

**MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE**

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.

Held on Wednesday 2<sup>nd</sup> December 2020 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Darren Loose (Vice Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Cllr Jeremy Heron (*from 7.02pm until 8.40pm*)

ABSENT:

**OS/6013  
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6014  
APOLOGIES FOR ABSENCE**

All Members were present.

**OS/6015  
DECLARATIONS OF INTEREST**

There were none.

**OS/6016  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 4<sup>th</sup> November 2020 be approved and signed as a correct record.

**OS/6017  
CEMETERY MANAGEMENT MATTER**



Members considered the Town Clerk’s report (*Annex A*). An application had been made for installation of a memorial, which was larger than that currently permitted under the Cemetery Regulations. Members were asked to consider the application and review the regulations generally.

He confirmed that there would be no impact on cemetery maintenance and explained the circumstances in which a wider memorial across two plots could be permitted. Should the exclusive rights of burial change in the future, where ownership of each plot is subsequently held by different people, the memorial would have to be removed.

**RESOLVED:** 1) That, in principle, support be given to the relaxation of the rules to permit headstones to extend across two adjacent grave spaces for coffin burials and the Cemetery Regulations be re-drafted accordingly; and  
2) That the present application, in anticipation of the necessary detailed changes to the Regulations, be granted, provided the rights are brought into common ownership and subject to a requirement that the memorial be removed if they are ever separated.

**ACTION C Wilkins**

**OS/6018  
EVENTS MANAGEMENT**

It was reported that filming of the Christmas Lights Switch-On went well and Ringwood TV’s video has had over 10,000 views on social media. Thankyous were extended to Cllr Ring for fronting the event, Cllrs O’Reilly and Haywood for organising the stage, Jay Cox – Ringwood TV, the Sampson family and their Percheron horses and, of course, Father Christmas for coming all the way from Lapland with his elves.

A couple of minor issues with the Christmas lights had been resolved and the lights in West Street and Southampton Road are now working. The banners surrounding the tree in the Market Place promoted those businesses who had kindly provided sponsorship for the Christmas Tree.

The Events Co-Ordinator was thanked for her hard work organising Ringwood’s Winter Wanderland. There would be more publicity of this via Ringwood TV and the Ringwood and Fordingbridge News. The window competition was free to enter and there were a number of prizes to be won. Other groups are organising different competitions and thanks were extended to everyone involved.

It was noted that NFDC had announced free parking in NFDC car parks in the run up to Christmas on 5<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> December in support of local businesses.

**RESOLVED:** That the update in respect of events be received;

**OS/6019  
CARVERS WORKING PARTY**

The notes would be amended to show that Cllr Ring was in attendance at the meeting.

**RESOLVED:** That the notes of the Carvers Working Party meeting on 11<sup>th</sup> November 2020 be noted (*Annex B*).

**ACTION C Wilkins**



**OS/6020  
TREE MANAGEMENT MATTER**

Members considered the Town Clerk's report (*Annex C*) and heard from Cllr Turner in her capacity as Tree Officer. Having viewed the tree and discussed the matter with the Grounds Foreman, she concluded that whilst it was tragic to fell the tree, there were no other options, given its position. Access via the gate was required to maintain the open space.

**RESOLVED:** 1) That the tree be felled; and  
2) That provision be made to replace the felled tree with the planting of two established trees (not saplings), in the general vicinity.

<b>ACTION C Wilkins</b>
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**OS/6021  
COMMITTEE BUDGET 2021/22**

The Town Clerk clarified that *Annex D* was the budget report presented at the November meeting and had been provided simply for reference. The RFO's 'sandbox' circulated to Councillors more recently had included the bids made at that meeting. The Town Clerk indicated that this was the last opportunity to put forward any bids for the 2021/22 budget. All bids would then be evaluated by the Policy and Finance Committee and agreed by the Council.

Cllr Edge had worked up a proposal for additional play equipment for older children at Carvers Recreation Ground and Toad Corner. She had taken advice and presented illustrations of what could be provided and the associated costs. Members agreed, in principle, that the need and suitability of equipment for the age group (8–14years+) be researched further and that a budget bid of £36,000 be included for 2021/22, with a view to having further, more detailed discussions on the exact requirements, in due course, and other potential sources of funding.

The previous bid for a columbarium was increased from £23,000 to £25,000, although it may be considered a suitable project for CIL receipts.

The bid for a car park at Carvers was previously noted as a possible budget bid, but with no figure attached. Members agreed to bid for an increase to the fund set aside for a feasibility study for the workshop facility at Carvers (currently £3,000) to £10,000 and that this fund going forward would incorporate studies for both the workshop and the car park proposal.

*Cllr Heron left the meeting at 8.40pm.*

**RESOLVED:** That the three additional bids be put forward for consideration for the 2021/22 budget, as outlined above.

<b>ACTION R Fitzgerald / C Wilkins</b>
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**OS/6022  
PROJECTS**

**RESOLVED:** That the update in relation to projects be noted (*Annex E*).

<b>ACTION C Wilkins</b>
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There being no further business, the Chairman closed the meeting at 9.00 pm.

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

RECEIVED  
16<sup>th</sup> December 2020

APPROVED  
6<sup>th</sup> January 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

# RECREATION, LEISURE & OPEN SPACES COMMITTEE

2<sup>nd</sup> December 2020

## Cemetery management matter

# A

### 1. Introduction and reason for report

- 1.1 An application has been received for a type of memorial that is not permitted under the current Cemetery Regulations. The applicant has asked that members consider the application and this provides an opportunity for members to review the relevant Regulations.

### 2. Background information and options

- 2.1 The Council's Cemetery Regulations specify minimum dimensions for grave spaces for coffin burial (regulation 7) and maximum dimensions for memorials permitted on them (regulation 23).
- 2.2 The current application relates to a headstone to be installed across two adjacent plots and is significantly wider than the maximum allowed. There is no objection to this proposal in principle from a grounds maintenance point of view. However, the exclusive rights of burial have been granted in respect for each plot separately. Since legal difficulties might arise if the rights in the plots affected by such an installation were owned by different persons, steps would need to be taken to address this.
- 2.3 It seems that on two occasions within recent years similar applications were received. Both were granted by officers (apparently unaware that the Regulations did not allow this). In one case, the memorial has since been installed. In the other, the headstone has not yet been installed. Within the Gardens of Rest (both old and new), the Council has always allowed tablet memorials to be installed on double (i.e. side-by-side) plots. However, the Regulations do not clearly provide that such "double-plots" are single entities the rights to which cannot be separated.
- 2.4 In any event some change to the Regulations is desirable.
  - 2.4.1 If members wish, in effect, to retain the current restriction of memorials on grave spaces for coffin burial to the confines of each individual space but are content for "double memorials" on ashes plots to continue, the only changes needed are those required to clarify rules for the sale of rights to double ashes plots.
  - 2.4.2 If, alternatively, members wish to relax the current rules to allow memorials on adjacent grave spaces for coffin burial, more extensive changes will be needed.

Draft changes reflecting members' wishes would be prepared and presented for consideration at a future meeting.
- 2.5 Turning to the pending application specifically, members could in theory decide to allow it as an exception irrespective of the decision about changing the Regulations. However, there are no exceptional circumstances justifying a departure from the general rule in this case. So, if the current restriction is retained, the application ought to be refused. If members decide to relax the regulations to permit such applications in future, it would not be unreasonable to grant permission in this case, in anticipation of that change, subject to a requirement that the rights be brought into common ownership and the memorial removed if they are ever separated.

3. Issues for decision and any recommendations

- A**
- 3.1 Do members support in principle the relaxation of the rules to permit headstones to extend across two adjacent grave spaces for coffin burial?**
  - 3.2 If so, are members content to grant the present application in anticipation of the necessary detailed changes to the Regulations, provided the rights are brought into common ownership and subject to a requirement that the memorial be removed if they are ever separated.**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Kelvin Wentworth, Grounds Foreman  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)

## **Carvers Working Party**

### **Notes of meeting held on Wednesday 11<sup>th</sup> November 2020 at 7.00pm**

# B

Present: Cllr Andy Briers (Chair)  
Cllr Hilary Edge  
Cllr Jeremy Heron

In attendance: Christopher Wilkins – Town Clerk  
Charmaine Bennett – Clubhouse Manager  
Cllr. Gareth DeBoos  
Cllr. John Haywood  
Cllr. Glenys Turner

Absent: Cllr Rae Frederick  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly

#### **1. APOLOGIES FOR ABSENCE**

Cllrs. Frederick and O'Reilly had tendered apologies for absence and these were accepted.

#### **2. DECLARATIONS OF INTEREST**

No disclosable pecuniary interests were declared.

#### **3. NOTES OF PREVIOUS MEETING**

The Notes of the meeting on 14<sup>th</sup> February 2020 were approved for signature by the Chairman as a true and correct record.

#### **4. SERVICES REVIEW**

The Clubhouse Manager reported:

- That since the previous meeting in February the Clubhouse has only been open to a very limited extent owing to the pandemic.
- For the same reason no progress has been practicable on the actions agreed at the last meeting; the development of a business operational plan, the detached youth work and improved financial reporting.
- The tennis coaching sessions and the skate park competition also had to be cancelled.
- Most hirers also had to suspend their activities.
- We have registered under the Kickstart Scheme.
- The youth advisor engaged by It's Your Choice, is continuing to work, however.
- The outdoor table-tennis table has been installed.
- She has been able to get the building management (maintenance, servicing, regulatory compliance, etc.) better organized.
- She and the other staff are looking forward to resuming a full service as soon as circumstances allow and, since the needs identified in last year's youth services report remain and are likely to have intensified, the detached work will be developed with a particular emphasis on mental health needs.

The Town Clerk added:

# B

- The Bowling Club's project to re-develop their club-house and extend their lease has been on hold since the last meeting and it is unclear when (or even if) this will proceed).
- The pedestrian and cycleway way improvement has been substantially completed (though without the area to support invertebrates).
- The cricket square has been maintained though it has had no use owing to the pandemic. There remains only one local club interested in using it when circumstances allow.
- The play area and skate park were closed at the start of the pandemic but were subsequently re-opened.
- No progress has been possible with the project to improve the sheds.
- The roller stored by the school fence is no longer fit for use and is to be disposed of.

In response, members suggested that:

- Outside professional help be sought to advance the sheds project;
- Further efforts be made to encourage more use of the cricket facilities;
- If, in due course, more use is not made of the tennis courts for tennis then they be brought back under direct control and restored to grass (to compensate for grass lost elsewhere);
- Staff might benefit from training in helping with young people's mental health (Cllr Turner volunteered to help with this).

## 5. PROJECT PROPOSALS

After a wide-ranging discussion about the various ideas that have been mooted in recent years, the most suitable process for bringing project proposals forward and developing them for consideration and the inevitable impact of budget constraints on projects it was

### RESOLVED:

- 5.1 **The outdoor gym proposal be put on hold pending clarification of the Bowling Club's intentions;**
- 5.2 **Cllr. Briers will develop the car park proposal for further consideration;**
- 5.3 **That it be left to officers to propose a second outdoor table-tennis table if and when use of the existing one indicates sufficient demand;**
- 5.4 **That the tennis courts remain unchanged for now;**
- 5.5 **Cllr. Haywood will develop the water feature proposal for further consideration (and have regard to alternative possible uses of the river at other sites); and**
- 5.6 **Cllr. Edge will develop possible provision for facilities for older teenagers (possibly in conjunction with a separate proposal to be made regarding Toad Corner Play Area) with support from Cllrs. Frederick and Turner, for further consideration.**

ACTION: ALL
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## 6. FUTURE MEMBERSHIP AND PROCEEDINGS



The Town Clerk reported that in light of her other commitments, Cllr. O'Reilly has expressed a willingness to make way for others to join this working party in her place. Cllrs. Haywood and Turner expressed a desire to join the Working Party. The Town Clerk asked members to consider whether meetings of the Working Party would be easier to arrange and more effective if they took place according to a pre-arranged schedule rather than *ad hoc* as hitherto.

**RESOLVED:**

- 6.1 That Cllr. O'Reilly's resignation be accepted;**
- 6.2 That Cllrs. Haywood and Turner be admitted to membership of the Working Party;**
- 6.3 That the Town Clerk schedule future meetings at three-monthly intervals; for Wednesday evenings, when practicable.**

There being no further business, the meeting closed at 9.05pm.

RECEIVED  
2<sup>nd</sup> December 2020

APPROVED

COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

DRAFT

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

2<sup>nd</sup> December 2020

C

### Tree management matter

#### 1. Introduction and reason for report

- 1.1 A mature sycamore at North Poulner Play Area is causing concern and requires a policy decision from members.

#### 2. Background information and options

- 2.1 The photograph below shows the trunk of the tree in question. Located between the pedestrian and (now sole) means of vehicular access to the park and close to an adjoining house, it has now grown to the point where it obstructs vehicular access and needs regular cutting back.
- 2.2 The tree is healthy and poses no immediate danger or risk. However, it is growing vigorously. It was trimmed back recently but will shortly need pruning again to maintain a sufficient gap between its branches and the roof of the adjoining house.
- 2.3 Its trunk is now grown so wide that this year, for the first time, the hedge-cutting contractor was unable to get his tractor in to machine-cut the hedges. They will therefore have to be cut by the grounds maintenance team using hand-tools instead; a much slower and less efficient process. If this continues, the team may eventually be unable to get their tractor and roller mower through and would then be reduced to using a ride-on mower (which would take three times as long to mow the area).
- 2.4 If members were to agree that the tree be felled, officers would need to arrange for the stump to be ground out too. This would incur a significant one-off cost but be likely to save money in the long run (on the cost of repeated pruning).
- 2.5 By its current Tree Policy, the Council is committed to cutting back growth that threatens damage to adjoining premises. However, there is no provision for felling trees that need such attention very frequently or which (while otherwise perfectly healthy and safe) are inconveniently placed. The Policy is there to guide decision-making but it is not a strait-jacket – the Council can supplement or depart from it if there are sound reasons for doing so. Felling this tree would be deeply sad and regrettable but the consequences of retaining it may be judged unacceptable and only likely to worsen over time.

#### 3. Issues for decision and any recommendations

- 3.1 Should the tree be removed or retained?**
- 3.2 If the tree is removed, what provision for replacement planting at the site do members wish to direct?**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Kelvin Wentworth, Grounds Foreman  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)

C



*Figure 1 - Mature sycamore at North Poulner Play Area entrance*

**RECREATION, LEISURE AND OPEN SPACES COMMITTEE**  
**4th NOVEMBER 2020**

D

**REVISED BUDGET 2020/21 & DRAFT BUDGET 2021/2022**

**1. INTRODUCTION**

1.1 Members are required to consider the budget proposals for 2021/22 for this Committee and to make recommendations to the Policy and Finance Committee.

1.2 To assist Members, the following draft documents are attached:-

**Appendix A:** Shows the progress made on the new expenditure items approved for inclusion in the 2020/21 budget. Proposals for new items or growth have been taken from the project plan.

**Appendix B:** Shows the approved original budget 2020/21 of £196,197 (including non-recurring growth of £13,000, mostly funded from reserves), the draft revised budget 2020/21 of £202,036 which reflects the forecast outturn for 2020/21 together with the first draft budget for 2021/22 of £197,360 which excludes any new bids. The increase for 2021/22 is entirely due to reductions in predicted income. The revised budget 2020/21 includes residual investment in the boardwalk in the Pocket Park which was approved during 2019/20, and is funded from reserves.

For comparison, actual net expenditure in 2019/20 was £205,677 before transfers to and from provisions and £193,847 after transfers.

**Appendix C:** Shows the current fees and charges for 2020/21.

**2. REVISED BUDGET 2019/20**

2.1 The revised budget (column 7 Appendix B) shows a net increase of £5,839 over the original budget (column 6). The main reasons for this are:-

Details	£
1. Reduced allocated staff costs	-6,627
2. Reduced spend on maintenance	-4,140
3. Increased spend on equipment purchase and maintenance	4,364
4. Capital spend slippage from 2019/20 (Boardwalk)	5,150
5. Increased Covid measures (sanitisers etc.)	300
8. Reduced sports and recreation income	7,900
7. Reduced Cemeteries Income	3,100
8. Other spend adjustments	292
9. Additional transfer from earmarked reserves	-4,500
<b>Total</b>	<b>5,839</b>

2.2 The most significant cost reduction has been in allocated office staff costs which are projected to decrease by around £6,600 by the end of the year. This is caused by some vacancies in the back office and the effects of the pandemic. The pandemic has also reduced spend in a number of other areas but has also resulted in a significant fall in sports and recreation income in particular which is now expected to drop by £7,900.

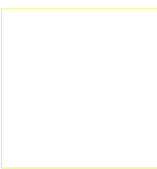
2.3 Cemeteries income has also fallen below expected levels, particularly with respect to memorials and the purchase of plots although other areas are broadly as originally anticipated.

# D

- 2.4 Members approved the acquisition of an additional small van for use by the grounds staff after the original budget was established in January 2020. This was subsequently procured at a cost of £2,500. The planned procurement of an aerator at an estimated cost of £5,000, to be funded from reserves, has not yet happened. In addition, there is a need to increase spend on equipment maintenance because some of the expenditure incurred in 2019/20 was settled in the current year. The underspend in last year was transferred to reserves.
- 2.5 Some of the additional spend picked up in the revised budget, notably the spend on the boardwalk which slipped from 2019/20, will be funded from reserves as originally planned.
- 2.5 Expenditure and income are otherwise generally on track to meet the original budget estimates, however, the revised budget also includes updated budgets in a few areas where it is apparent that current budgets are unlikely to be spent and there is some evidence that the full budgets are not likely to be required in the current year.

### 3. FIRST DRAFT BUDGET 2020/21

- 3.1 The base budget for 2021/22 has been prepared on an incremental basis by rolling forward the 2020/21 original budget and adjusting for non recurring expenditure and any known changes. At this stage, no decision has been taken on the application of inflationary cost changes.
- 3.2 Pay cost inflation of 2.5% was applied to the base budget for 2020/21 but the subsequent pay award was 2.75%. The under provision was eliminated by staff vacancies and the impact of the pandemic. No view has yet been taken on the likely pay award, if any, for 2021/22.
- 3.3 Page 1 of Appendix B shows the summary budget figures for the Committee, whilst Pages 2-5 show the detailed budgets for each area. The draft budget excludes any new expenditure bids. New bids that are being brought forward for consideration are set out in Appendix A.
- 3.4 The current fees and charges for all the other activities within this Committee are shown in Appendix C. Members are asked to consider the charges and whether an inflationary increase should be applied across the board or a more targeted approach be taken. In September , the Retail Price Index rate of the United Kingdom was 1.1 percent, after dropping from 2.6 percent in March, to 1.5 percent in April, and one percent in May. The inflation rate has fallen noticeably since the Coronavirus pandemic. Note that, because of the large increments necessary to retain a simple pricing structure, it is not desirable to raise all prices every year. Cemetery fees and charges are not due to be reviewed until March 2021.
- 3.5 The Committee is asked to consider the new bids in Appendix A, the draft budget proposals in Appendix B, and the proposed fees and charges in Appendix C. These will then go forward to the Policy & Finance Committee later this month for consideration as part of the Council's total budget. As last year, Members will also receive a copy of a budget "model", by email and are encouraged to model different options and feed any resulting budget suggestions for consideration and possible inclusion in the final budget proposals.
- 3.6 There will be a further opportunity to review all of the budget proposals and fees and charges for 2021/22 at the next meeting of this Committee and again before the budget is finalised in January 2021.



D

**4. NEW BIDS 2021/22**

4.1 There is presently only one new, non - recurring bid for 2021/22. This is for a project for cemetery digitisation at an estimated cost of £5,000. This will be funded from the cemetery reserve and so will not impact on the overall budget requirement. There are no new recurring bids.

4.2 In addition, there is likely to be some residual spend from programmes approved from the current year. These include the waste bin replacement programme which is a three year programme but for which progress has been delayed. There also remains the Carvers Improvement programme which was originally approved for inclusion in the 2018/19 budget and for which £8,562 of the £10,000 budget has been spent to date. In addition the Ash Grove play park fencing replacement project has not yet commenced and, like the Carvers improvement programme, is to be funded from reserves.

**5. RECOMMENDATIONS**

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) Consideration be given to any additional proposals for inclusion in Appendix A,
- iii) Consideration be given as to whether fees and charges for 2021/22 be adjusted and if so, what approach should be taken..

For further information please contact:

Rory Fitzgerald  
Finance Officer  
Tele: 01425 484723

or

Chris Wilkins  
Town Clerk  
Tele: 01425 484720



**RECREATION, LEISURE & OPEN SPACES COMMITTEE**  
**REPORT ON APPROVED BUDGET PROPOSALS FOR 2020/21**



NO.	ITEM	REASON	BUDGET 20/21 £	COMMENTS
1.	Poulner Lakes Access repairs	The access track to Poulner Lakes is in a poor state. Options to repair the surface are being explored	2,000	Project not yet started
2.	Waste bin replacement programme (3 year programme)	To instigate a managed programme of waste bin replacement as many of the current stock are in a poor state of repair.	2,000	Project not yet started.
3.	Replacement Aerator	The current machine is becoming costly to maintain. It is used in a variety of grounds maintenance contracts	5,000	Replacement equipment being sourced. To be funded from vehicle & equipment reserve.
4.	Ash Grove play park fencing	Existing fence is in a poor state of repair	6,000	To be funded from reserves. Project not yet commenced
		<b>TOTAL COSTS</b>	<b>15,000</b>	(£4,000 net of transfers from reserves )

**NEW BUDGET PROPOSALS FOR 2021/22**

NO.	ITEM	REASON	21/22 £	22/23 £	23/24 £	Priority
1.	Cemetery Digitisation Project	To replace existing paper systems with an up to date digital alternative	5,000	0	0	1
		Less funded from cemetery reserve	-5,000			
		<b>TOTAL NET COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**RECREATION & LEISURE COMMITTEE**  
**Budget & Revised Budget 2020/21 and Draft Budget 2021/22**

1	2	4	5	6	7	8	9	10
	Committee	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation £	Known Changes* £	Draft 21/22 £
	<b>Recreation &amp; Leisure</b>							
	Expenditure	248,288	223,763	214,091	215,319	0	-2,950	211,141
	Income	-34,422	-34,273	-35,407	-27,498	0	3,750	-31,657
	<b>Net Expenditure</b>	<b>213,866</b>	<b>189,490</b>	<b>178,684</b>	<b>187,821</b>	<b>0</b>	<b>800</b>	<b>179,484</b>
	Transfers to Reserves	16,900	19,900	17,900	17,900	0	0	17,900
	Transfers from Reserves	-66,189	-35,500	-11,000	-15,500	0	0	-11,000
	Growth bids and adjustments (net of transfers from reserves and income)		0	0	0	0	0	0
	<b>Sub Committee net expenditure</b>	<b>164,577</b>	<b>173,890</b>	<b>185,584</b>	<b>190,221</b>	<b>0</b>	<b>800</b>	<b>186,384</b>
	<b>Cemeteries</b>							
	Expenditure	48,218	43,687	45,863	44,567	0	188	46,051
	Income	-53,391	-34,073	-46,031	-42,932	0	0	-46,031
	<b>Net Expenditure</b>	<b>-5,173</b>	<b>9,614</b>	<b>-168</b>	<b>1,635</b>	<b>0</b>	<b>188</b>	<b>20</b>
	Transfers to Reserves	0	4,000	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
	<b>Sub Committee net expenditure</b>	<b>-5,403</b>	<b>13,384</b>	<b>3,602</b>	<b>5,405</b>	<b>0</b>	<b>188</b>	<b>3,790</b>
	<b>Allotments</b>							
	Expenditure	11,751	11,782	12,317	11,710	0	175	12,492
	Income	-4,901	-5,209	-5,306	-5,300	0	0	-5,306
	<b>Net Expenditure</b>	<b>6,850</b>	<b>6,573</b>	<b>7,011</b>	<b>6,410</b>	<b>0</b>	<b>175</b>	<b>7,186</b>
	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
	<b>Sub Committee net expenditure</b>	<b>6,850</b>	<b>6,573</b>	<b>7,011</b>	<b>6,410</b>	<b>0</b>	<b>175</b>	<b>7,186</b>
	<b>Total Recreation &amp; Leisure Committee Net Expenditure</b>	<b>166,024</b>	<b>193,847</b>	<b>196,197</b>	<b>202,036</b>	<b>0</b>	<b>1,163</b>	<b>197,360</b>





## RECREATION &amp; LEISURE COMMITTEE

Col. 1	2	3	4	5	6	7	8			9	10
Code CC	Description	Budget Manager	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation			Known Changes* £	Draft 21/22 £
							Type	%	£		
	<b>Establishment</b>										
3000/1/1	--Electricity	KW	546	607	700	700	2	0.0%	0		700
3000/1/2	--Cleaning mats/consumables	KW	15	4	50	100	3	0.0%	0		50
3000/1/3	--Environmental Agency	KW	446	1,081	1,060	1,060	3	0.0%	0		1,060
3000/1/4	--Health & Safety	KW	774	116	212	500	3	0.0%	0		212
3000/1/5	--Protective Clothes	KW	940	827	887	800	3	0.0%	0		887
3000/1/6	--Mobile Phones	KW	634	582	650	650	2	0.0%	0		650
3000/1/7	--Travel Expense	KW	260	0	150	50	4	0.0%	0		150
3000/1/8	--Water	KW	2,109	1,418	1,750	1,500	2	0.0%	0	-200	1,550
3000/1/9	--Playground Inspections	JH	250	250	281	250	3	0.0%	0		281
3000/1/10	--Fuel	KW	5,515	5,348	6,120	6,250	3	0.0%	0		6,120
	<b>Total Establishment</b>		<b>11,489</b>	<b>10,233</b>	<b>11,860</b>	<b>11,860</b>			<b>0</b>	<b>-200</b>	<b>11,660</b>
	<b>Maintenance</b>										
deleted	--The Bickerley	KW	309		0	0	4	0.0%	0		0
3000/2/1	--Buildings	KW	5,389	610	1,000	1,000	4	0.0%	0		1,000
3000/2/2	--Carvers Pavilion maintenance	KW	449	0	0	0	4	0.0%	0		0
3000/2/3	--Grounds - Carvers	KW	3,212	839	2,040	2,000	4	0.0%	0		2,040
3000/2/4	--Maint in Closed Churchyard	KW	1,370	0	1,000	1,000	4	0.0%	0		1,000
deleted	--Dr. Littles Garden	KW	0	0	0	0	4	0.0%	0		0
3000/2/5	--Long Lane Mtn	KW	135	102	1,000	500	4	0.0%	0	-500	500
3000/2/6	--The Bickerley/Pocket Park	KW	446	197	0	0	4	0.0%	0		0
3000/2/7	--Poulner Lakes	KW	38	397	2,000	2,000	4	0.0%	0	-2,000	0
3000/2/8	--War Memorial	KW	125	0	0	0	4	0.0%	0		0
3000/2/9	--Grounds - Other	KW	3,416	5,186	7,000	4,000	4	0.0%	0		7,000
3000/2/10	--Fencing	KW	280	500	750	750	4	0.0%	0		750
3000/2/11	--Tree Safety Work	KW	750	3,686	7,500	7,500	4	0.0%	0		7,500
3000/2/12	--Tree Safety Consultant	KW	0	873	4,500	3,000	4	0.0%	0		4,500
3000/2/13	--Pest Control	KW	770	600	600	500	3	0.0%	0		600
3000/2/14	--St Furn paint	KW	632	28	400	300	4	0.0%	0		400
3000/2/15	--Ash Grove Play Area	KW	126	180	6,000	6,000	4	0.0%	0		6,000
3000/2/16	--Play Areas	KW	971	2,188	1,530	3,500	4	0.0%	0		1,530
	<b>Total Maintenance</b>		<b>18,418</b>	<b>15,386</b>	<b>35,320</b>	<b>32,050</b>			<b>0</b>	<b>-2,500</b>	<b>32,820</b>
	<b>Machinery</b>										
3000/3/1	--Small Tools Purchase	KW	410	6,073	1,000	1,000	4	0.0%	0		1,000
3000/3/2	--Machine Maintenance	KW	9,203	6,333	6,750	8,000	3	0.0%	0	250	7,000
3000/3/3	--Machine Purch	KW	16,357	19,145	5,000	8,574	4	0.0%	0		5,000
3000/3/4	--Hiring Costs	KW	96	639	208	100	4	0.0%	0		208
3000/3/5	--tipper truck service/maint	KW	1,595	43	1,352	1,000	3	0.0%	0	-352	1,000
	<b>Total Machinery Costs</b>		<b>27,661</b>	<b>32,233</b>	<b>14,310</b>	<b>18,674</b>			<b>0</b>	<b>-102</b>	<b>14,208</b>
	<b>Employee Costs</b>										
	--Staff Recruitment	CW	0		0	0	4	0.0%	0		0
3002/1	--Staff Training	CW	2,707	1,475	2,000	2,000	4	0.0%	0		2,000
3001/1	--Office Staff Allocated Costs	CW	37,430	33,756	37,402	32,900	1	0.0%	0		37,402
3001/2	--Groundstaff Allocated Costs	CW	98,755	108,150	106,135	106,135	1	0.0%	0		106,135
	<b>Total Employee Costs</b>		<b>138,892</b>	<b>143,381</b>	<b>145,538</b>	<b>141,035</b>			<b>0</b>	<b>0</b>	<b>145,538</b>
	<b>Planters</b>										
3000/4	--Planters For Floral Displays	KW	0	0	0	0	4	0.0%	0		0
	<b>Total Planters</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>
	<b>Activities Expenses</b>										
3000/5/1	--Cricket	KW		0	255	100	3	0.0%	0	-155	100
3000/5/2	--Floodlighting	KW		0	0	0	3	0.0%	0		0
3000/5/3	--Tennis Courts	KW		450	153	100	3	0.0%	0		153
3000/5/4	--Poulner School Expenses	KW	4	264	255	250	3	0.0%	0		255
3000/5/5	--Football	KW	2,296	13	1,592	1,600	3	0.0%	0		1,592
3000/5/6	--Ringwood School Expenses	KW	4		0	0	3	0.0%	0		0
3000/5/7	--Rugby	KW			102	100	3	0.0%	0		102
3000/5/8	--Roundabout Flower Beds	KW	3,300	3,404	2,865	2,800	3	0.0%	0		2,865
3000/5/9	--Flower Beds	KW			765	500	3	0.0%	0		765
3000/5/10	--Skate Park Expenses	KW			0	0	3	0.0%	0		0
3000/5/11	--Young Childrens' Entertain	TBD			0	0	3	0.0%	0		0
	<b>Total Activities Expenses</b>		<b>5,604</b>	<b>4,131</b>	<b>5,988</b>	<b>5,450</b>			<b>0</b>	<b>-155</b>	<b>5,833</b>
	<b>Other</b>										
3000/6/1	--Dog Waste Collection	KW	853	878	875	900	3	0.0%	0	7	882
3000/6/2	--Dog Waste Bins	KW		26	200	200	4	0.0%	0		200
not set up	--Travellers	KW			0	0	4	0.0%	0		0
	<b>Total Other</b>		<b>853</b>	<b>904</b>	<b>1,075</b>	<b>1,100</b>			<b>0</b>	<b>7</b>	<b>1,082</b>
	<b>Total Revenue Expenditure</b>		<b>202,917</b>	<b>206,268</b>	<b>214,091</b>	<b>210,169</b>			<b>0</b>	<b>-2,950</b>	<b>211,141</b>

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	Capital Expenditure									
3350/1	--Carvers Recreation Ground Improvements	CW	4,300	3,649	0	650				0
3350/2	--Carvers workshop/storage feasibility	CW	41,071		0					0
3350/3	--Playground Equipment, Carvers	CW		3,022	0					0
3350/4	--Pocket Park Boardwalk	CW		10,824		4,500				0
	<b>Total Capital Expenditure</b>		<b>45,371</b>	<b>17,495</b>	<b>0</b>	<b>5,150</b>			<b>0</b>	<b>0</b>
	<b>COMMITTEE EXPENDITURE</b>		<b>248,288</b>	<b>223,763</b>	<b>214,091</b>	<b>215,319</b>			<b>0</b>	<b>-2,950</b>
	REVENUE INCOME									
300/1	--Wayleaves	RF	-175	-239	-200	-200	5	0.0%	0	-200
300/2	--The Bickerley	RF		0	0	0	5	0.0%	0	0
300/3	--Carvers	RF	-1,550	0	-1,000	0	5	0.0%	0	1,000
300/4	--Cricket	RF	-1,110	-1,616	-1,571	-500	5	0.0%	0	-1,571
300/5	--Floodlighting	RF		0	0	0	5	0.0%	0	0
300/6	--Tennis	RF	-89	-92	-102	-50	5	0.0%	0	-102
300/7	--Castleman Trail	RF	-715	-943	-728	-728	5	0.0%	0	-728
300/8	--Poulner Junior School	RF	-11,715	-10,377	-12,515	-10,000	5	0.0%	0	2,000
300/9	--Poulner Infant School	RF	-2,418	-2,750	-2,000	-1,750	5	0.0%	0	-2,000
300/10	--Football	RF	-7,464	-7,565	-7,400	-5,000	5	0.0%	0	-7,400
300/11	--Ringwood School	RF	-57	-362	-200	-200	5	0.0%	0	-200
300/12	--Ringwood Junior School	RF	-564	-545	-500	-400	5	0.0%	0	-500
300/13	--Bowling	RF	-1,732	-1,340	-1,592	-1,320	5	0.0%	0	-1,592
300/14	--Rugby	RF	-440	0	-1,000	-750	5	0.0%	0	750
300/15	--Grounds - Other Income	RF	-4,361	-5,110	-4,000	-4,000	5	0.0%	0	-4,000
300/16	--Roundabouts Flower Beds	RF	-2,032	-3,334	-2,600	-2,600	5	0.0%	0	-2,600
	<b>Total Revenue Income</b>		<b>-34,422</b>	<b>-34,273</b>	<b>-35,407</b>	<b>-27,498</b>			<b>0</b>	<b>3,750</b>
	CAPITAL INCOME/FINANCE									
	--Capital Grants	RF	0		0					0
	<b>Total Capital Income/Finance</b>		<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>	<b>0</b>
	<b>TOTAL COMMITTEE INCOME</b>		<b>-34,422</b>	<b>-34,273</b>	<b>-35,407</b>	<b>-27,498</b>			<b>0</b>	<b>3,750</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>213,866</b>	<b>189,490</b>	<b>178,684</b>	<b>187,821</b>			<b>0</b>	<b>800</b>
	Transfer To Provisions									
	--Machinery	RF	10,000	13,000	11,000	11,000				11,000
	--Play Equipment	RF	6,900	6,900	6,900	6,900				6,900
	<b>Total Transfers To Provisions</b>		<b>16,900</b>	<b>19,900</b>	<b>17,900</b>	<b>17,900</b>			<b>0</b>	<b>17,900</b>
	Transfer From Provisions									
	--Transfer from Provisions (rev)	RF	-20,046	-9,549	-11,000	-11,000				-11,000
	--Transfer from Provisions (cap)	RF	-45,371	-19,145	0					0
	--Transfer from Devlprs contrib CIL	RF	-772	-6,806	0	-4,500				0
	<b>Total Transfers From Provisions</b>		<b>-66,189</b>	<b>-35,500</b>	<b>-11,000</b>	<b>-15,500</b>			<b>0</b>	<b>-11,000</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>164,577</b>	<b>173,890</b>	<b>185,584</b>	<b>190,221</b>			<b>0</b>	<b>800</b>

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CEMETERIES										
Col. 1	2	3	4	5	6	7	8		9	10
Code CC	Description	Budget Manager	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Type	Inflation %    £	Known Changes* £	Draft 21/22 £
	<b>Establishment</b>									
3200/1/1	--Electricity	KW	939	458	473	475	2	0.0%    0		473
3200/1/2	--Water	KW	325	291	212	400	2	0.0%    0	88	300
3200/1/3	--Sewerage Expenses	KW		148	159		2	0.0%    0		159
3200/1/4	--Cleaning materials	KW	167	105	106	400	3	0.0%    0	100	206
3200/1/5	--Business Rates	CW	3,936	4,216	4,253	4,253	3	0.0%    0		4,253
3200/1/6	--Telephone	KW	229	293	320	320	2	0.0%    0		320
	<b>Total Establishment</b>		<b>5,596</b>	<b>5,511</b>	<b>5,524</b>	<b>5,848</b>			<b>0</b>	<b>188</b>
	<b>Maintenance</b>									
3200/2/1	--Buildings	KW	2,508	349	520	600	4	0.0%    0		520
3200/2/2	--Chemicals	KW	11	0	0	0	4	0.0%    0		0
3200/2/3	--Trees & Tree Planting Prog	KW	288	0	0	0	4	0.0%    0		0
3200/2/4	--Memorial Safety	KW	76	0	250	250	4	0.0%    0		250
3200/2/5	--Grounds	KW	4,159	316	500	400	4	0.0%    0		500
3200/2/6	--War Graves Maintenance	KW			849	849	3	0.0%    0		849
3200/2/7	--Columbarium	KW			0			0.0%    0		0
3200/2/8	--Refuse Collection	KW	765	1,065	1,500	1,000	2	0.0%    0		1,500
3200/2/9	--cemetery memorial purchases	KW					4	0.0%    0		0
	<b>Total Maintenance</b>		<b>7,807</b>	<b>1,730</b>	<b>3,620</b>	<b>3,099</b>			<b>0</b>	<b>0</b>
	<b>Employee Costs</b>									
3201/1	--Allocated Office Staff	CW	9,115	8,270	9,107	8,010	1	0.0%    0		9,107
3201/2	--Allocated Groundstaff	CW	25,700	28,176	27,611	27,610	1	0.0%    0		27,611
	<b>Total Employee Costs</b>		<b>34,815</b>	<b>36,446</b>	<b>36,718</b>	<b>35,620</b>			<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURE</b>		<b>48,218</b>	<b>43,687</b>	<b>45,863</b>	<b>44,567</b>			<b>0</b>	<b>188</b>
	<b>INCOME</b>									
320/1	--Burials	CW	-16,445	-15,123	-17,000	-17,000	5	0.0%    0		-17,000
320/2	--Purchase of Plots	CW	-24,280	-6,918	-15,836	-15,000	5	0.0%    0		-15,836
320/3	--Grave Maintenance	CW	-439	0	-259	-200	5	0.0%    0		-259
320/4	--Legacy	CW	-111	-113	-104	-100	5	0.0%    0		-104
320/5	--Memorials	CW	-11,284	-11,087	-11,000	-9,000	5	0.0%    0		-11,000
320/6	--War Graves	CW	-832	-832	-832	-832	6	0.0%    0		-832
320/7	--Memorial Benches & Installations	CW			-500	-300	5	0.0%    0		-500
320/8	--Transfer of exclusive rights of burial	CW			-500	-500	5	0.0%    0		-500
	<b>TOTAL INCOME</b>		<b>-53,391</b>	<b>-34,073</b>	<b>-46,031</b>	<b>-42,932</b>			<b>0</b>	<b>0</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>-5,173</b>	<b>9,614</b>	<b>-168</b>	<b>1,635</b>			<b>0</b>	<b>188</b>
	<b>Transfer To Provisions</b>									
	--Cemetery Provision	RF	0	4,000	4,000	4,000				4,000
	<b>Transfer From Provisions</b>									
	--Transfer from Provisions (rev)	RF	0		0	0				0
	--Transfer from Reserve (Maint)	RF	-230	-230	-230	-230				-230
	<b>Total Transfers From Provisions</b>		<b>-230</b>	<b>-230</b>	<b>-230</b>	<b>-230</b>				<b>-230</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>-5,403</b>	<b>13,384</b>	<b>3,602</b>	<b>5,405</b>			<b>0</b>	<b>188</b>



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2019-20 budget)</b>								
A1	War Memorial repairs	Work is largely complete. Just needs application of SmartWater to metal elements before submission of completion report to War Memorials Trust.	c.£8,500 Grant, budget & ?	£8,596	£8,596	Moderate	Probable	Carried forward from 2018-19. Grant offered by War Memorials Trust leaves funding gap.
A2	Carvers Rec improvements	See separate agenda for notes of Working Party meeting.	£10,000 CIL	£4,913	£10,000	Moderate	Probable	Carried forward from 2018-19.
A3	Grounds department workshop & store facilities	Tendering for the feasibility study suspended pending further clarification of the requirement.	£3,000 Budget	£0	£3,000	Moderate	Probable (study only)	Carried forward from 2019-20. Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A4	Christmas Lights – Replacement/re-procurement	Contract review meeting held on 3 <sup>rd</sup> March.	£17,000 Budget	£0	£17,000	Moderate	Definite	Carried forward from 2019-20. This item will not be updated further.
A5	Pocket Park Boardwalk	Work has finished and been paid for.	£15,585 Earmarked reserves	£15,585	£15,585	Moderate	Definite	Carried forward from 2019-20. The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations. This item will not be updated further.
A6	Poulner Lakes Access Road refurbishment	Further advice on options being sought	£2,000 Budget	£0	£2,000	Moderate	Possible	Technical advice and possible costs estimate awaited from NFDC
A7	Waste bin replacement programme		£2,000 Budget	£0	£2,000	Moderate	Probable (Yr 1 of 3)	Three-year programme starting in 2020-21. Start delayed by coronavirus outbreak



A8	Aerator refurbishment		£5,000 Provisions	£0	£5,000	Minimal	Probable	Start delayed by coronavirus outbreak
A9	Ash Grove fence replacement	Purchase order now raised with contractor	£6,000 Provisions	£0	£6,000	Moderate	Probable	Start delayed by coronavirus outbreak
A10	Bickerley roads improvements	Preliminary advice on options has been sought from NFDC	Unknown	£0	?	Significant	Unlikely	Progress delayed through want of officer time
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
<b>Projects with no budgetary implications in 2020-21</b>								
C1	Bickerley drainage works	Our agent has been urged to chase a conclusion of our compensation claim.				Moderate	Unlikely	