

OPEN SESSION: There was 1 person present to speak on an agenda item. There were several other members of public present, none of whom wished to address the Council.

MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 25th February 2015 at 7.00pm

PRESENT:

Cllr B Woodifield (Town Mayor)
Cllr M H Thierry (Deputy Town Mayor)
Cllr S Burgess-Kennar
Cllr L C Ford
Cllr R Frampton
Cllr J D Heron
Cllr G J O'Reilly
Cllr W S Rippon-Swaine
Cllr B H Terry
Cllr J Terry
Cllr A Wiseman

IN ATTENDANCE: Mr S Nash, Town Clerk
Nicola Vodden, Meetings Administrator
Sam Whittingham, Student Advisor

The Town Clerk reported that apologies for absence had been received from Cllr Stokes, Cllr Chard and Cllr Steele.

C/5651 DECLARATIONS OF INTEREST

Cllr Heron declared a non-pecuniary interest in the New Forest CAB's Grant Aid application, as he is the District Council representative for New Forest CAB.

C/5652 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 28th January 2015, having been circulated, be approved and signed as a correct record.

With the agreement of members, Item 4 - Grant Aid applications, was brought forward for the benefit of those present.

C/5653 GRANT AID

The Council considered Grant Aid applications from New Forest CAB and Ellingham and Ringwood Rugby Club Under 14's team (*Annex A*). Prior to discussions, Cllr Heron confirmed that any grant made over and above the Grant Aid and Festival Grant budgets would be funded from savings made elsewhere in the Policy and Finance Committee's overall budget.

The Chairman suggested that the Grant Aid application for Ringwood and Ellingham Rugby Club be dealt with first and members agreed.

i) Ellingham and Ringwood Rugby Club Under 14's Team

Members heard from Aaron Moritzen. A squad of 22 players would be travelling to the Isle of Wight on 8th March to take part in the semi-finals of the Hampshire Cup. Cllr Wiseman congratulated the team on their achievement, however felt that this application was very

specific, being for the under 14's. In general, it was felt that this was a great achievement for the team and that the application should be supported. Cllr Woodfield and Cllr Rippon-Swaine, both wishing to support the team, each offered £100 of their District Council community grant for this purpose. The Town Council awarded a grant of £400 towards the travel costs involved, wished them good luck and asked that they report back to the next Council meeting, on how they did.

RESOLVED: That, under Section 137 of the Local Government Act 1972, a grant of £400 be awarded to Ellingham and Ringwood Rugby Club Under 14's Team towards the travel costs incurred, as a result of playing in the Hampshire Cup semi-finals on the Isle of Wight.

ii) New Forest CAB

Members considered an application from New Forest CAB for £1,500. It was noted that the amount requested was significantly higher than in previous years and that it had been submitted late in the financial year. Members felt that the application should be supported and an award of £800 was made. Cllr Heron suggested that the New Forest CAB be written to, to advise them to submit any future applications earlier in the year, as the lateness of this year's application, resulted in it having to be considered by Full Council.

RESOLVED: That, under Section 137 of the Local Government Act 1972, a grant of £800 be granted to New Forest CAB towards providing free, impartial and confidential advice and information service to the people of Ringwood.

At this stage of the meeting, The Town Mayor presented a cheque for £1,000 to Mr Mike Callaghan of Ringwood Rotary Club to support the costs involved in the organisation of Fanfare for Spring 2015.

C/5654

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

Cllr Terry presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 4th February 2015.

RESOLVED: That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 4th February 2015 be received.

C/5655

PLANNING, TOWN & ENVIRONMENT COMMITTEE

Cllr Burgess-Kennar presented the minutes of the Planning, Town & Environment Committee meeting held on 6th February 2015.

RESOLVED: That the minutes of the Planning, Town & Environment Committee meeting held on 6th February 2015 be received.

C/5656

POLICY & FINANCE COMMITTEE

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 18th February 2015.

RESOLVED: That the minutes of the Policy & Finance Committee meeting held on 18th February 2015 be received.

C/5657

COMMUNICATIONS TO BE RECEIVED

The Town Mayor reported that she would be retiring from the Town Council and District Council at the end of this term, for personal and business reasons and she wished all Councillors well for the next term.

C/5658

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Councillor Rippon-Swaine presented his written report (*Annex B*).

County Councillor Thierry commented on the recent litter picking on the A31 and said that it had been cleaned superbly.

C/5659

FORTHCOMING MEETINGS

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 4 th March 2015
Planning, Town & Environment	10.00am	Friday 6 th March 2015
Policy & Finance	7.00pm	Wednesday 18 th March 2015
Full Council	7.00pm	Wednesday 25 th March 2015

C/5660

EXCLUSION OF PUBLIC AND PRESS

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 C*).

C/5661

TENDER BRIEF FOR REPLACEMENT SKATE PARK

The Council were asked to consider the Tender Brief for the Replacement Skate Park (*Confidential Annex D*).

RESOLVED: That the Tender Brief for the Replacement Skate Park be approved.

There being no further business, the Town Mayor closed the meeting at 7.36pm.

APPROVED

25th March 2015

TOWN MAYOR



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	New Forest CAB
Postal Address	New Court House, New Street Lymington,,SO41 9BQ
Name of Contact	Andy Clapper
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ £1500
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 2015 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?	<p>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.</p>


How many Ringwood people would benefit?	See accompanying report: 1640 clients with 3579 contacts
Total cost of project	£ The NFCAB's core costs, ie excluding specific purpose grants is approximately £300,000
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.

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 83,000 (reserves=less than 3 months operating costs)	Annual income: £415,298 in 2013-14 See Accounts	
Other sponsoring bodies and amounts donated by them	New Forest District Council	£250,000
	Other Town and Parish councils	£ 15,000
		£265,000
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. Currently we have a Big Lottery Grant (£200k over 2 years) which is specifically to lead the New Forest Advice Network including disbursements to other voluntary agencies.	
Signature of Applicant		Date 27 th January 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 Agenda for the above meeting	

Dashboard

Bureau: Ringwood
 Calendar: (Dec 2013- Dec2014)
 Funder: All

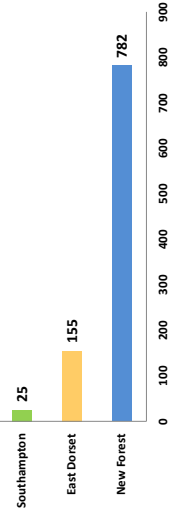
Change parameters
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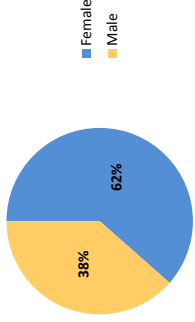
Key Statistics

Clients	1,640
Advice Issue Codes	2,895
Client Contacts	3,579
Enquiries	1,510

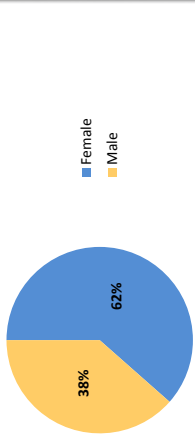
Client advised - top 3 LA's



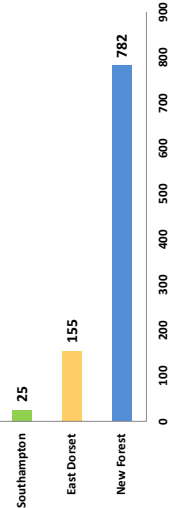
Gender of Clients



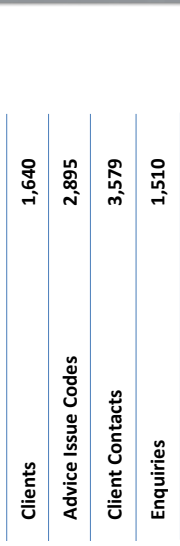
Ethnicity of Clients



Client advised - top 3 constituencies



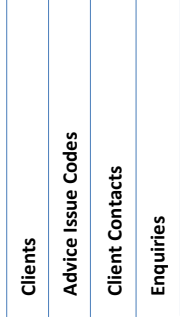
Top 5 advice categories



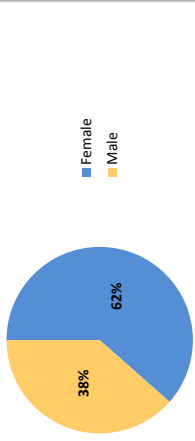
Client contacts by channel



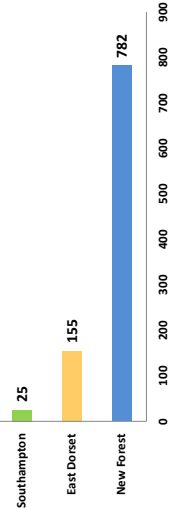
Enquires by Worklevel



Disability



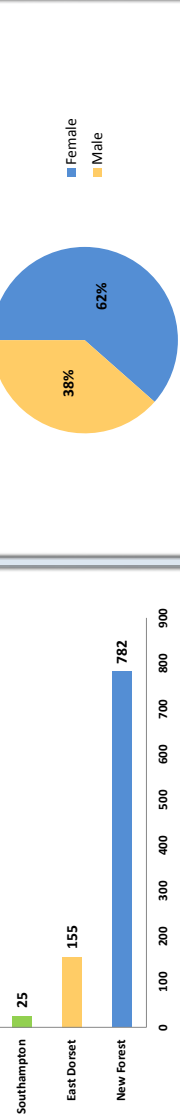
BEFS



Financial Outcomes for the period

Income gain	£39,869
Debts written off	£34,548
Repayments rescheduled	£4,033

Age range of clients



New Forest Citizens Advice Bureau Trustees' Report

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

New Forest Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2014 the company had 10 members (8 of whom are also Trustees). New Forest Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

New Forest Citizens Advice Bureau was incorporated as a company limited by guarantee on 06/08/2009. The charity commenced operations on 01/04/2010.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected from the local community and surrounding areas. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction to New Forest Citizens Advice Bureau through the provision of training courses and mentoring by established trustees.

Organisational Structure

New Forest Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of New Forest Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Related Parties

New Forest Citizens Advice Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureau, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of New Forest Citizens Advice Bureau in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

New Forest Citizen Advice Bureau conducts an annual review with Citizens Advice Hampshire which identifies and registers key risks and promulgates an action plan agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the New Forest Citizens Advice Bureau is continually monitoring and managing its risk through regular executive and quarterly board meetings and its reporting systems.

New Forest Citizens Advice Bureau

Trustees' Report

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity. The charity recognises that loss of funding is a key risk which it seeks to reduce through a regular dialogue with its primary funder and continually seeking additional sources of income.

2. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in the New Forest and surrounding areas, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, Objectives, Strategies and Activities for the Year

New Forest Citizens Advice Bureau aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

The principal aim of the Bureau is always to achieve the highest quality in its provision of advice and information services to the people of the New Forest. In addition in 2013/14 it continued its strategy of reviewing its cost base to achieve a break even budget and begin to rebuild its reserves. It also took on the leadership role of the New Forest Advice Network - a role which, successfully fulfilled will enhance its profile and improve the overall provision of advice services in the New Forest.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of New Forest Citizens Advice Bureau remained the provision of free, confidential, independent and impartial advice, information and counsel for members of the public. This is provided through 5 offices in the district at: Hythe, Lymington, New Milton, Ringwood and Totton together with an outreach facility in Fordingbridge. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist welfare benefit and debt provision
- ii) Housing & care options
- iii) Advice and information to people affected by cancer
- iv) Helping consumers to be aware of the best energy deals
- v) Through Healthwatch providing information, advice or signposting relating to health care services

Advisory services are provided through face-to-face consultations, by telephone and email and through the Advice line service operated from the Lymington Offices.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

126 volunteers contributed approximately 40,068 hours of work to the bureau during the year. We estimate the value of this help at £625,060 in respect of the current year.

New Forest Citizens Advice Bureau

Trustees' Report

3. ACHIEVEMENTS AND PERFORMANCE

Key Achievements

The key achievements in the year were:

- Establishment and development of the New Forest Advice Network
- Successful implementation of PETRA, the Citizens Advice client information system
- Introduction of Healthwatch information and advice service
- Successful Quality of Advice Audit with Social Policy performance noted as a strength

Charitable Activities

New Forest Citizens Advice saw a total of 8,756 client contacts (2013: 7,649) with 17,007 problems (2013: 17,221). In addition the bureau assisted its clients to achieve financial outcomes amounting to £361,984.

Fundraising Activities

Total income from donations for the year was £16,759 (2013: £47,728). Income from fundraising for the year was £2,707 (2013: £3,476). Expenditure incurred in fundraising activities during the year was £nil (2013: £nil).

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to seek additional sources of funding for its services.

Financial Position

Incoming resources in the year were £415,298 (2013: £373,146), of this £125,069 (2013: £103,679) related to project restricted activities.

A surplus of £31,082 (2013: deficit £41,386) occurred in the year. At 31 March 2014 total reserves were £114,271 (2013: £83,189).

The surplus of £31,082 arose because expenditure on the Advice Services Transition Fund network project was £47,032 less than planned. As a result there was a working deficit of £15,950 at the year end.

New Forest Citizens Advice Bureau

Trustees' Report

Reserves Policy

New Forest Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency.

Funding

The Directors extend their gratitude to New Forest District Council who continued to support the core operating capacity of the charity as the principal source of funding.

Additionally project specific funding was received from:

- The Big Lottery Advice Services Transition Fund for the establishment and development of the New Forest Advice Network
- Citizens Advice Hampshire in partnership with Macmillan Cancer Support for the provision of information and advice to people with cancer
- Healthwatch Hampshire for the provision of information and advice or signposting relating to health care services
- Energy Best Deal Extra to provide advice on the best energy deals available
- Co-operative Community Fund for IT equipment
- Ringwood Old Peoples Welfare Association and the Ellingham and Ringwood Agricultural Society for improvements to the Ringwood office

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in Deficit

Macmillan is a continuing project and therefore the deficit of £17,442 has been carried forward at the year end. Macmillan Cancer Support fund the cost of a specialist advisor and make a contribution towards the overhead costs. The deficit is due to the payment profile.

Investment Policy

As required in its Memorandum paragraph 4.19, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Future Plans

The New Forest Citizens Advice Bureau will review its strategic plan in 2014/15 taking into account the strategic direction indicated by Citizens Advice in its One Service Strategy Consultation, and locally identified drivers for change. It will continue its twin aims of seeking to diversify and grow funding sources, and improving the reach of its services. Partnership will be explored as a route to achieving both aims: this will be both with other bureaux and with other local services, particularly through its leadership of the New Forest Advice Network.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Independent Examiner's Report to the Trustees of New Forest Citizens Advice Bureau

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 9 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Fabrice Legris BEng FCA
Westlake Clark
Chartered Accountants

Date:.....

Nat West Bank Chambers
55 Station Road
New Milton
Hampshire
BH25 6JA

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	£	£	£	£
Incoming resources				
Incoming resources from generated funds				
Voluntary income	280,405	9,371	289,776	319,851
Activities for generating funds	2,707	-	2,707	3,476
Investment income	1,421	-	1,421	3,644
Incoming resources from charitable activities	5	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>
Resources expended				
Charitable activities	6	70,357	373,329	403,564
Governance costs	6	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)
Transfers				
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)
Reconciliation of funds				
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	£	£	£	£
Current assets					
Debtors	11	10,690		14,495	
Cash at bank and in hand		<u>114,317</u>		<u>80,080</u>	
			125,007		94,575
Creditors: Amounts falling due within one year					
	12		<u>(10,736)</u>		<u>(11,386)</u>
Net current assets			<u>114,271</u>		<u>83,189</u>
Net assets			<u><u>114,271</u></u>		<u><u>83,189</u></u>
The funds of the charity:					
Restricted funds in surplus			55,251		11,419
Restricted funds in deficit					
Macmillan			(17,442)		(17,447)
Advice services transition fund			-		(995)
Hythe allotments			(208)		(208)
Ringwood grant			<u>(221)</u>		<u>-</u>
Total restricted funds			<u>37,380</u>		<u>(7,231)</u>
Unrestricted funds					
Unrestricted income funds			<u>76,891</u>		<u>90,420</u>
Total charity funds			<u><u>114,271</u></u>		<u><u>83,189</u></u>

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

New Forest Citizens Advice Bureau
Balance Sheet as at 31 March 2014

..... *continued*

For the financial year ended 31 March 2014, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on and signed on its behalf by:

.....

A K Penson
Trustee

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

Going concern

The financial statements have been prepared on a going concern basis at the balance sheet date. The Trustees only have expectation that subject to continuing funding the charitable company has adequate resources to continue in operational existence for the foreseeable future.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 16.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donated services have been recognised in the statement of financial activities as both incoming resources and resources expended valued at the standard retail price less the price actually paid.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

..... *continued*

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations and legacies				
Donations	10,759	6,000	16,759	47,728
Grants				
Grants	269,646	3,371	273,017	272,123
	<u>280,405</u>	<u>9,371</u>	<u>289,776</u>	<u>319,851</u>

3 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Operating activities				
Fundraising income	2,707	-	2,707	3,476
	<u>2,707</u>	<u>-</u>	<u>2,707</u>	<u>3,476</u>

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Interest on cash deposits	1,421	-	1,421	3,644
	<u>1,421</u>	<u>-</u>	<u>1,421</u>	<u>3,644</u>

New Forest Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2014

..... *continued*

5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Charitable activities				
Contractual income from government or public authorities	-	91,230	91,230	-
Contracts and fees	5,125	25,039	30,164	46,175
	<u>5,125</u>	<u>116,269</u>	<u>121,394</u>	<u>46,175</u>

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

6 Total resources expended

	Charitable activities	Governance	Total 2014	Total 2013
	£	£	£	£
Direct costs				
Wages and salaries	192,538	-	192,538	179,702
Staff NIC (Employers)	12,095	-	12,095	10,329
Freelance fees	264	-	264	-
Staff and volunteer - other	(296)	-	(296)	-
Staff training	4,953	-	4,953	4,938
Staff welfare	2,286	-	2,286	1,546
Travelling	4,576	-	4,576	3,600
Volunteer expenses	10,243	-	10,243	10,668
Rent	59,091	-	59,091	58,826
Water rates	888	-	888	865
Light, heat and power	5,826	-	5,826	5,188
Insurance	2,169	-	2,169	2,028
Premises - other	289	-	289	-
Repairs and maintenance	15,568	-	15,568	6,727
Telephone and fax	18,904	-	18,904	18,368
Office expenses	2,052	-	2,052	-
Computer software and maintenance costs	3,954	-	3,954	56,559
Trustee expenses	-	801	801	1,098
Printing, postage and stationery	13,081	-	13,081	13,695
Publications and subscriptions	14,663	-	14,663	15,088

New Forest Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2014

<i>..... continued</i>				
Launch costs	6,000	-	6,000	-
Sundry expenses	3,136	-	3,136	14,929
Recruitment expenses	371	-	371	2,346
Accountancy fees	678	1,844	2,522	2,380
Legal and professional fees	-	8,242	8,242	5,652
	<u>373,329</u>	<u>10,887</u>	<u>384,216</u>	<u>414,532</u>

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

7 Trustees' remuneration and expenses

The trustees did not receive any remuneration during the year (2013: Nil).

During the year two trustees were reimbursed for training, postage and stationery expenses totalling £62 (2013: £308).

8 Net income/(expenditure)

Net income/(expenditure) is stated after charging:

	2014	2013
	£	£
Hire of other assets - operating leases	59,091	58,826
Independent examiner's fee	2,016	2,380
	<u> </u>	<u> </u>

9 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2014	2013
	No.	No.
Managerial	2	2
Administration	6	7
Support	1	5
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

The aggregate payroll costs of these persons were as follows:

	2014	2013
	£	£
Wages and salaries	192,538	179,702
Social security	12,095	10,329
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

No employee received remuneration of more than £60,000.

10 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

..... *continued*

11 Debtors

	2014 £	2013 £
Other debtors	682	1,050
Prepayments and accrued income	10,008	13,445
	10,690	14,495

12 Creditors: Amounts falling due within one year

	2014 £	2013 £
Bank loans and overdrafts	-	1,711
Taxation and social security	3,737	4,362
Other creditors	300	-
Accruals and deferred income	6,699	5,313
	10,736	11,386

13 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

14 Operating lease commitments

As at 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	Land and Buildings	
	2014 £	2013 £
Within one year	-	12,676
Within two and five years	33,004	25,452
Over five years	11,050	9,000
	44,054	47,128

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

15 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

Related party transactions

During the year £600 was paid to Moore and Blatch Solicitors in respect of legal fees. J Hatchard (Trustee) is a Partner of Moore and Blatch Solicitors.

16 Analysis of funds

	At 1 April 2013	Incoming resources	Resources expended	Transfers	At 31 March 2014
	£	£	£	£	£
General Funds					
Unrestricted income fund	90,420	289,658	(313,633)	10,446	76,891
Restricted Funds					
Macmillan	(17,447)	25,039	(25,034)	-	(17,442)
Advice Services Transition Fund	(995)	91,230	(35,637)	(7,566)	47,032
First Stop Advice	3,850	-	-	-	3,850
Hythe Allotments	(208)	-	-	-	(208)
Network Development Project	1,322	-	-	-	1,322
Energy Best Deal	-	-	-	-	-
Energy Best Deal Extra	2,880	-	-	(2,880)	-
Friends of Lymington Citizens Advice Bureau	3,367	-	(400)	-	2,967
Co op IT Grant	-	1,800	(1,720)	-	80
Fordingbridge Rotary	-	571	(571)	-	-
Ringwood Grant	-	7,000	(7,221)	-	(221)
	<u>(7,231)</u>	<u>125,640</u>	<u>(70,583)</u>	<u>(10,446)</u>	<u>37,380</u>
	<u>83,189</u>	<u>415,298</u>	<u>(384,216)</u>	<u>-</u>	<u>114,271</u>

New Forest Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2014

..... *continued*

Macmillan - Relates to a specific project set up between Citizens Advice Hampshire and Macmillan Cancer Support to provide advice to meet the needs of those affected by cancer. This is a continuing project.

Advice Services Fund - Relates to a project to set up a physical call centre, recruit volunteers and help additional clients.

Advice Services Transition Fund - Relates to leading a partnership of not for profit providers of local advice with the aim of improving the services offered whilst reducing duplication.

First Stop Advice - Relates to a project providing interactions with older people to enable them to have informed decisions about their housing and care options in later life.

Hythe Allotments - Relates to a grant for IT equipment for Hythe office. The project was completed in the year.

Network Development Project - Relates to a grant for developing telecommunications systems. The project was completed in the year.

Energy Best Deal (and Energy Best Deal Extra) - Relates to a grant for providing advice sessions on the best energy deals available.

Friends of Lymington Citizens Advice Bureau - Relates to a donation to support the operation of the Lymington office. This is a continuing project.

Charity technology exchange - Relates to a donation of software licences for which the charity only had to pay a small fee to cover administration costs of the software provided.

Co op IT Grant - Relates to a grant for the purchase of IT equipment for the Lymington office to improve the delivery of services.

Fordingbridge Roatary - Relates to funds secured for the purchase of IT equipment to support the Fordingbridge Outreach office.

Ringwood Grant - Relates to grants received from the Ringwood Old Peoples Welfare Association and the Ellingham and Ringwood Agricultural Society for improvements to the Ringwood office.



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	Ellingham and Ringwood Rugby Club Under 14's Team
Postal Address	Parsonage Barn Lane, Ringwood, Hampshire BH24 1PZ
Name of Contact	Rae Frederick
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ £500
What is the purpose of the grant?	The Under 14's have reached the semi-final of the Hampshire cup and have been drawn to play Vectis at their ground at Ventnor on the Isle of Wight. The match is on Sunday the 8th March 2015. The grant will pay for the travelling cost for the squad of 22 boys. The cheapest way we are able to travel is a coach from Ringwood to Southampton Red Funnel terminal. Travel across to the Isle of Wight as foot passengers and get a coach on the Island from Cowes to Ventnor. The cost is broken down as follows: coach to Southampton £255, Red Jet crossing £129.80, coach to Ventnor Rugby Club £260. This is a total cost of £644.80.
How would the people of Ringwood benefit from your receiving this grant?	Playing in the semi-final of the Hampshire Cup is a massive achievement for the 22 boys selected to play. It is fantastic positive promotion of ERRFC and indeed positive promotion of Ringwood School as a lot of the squad are currently in year 9 at the school. It will create a buzz at the club and in school.

How many Ringwood people would benefit?	The whole of ERRFC and Ringwood School
Total cost of project	£ £644.80
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	ERRFC

Information about your Organisation

Membership:	What facilities do you provide? ERRFC provides rugby training for 6year olds to adults it is a huge part of Ringwood Life. Various amounts due to age group, it is an annual subscription.
Subscription: £	
Names of competing or similar organisations	

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £	
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.	The boys will be selling raffle tickets for the club and we will receive funds from this activity, however I don't know how much money at this point.	
Signature of Applicant		Date 12/2/15
Position within the Organisation:	Parent	

Next Policy & Finance meeting where grant applications will be considered	Wednesday 18 th February 2015	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	Wednesday 11 th February 2015	

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
FULL COUNCIL MEETING
25th February 2015

COUNTY COUNCILLOR'S REPORT

HAMPSHIRE HIGHWAYS WEST – February 2015.

Traffic Management Schemes 2014-2015 – (County Traffic Management Programme)

- Crow Hill Area, Ringwood – speed limit review and traffic management measures. Improvements to signing and road markings to draw driver awareness to equestrians and cyclists to be developed. Funding available through NPA managed grant to support cycling. Speed limit review concludes that environment and traffic speeds not suited to 30mph speed limit.
- Linford Road – review speed limit for an extension of the 30 mph past the Church Hall. Requires DfT approval. Blanket approval being sought through New Forest Zone review project. Proposals being developed whilst waiting on response from DfT. With engineer to be progressed.
- Review of New Forest 40 mph Zone and 30 mph speed limits for the purpose of progressing a blanket DfT authorisation to cover wide area. Mapping proposed, for areas that are or potentially may be marked using roundels rather than repeater signs, being completed. Application submitted to DfT but consideration by DfT delayed due to resource and TSRGD update. Expected completion Spring 2015.

Traffic Management Programme 2014-2015 – Agency Programme (NFDC)

- Southampton Road adjacent Carvers – cycle route and measures to better manage parking. Detailed design agreed, funding allocated and being programmed. Plan of cycle network at:-
<http://www.newforest.gov.uk/index.cfm?articleid=10737>
- Christchurch Road near Willow Drive – Environmental Enhancements – Further work to earth bund undertaken. Work is to deter parking on northern section of verge (material from another scheme at no cost). Works commenced. Plan at <http://www.newforest.gov.uk/index.cfm?articleid=10737>

HCC HIGHWAYS WEST MANAGEMENT – Crow Stream.

- **Current obstructions:** i) concrete restriction of culvert at Crow Farm, ii) restriction under bridge into Sabines Farm & iii) restricted culvert under access to Solent Coaches & unauthorised parking area.
- Crow Farm will be dealt with by HCC, but may require enforcement.
- Sabines Farm's bridge will be cleared by HCC shortly.
- Solent Coaches will be visited by HCC soon. Capacity of stream not currently affected.

HCC DIVISION & COUNCILORS REVIEW – Boundary Commission.

- Review of size of Decisions and number of Councillors formerly launched on 19th February 2015.
- Draft Recommendations to be given to HCC on 13th April 2015.
- Process to be completed in place for 2017 Elections

B

HCC COUNCILLOR MEETINGS – February 2015.

- 16th Feb – HCC Conservative Group Meeting in Winchester.
- 19th Feb – HCC Boundary Commissioners Presentation in Winchester.
- 19th Feb – HCC Full Council Meeting in Winchester.

W Steve Rippon-Swaine FRICS DipGS
Hampshire County Councillor