

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 17th June 2020 at 7.00pm

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting by pre-registering.

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O’Reilly
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Rory Fitzgerald, Finance Manager
Cllr Gareth DeBoos
Cllr Rae Frederick
County Councillor Michael Thierry

ABSENT:

F/5800 PUBLIC PARTICIPATION

There were no members of the public present.

F/5801 APOLOGIES FOR ABSENCE

All Committee members were present.

F/5802 DECLARATIONS OF INTEREST

There were none.

F/5803 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 20th May 2020, having been circulated, be approved and signed by the Chairman as a correct record.

F/5804 FINANCIAL REPORTS

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

Imprest account (Annex Aa)

The RFO detailed the larger payments from the Imprest account. In relation to payment 23, confirmation was requested that this was not charged to the 'Events' reserve, as the VE Day commemoration was a civic matter and should be charged to the Town Council.

Budgetary monitoring report

The RFO explained that it was too early in the year to draw any conclusions.

Expenditure had been less than anticipated when the budget was prepared. There had been an underspend on salaries mainly due to the pay award not having been applied, but he did not expect this underspend to grow proportionately across the year. In addition, some expenditure on grounds maintenance was lower as a lot of activities had stopped.

Income is expected to be significantly lower, currently at 60% of what was expected for the year to date. Cemetery income is running at 12%, compared to the predicted 17%, to the end of May. The RFO felt pessimistic and concerned about the impact the current situation would have on the second instalment of the Precept.

The Chairman indicated that this was not good news and, whilst it was the same for all Councils, the fall in income would cause significant issues. Although, the reserves could cover the shortfall, there was a serious need to revise the budget, as the same level of expenditure compared to income could not continue. Whilst work on the revised budget would normally start in September, there was a need to look at reducing expenditure and making savings, as soon as possible, as it was expected that income for the year would drop. In liaison with the Town Clerk, the RFO would provide some suggested changes and present them to the next meeting.

The Chairman commented that the Precept was based on the collection rate of Council Tax by NFDC and if this reduces it may impact on the expected second payment to Town Councils. At this stage, the indication was that the full precept would be maintained.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account for April and May be authorised;
- 2) That the total amount of Petty Cash payments for March, April and May be noted;
- 3) That the Statement of Town Council Balances be received and noted. There were no Inter Account transfers to be authorised;
- 4) That arrangements be made for Cllrs Heron and Rippon-Swaine to sign the reports following the meeting;
- 5) That the Finance Manager's budgetary control report (2020/21 - Period 2 – to the end of May) be received and the budget position noted.

ACTION R Fitzgerald

F/5805

ANNUAL REVIEW OF HEALTH & SAFETY POLICY AND ARRANGEMENTS

The Town Clerk indicated that as part of the Health and Safety Policy, the Council was obliged to undertake an annual review. The Health and Safety Consultant instructed by the Council, thoroughly reviewed the Policy and Arrangements document around a year ago.

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He reported that progress had been made in respect of risk assessments for the grounds team, a further review of the policy and arrangements had been conducted and officers were satisfied that matters were on track. No changes were proposed.

In answer to a question about Covid-19 risk assessments, the Town Clerk explained that the Council had been operating dynamically, adjusting what and how things were being done. Officers were working from home whilst the office is closed. A generic risk assessment would be produced alongside specific risk assessments for certain areas. Given the current government advice to work from home, there was no plan to return to normal office working at this time. There were, however, plans for a limited front desk information service at the Gateway building and Members would be informed of the opening date.

RESOLVED: That the annual review of Health and Safety Policy and Arrangements be noted.

ACTION C Wilkins

F/5806

ANNUAL REVIEW OF DATA PROTECTION AND FREEDOM OF INFORMATION POLICIES AND ARRANGEMENTS

The Town Clerk indicated that this is a standing item, which the Council is recommended to conduct annually. He reminded Members of the extensive re-write of the policies in 2019, as a result of the introduction of General Data Protection Regulations and advised that he had recently conducted a review of the documentation. No changes were being recommended at this time.

RESOLVED: That the annual review of Data Protection and Freedom of Information policies and arrangements be noted.

ACTION C Wilkins

F/5807

REVIEW ARRANGEMENTS FOR EMPLOYMENT POLICIES AND PROCEDURES

The Town Clerk indicated that this is another standing item, which the Council is recommended to conduct annually.

During the recent internal audit, a question arose regarding the meeting arrangements for the Staffing Committee, as it was currently convened as and when necessary. It was suggested, in order for there to be effective oversight and governance, to allow for Councillors to raise matters and hold officers to account, that some other arrangement should be put in place for meetings of this Committee, on a more regular basis.

To provide some structure, The Town Clerk proposed that the Staffing Committee schedule two meetings a year. The first would deal with the annual review of arrangements for employment policies and procedures and the second would conduct a general review of staffing levels and pay. Members agreed to the proposals.

RESOLVED: 1) That the verbal report from the Town Clerk be received; and
2) That the Staffing Committee hold two scheduled meetings per annum.

ACTION C Wilkins

F/5808

**RECOMMENDATIONS FROM RECREATION, LEISURE AND OPEN SPACES
COMMITTEE ON 3rd JUNE 2020**

Members considered and agreed the recommendations as set out in Annex B (OS/5973, OS/5975 and OS/5976 refers).

RESOLVED: 1) EVENTS 2020

That officers (acting on advice from Ringwood Events Team) have authority:-

- i) To give notice cancelling the firework display contract or to agree to a cancellation proposed by the other party; and (in the event of such cancellation)
- ii) To enter into a replacement contract in respect of an event in 2021 and agree that the deposit already paid to the other party may be retained by it and stand as the deposit under such replacement contract.

2) TREE PLANTING

That this Council act as the Contributing Third Party to RACE's 'Trees for the Future' grant application to Veolia Environmental Trust and contribute 10% of the grant amount, which is approximately £1,050.

3) CARVERS CLUBHOUSE FINANCES GRANT SUPPORT APPLICATION

That officers be authorised to apply for a grant from the Small Business Grants Fund to cover the losses sustained at the Clubhouse as a result of the Covid-19 outbreak.

ACTION C Wilkins / C Bennett

F/5809

REOPENING HIGH STREETS SAFELY FUND

Members had met informally to look at ways of making the High Street safer, as the government relaxes restrictions required due to coronavirus, by enabling social distancing and helping businesses re-open. A proposal had been prepared by Cllr DeBoos and circulated prior to the meeting (*Annex C*).

The first proposal sought to deal with the issue of the narrow pavements and the amount of traffic using the High Street. Members had been approached by residents and businesses, who were concerned about the situation and wanted to know what could be done. It was evident that queuing, particularly outside banks, was an issue and impacting on neighbouring shops and this would be exacerbated as people gradually come out of lockdown.

It was noted that the proposals would be submitted to NFDC for consideration and forwarded to HCC for review by highways engineers, modification and approval. HCC would be responsible for any measures implemented on the carriageway and would undertake risk assessments and provide insurance cover, as appropriate.

The second proposal was for 'Be Alert' packs to be made available for businesses, to help them re-open and assist with what they needed to have in place. It was suggested that provision be made for 100 packs initially and subsequently reviewed. A pack would be made available to any business in the town, on request. Cllrs Heron and Rippon-Swaine pledged their District Councillor allowance, so that the packs could be obtained instantly, and to save on any potential delays or issues with NFDC approving the funding.

County Councillor Thierry commented that HCC funding was available and there was provision for this to be activated quickly. Members were committed to getting a solution, as

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soon as possible, and supported the proposals as outlined. Cllr DeBoos thanked those who had been involved in discussions.

RESOLVED: 1) That the proposal for funding to NFDC (or elsewhere) to support the temporary widening of pedestrian pavements with associated temporary traffic management provision and for how long, be supported in principle; and 2) That the proposal for funding to NFDC (or elsewhere) to support the generation and supply of 'Be Alert' packs to High Street businesses, be supported in principle.

ACTION C Wilkins

**F/5810
PROJECTS**

C1 - Christmas Tree for Market Place – Cllr Day reported that the notes from Ringwood Events Team's recent meeting would be presented to the next Recreation, Leisure and Open Spaces Committee on 1st July, but indicated that RET's view is that the Christmas Tree in the Market Place should be provided by the Christmas lights company.

RESOLVED: That the update in respect of projects (*Annex D*) be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.20 pm.

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

RECEIVED
24th June 2020

APPROVED
15th July 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

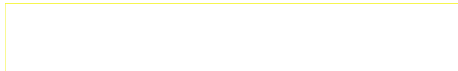


RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17th JUNE 2020



Paid Expenditure Transactions

between 01/04/20 and 30/04/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/04/20	775		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Lease rental 01/04/20-30/06/20	2000/1/9
DD	01/04/20	856		£410.80	£0.00	£410.80	RLOS	New Forest District Council	NFDC Rates Cemetery April 2020	3200/1/5
DD	01/04/20	857		£197.35	£0.00	£197.35	P&F	New Forest District Council	NFDC Rates Carvers C/House - April 2020	2802/1/6
SO	01/04/20	911		£80.00	£0.00	£80.00	P&F	TLC Online	April 2020	2000/1/14
DD	08/04/20	912		£49.32	£8.22	£41.10	RLOS	UK Fuels Ltd	March 2020	3000/1/10
DD	14/04/20	858		£7,217.89	£0.00	£7,217.89	P&F	Hampshire County Council	HCC Pensions - March 2020	2600/1/3
DD	14/04/20	915		£144.10	£6.86	£137.24	PT&E	SSE Southern Electric	Carvers Street Lighting Qtr4 2019/20	4000/1/2
BGC	16/04/20	898		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	Fees April 2020	2400/19
BGC	16/04/20	899		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord Registration fee	2400/19
		919/1		£485.99	£81.00	£404.99	RLOS	Amazon	flower bulbs for open spaces	3000/5/9
Lloyds CC	20/04/20	919	RTC803560	£485.99	£81.00	£404.99		Amazon	Lloyds CC March 2020 Gee Tee Bulbs Flower Bulbs for open spaces . Supplier .	3000/5/9
Lloyds CC	20/04/20	920		£7.99	£0.00	£7.99	P&F	Amazon	Lloyds CC March 2020 Amazon	9999
		921/1		£44.95	£0.00	£44.95	RLOS	Amazon	Ultima-plus moss, mould and algae killer patio cleaner	3200/2/5
Lloyds CC	20/04/20	921	RTC803559	£44.95	£0.00	£44.95		Amazon	Ultima plus moss, mould and algae killer - patio cleaner	3200/2/5
	20/04/20	943		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges April 2020	10111
DD	21/04/20	863		£18.86	£0.00	£18.86	P&F	Worldpay	April 20	2802/2/4
DD	22/04/20	859		£5,868.93	£0.00	£5,868.93	P&F	Inland Revenue	March 2020	2600/1/2
DD	23/04/20	913		£317.66	£52.94	£264.72	P&F	EBS (UK) Ltd	April 2020	2501/3
DD	24/04/20	860		£21,582.56	£0.00	£21,582.56	P&F	Salaries	April 2020	2600/1/1
PAY	28/04/20	862		£16.53	£0.00	£16.53	P&F	Lloyds Bank	Bank Charges April 20	2000/1/18
DD	29/04/20	916		£5.29	£0.88	£4.41	P&F	Barclay Card	April 2020 Twinkle	2802/2/1
DD	29/04/20	917		£54.72	£9.12	£45.60	P&F	Barclay Card	April 2020 Level 3 Food Hygiene Courses	2802/2/6
DD	29/04/20	918		£5.13	£0.00	£5.13	P&F	Barclay Card	April 2020 Facebook	2802/2/1
		908/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3000/1/6
		908/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/6
		908/3		£81.16	£3.87	£77.29	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/1
		908/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cem Mar 2020	3200/1/1
DD	30/04/20	908		£144.76	£14.47	£130.29		Utility Warehouse	Cemetery March 2020	3000/1/6
		909/1		£60.44	£2.88	£57.56	RLOS	Utility Warehouse	UW Spts Pav Mar 2020	3000/1/1



Paid Expenditure Transactions

between 01/04/20 and 30/04/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		909/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Spts Pav Mar 2020	3000/1/1
DD	30/04/20	909		£62.84	£3.28	£59.56		Utility Warehouse	Sports Pavilion March 2020	3000/1/1
		910/1		£10.60	£1.77	£8.83	RLOS	Utility Warehouse	UW CC Mar 2020	3000/1/6
		910/2		£34.53	£5.75	£28.78	P&F	Utility Warehouse	UW CC Mar 2020	2802/2/5
		910/3		£697.44	£33.21	£664.23	P&F	Utility Warehouse	UW CC Mar 2020	2802/1/3
		910/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW CC Mar 2020	2802/1/3
DD	30/04/20	910		£744.97	£41.13	£703.84		Utility Warehouse	Carvers C/house March 2020	3000/1/6
DD	30/04/20	914		£212.40	£35.40	£177.00	P&F	Just Health & Safety	May 2020	2000/1/4
Total				£38,198.54	£338.80	£37,859.74				

Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD	01/05/20	925		£409.00	£68.17	£340.83	RLOS	New Forest District Council	NFDC Rates Cemetery May 2020	3200/1/5
DD	01/05/20	926		£193.00	£32.17	£160.83	P&F	New Forest District Council	NFDC Rates Carvers C/House May 2020	2802/1/6
		932/1		£2,858.29	£0.00	£2,858.29	P&F	Public Works Loan Board	Principle	2500/1/2
		932/2		£2,516.67	£0.00	£2,516.67	P&F	Public Works Loan Board	Interest	2500/1/1
DD	01/05/20	932		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	1st May 2020	2500/1/2
SO	01/05/20	937		£80.00	£0.00	£80.00	P&F	TLC Online	May 2020	2000/1/14
DD	01/05/20	938		£135.00	£8.22	£126.78	P&F	Institute of Groundsmanship	Annual Subscription	2000/1/16
BP	14/05/20	927		£6,131.40	£0.00	£6,131.40	P&F	Hampshire County Council	Pensions - April 2020	2600/1/3
BGC	14/05/20	939		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	Fees May 2020	2400/19
1	15/05/20	864		£777.00	£129.50	£647.50	P&F	Insight Security & Facilities Ltd	For security at Christmas event	2400/9
DD	15/05/20	934		£125.42	£5.97	£119.45	P&F	SSE Southern Electric	Market Place Qtr1 20/21	2000/1/1
		865/1		£55.95	£9.32	£46.63	RLOS	Elliott Brothers Ltd	4 x wood for Carvers Clubhouse - outside tables	3000/2/3
2	19/05/20	865	RTC803576	£55.95	£9.32	£46.63		Elliott Brothers Ltd	4 x wood for Carvers Clubhouse - Picnic 1 tables. 1 Drill bit and coach bolts for picnic tables.	3000/2/3
2	19/05/20	873		£9.16	£1.53	£7.63	RLOS	Elliott Brothers Ltd	One Shot drain cleaner. Sanding discs for orbital sander.	3200/2/1
DD	19/05/20	931		£14.15	£0.00	£14.15	P&F	Worldpay	May 2020	2802/2/4
	19/05/20	944		£12.50	£0.00	£12.50	Counc	Lloyds Bank	Bank Charges May 2020	10111
DD	20/05/20	936		£5.29	£0.88	£4.41	P&F	Barclay Card	May 2020 Twinkl	2802/2/1
DD	22/05/20	928		£4,912.58	£0.00	£4,912.58	P&F	Inland Revenue	April 2020	2600/1/2
DD	22/05/20	929		£21,635.58	£0.00	£21,635.58	P&F	Salaries	May 2020	2600/1/1
DD	26/05/20	933		£312.32	£52.05	£260.27	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	May 2020	2501/3
		866/1		£2,631.36	£438.56	£2,192.80	RLOS	Vita Play Limited	Approx 23m2 new Rhino Softfall (wetpour) in GREEN	3000/2/16
3	27/05/20	866	RTC803581	£2,631.36	£438.56	£2,192.80		Vita Play Limited	Wetpour for Skate Park	3000/2/16
4	27/05/20	867		£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	To empty skip at Cemetery that was used to clear 2 Allotments at Southampton road allotment site.	3300/2/1
5	27/05/20	868		£1,080.00	£180.00	£900.00	RLOS	Pete Best	For tree work in Carvers playpark.	3000/2/11
		869/1		£480.00	£80.00	£400.00	RLOS	Pete Best	emergency tree work at Forest Edge and Kick Park	3000/2/11



Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
6	27/05/20	869	RTC803561	£480.00	£80.00	£400.00		Pete Best	emergency tree work at Forest Edge (Lakeside) and Kick Park to remove two dangerous trees
		870/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	23.03.2020 - The cemetery
		870/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	26.03.2020 - The cemetery
		870/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	27.03.2020 - The cemetery
7	27/05/20	870	RTC803617	£54.00	£9.00	£45.00		Insight Security & Facilities Ltd	Alarm responses for March 2020
		871/1		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	03.04.2020 - The cemetery
		871/2		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	12.04.2020 - Tractor Shed
		871/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	13.04.2020 - Tractor Shed
		871/4		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	15.04.2020 - Tractor Shed
		871/5		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - Tractor Shed
		871/6		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - 2nd call out - Tractor Shed
		871/7		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	19.04.2020 - 3rd call out - Tractor Shed
		871/8		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	26.04.2020 - Tractor Shed
8	27/05/20	871	RTC803618	£144.00	£24.00	£120.00		Insight Security & Facilities Ltd	Alarm responses - April 2020
		872/1		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	03.02.2020 - Carvers Clubhouse
		872/2		£18.00	£3.00	£15.00	P&F	Insight Security & Facilities Ltd	05.02.2020 - Carvers Clubhouse
		872/3		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	09.02.2020 - Tractor Shed
		872/4		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	16.02.2020 - Tractor Shed
		872/5		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	18.02.2020 - Cemetery
		872/6		-£18.00	-£3.00	-£15.00	P&F	Insight Security & Facilities Ltd	26.01.2020 - CREDIT - Alarm cancelled for January 2020

Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
9	27/05/20	872	RTC803616	£72.00	£12.00	£60.00		Insight Security & Facilities Ltd	alarm responses for February 2020	2802/2/1
		874/1		£108.00	£18.00	£90.00	P&F	Central Southern Security	Service call out due to false activations on intruder alarm. Supply Texecom Detector -Tractor Shed	2802/2/1
10	28/05/20	874	RTC803605	£108.00	£18.00	£90.00		Central Southern Security	service call out due to false activations on intruder alarm. To supply Texecom Detector at Tractor Shed.	2802/2/1
11	28/05/20	875		£43.02	£7.17	£35.85	RLOS	Ringwood Motor Company Ltd	To repair offside wingmirror indicator lens damaged by passing vehicle whilst van was parked on road.	3000/3/5
12	28/05/20	876		£1,049.75	£0.00	£1,049.75	RLOS	Environment Agency	Subsistence charges 01/04/20-31/03/21	3000/1/3
13	28/05/20	877		£70.00	£0.00	£70.00	P&F	New Forest District Council	Annual licence The Bickerley	2400/14
14	28/05/20	878		£70.00	£0.00	£70.00	P&F	New Forest District Council	Annual licence Market place	2400/14
		879/1		£450.00	£75.00	£375.00	P&F	Central Computer Management Ltd	To set up a holiday scheme for RTC payroll	2310/1
15	28/05/20	879	RTC803579	£450.00	£75.00	£375.00		Central Computer Management Ltd	To set up a holiday scheme for RTC payroll	2310/1
		880/1		£10.00	£1.67	£8.33	P&F	Community First New Forest	Admin Fee	2801/1
		880/2		£40.00	£0.00	£40.00	P&F	Community First New Forest	DBS Check	2801/1
16	28/05/20	880	RTC803580	£50.00	£1.67	£48.33		Community First New Forest	Enhanced DBS check for Susan Rogers	2801/1
		881/1		£960.00	£160.00	£800.00	P&F	Status Computers	1,000 Support Points	2000/1/12
17	28/05/20	881	RTC803607	£960.00	£160.00	£800.00		Status Computers	IT support	2000/1/12
		882/1		£9.12	£1.52	£7.60	RLOS	Site Safety Ltd	Sweatshirt JW	3000/1/5
18	28/05/20	882	RTC803587	£9.12	£1.52	£7.60		Site Safety Ltd	Sweatshirt JW	3000/1/5
		883/1		£1,050.00	£0.00	£1,050.00	P&F	Hampshire Association Of Local Councils	HALC Affiliation Fees 2020/21	2000/1/16
		883/2		£845.64	£0.00	£845.64	P&F	Hampshire Association Of Local Councils	NALC Levy 2020/21	2000/1/16
		883/3		-£20.00	£0.00	-£20.00	P&F	Hampshire Association Of Local Councils	Discount for payment by bank transfer	2000/1/16
18	28/05/20	883	RTC803602	£1,875.64	£0.00	£1,875.64		Hampshire Association Of Local Councils	Annual Affiliation Fees 2020/21	2000/1/16
		884/1		£44.50	£7.42	£37.08	P&F	Itec	Copies charged	2000/1/9
20	28/05/20	884	RTC803609	£44.50	£7.42	£37.08		Itec	Copier charges - invoice 325143	2000/1/9
21	28/05/20	885		£24.00	£0.00	£24.00	P&F	SueWall - Acts4Sharing	Return of allotment deposit HRM06	9999



Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			886/1	£144.00	£24.00	£120.00	RLOS	Central Southern Security	Annual Maintenance fee	3000/2/1
			886/2	£144.00	£24.00	£120.00	RLOS	Central Southern Security	DIGI Air Annual Monitoring Charge	3000/2/1
			886/3	£24.00	£4.00	£20.00	RLOS	Central Southern Security	annual remote reset fee	3000/2/1
			886/4	£144.00	£24.00	£120.00	RLOS	Central Southern Security	Annual Maintenance Fee - cemetery	3200/2/1
			886/5	£144.00	£24.00	£120.00	RLOS	Central Southern Security	DIGI Air Annual Monitoring Chage - cemetery	3200/2/1
			886/6	£24.00	£4.00	£20.00	RLOS	Central Southern Security	Annual Remote Reset fee - cemetery	3200/2/1
			886/7	£144.00	£24.00	£120.00	P&F	Central Southern Security	Annual Maintenance fee - Carvers Clubhouse	2802/2/1
			886/8	£210.00	£35.00	£175.00	P&F	Central Southern Security	dualcom 2 annual monitoring - Carvers Clubhouse	2802/2/1
			886/9	£24.00	£4.00	£20.00	P&F	Central Southern Security	Annual Remote reset fee	2802/2/1
22	28/05/20	886	RTC803578	£1,002.00	£167.00	£835.00		Central Southern Security	split/part order	3000/2/1
			887/1	£124.14	£20.69	£103.45	P&F	Letters & Logos Ltd	Advance Road Closure panels for VE Day Celebration event 08.05.2020	2200/1/5
23	28/05/20	887	RTC803542	£124.14	£20.69	£103.45		Letters & Logos Ltd	Advance Road Closure Panels - VE Day Celebration 08.05.2020	2200/1/5
24	28/05/20	888		£2,430.61	£405.10	£2,025.51	P&F	Hooper Services Limited	Truvox Multiwash 11 440p scubber dryer for Carvers Clubhouse	2802/2/2
25	28/05/20	889		£84.00	£14.00	£70.00	P&F	Concentrate Limited	Carvers bi monthly wordpress security updates	2802/2/1
PAY	28/05/20	930		£15.76	£0.00	£15.76	P&F	Lloyds Bank	Bank Charges May 2020	2000/1/18
			890/1	£10.00	£1.67	£8.33	RLOS	Screwfix	coach screws 8 x 120mm (pk50)	3000/2/3
			890/2	£7.98	£1.33	£6.65	RLOS	Screwfix	coach screws 8 x 100mm (pk50)	3000/2/3
26	29/05/20	890	RTC803593	£17.98	£3.00	£14.98		Screwfix	coach screws	3000/2/3
			891/1	£15.98	£2.66	£13.32	RLOS	Screwfix	coach screws 8 x 100mm (pk50)	3000/2/3
			891/2	£4.09	£0.68	£3.41	RLOS	Screwfix	Multipurpose bit 8x120mm	3000/2/3
27	29/05/20	891	RTC803594	£20.07	£3.34	£16.73		Screwfix	coach screws and multipurpose bit	3000/2/3
28	29/05/20	893		£95.00	£0.00	£95.00	P&F	ICCM	Sub 20/21	2000/1/16
			894/1	£313.85	£14.95	£298.90	RLOS	WP Group (Upton Oil)	500ltrs red diesel	3000/1/10
			894/2	£1,290.00	£215.00	£1,075.00	RLOS	WP Group (Upton Oil)	1000ltrs white diesel	3000/1/10
29	29/05/20	894	RTC803613	£1,603.85	£229.95	£1,373.90		WP Group (Upton Oil)	red and white diesel	3000/1/10
30	29/05/20	895		£12.70	£2.12	£10.58	RLOS	Elliott Brothers Ltd	Replacement Outside taps for Allotments.	3300/2/1

Paid Expenditure Transactions

between 01/05/20 and 31/05/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			896/1	£30.00	£0.00	£30.00	P&F	Hampshire County Council	application for hanging festive lights over highway
31	29/05/20	896	RTC803619	£30.00	£0.00	£30.00		Hampshire County Council	Application for hanging festive lights over highway 2020
			897/1	£936.43	£156.07	£780.36	RLOS	The Tree Management Company	Tree safety work at Pocket Park
			897/2	£1,572.42	£262.07	£1,310.35	RLOS	The Tree Management Company	Tree safety work at Folly Farm
			897/3	£455.23	£75.87	£379.36	RLOS	The Tree Management Company	Tree safety work at Kingfisher Way POS
			897/4	£252.60	£42.10	£210.50	RLOS	The Tree Management Company	Tree safety work at Toad Corner
32	29/05/20	897	RTC803591	£3,216.68	£536.11	£2,680.57		The Tree Management Company	Tree safety works
DD	29/05/20	935		£10.00	£0.00	£10.00	P&F	Barclay Card	May 2020 Facebook
		940/1		£50.11	£2.39	£47.72	RLOS	Utility Warehouse	UW Sprts Pav Apr 2020
		940/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sprts Pav Apr 2020
DD	29/05/20	940		£52.51	£2.79	£49.72		Utility Warehouse	Sports Pavilion April 2020
		941/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/3		£33.02	£1.58	£31.44	RLOS	Utility Warehouse	UW Cem Apr 2020
		941/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cem Apr 2020
DD	29/05/20	941		£96.62	£12.18	£84.44		Utility Warehouse	Cemetery April 2020
		942/1		£10.00	£1.67	£8.33	RLOS	Utility Warehouse	UW CC Apr 20
		942/2		£31.20	£5.20	£26.00	P&F	Utility Warehouse	UW CC Apr 20
		942/3		£84.25	£4.01	£80.24	P&F	Utility Warehouse	UW CC Apr 20
		942/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	UW CC Apr 20
DD	29/05/20	942		£127.85	£11.28	£116.57		Utility Warehouse	Carvers C/House April 2020
Total				£58,783.07	£2,803.81	£55,979.26			



BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31st May 20			31st May 20	Movement	Cash Out
	£	£	£	£	£	£
Imprest (Current) Account	118,220	304,513	-200,000			104,513
Business Account	11,542	11,549				11,549
Investment Accounts	550,000	400,000	150,000			550,000
Greenways Rent Deposit	10,655	10,713				10,713
Petty Cash - Imprest	100	100				100
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	690,742	727,100	-50,000	0	0	677,100

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

17th June 2020

17th June 2020

Investment Accounts	CCLA	Instant access
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Notes:

1	Imprest Account	£
	Anticipated net expenditure in month:	50,000
	transfer to CCLA (approved May P&F)	150,000
	Net Movement on imprest account	200,000

2 **Investment Maturity**
No investments due to mature

3 The bank accounts were reconciled as at 31st May 2020

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

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first 2 months of the year 2020-21.
- 1.2 Income and expenditure to the end of May has been compared against the ised budget forecast which was approved at the January meeting of this Committee.
- 1.3 With respect to the 2019-20 outturn, the accounts are currently being audited and at this point there are no changes to report. All transactions for the year have been processed and the accounts are very close to being finalised. No further significant changes are anticipated.

2. INCOME & EXPENDITURE APRIL 2020 to MAY 2020

- 2.1 Expenditure to the end of May totalled £94,300. A further £7,200 is due to HCC in respect of pension contributions for May, so the total expenditure is £101,500 against a budget of £722,124. This is less than we would expect at this point in the year and the variance is mainly due to timing differences with some large payments expected later in the year. There is however an emerging underspend on pay costs (£68,400 against a budget to date of £75,540). Whilst some of this is attributable to the delay in implementing the April 2020 pay award, most is due to staff vacancies and reductions in overtime.
- 2.2 It is perhaps too early in the year to draw any wider conclusions about the spend to date. The Covid pandemic is likely to reduce costs in the short term as work is delayed but it is not expected to have a significant impact on Town Council expenditure overall.
- 2.3 The same cannot be said for income budgets. It is very likely that much of the sports activity will reduce and the consequent income, both from the hire of facilities and consequent grounds maintenance, will fall as a result.
- 2.4 Income received to date, excluding the precept and CIL stands at £9,198, or just 4% of the budget. Whilst some of this is attributable to delays in processing invoices, there is an underlying drop in income. Around 60% of the income recorded to date is in respect of cemeteries, but even here, the total revenue generated is only 12% of anticipated income.
- 2.5 A CIL receipt of £473 has been received which is somewhat less than anticipated (although no budget estimate was made for CIL as it is taken straight to reserves). The amount was challenged, given the rate of development in the Town, but it appears that this is the total due in this period. A further receipt is expected in the autumn.
- 2.5 Income will be monitored carefully over the coming months, but it is very likely that receipts will fall below budget plans.

3. Reserves

- 3.1 Reserves at 1st April were £485,709.27
- 3.2 The budget makes provision for a net transfer to reserves of £23,889. This is very likely to reduce given current circumstances but will be monitored carefully during the year. The reserves movements for 2019-20 and 2020-21 are included at Appendix 2.

A

4. FINANCIAL IMPLICATIONS

- 4.1 It is too early in the year to draw any conclusions from the spend against budget to date, however the current issues around Covid 19 are very likely to impact income generation. Total income for the year was budgeted at just under £230,000 and so this may be comfortably covered by the balance on the general reserve of £269,749.

5. RECOMMENDATION

It is **recommended** that:-

- 5.1 The budget position is noted.

For further information please contact:

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rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Actual Net	Balance
INCOME				
Policy & Finance				
200	Revenue Income	£132,298.00	£2,694.57	-£129,603.43
280	Carvers Club House Income	£12,170.00	£0.00	-£12,170.00
999	Suspense	£0.00	£561.97	£561.97
Total Policy & Finance		£144,468.00	£3,256.54	£141,211.46
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£35,408.00	£841.31	-£34,566.69
320	Cemetery Income	£45,531.00	£5,449.02	-£40,081.98
330	Allotment Income	£5,306.00	£33.41	-£5,272.59
Total Recreation, Leisure & Open Spaces		£86,245.00	£6,323.74	£79,921.26
Planning, Town & Environment				
400	Income	£1,100.00	£0.00	-£1,100.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00
Council				
100	Precept	£0.00	£259,953.50	£259,953.50
102	Interest Business A/c	£0.00	£1.00	£1.00
110	Client Deposits	£0.00	£71.03	£71.03
Total Council		£0.00	£260,025.53	-£260,025.53
Total Income		<u>£231,813.00</u>	<u>£269,605.81</u>	<u>£37,792.81</u>

Financial Budget Comparison

APPENDIX 1

A

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Actual Net	Balance
EXPENDITURE				
Policy & Finance				
2000	Establishment	£103,390.00	£4,003.26	£99,386.74
2100	Maintenance	£34,158.00	£0.00	£34,158.00
2200	Democratic Process (members Costs)	£11,448.00	£103.45	£11,344.55
2210	Grants	£7,000.00	£1,000.00	£6,000.00
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£120,689.00
2310	Employee overhead Costs	£2,343.00	£608.92	£1,734.08
2400	Other	£48,580.00	£1,078.50	£47,501.50
2500	Capital Financing	£31,546.00	£5,374.96	£26,171.04
2501	Capital	£0.00	£524.99	-£524.99
2600	Wages Control Account	£0.00	£61,217.54	-£61,217.54
2801	Carvers Employee Costs	£54,611.00	£48.33	£54,562.67
2802	Carvers Club House-	£19,614.00	£3,906.62	£15,707.38
9999	Suspense	£0.00	£31.99	-£31.99
Total Policy & Finance		£433,379.00	£77,898.56	-£355,480.44
Recreation, Leisure & Open Spaces				
3000	Recreation & Leisure (Other)	£66,550.00	£11,282.34	£55,267.66
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£143,537.00
3002	Employee Costs	£2,000.00	£0.00	£2,000.00
3200	Cemetery	£9,142.00	£1,466.82	£7,675.18
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£36,718.00
3300	Allotments	£2,307.00	£1,332.84	£974.16
3301	Allotments -Employee Costs	£10,009.00	£0.00	£10,009.00
3350	Capital Expenditure	£0.00	£2,250.00	-£2,250.00
Total Recreation, Leisure & Open Spaces		£270,263.00	£16,332.00	-£253,931.00
Planning, Town & Environment				
4000	Planning, Town & Environment	£1,858.00	£137.24	£1,720.76
4001	Employee Costs	£16,624.00	£0.00	£16,624.00
4050	Capital Expenditure	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£18,482.00	£137.24	-£18,344.76
Council				
10000	Petty Cash - Office	£0.00	-£91.99	£91.99
10001	Petty Cash - Youth	£0.00	£0.00	£0.00
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	£25.00	-£25.00
Total Council		£0.00	-£66.99	-£66.99
Total Expenditure		£722,124.00	£94,300.81	£627,823.19

A Financial Budget Comparison

APPENDIX 1

Comparison between 01/04/20 and 11/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Actual Net	Balance
Total Income	£231,813.00	£269,605.81	£37,792.81
Total Expenditure	£722,124.00	£94,300.81	£627,823.19
Funded by reserves		£0.00	
Total Net Balance	-£490,311.00	£175,305.00	

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

	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (Actual):			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	2,392			13,357			-1,000			12,357
Memorial Lantern	1,852				1,852			0			1,852
Carvers Grounds	11,300				11,300			0			11,300
Infrastructure & Open Spaces	9,473	3,000	-7,112	585	5,946	3,000		0		10,397	19,343
Total Provisions	178,481	53,692	-55,447	585	177,311	38,400	0	-12,000	0	0	203,711
<u>RESERVES</u>											
Earmarked Reserves:											
Dev Contribs	5,203		-420		4,783		-1,000	0			3,783
Cem Maint	1,670		-230		1,440		-230	0			1,210
Dev Cons(CIL)	14,101		-11,556	16,756	19,301			0	0		19,301
Capital Receipts	13,125				13,125			0	0		13,125
Grants Unapplied	0				0			0	0		0
Loans Unapplied	0				0			0	0		0
Total Earmarked Reserves and Provisions	212,580	53,692	-67,653	17,341	215,960	38,400	-1,230	-12,000	0	0	241,130
General Reserve	280,955		-11,206		269,749	0	-1,281				268,468
Total Reserves	493,535	53,692	-78,859	17,341	485,709	38,400	-2,511	-12,000	0	0	509,598

Note that the transfer from the general reserve of £-11,206 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.

**EXTRACT FROM THE MINUTES OF THE RECREATION, LEISURE AND OPEN SPACES
COMMITTEE ON WEDNESDAY 3rd JUNE 2020**

**OS/5973
EVENTS 2020**

Members considered the Town Clerk's report (*Annex C*). Cllr Ring provided further details in relation into his discussions with the provider. The recommendations were agreed.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That officers (acting on advice from Ringwood Events Team) have authority:-

- 1) To give notice cancelling the firework display contract or to agree to a cancellation proposed by the other party; and (in the event of such cancellation)
- 2) To enter into a replacement contract in respect of an event in 2021 and agree that the deposit already paid to the other party may be retained by it and stand as the deposit under such replacement contract.

ACTION C Wilkins

**OS/5975
TREE PLANTING**

Members considered the Town Clerk's report (*Annex E*). A condition of the grant is that there is a Contributing Third Party who pays 10% of the grant amount, which will be approximately £1,050. There is no specific budget allocated to support this application, however it was suggested that the funds set aside by the Council, to support the work of the REAL Working Party, may be considered and used for this purpose.

RESOLVED: That the proposed planting of 2,100 trees at Poulner Lakes and The Mount, subject to no issues being identified by CAT scanning, be supported.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That this Council act as the Contributing Third Party to RACE's 'Trees for the Future' grant application to Veolia Environmental Trust and contribute 10% of the grant amount, which is approximately £1,050.

ACTION C Wilkins

**OS/5976
CARVERS CLUBHOUSE FINANCES GRANT SUPPORT APPLICATION**

The Manager at Carvers Clubhouse answered questions in relation to costs and losses, arising from the closure of the clubhouse due to Covid-19. She explained the practicalities involved and adaptations required to make the clubhouse a safe environment for staff and users, when it does open.

She also indicated there were a lot of changes to implement should the clubhouse be aiming to open in the Summer, but also that some additional needs had been identified amongst young people, as a direct result of the current situation, and who would benefit from some support and interventions.

Members fully supported the Manager in her endeavours to get the facility up and running.

RESOLVED: That the Town Clerk's report (*Annex F*) be noted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That officers be authorised to apply for a grant from the Small Business Grants Fund to cover the losses sustained at the Clubhouse as a result of the Covid-19 outbreak.

ACTION C Wilkins

Increasing width of pavement of High Street between Fridays Cross & Market Square

1. Introduction and reason for the report

- 1.1 In the new Covid-19 times, shoppers using soon-to-be-open High Street shops need to be able to shop safely and the workforce within the shops need to be adequately protected. The 'social distancing' of two metres rule and protecting workers are key aspects of the Government's Covid-19 response as laid out in "Traffic Management Act 2004: network management in response to COVID-19", updated 23rd May 2020 and evident from the release of more funding from the High Streets Task Force;
- 1.2 This report describes a plan to enable social distancing on the High Street whilst maintaining traffic access;
- 1.3 This report also proposes the generation and distribution of 'Be Alert' packs to High Street businesses.

2. Background information and options

- 2.1 Appendix A shows a schematic overview of the proposed scheme involving two parts: temporary restriction of traffic to a single carriageway to increase effective pavement area from 10am to 4pm, Monday to Saturday, controlled by temporary traffic lights and manned by volunteers; and temporary closure of the A31 access from West Street. Temporary TROs on High Street are regularly deployed. The A31 access closure will be carried out permanently in due course as part of the A31 widening scheme;
- 2.2 Disabled parking and loading areas will be retained, subject to review. If possible, priority override for emergency vehicles and buses will be carried out by the volunteers;
- 2.3 Any change in pavement layout is an issue for blind and partially sighted people. However, as the pavement is being effectively increased in size, the impact may be anticipated to be negligible, if signage is kept off the existing pavement;
- 2.4 Market Day is not expected to be adversely affected by the temporary TRO.
- 2.5 The 'Be Alert' packs will be provided to High Street businesses containing items like Covid-19 related signage and hand sanitising gel;
- 2.6 Summary of estimated costs is shown in Appendix B.

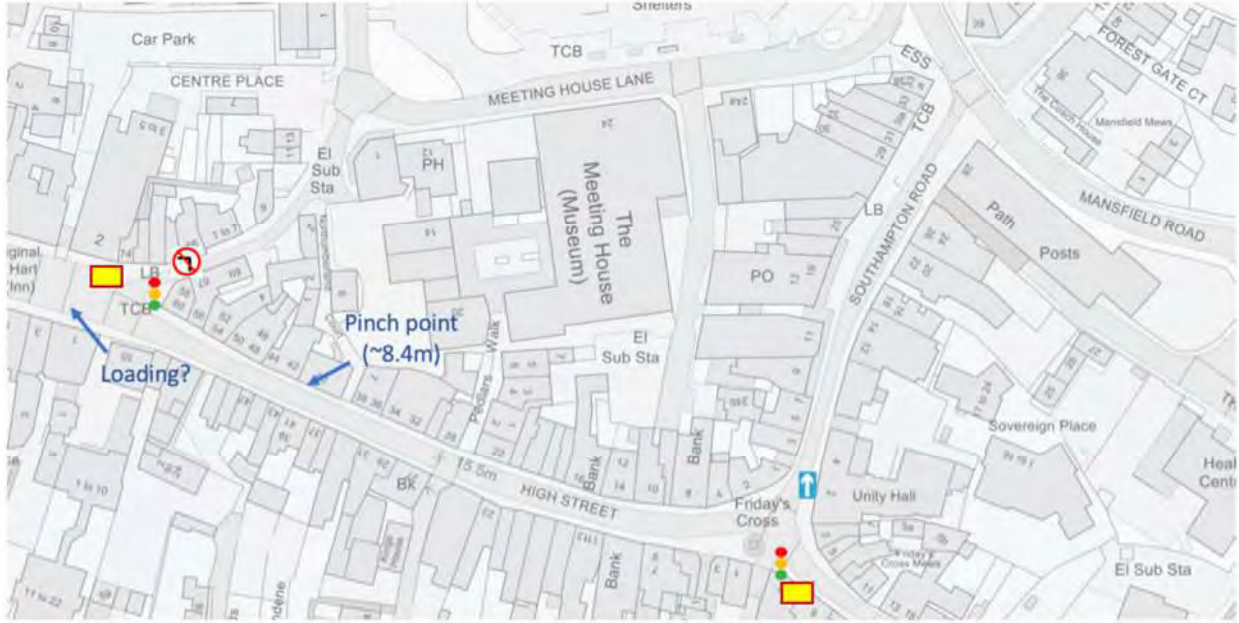
3. Issues for Decision

- 3.1 Whether to support in principle a proposal to NFDC or elsewhere for funding to support the temporary widening of pedestrian pavements with associated temporary traffic management provision and for how long;
- 3.2 Whether to support in principle a proposal to NFDC or elsewhere for funding to support the generation and supply of 'Be Alert' packs to High Street businesses.

C

Appendix A

Overview:



- Traffic Lights
- "Wait Here" and other traffic signage
- "One Way" sign
- "No Left Turn" sign

Detail:



Blue line markings on carriageway.



Appendix B:Summary of estimated costs**Upfront/one off costs:**

9x Chapter 8 type barriers	£ 180.00
Road signage	£ 300.00
Pavement signage (20 vinyls)	£ 100.00
Road paint	£ 100.00
Leaflets re traffic management	£ 80.00
Traffic light set up costs	£ 75.00
Traffic light dismantling costs	£ 75.00
License application to local Highways authority	£ 295.00
Subtotal:	£ 1205.00
HCC cost for progressing the emergency/temporary TRO	£ 150.00*
Cumulative subtotal:	£ 1355.00
~50x 'Be Alert' packs @ ~£30 each	£ 1500.00
Cumulative subtotal:	£ 2855.00
20% Contingency	£ 570.00
Total	£ 3425.00

Ongoing costs (per week):

Traffic light signalling	£ 110.00
Chapter 8 TL signage	£ 45.00
Battery change	£ 55.00
Total	£ 210.00
Quarterly total	£ 2750.00

* based on Christmas event TRO to NFDC



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2020-21 budget)								
A1	Website refresh	Brief for “meetings” section agreed. Detailed sitemap in preparation	£6,000 Annual budget	£3,000	£6,500	Significant	Probable	Carried over from 2019-20. Compliance deadline with accessibility regulations is in September.
A2	Carvers Clubhouse – Additional staff	Recruitment was started but suspended when the coronavirus outbreak began	£3,000 Annual budget	£0	£3,000	Moderate	Probable	
A3	Youth Outreach Workers	Suspended in response to the coronavirus outbreak	£5,500 Annual budget	£0	£5,500	Moderate	Probable	
Projects with budgetary implications (not included in 2020-21 budget but added since)								
B1	None							
Projects with no budgetary implications in 2020-21								
C1	Christmas Tree for Market Place	Officers await advice from Events Team on procurement				Minimal	Probable	
C2	Strategic Planning	Options for preparation of a strategy document are being prepared				Moderate	Probable	The review of the Scheme of Delegation and the Committee Terms of reference will be included in this process.