

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

14th November 2019

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th November 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 16th October 2019

5. GRANT AID

To consider an application for Grant Aid from The Rotary Club of Ringwood (*Report A*)

6. FINANCIAL REPORTS (*Report B attached*):

- a. To receive and authorise list of payments made on Imprest Account for October
- b. To receive and authorise list of Petty Cash payments for October
- c. To receive Statement of Town Council Balances
- d. To receive the Finance Manager's budgetary monitoring report

7. INTERACTIVE BUDGET MODELLING

To receive a presentation of the interactive budget modelling software (*Report C*)

8. EVENTS MANAGEMENT

To consider a recommendation from the Recreation, Leisure and Open Spaces Committee that donations are made, from the surplus from the fireworks event, in the sum of £100 to Poulner Scouts and £500 to the Rotary Club of Ringwood (*OS/5923 refers*) (*Report D*)

9. PROJECTS

To receive an update in relation to projects (*Report E*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr Christine Ford
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring

Student Advisors

Jonathan Skirton

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

POLICY & FINANCE COMMITTEE 20TH NOVEMBER 2019

GRANTS 2019/2020

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GRANTS REQUESTED

	PREVIOUS GRANTS PAID			REQD
	2016/17	2017/18	2018/19	
	£	£	£	
Rwd Rotary Club for Christmas Eve Festivities				150
	Total			150

2019/20 FUNDS AVAILABLE

	£
2019/20 Budget	9,000
Total Funds available	9,000
Less Paid	3,500
Total Unspent @ 20/11/19	5,500

2019/20 GRANTS PAID TO DATE

	Min Ref	£
Ringwood School	F/5679	1,000
Sgt Raymond Dean & the Pilots of Ibsley day	F/5710	250
Forest Forge Theatre Co	F/5720	1,000
Avon Valley Concerts	F/5720	500
Poulner Junior School PTA	F/5732	750
	TOTAL	3,500

2019/20 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2019/20 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
New Forest Disability Information Service	18/09/19	F/5720(3)	Sufficient funds



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Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council. Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied. Note: the information provided by applicants may be published on the Council's website. Signatures will be redacted; please indicate on the form if any contact information is private.

Applicant's Details

Name of Organisation requesting grant	RINGWOOD ROTARY CLUB
Postal Address	
Name of Contact	
Contact's telephone number	
Contact's email:	

Details of Grant Request

Amount requested	£ 150.00
What is the purpose of the grant?	To cover expenses for Christmas Eve Festivities in Ringwood Market Place
How would the people of Ringwood benefit from your receiving this grant?	This will enable a long standing tradition to continue and for presents collected on the night to be given to needy children in children's homes and special schools in this area.
How many Ringwood people would benefit?	About 2000
Total cost of project	£ 500

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If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Rotary Club
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Information about your Organisation

Membership: 40	What facilities do you provide? Salvation Army & R+B Band provide music, Father Christmas, Santa's Grotto, Horses, Lights, PA system. All covered by Insurance and First Aid provider
Subscription: £ 180	
Names of competing or similar organisations	Lions Club, but are not involved

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ See accounts	
Other sponsoring bodies and amounts donated by them	None	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No	
Signature of Applicant		Date 16 th October 2019
Position within the Organisation:	Community and Vocational Committee	

Next Policy & Finance meeting where grant applications will be considered	
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Additional comments

Please write any additional comments on a separate sheet.

If you wish to attend the Committee meeting at which your application will be considered, please contact us. For further information on public participation at meetings of the Council, please see:

www.ringwood.gov.uk/Your_Council/Leaflets/Public_Participation_Leaflet.pdf

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**THE ROTARY CLUB OF RINGWOOD
01.07.18 TO 30.06.19**

	CLUB A/C	TWINNING A/C
Balances brought forward	3,544.84	1,674.06
Subscriptions	7,215.00	
Weekly raffle receipts		1,018.10
Cost of weekly raffle prizes		-310.16
Club Continental		100.00
Twinning expenses		-275.16
RIBI subscription	(2,489.00)	
Disrict subscription	(663.00)	
Hire of Greyfriars	(2,459.00)	
Meetings & Functions (including speakers)	(760.00)	
Bar profit	375.00	
Charter Night	(215.30)	
President's honorarium	(500.00)	
Jewels and badges	(175.70)	
Rotary website	(50.00)	
Other expenses	(658.80)	
Balances carried forward	<u>3,164.04</u>	<u>2,206.84</u>
Fanfare for Spring		
Surplus carried forward	<u>3,351.12</u>	
2019/20 - receipts and payments	<u>4,916.00</u>	
TOTAL BALANCE IN CLUB ACCOUNT AT 30.06.19	<u>13,638.00</u>	

Audited 27.8.19

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**THE ROTARY CLUB OF RINGWOOD
01.07.18 TO 30.06.19**

CHARITY A/C

Balance brought forward	3,022.37
RECEIPTS	
Ellingham Show	5,695.22
Soiree	1,127.00
Concert	3,179.00
Christmas Cards	340.30
Quiz Evening	1,393.82
Christmas street collection	500.08
Picnic by the Lake	148.50
Photographic Competition sponsorship	1,000.00
End Polio Now collection	421.39
Cycle Ride	982.00
Christmas Eve - Grant	500.00
Sundry Income	134.00
PAYMENTS	
Wish Week	(135.45)
Shelter Boxes	(1,180.00)
New Forest Night Stop	(500.00)
Ringwood Junior School	(1,489.12)
Carvers Community Centre	(250.00)
Water Aid	(150.00)
Maddy Warmer - Girl Guide	(200.00)
Citizens Advice - New Forest	(1,750.00)
PeaceJam	(120.00)
Ringwood Community Network	(526.00)
Betsy Lake	(150.00)
Protate Cancer	(982.00)
Photographic competition	(1,832.79)
Old Folks Outing	(721.00)
Memorial Lantern	(1,000.00)
End Polio Now	(581.00)
Bournemouth Hospital Appeal	(100.00)
Purple Community Fund	(500.00)
Christmas Eve - Expenses	(325.89)
Kids Out	(300.00)
Ringwood Library - Code Club	(1,000.00)
Sundry donations	(367.50)
RI Foundation	(3,285.36)
Balance carried forward	<u>997.57</u>

Audited 27/8/19

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20TH NOVEMBER 2019

Paid Expenditure Transactions

between 01/10/19 and 31/10/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
	31/10/19	513		£7.27	£0.00	£7.27	RLOS	Ringwood Town Council	Re Inv600093 only £36.35 posted in P7 - Invoice 3200/2/4
61	01/10/19	425		£150.00	£0.00	£150.00	P&F	New Forest District Council	Road Closure Application for Christmas Lights S 2400/14
62	01/10/19	432		£8,354.14	£0.00	£8,354.14	P&F	Zurich Insurance Plc	Annual Town Council Insurance Premium 1.10.2 2000/1/3
63	15/10/19	441		£44.00	£0.00	£44.00	P&F	Slick Events	8 Air Festival brochure sales. 2400/5/1
63	15/10/19	442		£62.53	£10.42	£52.11	P&F	New Forest District Council	Telephone Charges for period 1st April 2019 - 30 2000/1/11
63	15/10/19	443		£75.60	£12.60	£63.00	RLOS	Hampshire Transport Manage	EF66 AVD September 2019 3000/3/4
64	18/10/19	444		£585.69	£0.00	£585.69	P&F	New Forest Agricultural Show	New Forest and Hampshire County Show (revise 2400/5/1
64	18/10/19	445		£317.02	£52.84	£264.18	RLOS	Fleet Line Markers	6 x10 liters of blue line marking paint for poulner j 3000/5/4
64	18/10/19	446		£81.58	£13.60	£67.98	RLOS	Elliott Brothers Ltd	stop tap 25mm x 25mm 3000/2/5
64	18/10/19	447		£1,327.33	£221.22	£1,106.11	RLOS	WP Group (Upton Oil)	1000 ltrs of white diesel. 3000/1/10
		448/1		£8.09	£1.35	£6.74	RLOS	Hampshire County Council	816200 - toilet rolls 3200/1/4
		448/2		£2.62	£0.44	£2.18	P&F	Hampshire County Council	611500 - AA batteries 2000/1/8
		448/3		£14.83	£2.47	£12.36	P&F	Hampshire County Council	589574 - dishwasher tablets 2000/3/4
		448/4		£13.88	£2.31	£11.57	RLOS	Hampshire County Council	571013 - Bio toilet blocks 3200/1/4
64	18/10/19	448	RTC803328	£39.42	£6.57	£32.85		Hampshire County Council	split/part order 3200/1/4
		449/1		£2,370.00	£395.00	£1,975.00	P&F	Ellis Whittam	Employment Services 2400/18
		449/2		£150.67	£0.00	£150.67	P&F	Ellis Whittam	Insurance including 12% IPT 2400/18
		449/3		£66.00	£11.00	£55.00	P&F	Ellis Whittam	Admin fee 2400/18
64	18/10/19	449	RTC803329	£2,586.67	£406.00	£2,180.67		Ellis Whittam	2400/18
65	18/10/19	450		£6,866.40	£1,144.40	£5,722.00	P&F	Status Computers	Replacement file server and operating system lic 2501/3
65	18/10/19	451		£1,728.00	£288.00	£1,440.00	P&F	Status Computers	Supply, configuration and installation of MS Office 2000/1/15
65	18/10/19	452		£308.16	£51.36	£256.80	P&F	Status Computers	1 ESET Endpoint Security + File Security x 12 2000/1/15
66	25/10/19	457		£280.23	£46.70	£233.53	P&F	Central Computer Manageme	Payroll processing RTC Quarterly (01/10/2019 - 32310/1
66	25/10/19	458		£112.06	£18.68	£93.38	P&F	Itec	Copies charged 2000/1/9
66	25/10/19	459		£1,953.60	£325.60	£1,628.00	RLOS	New Forest District Council	Grounds maintenance 3000/2/11
		460/1		£151.20	£25.20	£126.00	RLOS	Aquam Water Services	01.09.19 - 30.09.19 Standpipe hire 3000/1/8
		460/2		£25.94	£4.32	£21.62	RLOS	Aquam Water Services	28.08.19 - 17.09.19 Meter Reading 3000/1/8
67	25/10/19	460	RTC803327	£177.14	£29.52	£147.62		Aquam Water Services	split/part order 3000/1/8
67	25/10/19	461		£48.60	£8.10	£40.50	RLOS	Peter Noble	Jockey Wheel 3000/3/2



Paid Expenditure Transactions

between 01/10/19 and 31/10/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
67	25/10/19	462		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	Amount due in respect of six monthly contribution2400/15
68	25/10/19	463		£338.36	£56.39	£281.97	P&F	Insight Direct (UK) Ltd	Nuance Power PDF 3. 2000/1/15
		464/1		£20.06	£3.34	£16.72	P&F	Letters & Logos Ltd	4 x Black on yellow self adhesive vinyl 640x55m 2200/1/5
		464/2		£4.99	£0.83	£4.16	P&F	Letters & Logos Ltd	4 x Black on yellow self adhesive vinyl 200x55m 2200/1/5
68	25/10/19	464	RTC803338	£25.05	£4.17	£20.88		Letters & Logos Ltd	split/part order Advance Road Closure signs for Remembrance Day Parade. 2200/1/5
68	25/10/19	465		£637.00	£106.17	£530.83	P&F	New Forest District Council	GIS Partnership contribution for the period 01.10. 2000/1/13
69	25/10/19	466		£108.00	£18.00	£90.00	PT&E	AES Signs Limited	Stainless steel plaque for Human Sundial 4050/1
		467/1		£6.22	£1.04	£5.18	P&F	Hampshire County Council	747703 - A5 week to a view diary 2000/1/8
		467/2		£3.19	£0.53	£2.66	P&F	Hampshire County Council	747208 - A4 Week to view diary 2000/1/8
		467/3		£8.12	£1.35	£6.77	P&F	Hampshire County Council	784603 - manilla tie on labels 2000/1/8
		467/4		£3.37	£0.56	£2.81	P&F	Hampshire County Council	747909 - A4 One day per day. 2000/1/8
69	25/10/19	467	RTC803356	£20.90	£3.48	£17.42		Hampshire County Council	split/part order 2000/1/8
69	25/10/19	468		£237.60	£39.60	£198.00	RLOS	New Forest District Council	Grounds Maintenance 3000/2/11
70	25/10/19	469		£10.00	£0.00	£10.00	P&F	New Forest District Council	Increase in road closure application cost for Chri 2400/14
71	29/10/19	470		£260.00	£0.00	£260.00	P&F	Living Stones	refund for over payment of memorial application f9999
72	29/10/19	471		£48.00	£8.00	£40.00	RLOS	Oakley Landscapes	New Composite Boardwalk at Pocket Park 3000/2/9
72	29/10/19	472		£17.28	£2.88	£14.40	RLOS	Fleet Line Markers	Support arm for nozzel on Kombi marker to repla 3000/3/2
72	29/10/19	473		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Ski	large skip hire for Ringwood Cemetery, Hightown 3200/2/8
72	29/10/19	474		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Ski	replacement skip at cemetery 3200/2/8
72	29/10/19	475		£3,200.00	£533.33	£2,666.67	P&F	Aurora Fireworks Ltd	final balance less deposit for 2019 2 displays 2400/11
73	29/10/19	476		£750.00	£0.00	£750.00	P&F	Poulner Junior School PTA	Grant towards the cost of an environmental area 2210/1
74	29/10/19	488		£221.00	£0.00	£221.00	RLOS	Environment Agency	Environmental Permit application fee - Pocket Pa 3000/2/9
81	31/10/19	514		£10.00	£0.00	£10.00	P&F	Mrs L Moritzen	Refund for over payment for allotment rentt 2019/9999
BGC 14/10/19	14/10/19	438		£143.40	£23.90	£119.50	P&F	Austin & Wyatt	Fees - October 2019 2400/19
BP 15/10/19	15/10/19	440		£6,545.34	£0.00	£6,545.34	P&F	Hampshire County Council	Pension September 2019 2600/1/3
DD 01/10/19	01/10/19	433		£403.00	£0.00	£403.00	RLOS	New Forest District Council	Rates Cemetery October 2019 3200/1/5
DD 01/10/19	01/10/19	434		£190.00	£0.00	£190.00	P&F	New Forest District Council	Rates Carvers C/House October 2019 2802/1/6

Paid Expenditure Transactions

between 01/10/19 and 31/10/19

Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD 01/10/19	01/10/19	437		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Photocopier Rental 01/10/19-31/12/19	2000/1/9
DD 09/10/19	09/10/19	436		£49.00	£8.17	£40.83	RLOS	UK Fuels Ltd	September 2019	3000/1/10
DD 14/10/19	14/10/19	435		£120.73	£5.75	£114.98	PT&E	Southern Electric Power Distri	Street Lighting Carvers Qtr2 2019/20	4000/1/2
DD 22/10/19	22/10/19	480		£5,591.67	£0.00	£5,591.67	P&F	Inland Revenue	September 2019	2600/1/2
DD 22/10/19	22/10/19	482		£27.32	£0.00	£27.32	P&F	Worldpay	October 2019	2802/2/4
DD 24/10/19	24/10/19	478		£312.34	£52.06	£260.28	P&F	Elite Business Systems UK Lt	October 2019	2501/3
DD 25/10/19	25/10/19	481		£23,968.41	£0.00	£23,968.41	P&F	Salaries	October 2019	2600/1/1
		487/1		£383.80	£47.58	£336.22	P&F	Barclay Card	Oct 2019	2802/3/1
		487/2		£8.43	£0.00	£8.43	P&F	Barclay Card	Oct 2019	2802/2/1
		487/3		£252.18	£34.33	£217.85	P&F	Barclay Card	Oct 2019	2802/2/2
		487/4		£10.99	£1.83	£9.16	P&F	Barclay Card	Oct 2019	2400/1/4
DD 29/10/19	29/10/19	487		£655.40	£83.74	£571.66		Barclay Card	October 2019	2802/3/1
		484/1		£60.07	£10.02	£50.05	RLOS	Utility Warehouse	UW Cemetery Sept 2019	3000/1/6
		484/2		£31.33	£5.22	£26.11	RLOS	Utility Warehouse	UW Cemetery Sept 2019	3200/1/6
		484/3		£38.54	£1.84	£36.70	RLOS	Utility Warehouse	UW Cemetery Sept 2019	3200/1/1
		484/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery Sept 2019	3200/1/1
DD 31/10/19	31/10/19	484		£132.34	£17.48	£114.86		Utility Warehouse	UW Cemetery Sept 2019	3000/1/6
		485/1		£36.75	£1.75	£35.00	RLOS	Utility Warehouse	UW Sports Pavilion September 2019	3000/1/1
		485/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion September 2019	3000/1/1
DD 31/10/19	31/10/19	485		£39.15	£2.15	£37.00		Utility Warehouse	UW Sports Pavilion Sept 2019	3000/1/1
		486/1		£13.79	£2.30	£11.49	RLOS	Utility Warehouse	UW Carvers C/House September 2019	3000/1/6
		486/2		£31.34	£5.22	£26.12	P&F	Utility Warehouse	UW Carvers C/House September 2019	2802/2/5
		486/3		£126.33	£6.02	£120.31	P&F	Utility Warehouse	UW Carvers C/House September 2019	2802/1/3
		486/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW Carvers C/House September 2019	2802/1/3
DD 31/10/19	31/10/19	486		£173.86	£13.94	£159.92		Utility Warehouse	UW Carvers C/House September 2019	3000/1/6
Lloyds CC 17/10/19	17/10/19	489		£149.85	£24.98	£124.87	RLOS	Argos	SIM free Alba 4 Mobile Phone x 3	3000/1/6
Lloyds CC 17/10/19	17/10/19	490		£154.50	£0.00	£154.50	P&F	TV Licensing	TV License for Carvers Clubhouse.	2802/1/1



Paid Expenditure Transactions

between 01/10/19 and 31/10/19

Start of year 01/04/19



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC 17/10/19	17/10/19	491		£50.00	£0.00	£50.00	RLOS	Post Office Ltd	Gift Voucher for allotment competition x 1 3300/3/1
Lloyds CC 17/10/19	17/10/19	492		£180.00	£0.00	£180.00	RLOS	Post Office Ltd	Gift Vouchers for allotment competition winners x3300/3/1
Lloyds CC 17/10/19	17/10/19	493		£12.48	£2.08	£10.40	P&F	Amazon	Replacement mains adaptor for the microphone 2000/1/15
Lloyds CC 17/10/19	17/10/19	494		£32.00	£0.00	£32.00	P&F	Lloyds Bank	Lloyds CC 17/10/19 Annual Fee 2000/3/4
Lloyds CC 17/10/19	17/10/19	495		-£150.53	-£25.09	-£125.44	P&F	Lloyds Bank	Lloyds CC 17/10/19 Bookers refund 2802/3/1
NFDC Tfr7	31/10/19	496		£8.40	£0.00	£8.40	P&F	New Forest District Council	NFDC Tfr7 R71794 Carvers 23/9/19 2802/3/1
NFDC Tfr7	31/10/19	497		£10.45	£0.00	£10.45	P&F	New Forest District Council	NFDC Tfr7 R171926 Carvers 30/9/19 2802/3/1
NFDC Tfr7	31/10/19	498		£17.10	£0.00	£17.10	P&F	New Forest District Council	NFDC Tfr7 R72155 Carvers 7/10/19 2802/3/1
NFDC Tfr7	31/10/19	499		£7.00	£0.13	£6.87	P&F	New Forest District Council	NFDC Tfr7 R72264 Carvers 16/10/19 2802/3/1
Oct 2019	21/10/19	456		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges October 2019 10111
PAY 28/10/19	28/10/19	477		£15.93	£0.00	£15.93	P&F	Lloyds Bank	Bank Charges - October 2019 2000/1/18
SO 01/10/19	01/10/19	439		£80.00	£0.00	£80.00	P&F	TLC Online	October 2019 2000/1/14
SO 30/10/19	30/10/19	479		£212.40	£35.40	£177.00	P&F	Just Health & Safety	November 2019 2000/1/4
Tfr 23/10/19	23/10/19	483		£30.00	£0.00	£30.00	P&F	CCLA Investment Manageme	Fee for transfer of £160,000 2000/1/18
Total				£75,490.07	£3,807.72	£71,682.35			

BANK BALANCES & PROPOSED TRANSFERS

<u>Account Name</u>	<u>Predicted</u>		<u>Actual at</u>	<u>Predicted</u>	<u>Proposed Transfers</u>		<u>Predicted</u>
	<u>30-Sep-19</u>		<u>30-Sep-19</u>	<u>Movement</u>	Cash Out	Cash In	<u>31-Oct-19</u>
	£		£	£	£	£	£
Imprest (Current) Account	59,164		132,543	-50,000			82,543
Business Account	36,540		11,540				11,540
Investment Accounts	635,000		635,000				635,000
Greenways Rent Deposit	10,742		10,729				10,729
Petty Cash - Imprest	404		59				59
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	742,075		790,096	-50,000	0	0	740,096

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

16th October 2019

16th October 2019

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
Anticipated net expenditure in month: 50,000

Net Movement on imprest account 50,000
- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled as at 30th September 2019
- 4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
- 5 With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228
- 6 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
- 7 A nominal account has been implemented to reflect the float held by the Information Desk.
- 8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 20th NOVEMBER 2019
BUDGETARY CONTROL - 2019/20 PERIOD 7 (TO END OCTOBER)

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1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first seven months of the year, April to October 2019. A summary budget comparison report is included as Appendix 1.
- 1.2 Revised budget forecasts and outturn predictions are being prepared and will be available at the December meeting. A budget model has also been prepared which will enable members to model the consequences of different budget assumptions for 2020/21 and this will be used to inform the budget preparation process. A draft budget will be available at the December meeting.

2. BUDGET 2019/20

- 2.1 As previously noted, the Council approved a base expenditure budget for 2019/20 of £678,432. In addition, members approved recurring growth of £13,500 per annum and one off additional spend for the year of £52,463, giving a total expenditure budget of £744,395. Income is predicted to be £213,915 and the precept is £497,549 which will require a net transfer from reserves of £32,931.
- 2.2 Additional expenditure that has been authorised since the annual budget was approved in January includes the appointment of a consultant to carry out research into youth provision in the Town, some additional spend on replacement tools following a break-in and additional spend on the IT replacement project. None of this expenditure is reflected in the budget figures posted above but it will all be picked up and included in the revised budget which will be presented at the December meeting.
- 2.3 Bank reconciliations to the end of October have been carried out for all accounts and those to the end of August have been witnessed by the Chair of this committee. These reconciliations are, in any event, carried out monthly as part of the maintenance of the accounts and will in future be presented to the Chairman of this Committee quarterly for endorsement.

3. INCOME & EXPENDITURE APRIL 2019 to OCTOBER 2019

- 3.1 Expenditure to the end of October, and recorded in the ledger, totalled £378,644. However, this includes a credit on the payroll control account in respect of the October payroll of £12,773 pending remittance to HMRC and HCC. The actual gross spend is therefore £391,417 or 52.6% of the planned spend for the year. This is comfortably within the budgeted spend limits for the year.
- 3.2 There are, however, some material variances from planned spend. Notable increases include:
 - Members allowances will exceed the budget by £1,100 because more members than expected are in receipt of the allowance.
 - The budget for consultants' fees will be exceeded because of expenditure in connection with an ill health retirement and investigations into the feasibility of using lampposts for banners and festive lights. The overspend is likely to be around £1,200
 - The cost of a permit from the environment agency for land at Poulner Lakes has increased by 128% or £590 to £1,050.
 - Expenditure on waste collection at the cemetery, whilst still within budget, is likely to exceed the budget by £1,000 if current trends continue.
 - Expenditure on the Human Sundial, carried over from 2018/19 stands at £1,151

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- The IT replacement project as noted above, is expected to incur expenditure of £22,000 in the current year, an increase of £12,000 on the original budget, although all of this will be met from the IT reserve
- 3.3 These overspends will be mitigated by a range of underspends including expenditure on grounds and buildings maintenance, both of which are currently well below anticipated levels. In addition, employee costs are expected to reduce by £4,000 in the current year following the ill health retirement noted above and renegotiation of the insurance contract from the beginning of October will deliver savings against the budget of around £1,000 this year and £2,000 from 2020/21 onwards. Expenditure on the additional projects approved in the current year, other than on the IT project, is also much lower than expected although this may change as the year progresses.
- 3.4 Income received to date, excluding the precept and CIL receipts, stands at £148,144, or 62% of planned receipts. This is a significant improvement on the figure to the end of September and is driven by better than expected interest on investments, additional fee earning grounds maintenance work, higher than expected income from sales at both Carvers Clubhouse and the Visitor information centre and receipts of over £3,000 to date in respect of events. Cemetery receipts have recovered to some extent but are still less than 50% of the anticipated income for the year, representing a shortfall of £4,000 to the end of October. The new allotments system is now in place but has experienced some teething problems, particularly in respect of allotment holders that have arranged to swap allotments. This also explains the small balances on the suspense accounts.
- 3.5 CIL receipts for the year now stand at £16,756 and this sum has been taken to reserves.
- 3.6 A Cashbook summary is also included at Appendix 2 for information. This presents the financial information in a different format and helps to explain the movement on cash balances from the opening position to the present. Note that the expenditure by committee is the cash expenditure and includes accruals from 2018/19 which are excluded from the current year budget comparison.

4. 2019/20 REVISED BUDGET AND 2020/21 BUDGET PREPARATIONS

- 4.1 A revised budget for the current year will be presented to the next meeting of this committee and will include an updated outturn forecast for the year. It is likely that overall there will be a small net reduction in the overall budget requirement.
- 4.2 A start has also been made on preparing a draft budget for 2020/21. Members will have the opportunity to model their own budget assumptions with a budget "model" which will also generate an anticipated Council Tax based on those assumptions. A presentation of the model will take place at this meeting. It is expected that the model will generate proposals for debate and eventual inclusion in the final budget proposals.

5. FINANCIAL IMPLICATIONS

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

5. RECOMMENDATION

It is **recommended** that:-

- 4.1 The budget position is noted.
- 4.2 Members consider any bids or adjustments they might like to have included within the 2020/21 budget.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/19 and 13/11/19 inclusive.

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

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Appendix 1

		2019/2020	Actual Net	Balance
INCOME				
Policy & Finance				
200	Revenue Income	£119,036.00	£103,066.59	-£15,969.41
280	Carvers Club House Income	£8,500.00	£9,966.80	£1,466.80
999	Suspense	£0.00	£10.00	£10.00
Total Policy & Finance		£127,536.00	£113,043.39	£14,492.61
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£34,954.00	£23,306.04	-£11,647.96
320	Cemetery Income	£45,123.00	£22,509.69	-£22,613.31
330	Allotment Income	£5,202.00	£4,999.00	-£203.00
Total Recreation, Leisure & Open Spaces		£85,279.00	£50,814.73	£34,464.27
Planning, Town & Environment				
400	Income	£1,100.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£1,100.00	£0.00
Council				
100	Precept	£497,549.00	£497,549.00	£0.00
102	Interest Business A/c	£0.00	£11.07	£11.07
110	Client Deposits	£0.00	£0.00	£0.00
Total Council		£497,549.00	£497,560.07	-£11.07
Total Income		£711,464.00	£662,518.19	-£48,945.81

Financial Budget Comparison

Comparison between 01/04/19 and 13/11/19 inclusive.

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

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Appendix 1

	2019/2020	Actual Net	Balance	
EXPENDITURE				
Policy & Finance				
2000	Establishment	£99,550.00	£64,709.28	£34,840.72
2100	Maintenance	£34,394.00	£1,434.05	£32,959.95
2200	Democratic Process (members Costs)	£13,940.00	£6,182.72	£7,757.28
2210	Grants	£9,000.00	£3,500.00	£5,500.00
2300	Employee Costs- Allocated Office Staff	£121,345.00	£63,831.05	£57,513.95
2310	Employee overhead Costs	£1,824.00	£1,262.46	£561.54
2400	Other	£45,024.00	£20,465.36	£24,558.64
2500	Capital Financing	£31,546.00	£15,772.95	£15,773.05
2501	Capital	£10,000.00	£9,381.96	£618.04
2600	Wages Control Account	£0.00	-£12,772.84	£12,772.84
2801	Carvers Employee Costs	£44,010.00	£26,678.57	£17,331.43
2802	Carvers Club House- Expenditure	£16,954.00	£13,309.69	£3,644.31
9999	Suspense	£0.00	£30.00	-£30.00
Total Policy & Finance		£427,587.00	£213,785.25	-£213,801.75
Recreation, Leisure & Open Spaces				
3000	Recreation & Leisure (Other)	£81,464.00	£33,001.84	£48,462.16
3001	RL&OS -Employee Costs	£141,208.00	£83,595.74	£57,612.26
3002	Employee Costs	£2,000.00	£820.00	£1,180.00
3200	Cemetery	£9,911.00	£4,949.45	£4,961.55
3201	Cemetery -Employee Costs	£36,110.00	£21,469.38	£14,640.62
3300	Allotments	£2,280.00	£1,218.55	£1,061.45
3301	Allotments -Employee Costs	£10,035.00	£5,422.49	£4,612.51
3350	Capital Expenditure	£3,000.00	£3,385.89	-£385.89
Total Recreation, Leisure & Open Spaces		£286,008.00	£153,863.34	-£132,144.66
Planning, Town & Environment				
4000	Planning, Town & Environment	£14,055.00	£770.95	£13,284.05
4001	Employee Costs	£16,745.00	£8,970.32	£7,774.68
4050	Capital Expenditure	£0.00	£1,151.15	-£1,151.15
Total Planning, Town & Environment		£30,800.00	£10,892.42	-£19,907.58
Council				
10000	Petty Cash - Office	£0.00	£64.55	-£64.55
10001	Petty Cash - Youth	£0.00	-£43.78	£43.78
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£82.50	-£82.50
Total Council		£0.00	£103.27	£103.27
Total Expenditure		£744,395.00	£378,644.28	£365,750.72

B Financial Budget Comparison

(d) Comparison between 01/04/19 and 13/11/19 inclusive.
Excludes transactions with an invoice date prior to 01/04/19

Appendix 1

	2019/2020	Actual Net	Balance
Total Income	£711,464.00	£662,518.19	-£48,945.81
Total Expenditure	£744,395.00	£378,644.28	£365,750.72
Funded by reserves		£0.00	
Total Net Balance	-£32,931.00	£283,873.91	

Financial Summary - Cashbook

Summary between 01/04/19 and 31/10/19 inclusive.

Balances at the start of the year

Ordinary Accounts

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

Short Term Investment Accounts

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

RECEIPTS	Net	Vat	Gross
Policy & Finance	£143,772.62	£6,358.74	£150,131.36
Recreation, Leisure & Open Spaces	£50,879.73	£3,608.08	£54,487.81
Planning, Town & Environment	£1,100.00	£0.00	£1,100.00
Council	£497,560.07	£0.00	£497,560.07
Total Receipts	<u>£693,312.42</u>	<u>£9,966.82</u>	<u>£703,279.24</u>

PAYMENTS	Net	Vat	Gross
Policy & Finance	£283,817.45	£17,172.00	£300,989.45
Recreation, Leisure & Open Spaces	£132,329.55	£5,786.09	£138,115.64
Planning, Town & Environment	£9,646.07	£331.78	£9,977.85
Council	£103.27	£16.03	£119.30
Total Payments	<u>£425,896.34</u>	<u>£23,305.90</u>	<u>£449,202.24</u>

Closing Balances

Ordinary Accounts

Imprest - Lloyds Bank	£132,542.59
Petty Cash - General	£58.57
Petty Cash - Information Desk	£75.00
Petty Cash - Visitor Information centre	£50.00
Petty Cash - Youth	£100.00

Short Term Investment Accounts

Business Instant Access	£11,540.48
CCLA Public Sector Deposit Fund	£635,000.00
Client Deposit Account	£10,729.12
Total	<u>£790,095.76</u>

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

Signed _____

Chair

Clerk / Responsible Financial Officer

Reserve Movements

Start of year 01/04/19

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Developer Contribution s106

£5,203.32 Start of year value

£5,203.32 Current value

Developer Contribution CIL

£14,100.69 Start of year value

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

£20,156.15 Current value

Cemetery Maintenance

£1,670.00 Start of year value

£1,670.00 Current value

Capital Receipts

£13,125.00 Start of year value

£13,125.00 Current value

Grants Unapplied

£0.00 Start of year value

£0.00 Current value

IT & Systems Provision

£26,400.00 Start of year value

£26,400.00 Current value

Gateway Building Provision

£28,567.00 Start of year value

£28,567.00 Current value

Cemetery Provision

£10,000.00 Start of year value

£10,000.00 Current value

Buildings Repair Provision

£8,000.00 Start of year value

£8,000.00 Current value

Elections Provision

£11,541.88 Start of year value

£11,541.88 Current value

Machinery Renewal Provision

£14,954.02 Start of year value

£14,954.02 Current value

Play equipment Provision

£10,479.50 Start of year value

£10,479.50 Current value

Memorials Provision

£3,000.00 Start of year value

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£3,000.00 Current value

Christmas Lights Provision

Appendix 3

£10,397.00 Start of year value

£10,397.00 Current value

Carvers Clubhouse Provision

£21,551.00 Start of year value

£21,551.00 Current value

Carvers Grounds Dev Provision

£11,300.00 Start of year value

£11,300.00 Current value

Ringwood Events Reserve

£10,965.43 Start of year value

£10,965.43 Current value

Infrastructure & Open Spaces

£9,473.00 Start of year value

£9,473.00 Current value

Memorial Lantern Fund

£1,852.03 Start of year value

£1,852.03 Current value

£218,635.33 Current Reserves total

1. BACKGROUND

- 1.1 An outline budget model has been prepared which will enable users to experiment with and model different budget assumptions which will generate an indicative Precept requirement and Council Tax for 2020/21.
- 1.2 Whilst the model is fairly simplistic, it will provide a general indicative forecast. Users have the option of modelling the impact of various inflation indices, transfers to and from reserves, growth, budget adjustments and changes to the tax base, all of which have an impact on the Council Tax.
- 1.3 The model also permits a bottom up approach whereby users may enter an aspiration for any increase, or decrease, in the Council Tax and the model will indicate any necessary change to the draw from reserves.

2. USE OF THE SANDBOX

- 2.1 On opening the workbook model, users will be presented with 10 tabs. Two of these are highlighted in green and it is these tabs alone that must be used for modelling. Each tab of the workbook is protected to prevent inadvertent alteration of the base data.
- 2.2 The first tab “Assumptions” presents 3 key budget variables that, in the absence of any other fundamental changes to the budget, dictate the budget requirement for the next year. These are, Inflation, The Tax Base and use of the General Reserve. Inflation is further broken down over 6 individual categories.
- 2.3 The second tab, “Bids & Adjustments” permits the modelling of growth bids, use of reserves to fund such bids and other change proposals, including reductions, to the overall budget.
- 2.4 In both cases, guidance notes are provided, and adjustments are only available in the highlighted areas.
- 2.5 The remaining tabs set out the detailed budget estimates with the actual outturn data for 2017/18 and 2018/19 together with the original budget for 2019/20. Any known and unavoidable budget changes that have come to light in the current year are included within these budget pages.
- 2.6 The summary budget draws data from the base budget and combines this with the bids and adjustments and other assumptions to present an outline draft of the 2020/21 budget. The model also calculates an indicative Precept and Council Tax for 2020/21.

3. FURTHER DEVELOPMENT

- 3.1 The base budget data is based on the original budget for 2019/20. For the most part, this will remain unchanged as the revised budget is prepared and the budget for 2020/21 is developed. However, as the current year budget is revised, there will be an inevitable change to the predicted balances on reserves and provisions and these figures will be updated in due course.
- 3.2 The model draws no distinction between the capital and revenue elements of the budget. At some point it may be advantageous to model these elements completely separately.
- 3.3 The budget model is based on the presumption of incremental budgeting whereby existing budgets are rolled forward and adjusted for inflation. It may be desirable to adopt the more robust (and time consuming) approach of zero-

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based budgeting in which every element of the budget is challenged. However, in the meantime, members are invited to consider the detailed budget pages with a view to identifying any specific areas for challenge and more detailed review.

4. RECOMMENDATION

It is **recommended** that: -

- 4.1 Members view and interact with the budget model.
- 4.2 Members put forward proposals for budget adjustments and new bids.
- 4.3 Members review individual committee budgets with a view to identifying areas for more detailed review.

For further information please contact:

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For further information please contact:

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**EXTRACT FROM THE MINUTES OF THE RECREATION, LEISURE AND OPEN SPACES
COMMITTEE MEETING ON 6TH NOVEMBER 2019**

OS/5923

EVENTS MANAGEMENT

D

Fireworks – Cllr Day, on behalf of the Events Team thanked the following for their contribution to the fireworks event on 3rd November:-

- Oak Mount Care Home - sponsor
- Frettens Solicitors - sponsor
- Linden Homes - sponsor
- Churchill Retirement Living - sponsor
- Ringwood Motor Company - sponsor
- Crow Farm Shop - sponsor
- providers of catering and the fun fair
- Ollie - sound system
- Michael Lingham Willgoss – for the commentary
- The Swing Band
- Bill – the children’s entertainer from Sandy Balls
- Malcolm Elvy – stage
- Ringwood and Fordingbridge Skip Hire
- New Forest Neighbourhood Policing Team
- Fire Brigade
- Robert Heron - transport of pallets, etc.
- Simon Butler, Shirley farm - for the straw
- Economy Hire - van
- R&F News and Bournemouth Echo - advertising
- Ringwood Rotary – support and stewards
- Poulner Scouts - help to set up
- Big Rich and Tall Rich from the Star
- The Grounds team – a special thank you to Stephen and Paul for clearing the tennis courts.
- Charmaine Bennet – Events Co-Ordinator
- The Events Team - for their support, hard work and for making it happen.

A congratulatory note had been received from Ringwood Carnival and there had been positive comments on social media. Compliments had been received from the police, security and medical teams that it was the best organised and least problematical event they have ever been to!

Cllr Day reported that 4480 tickets had been sold (an increase of 33% on last year) and there were a significant number of free entrants (pre-schoolers, disability groups, volunteer stewards, etc.). The audience was thought to have been in the region of 5000 people. The profit from the event was estimated at £4,200, which took into account some suggested donations.

Remembrance

The Events Team will oversee the stewarding of the parade and the road closure for Sunday 8th November, with the help of the Rotary Club.

Christmas

In excess of 40 stalls are anticipated for the event on Sunday 1st December, which should extend the market as far as Fridays Cross and some entertainment is planned between Mansfield Road and Fridays Cross.

RESOLVED: That the update from Ringwood Events Team in respect of events be noted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That donations are made, from the surplus from the fireworks event, in the sum of £100 to Poulner Scouts and £500 to the Rotary Club of Ringwood.

ACTION C Wilkins



Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	ICT overhaul	The new notebooks and other hardware are all now in use, as are the new software applications.	£37,147 (Total for 2018-19 & 2019-20) Earmarked reserve	£11,525 (2018-19) £TBC (2019-20)	£37,147	Significant	Definite	This project is nearing completion. There are a few teething problems to resolve and some further training on new software is needed. Familiarisation with financial year end procedures using the new software will also make additional demands on staff.
Projects with budgetary implications (not included in 2019-20 budget but added since)								
B1	None							
Projects with no budgetary implications in 2019-20								
C1	Review of Standing Orders	Carried forward from 2018-19				Moderate	Probable	Work continues on a revised Scheme of Delegation.



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