

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

SUMMONS

Dear Member

23rd January 2020

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 29th January 2020 at 7.00pm.

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. To receive Apologies for Absence

3. To receive Declarations of Interest

4. To receive a report from New Forest West Neighbourhood Policing Team

5. To approve as a correct record the Minutes of the Meeting held on 18th December 2019

6. To receive Minutes of Committees and approve recommendations contained therein:

Staffing Committee

DATE:- 16th December 2019

Recreation, Leisure & Open Spaces

DATE :- 8th January 2020

Planning, Town & Environment

DATE:- 10th January 2020

Policy & Finance

DATE:- 15th January 2020

RECOMMENDATION:

F/5761 Draft Budget and Precept 2020/21 See separate agenda item 7

7. COUNCIL BUDGET AND PRECEPT 2020/21

To consider a recommendation from Policy and Finance Committee and approve the final budget and Precept 2020/21 (*P/5761 refers*) (*Report A*)

8. WORKING PARTY TERMS OF REFERENCE

To agree terms of reference for the 'Ringwood VE Day 75th Anniversary Celebrations' Working Party (*Report B*)

9. To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision taking may take place as a result of this item)

- 10.** To Receive Reports from Ringwood Town Councillors and Student Advisors
(Councillors are reminded that no decision taking may take place as a result of this item)
- 11.** To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place as a result of this item)
- 12.** Forthcoming Meetings – to note the following dates:

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 5 th February 2020
Planning, Town & Environment	10.00am	Friday 7 th February 2020
Policy & Finance	7.00pm	Wednesday 19 th February 2020
Full Council	7.00pm	Wednesday 26 th February 2020

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

Council Members:

Chairman: Cllr Tony Ring, Town Mayor
Vice-Chairman: Cllr Philip Day, Deputy Mayor
Cllr Andy Briers
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Christine Ford
Cllr Rae Frederick
Cllr John Haywood
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Darren Loose
Cllr Gloria O'Reilly
Cllr Steve Rippon-Swaine
Cllr Glenys Turner

Student Advisors:

TOWN COUNCIL – 29th JANUARY 2020
BUDGET 2020/2021

1. INTRODUCTION

- 1.1** Policy & Finance Committee members considered a draft budget for 2020/21 at their meetings in December and January. The latter meeting of the Policy & Finance Committee recommended several changes which have been incorporated into the draft budget. This report sets out the revised proposals for the 2020/21 budget and consequent Precept and Council Tax for approval by Full Council.
- 1.2** This report also includes an update to the revised budget for 2019/20.

2. REVISED BUDGET 2019/20

- 2.1** Attached for the Council's consideration are the following documents:-

Appendix A – Draft summary Council budget, including actual spend 2017/18, and 2018/19, original and revised budgets 2019/20 and revised draft proposals for 2020/21.

Appendix B – Provisions at 1st April 2019, and estimated balances at 31st March 2020 and 2021, based on the revised budget 2019/20 and the updated proposals for 2020/21.

Appendix C – Summary of budget preparation assumptions, movements and balances.

- 2.2** In December, it was noted that planned expenditure in the current year has increased by £37,856. A further £15,586 was subsequently added to cover the costs of the replacement boardwalk for which approval was given at the December meeting of the Policy & Finance Committee, the costs of which will be met from Earmarked Reserves and Provisions.
- 2.3** It was also noted that income receipts were likely to increase by some £11,000, mainly due to increased revenue from trading activities and events. The revised income budget of £224,132 (excluding receipts such as CIL, taken directly to reserves) is unchanged although income from events has already exceeded the revised budget of £10,500 by £4,000.
- 2.4** The net expenditure, before transfers from reserves, has increased, therefore by £43,224. However, as much of this additional expenditure is to be funded from earmarked reserves, the revised budget requirement shows an increase of £10,147 which it will be met from the General Reserve.
- 2.5** For the current year, therefore, the net impact is an increase in the transfer from earmarked reserves and provisions of £33,077 whilst the transfer from the General Reserve will increase by £10,147. Total reserves are now anticipated to reduce by £49,815 to £443,721 by year end.

3. DRAFT BUDGET 2020/21

- 3.1** As in previous years, the draft budget has been prepared on an incremental basis. The original budget for 2019/20 has been adjusted for known and unavoidable changes, one off items approved for the current year have been removed and an

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estimate for inflation has been applied. The other committees have considered their budgets and a number of new bids which they proposed have been approved for inclusion by Policy & Finance Committee and included in this draft budget for consideration. In addition, a small number of proposals, including projects within the current project plan, have also been added for consideration, together with any funding available. An illustration of the underlying budget assumptions is included at Appendix C. This is based on an assumption that the Council Tax will be increased by 3% for 2020/21.

3.2 A number of adjustments were made to the draft budget proposals following discussion at the December and January meetings of the Policy & Finance Committee. For the most part these covered budget provisions for unplanned or irregular expenditure which would be better met from reserves as and when needed, such as vandalism repairs, which will aid budget planning by smoothing out large variances in expenditure from year to year. In addition there is proposed a targeted reduction in the annual contribution to several of the earmarked reserves for which the current balances appear sufficient. These adjustments to the proposed budget have reduced the draft budget proposals by £23,478.

3.3 The base budget proposed for 2020/21, before any new bids are considered, is therefore £507,688. This represents a decrease of £18,400 from the original budget, including new bids, for 2019/20. The reasons for this decrease are :

• Removal of non-recurring items in 19/20 budget	£52,463
• Reduced annual transfers to earmarked reserves	£12,900
• Irregular expenditure to be met from reserves	£ 9,773
• Other budget savings	
o Insurance	£ 2,100
o Increased interest earnings	£ 2,040
o Christmas lights following tendering	£ 1,340
• reduced staffing costs	£ 6,000
• Other miscellaneous savings identified	<u>£ 805</u>
Total Savings and Budget Reductions	£87,421

These decreases have been mitigated by the following budget increases:

• Reduction in annual transfer from reserves	£54,463
• Inflation of £9,743 of which:	
o Pay inflation, 2.5%,	£10,985
o Other non-pay inflation	£ 2,879
o Income inflation	<u>£ -4,121</u>
Total net Inflation	£ 9,743
• Other unavoidable budget increases	
o Aggregate IT costs	£ 2,900
o Members Allowances	£ 1,325
o Environment Agency	<u>£ 590</u>
Total other budget Increases	£ 4,815
Total Budget Increases	£69,021

Net budget decrease **£18,400**

3.4 Early indications are that the Council Tax base will increase by just under 1.5% for 2020/21, to 5361.8. The current band D equivalent Council Tax is £94.14 which would generate a precept of £504,760 in 2020/21. This would require a transfer from General reserves of £2,928 in order to achieve a balanced budget and before any of the new bids are considered. Each 1% increase in the Council Tax will generate an increase to the precept of just over £5,000. For every increase of £1 on the Council Tax, the precept will increase by £5,361.

3.5 New bid proposals amounted to £30,500 of which £12,000 would be funded from earmarked reserves and additional income generated. These proposals were subsequently reduced as set out below. Nevertheless, the new bids, if they are all approved, will add a further £13,500 to the budget requirement and, in the absence of any additional alternative funding, would require a corresponding increase in subsidy from the General Reserve. If all the proposed bids are approved and the increase in the Council Tax is held at 3%, it will still be necessary to draw £1,281 from the General Reserve in order to balance the budget. The new bids are summarised in 3.6, below.

3.6 New bids for consideration in the 2020/21 budget.

New Bids:	Proposed	Revised by P&F
	£	£
• Policy & Finance Committee (all recurring bids)		
○ Carvers Clubhouse - additional staffing	4,000	4,000
▪ (less additional net income)	-1,000	-1,000
○ Youth Outreach Workers	5,500	5,500
○ Town Council funded Christmas Tree	1,000	1,000
▪ Less financed from events reserve		-1,000
• Recreation, Leisure & Open Spaces Committee		
○ Poulner Lakes Access rd repairs (non recurring)	2,000	2,000
○ Waste bin replacement programme (3 year prog)	2,000	2,000
○ Aerator refurbishment (non recurring)	5,000	5,000
○ Ash Grove fence replacement	6,000	6,000
▪ Less financed from provisions	-11,000	-11,000
• Planning, Town & Environment Committee		
○ Support of REAL working party	3,000	1,000
○ Improvements to A31 Roundabout	2,000	0
Total net new bids 2020/21	18,500	13,500

3.7 The budget proposals set out here would result in a net increase in reserves of £23,889 in 2020/21, before any irregular expenditure that may necessitate an additional transfer from reserves. The remaining balance on Earmarked Provisions and reserves would be £229,621 and the balance on the General Reserve would be £237,998, or approximately 46% of the budget requirement. A summary of proposed movements on reserves from April 2019 to March 2021 is included at Appendix B

4. FINANCIAL IMPLICATIONS

4.1 The proposed budget is almost, but not quite, balanced, before any of the new bids are considered. There is a need, therefore, to either increase the precept and hence the Council Tax, or draw funds from the General Reserve (or a combination of the two).

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- 4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases.
- 4.3 The transfer of a number of elements of "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, vandalism and so on. Consideration should be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet this additional burden, particularly as it is proposed to reduce the annual contribution to earmarked reserves by £12,900 in 2020/21.
- 4.4 There is a balance to be drawn between satisfying the ambitions of the Council for growth, calling on Council Tax payers to fund that growth (in addition to the base expenditure) and depleting the General Reserve. Note that continued use of the General reserve to fund the base budget is not sustainable.

5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members approve the draft budget.
- 5.3 Members approve a precept of £519,907 and consequent 3.0% increase in the Council Tax which will take the Band D equivalent Council Tax contribution for the Town Council to £96.96.

For any further information, please contact:

Rory Fitzgerald
Finance Officer
Tele: 01425 484723

or

Chris Wilkins
Town Clerk
Tele: 01425 484720

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2019/20 AND
DRAFT BUDGET 2020/21

Appendix A

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1	2	4	5	6	7	8	9	10
	Committee	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation £	Known Changes* £	Draft 20/21 £
	Policy & Finance							
	Expenditure	381,311	424,760	427,587	459,018	8,032	-12,041	423,577
	Income	-135,005	-154,754	-127,536	-145,191	-2,432	-11,000	-140,968
	Net Expenditure	246,306	270,006	300,051	313,827	5,600	-23,041	282,610
	Transfers to Reserves	24,242	31,413	27,400	27,400	0	-10,900	16,500
	Transfers from Reserves	-21,302	-16,750	-14,000	-26,168	0	14,000	0
	Growth bids and adjustments (net of transfers from reserves and income)							8,500
	Committee net expenditure	249,246	284,669	313,451	315,059	5,600	-19,941	307,610
	Recreation & Leisure							
	Expenditure	170,293	248,288	227,672	245,774	4,070	-32,651	199,091
	Income	-38,228	-34,422	-34,953	-35,959	-699	245	-35,407
	Net Expenditure	132,065	213,866	192,719	209,815	3,371	-32,406	163,684
	Transfers to Reserves	18,400	16,900	19,900	19,900	0	-2,000	17,900
	Transfers from Reserves	-2,340	-66,189	-28,463	-44,622	0	28,463	0
	Growth bids and adjustments (net of transfers from reserves and income)							4,000
	Committee net expenditure	148,125	164,577	184,156	185,093	3,371	-5,943	185,584
	Cemeteries							
	Expenditure	42,140	48,218	46,022	46,515	1,048	-1,207	45,863
	Income	-42,982	-53,391	-45,123	-36,682	-886	-22	-46,031
	Net Expenditure	-842	-5,173	899	9,833	162	-1,229	-168
	Transfers to Reserves	0	0	4,000	4,000	0	0	4,000
	Transfers from Reserves	-230	-230	-230	-230	0	0	-230
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	-1,072	-5,403	4,669	13,603	162	-1,229	3,602
	Allotments							
	Expenditure	13,818	11,751	12,314	12,330	284	-283	12,316
	Income	-5,051	-4,901	-5,202	-5,200	-104	0	-5,306
	Net Expenditure	8,767	6,850	7,112	7,130	180	-283	7,010
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)							0
	Committee net expenditure	8,767	6,850	7,112	7,130	180	-283	7,010
	Planning, Town & Environment							
	Expenditure	16,464	19,849	30,800	34,200	430	-12,748	18,482
	Income	-1,100	-1,850	-1,100	-1,100	0	0	-1,100
	Net Expenditure	15,364	17,999	29,700	33,100	430	-12,748	17,382
	Transfers to Reserves	0	0	0	0	0	0	0
	Transfers from Reserves	-1,000	-1,215	-13,000	-17,750	0	12,000	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)							1,000
	Committee net expenditure	14,364	16,784	16,700	15,350	430	-748	17,382
	Total Base Expenditure	624,026	752,866	744,396	797,837			699,329
	Total Income	-222,366	-249,318	-213,914	-224,132			-228,812
	Total transfer to reserves	42,642	48,313	51,300	51,300			38,400
	Total Transfer from reserves	-24,872	-84,384	-55,693	-88,770			-1,230
	Total New Bids (net of income & transfers)							13,500
	Total Budget Requirement	419,430	467,477	526,088	536,235			521,188
	Precept	468,223	485,196	497,549	497,549			519,907
	Transfer to/-from General Reserve	48,793	17,719	-28,539	-38,686			-1,281

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2019/20 AND
DRAFT BUDGET 2020/21

Appendix A

1	2	4	5	6	7	8	9	10
	Description	Actual 17/18 £	Actual 18/19 £	Budget 19/20 £	Revised Budget £	Inflation £	Known Changes* £	Draft 20/21 £
Expenditure:								
	Policy & Finance	381,311	424,760	427,587	459,018	8,032	-12,041	423,577
	Recreation & Leisure	170,293	248,288	227,672	245,774	4,070	-32,651	199,091
	Cemeteries	42,140	48,218	46,022	46,515	1,048	-1,207	45,863
	Allotments	13,818	11,751	12,314	12,330	284	-283	12,316
	Planning, Town & Environment	16,464	19,849	30,800	34,200	430	-12,748	18,482
	Council Total Expenditure	624,026	752,866	744,396	797,837	13,864	-58,930	699,329
Income:								
	Policy & Finance	-135,005	-154,754	-127,536	-145,191	-2,432	-11,000	-140,968
	Recreation & Leisure	-38,228	-34,422	-34,953	-35,959	-699	245	-35,407
	Cemeteries	-42,982	-53,391	-45,123	-36,682	-886	-22	-46,031
	Allotments	-5,051	-4,901	-5,202	-5,200	-104	0	-5,306
	Planning, Town & Environment	-1,100	-1,850	-1,100	-1,100	0	0	-1,100
	Council Total Income	-222,366	-249,318	-213,914	-224,132	-4,120	-10,777	-228,812
	Council Net Expenditure before transfers	401,660	503,548	530,481	573,705	9,743	-69,707	470,518
Add Transfers to Provisions								
	Policy & Finance	24,242	31,413	27,400	27,400			16,500
	Recreation & Leisure	18,400	16,900	19,900	19,900			17,900
	Cemeteries	0	0	4,000	4,000			4,000
	Allotments	0	0	0	0			0
	Planning, Town & Environment	0	0	0	0			0
	Total transfers to provisions	42,642	48,313	51,300	51,300			38,400
Less Transfers from Provisions								
	Policy & Finance	-21,302	-16,750	-14,000	-26,168			0
	Recreation & Leisure	-2,340	-66,189	-28,463	-44,622			0
	Cemeteries	-230	-230	-230	-230			-230
	Allotments	0	0	0	0			0
	Planning, Town & Environment	-1,000	-1,215	-13,000	-17,750			-1,000
	Total transfers from Provisions	-24,872	-84,384	-55,693	-88,770			-1,230
	Total Budget Requirement before new bids	419,430	467,477	526,088	536,235	9,743	-69,707	507,688
New Bids 2020/21 (net of income)								
	Policy & Finance							9,500
	Recreation & Leisure							15,000
	Cemeteries							0
	Allotments							0
	Planning, Town & Environment							1,000
	Less Funded from Provisions							-12,000
	Council's Net Budget	419,430	467,477	526,088	536,235			521,188
	Transfers from(-) or to General Reserve	48,793	17,719	-28,539	-38,686			-1,281
	Council Precept (to be met by Council Tax Payers)	468,223	485,196	497,549	497,549			519,907
	Council Tax Base	5225.7	5257.3	5285.2	5285.2			5,361.8
	Council Tax	89.60	92.29	94.14	94.14			96.96

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RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES
1st April 2019 to 31st March 2021

	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (revised):			Estimated Balance 01/04/20 £	Planned and Proposed Movements 2020/21:					Estimated Balance 31/03/21 £
		from Revenue £	to Revenue £	Cash Receipts £		from Revenue £	to revenue		Capital Receipts £	between provisions £	
							base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>											
I.T. & Equipment	26,400	4,500	-21,500		9,400	4,500		0			13,900
Gateway	28,567	4,000			32,567	0		0		-7,567	25,000
Cemetery	10,000	4,000			14,000	4,000		0			18,000
Buildings Reserve	8,000	8,000			16,000	5,000		0		7,567	28,567
Election	11,542	2,900	-4,668		9,774	1,500		0			11,274
Vehicle & Machinery	14,954	13,000	-19,145		8,809	11,000		-5,000			14,809
Play Equipment	10,480	6,900	-3,022		14,358	6,900		-6,000			15,258
Memorials	3,000				3,000			0			3,000
Christmas Lights	10,397				10,397			0		-10,397	0
Carvers Clubhouse	21,551	5,000			26,551	2,500		0			29,051
Ringwood Events	10,965				10,965			-1,000			9,965
Memorial Lantern	1,852				1,852			0			1,852
Carvers Grounds	11,300		-6,285		5,015			0			5,015
Infrastructure & Open Spaces	9,473	3,000	-13,058	585	0	3,000		0		10,397	13,397
Total Provisions	178,481	51,300	-67,678	585	162,688	38,400	0	-12,000	0	0	189,088
<u>RESERVES</u>											
Earmarked Reserves:											
Dev Contribs	5,203		-1,000		4,203		-1,000	0			3,203
Cem Maint	1,670		-230		1,440		-230	0			1,210
Dev Cons(CIL)	14,101		-7,862	16,756	22,995			0	0		22,995
Capital Receipts	13,125				13,125			0	0		13,125
Grants Unapplied	0		-9,000	9,000	0			0	0		0
Loans Unapplied	0				0			0	0		0
Total Earmarked Reserves and Provisions	212,580	51,300	-85,770	26,341	204,451	38,400	-1,230	-12,000	0	0	229,621
General Reserve	280,955		-41,686		239,269	0	-1,281				237,988
Total Reserves	493,535	51,300	-127,456	26,341	443,721	38,400	-2,511	-12,000	0	0	467,610

Note that the transfer from the general reserve of £-41,686 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

Guidance Notes:

Please use this sheet to input or model budget assumptions. The consequence of these assumptions will be reflected in the overall summary figures below and within the budget summary figures in the Budget Summary tab. You may only input figures to the boxes highlighted in green, thus: The consequent band D equivalent council tax for 2020/21 is highlighted in orange below:

Inflation (RPI) is currently running at 2.1% (for the year to October 2019). CPIH is 1.5% for the same period.

Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

The Band D equivalent Council Tax for 2019/20 is: 94.14

1 Inflation

	%	Type
- Pay	2.5%	1
- Utilities	2.1%	2
- Other Expenditure	2.0%	3
- Non contractual expenditure	0.0%	4
- Income	2.0%	5
- Fixed expenditure (i.e. no inflation)	0.0%	6

A target Council Tax increase of : 3.0%

would increase the Council Tax to: 96.96

And require an additional transfer from reserves of: £0

which would reduce total reserves to £ 467,609 by March 2021
(given the assumptions in 1 - 3 on the left)

2 Council Tax Base increase

	1.45%
Note, the Council Tax base for 2019/20 is	5,285.2

An increase of 1.45% (assumption 2) will increase the Council Tax base to: 5,361.8

3 Use of General Reserve

	£
	1,281

The General Reserve is expected to be £239,269 at April 1st 2020. This transfer will reduce it to £237,988 by the year end

Net Budget Requirement and consequent Band D equivalent Council Tax

Based on the above assumptions together with any proposed new bids and adjustments:	£
Base Budget 2020/2021	470,518
Net transfers to/from earmarked reserves	37,170
Growth Bids & Adjustments	26,500
- Less funded from earmarked reserves (inc. borrowing)	-12,000
- Less additional income generated	-1,000
Net Budget requirement	521,188
Less funded from general reserve	-1,281
Sum to be funded from Council Tax Payers (Precept)	519,907

Summary movement on reserves:

	£
Opening reserves 1/4/2020:	
General Reserve	239,269
Earmarked Reserves & Provisions	204,451
Total Reserves 1/4/2020	443,721
Planned transfers in	38,400
Planned transfers out	-1,230
Plus Capital Receipts 20/21	0
Less Funding for growth	-12,000
Less use of general reserve	-1,281

Predicted reserves 31/3/2021

General Reserve	237,988
Earmarked Reserves	229,621
Predicted Reserves 31/3/2021	467,610

Band D equivalent Council Tax 2020/21 96.96

The budget requirement and resulting precept, as modelled, represents an increase of 3.00 % in the Council Tax

The Council Tax for 2019/20 is £94.14 per Band D Equivalent

Working Party Terms of Reference

1. Introduction and reason for report

- 1.1 At its meeting on 8th January the Recreation Leisure & Open Spaces Committee agreed in principle that the Council should lead the organization of a special event to mark the 75th Anniversary of VE Day which falls on 8th May 2020 (which has been designated a Bank Holiday). (Minute ref. OS/5943 refers.) Because several local community groups had expressed interest in being involved, the Committee considered that responsibility for the event would be better delegated to an *ad hoc* working party than left to Ringwood Events Team alone.
- 1.2 It is generally desirable that committees, sub-committees, working parties, etc, be given clear terms of reference to avoid doubt or confusion about their role and powers. So, member approval is needed for the draft terms of reference proposed for this body

2. Issues for decision and any recommendations

Whether to approve the draft terms of reference for the VE Day Anniversary 2020 Event working party attached as Appendix A.

[RECOMMENDATION – Members are recommended to approve the draft terms of reference subject to any amendments considered desirable.]

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Charmaine Bennett, Events Co-ordinator
Direct Dial: 01425 484727
Email: charmaine.bennett@ringwood.gov.uk

RINGWOOD VE DAY 75TH ANNIVERSARY CELEBRATIONS

TERMS OF REFERENCE FOR A WORKING PARTY

Ringwood Town Council has decided to establish a Working Party in connection with the Town's planned event to celebrate and commemorate the 75th anniversary of VE Day on 8th May 2020 ("the Event").

Membership of the Working Party shall be:

Those Councillors who are members of the Ringwood Events Team (Cllrs Briers, Day, Edge, Haywood, Heron, O'Reilly and Ring);

Charmaine Bennett, Ringwood Town Council's Event Co-ordinator;

Representatives from:

The Royal British Legion

Ringwood Church and Churches Together

Ringwood Rotary

Ringwood Round Table

Ringwood Ex Round Tablers' Club

Ringwood Carnival

Former Cllr and Mayor Mr Tim Ward

Mr James Stride

The terms of reference are as follows:-

To act as a "Task and Finish Group" in respect of the Event only;

Making suggestions for the overall format of the Event;

Assisting in the preparation of the Event, to include identifying participants, arranging publicity and assisting with legal requirements; and

Organising the arrangements "on the day" and immediately thereafter.

All members should note that this event is being organised and underwritten by Ringwood Town Council and to that end, the Working Party will report (through its Town Councillor members or one or more of them) to the Council's Recreation, Leisure and Open Spaces Committee, which (subject to Financial Regulations) will oversee and approve arrangements.

No member of the Working Party other than Charmaine Bennett has the authority to enter into any contract or other financial commitment unless he or she has been specifically authorised by Ms Bennett, the Town Clerk or the Deputy Town Clerk and if they do so, they shall be personally liable for any costs incurred.