for processed applications will be determined by the Office Manager



**Ringwood
Town Council**

**Application to film
in Ringwood
Hampshire**

- i Please complete and return to Ringwood Town Council with proof of public liability insurance to a minimum of £5 million.
- i Ringwood Town Council will then forward to the Police, Highways and Traffic & Safety representatives for consultation/permissions as required

Name	
Production Company	
Project Title	
Land Line	
Mobile:	
E-mail address	
Nature of filming	Film/TV/Commercial/Promo/Short/Student/Stills (delete as applicable)
Production company address	
Invoice details	Contact Name: Telephone: Address: Email:
Please provide PO number, or indicate that you wish to pay by card over the phone (Both compulsory prior to issue of Film Permit)	

Description of Filming & Required Locations	Dates and Times of filming
No. of Crew	
No. of Cameras	
No of Vehicles	
Parking required? Charge for permits - £15 per bay per day Min. 24 hours notice	Yes / No Details:
Production budget	
Location budget	
Transmission Date	

Please indicate if your shoot will involve any of the following:

Traffic Control		Scaffolding		Wet Downs	
Road Closures		Honey wagons		Animals	
Street Dressings		Catering facilities		Children	
Cherry Pickers/ lighting towers		SFX		Reconstruction of emergency/crime	
Camera crane		Firearms/guns		Cast dressed as emergency services	
Camera track		Smoke effects		Driving sequences	
Low loaders		Fire effects		Buildings blackouts	
Generator		Wind Machine		Crowd Control/security	
Playback/music		Stunts		Bicycles	

Please indicate if you require any local crew or services

Details:

Please indicate if you require local accommodation

Details:

I confirm that I have received a) a copy of the Ringwood Town Council Code of Film Practice and b) that I have read and agreed to comply with the terms and conditions attached.

Signed on behalf of production company _____

Print Name _____ Position _____ Date _____

Signed on behalf of Ringwood Town Council _____ Date _____

Please return by fax to 01425 473883 or e-mail town.council@ringwood.gov.uk

Application for a Film Permit - Terms and Conditions

- 1) The Council reserves the right to charge an administration fee (a flat fee according to size of crew) for the issuing of film permits to film on the Town Council land in Ringwood.

The administration fee covers a number of services provided by the Council in issuing a permit. They include the following:-

- i Location searches
- i Providing advice and location information
- i Site visits
- i Travel to / from site visits
- i Liaising with the local community where necessary
- i Liaising with other Council departments on behalf of the film production
- i Liaising with external agencies including emergency services
- i Arranging parking suspensions and dispensations in Controlled Parking Zones.
- i Monitoring location filming where necessary.

- 2) The applicant agrees to abide by the Code of Film Practice, as issued by Ringwood Town Council which is available on request.

3) If at any time the applicant fails to comply with these terms and conditions, and in the absolute discretion of the Council, the breach can be remedied by the issue of a default notice rather than immediate termination, then the Council may serve a written notice on the Applicant stating what needs to be done to rectify the default and within what time scale. If the Applicant does not comply with the terms of the default notice then the Council may immediately terminate the application or the permit.

4) The Council will send the applicant an invoice containing the information required in a tax invoice for VAT purposes and (unless otherwise agreed in writing) the Council require the invoice to be paid within 30 days of receipt by the applicant of the relevant invoice.

5) The applicant is entitled to cancel the filming application which they have signed and submitted to the Council at any time up to the commencement of the permit period. Should the cancellation take place in writing 48 hours or more prior to the time stated for the commencement of the permit period, the applicant shall only be liable to pay the Council an administration fee of 50% of the cost of the permit. Should cancellation take place with less than 48 hours' notice, the applicant shall pay to the Council the full cost of the permit.

6) Whilst the Council will make every effort to make the location available, the Council reserves the right to cancel arrangements in an emergency, as determined by the Council. In such circumstances, the applicant shall be entitled to a refund of any sums already paid to the Council less any relevant costs incurred by the Council.

Ringwood Town Council

Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood
01425 473883
Fax 01225 396442
E-mail town.council@ringwood.gov.uk



**Ringwood
Town Council**

↑ Impact	Probability →			
		Low	Medium	High
	High	3	6	9
	Medium	2	4	6
Low	1	2	3	

Filming Risk Assessment Form

Please use the matrix to calculate risk

Event Name:		Date:		Venue:	
--------------------	--	--------------	--	---------------	--

(1) Activity / Area of Concern i.e.: what is taking place as part of the event?	(2) Hazards Identified i.e.: what can cause harm?	(3) Persons at Risk i.e.: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) i.e.: determine the level of risk	(5) Actions to be Taken to Minimize each Risk i.e.: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) i.e.: risk factor after action taken to minimize the risk





Name of person completing Risk Assessment (printed):

Signature: Date:

REPORT TO POLICY & FINANCE COMMITTEE – 18 MARCH 2015

SOCIAL MEDIA

1. Introduction

1. As information and communications technology continues to move forward, so too do the tools that enable us to communicate with, and unite people. “Social Media” is the term used for the current wave of online tools, websites and interactive media that enable users to interact with each other in various way, through sharing information, opinions, knowledge and interests. Social media involves building online communities or networks, which encourage participation, dialogue and involvement. Examples of social media include Facebook, Twitter, Google+, LinkedIn and YouTube. At this time, it is recommended that the Council set up Facebook and Twitter accounts, as many other parish and town councils across the country have done. A good example of the effectiveness of this media can be found on the Frome Town Council pages – see <https://www.facebook.com/FromeTownCouncil> and <https://twitter.com/FromeCouncil>.
2. Social media is at the forefront of modern communications; its capabilities are already being exploited by central and local government and various public and private organisations as a method of engagement with customers, stakeholders and partners. The Town Council can benefit from taking a similar, innovative approach to communicating with people, which can lead to greater involvement with members of the community, increased efficiencies and improvement of its reputation. It could also enable the Council to engage with harder-to-reach groups such as the younger population. Rather than waiting for individuals or groups to approach the Council, social media offers the opportunity of being able to connect to the community, listen to what people are saying and engage with them on an equal footing, focusing on two-way communications rather than simply delivering messages. It may empower local residents to speak up about their needs and influence decision making, in turn building trust and stronger bonds.
3. For social media to work effectively it is vital that it is used as part of the overall communications mix. Up to date information about the Council, its services and engagement activities must continue to be posted on the Council’s website and social media communications should signpost people to appropriate web pages where possible.
4. The Council needs to set clear guidelines for using social media sites to ensure they are used effectively and that their use does not expose the Council to security risks or reputational damage. A comprehensive policy to effectively manage and regulate the corporate use of social media is therefore required.
5. A draft policy is attached to this report as *Appendix A*.

2. Recommendation

It is RECOMMENDED that:

- 1) Facebook and Twitter accounts be created for Ringwood Town Council; and
- 2) That the Social Media Policy, attached as Appendix A, be adopted.

For further information, please contact:

Steve Nash

Town Clerk

01425 484720

steve.nash@ringwood.gov.uk

Ringwood Town Council DRAFT Social Media Policy

1. Introduction

The objective of this policy is to provide officers and Members an overview of Social Media and outline the Council's position on various aspects of their use. In addition, it includes guidelines on Officers and Members responsibilities when using such channels of communication.

2. Definition of Social Media

Social media is a term for online tools, websites and interactive media that enable users to interact with each other in various ways through sharing information, opinions, knowledge and interests.

Social media has the following characteristics:

1. Covers a wide variety of formats, including text, video, photographs and audio.
2. Allows messages to flow between many different types of device; computers, phones and tablets.
3. Involves different levels of engagement by participants who can create, comment or just view information.
4. Speeds and broadens the flow of information.
5. Provides one-to-one, one-to-many and many-to-many communications.
6. Allows communication to take place in real time or intermittently.

Examples of popular social media tools include Facebook, Twitter, Google+, LinkedIn and YouTube.

3. Purpose of the Policy

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities by providing updates, news and information. It also provides an opportunity to communicate with harder to reach groups, such as the younger population and business community.

The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include Facebook and Twitter.

4. Aims and Objectives

Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity.

As with any online activity there are often risks associated; the following types of risk have been identified with social media use:

1. Virus or other malware (malicious software) infection from infected sites.

D

Appendix A

2. Disclosure of confidential information.
3. Damage to the reputation of the Council.
4. Social engineering attacks (this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client).
5. Civil or criminal action relating to breaches of legislation.
6. Breach of safeguarding.

In light of these risks, the Council needs to regulate the use of social media and ensure that such use does not damage the Council, its employees, partners and the people it serves.

The aim of this Policy is to ensure:

1. Engagement with individuals and communities and successful promotion of council-based services through the use of social media.
2. A consistent approach is adopted and maintained in the use of social media.
3. That Council information remains secure and is not compromised through the use of social media.
4. That users operate within existing policies, guidelines and relevant legislation.
5. That the Council's reputation is upheld and improved rather than adversely affected.
6. That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (e.g. website, press releases, linking Facebook to Twitter account etc.)

Social media activity isn't something that stands alone; to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure.

5. Policy Statement

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members.

This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks.

Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Ringwood Town Council:

1. Be aware of and recognise your responsibilities identified in the Social Media Policy.
2. Remember that you are personally responsible for the content you publish on any form of social media on behalf of the Council.
3. Never give out personal details such as home address and telephone numbers. Ensure that you handle any personal or sensitive information in line with the Council's Data Protection Policy.

4. Respect copyright, fair-use and financial disclosure laws.
5. Social media sites are in the public domain and it is important to ensure that you are confident about the nature of the information you publish. Permission must be sought if you wish to publish or report on meetings or discussions that are meant to be private or internal to the Council. Don't cite or reference customers, partners or suppliers without their approval.
6. Don't use insulting, offensive or racist language or engage in any conduct that would not be acceptable in the workplace. Show consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.
7. Don't download any software, shareware or freeware from any social media site, unless this has been approved and authorised by your line manager.
8. Use of the Town Council's Twitter or Facebook accounts must always reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Member. If unsure, say nothing.

7. Guidance for Officers

Where officers use social media in a professional capacity to represent the Council, the Council's corporate identity will be used and not that of any individual officer. Town Council email addresses will be used. The use will be non-party political.

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Officers should not spend an excessive amount of time while at work using social media and should ensure that its use does not interfere with other duties

The Council reserves the right to monitor employees' internet usage, and access may be withdrawn in any case of misuse.

Failure to comply with the guidelines could result in disciplinary action being taken.

8. Guidance for Members

Members should ensure that they are familiar with the guidance that is set out within this policy and that their use of social media does not put the Council's information and security systems at risk, or be damaging to the reputation of the authority. Members should also be familiar with the Members' Code of Conduct which outlines key information and guidance on best practice issues such as information handling and security.

Members are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view.

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Appendix A Members should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.