

POLICY & FINANCE COMMITTEE

Dear Member

11th February 2021

A meeting of the above Committee will be held on **Wednesday 17th February 2021** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk.

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by using the following link:-

<https://us02web.zoom.us/j/86441657637?pwd=VHI5V2U3SzY5c1BsZnhqdGhrZmtGdz09>
Meeting ID: 864 4165 7637 Passcode: 129409

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 20th January 2021

5. GRANT AID

To consider the following applications for Grant Aid (*Report A*):

- a. Forest Forge
- b. New Forest Disability Information Service
- c. Ringwood Coronavirus Assistance

6. FINANCIAL REPORTS (*Report B*):

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

7. WAR MEMORIAL

To consider a recommendation from the Recreation, Leisure and Open Spaces Committee that the remaining balance of the War Memorial refurbishment costs (£4,776) be funded from the General Reserve (*OS/6036 refers*)

8. PROJECTS (current and proposed)

To consider the officers' report (*Report C*), receive any verbal updates and agree next steps where necessary.

9. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

10. PROPERTY MANAGEMENT MATTER

To receive a verbal confidential report from the Town Clerk

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

Committee Members

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

Student Advisors

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

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POLICY & FINANCE COMMITTEE 17th February 2021

GRANTS 2020/2021

GRANTS REQUESTED

	PREVIOUS GRANTS PAID			
	2017/18	2018/19	2019/20	Requested
	£	£	£	£
Forest Forge	500	N/A	1,000	500
New Forest Disability Information Service	N/A	250	0	RTC discretion
Ringwood Coronavirus Assistance Ltd (RCA)	N/A	N/A	N/A	400+VAT
			Total	900+

2020/21 FUNDS AVAILABLE

	£
2020/21 Budget	7,000
Total Funds available	7,000
Less Paid	6,550
Total Unspent @ 12/1/2021	450

2020/21 GRANTS PAID TO DATE

	Min Ref	£
Citizens Advice New Forest	F/5796	1,000
Poulner Infant School	F/5837	750
FORIS (Friends of Ringwood Infants School)	F/5837	2,000
Transition Ringwood	F/5850	750
Ringwood Mens Sheds	F/5850	1,000
Ringwood Surplus Store - Business Support Packs	F/5809	1,119
- less funding for coronavirus support packs		-1,119
Ringwood Action for Climate Emergency (RACE)	F/5828	1,050
	TOTAL	6,550

2020/21 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2020/21 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected



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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Forest Forge Theatre Company
Charity Registration Number (if appropriate)	289644
Postal Address for the organisation (if there is one)	9-10 Endeavour Park Crow Arch Lane Ringwood BH24 1SF
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£500
What is the purpose of the grant?	<p>We are requesting Ringwood Town Council to support our work after 40 years of dedication to the Ringwood community, in this very difficult year of Covid 19. We have striven to continue to provide a service, despite loss of earned income, for our local communities throughout the pandemic on-line, some face to face and in the post. We have promoted community and individual wellbeing through drama and arts activities for the residents of Ringwood; See It Be It Write It, Buzzy Bees weekly, Writers and Impro course, Youth There and Act your Age. We have been a life line to our community in their isolation.</p> <p>Throughout the pandemic Forest Forge has focussed on supporting community groups we work with on- line activity for example for youth theatre and Act Your Age over 65's plus one to one sessions with participants especially the young teenagers suffering mentally due to Covid lockdowns and restraints. We have invited Ringwood born graduates from youth theatre and drama school to be part of our artists talks to inspire the local young people.</p>

b) To encourage local support and participation to develop a stronger community spirit in Ringwood; we sent sun flower seeds in the post to all our regular participants to bring hope during this difficult time to bring the community we engage with closer together – photos were shared of their sunflowers and stories written which gave everyone a strong sense of community especially at a time when people cannot meet

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<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>In a normal year approx. 12,000 with Carnival, fan fare for spring, youth theatre, young company, act your age, Ringwood primary school, hires for yoga and Hyde brass band rehearsals, elevate work experience, shows for local audiences....</p>	
<p>How many Ringwood people would benefit?</p>	<p>12,000</p>	
<p>Total cost of project</p>	<p>£ 145,000 annual budget 9,000</p>	

Information about your Organisation

<p>Membership:</p>	<p>What facilities do you provide?</p>	
<p>Subscription: £ We do not have subscriptions</p>	<p>Drama for all ages -Youth Theatre, professional touring shows, drama for over 65;s, schools projects, on line writing courses with playwrights, a venue and cultural hub, training, hire facility a .community resource</p>	
<p>Names of competing or similar organisations</p>	<p>Similar organisations – Proteus Theatre Basingstoke, Salisbury Playhouse, Winchester Theatre Royal</p>	
<p>Please tick to confirm that payment details have been provided on page 1</p>	<p><input checked="" type="checkbox"/></p>	

Funds available to your organisation

(apart from this grant application)

<p>Cash in hand: £9,000</p>	<p>Annual income: £145,000</p>	
<p>Other sponsoring bodies and amounts donated by them</p>	<p>Carpet Barn</p>	<p>£1,000</p>
		<p>£</p>
		<p>£</p>
<p>Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.</p>	<p>NFDC 45k received Arts Council 35k received Community Fund 10k received HCC £20k Cultural Recovery Fund 35k applying</p>	



Ringwood Town Council Grant Aid

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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	New Forest Disability Information Service
Charity Registration Number (if appropriate)	1104589
Postal Address	[REDACTED]
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

Details of Grant Request

Amount requested	£ At your discretion please
What is the purpose of the grant?	<p>To provide free, confidential, impartial disability related information and advice to anyone of any age with any disability in Ringwood, their families and carers.</p> <p>We provide a welfare benefit application service (all over the telephone since covid-19), including preparing, and for the most vulnerable clients, representing them at tribunal hearings. We have a 100% track record for winning these welfare benefit tribunal cases. Overall we have secured over £960,000 for clients since April 2020.</p> <p>We advise approx. 2,000 people with 7,000 enquiries a year.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Some of the most vulnerable people in Ringwood could receive support to maximise their income, be awarded the correct benefits and support to enable them to live independently and safely in their own home. With access to food, fuel, support services and appropriate systems put in place; we have helped some clients who were on the edge of despondency.</p>

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How many Ringwood people would benefit?	86 clients from Ringwood were helped in 2019/20
Total cost of project	£ 135,000
If a grant is awarded, to whom should the cheque be payable?	New Forest Disability Information Service
Account information for BACS payment	[REDACTED]

Information about your Organisation

Membership:	What facilities do you provide? Free service available to all – no referrals required although many GPs, Care Navigators, Social Prescribers etc do refer clients to us.
Subscription: £	
Names of competing or similar organisations	No competing organisation. We specialise in disability related issues and work with partner organisations eg Age Concern New Forest, CAB New Forest, It's Your Choice & Foodbanks etc

Funds available to your organisation

(apart from this grant application)

Cash in hand: £46,500 approx	Annual income: £110,000 approx	
Other sponsoring bodies and amounts donated by them	NFDC	£12,500
	Henry Smith Charity	£ 6,000
	NET	£6,750
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Town & Parish Councils usually awarded from £50 to £2,000 depending on size. 2 contracts produce £32,000 approx per annum	
Signature of Applicant	[REDACTED]	Date 9 February 2021
Position within the Organisation:	Chief Executive	

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

Please refer to the separate Notes for Applicants document.
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

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New Forest Disability Information Service
known as New Forest Disability

(A company limited by guarantee)

Annual Report and Financial Statements
Year Ended 31 March 2020

Company registration number: 05124781

Charity registration number: 1104589

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New Forest Disability Information Service

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New Forest Disability Information Service

Trustees Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

Objectives and activities

Objects and aims

To provide free, impartial and confidential disability related information, advice and guidance for people with disabilities, their families, carers, professionals and other interested parties throughout the New Forest and surrounding areas.

The charity aims to continue to provide people with disabilities and those that support them, in the New Forest and the surrounding areas, with free, impartial and confidential information which enables them to lead active and fulfilling lives integrated in society.

Public benefit

All charitable activities focus on the relief of people with disabilities living in the New Forest and surrounding areas so that they may lead active and fulfilling lives integrated in society and are exclusively undertaken to further our charitable purposes for the public benefit.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

The year under review has been particularly challenging for our staff and trustees, and in its later stages also for the disabled community that we serve.

On the positive side we have benefitted from the enlarged and dramatically improved premises and working conditions, offering greater efficiency for staff, and a more welcoming environment and greater privacy for our clients.

As a result we have been able to provide a better and more extensive service and once again to make a small financial operating surplus.

The final weeks of the year were badly affected by the early stages of the Coronavirus pandemic. The problems normally suffered by our clients were severely aggravated by reduced freedom of movement and much less of the social interaction which is so important to disabled people. Our own work had to be changed from primarily face-to-face support to contact mainly by telephone, with correspondingly greater hardship for those affected.

Our staff and volunteers responded magnificently to these challenges and developed new ways of giving the vital support needed, while ensuring that we comply with Government rules and advice on maintaining safe procedures.

A wonderful and extremely generous donation was received from the estate of a former volunteer and trustee, which in accordance with the donor's wishes will be retained to ensure the future health and success of the charity, and so that it can weather any future problems which might otherwise threaten its financial health or even its survival.

We believe that NFDIS faces the current year in a good condition to deal with the substantial difficulties that Coronavirus presents to our own organisation and to the disabled community.



New Forest Disability Information Service

Trustees Report

Financial review

Policy on reserves

The trustees have agreed a reserves policy of maintaining free reserves equal to not less than six months income and not more than twelve months income having regard for the charity's (actual and contingent) liabilities. Subject to an appropriate level of free reserves, £2,000 will be transferred each year into a designated fund (the IT Replacement Fund) against which expenditure on replacement computer equipment will be charged. Any surplus/(deficit) of reserves, may at the trustees discretion, be transferred into/(from) another designated fund entitled the New Projects Fund, which will be used to develop and improve the services offered to the disabled community or the Front Door Ramp designated fund, which will be used to replace the worn ramp including electrics.

Structure, governance and management

Nature of governing document

The organisation is a charitable company limited by guarantee, incorporated on 11 May 2004 and registered as a charity on 28 June 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable charity and is governed under its Articles of Association.

Recruitment and appointment of trustees

Trustee meetings are held periodically during the year. Potential appointments of new trustees are discussed at these meetings.

Induction and training of trustees

Procedures for induction and training of new trustees are in place.

New Forest Disability Information Service

Trustees Report

Reference and Administrative Details

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Principal Office

6 Osborne Road
New Milton
Hampshire
BH25 6AD

Registered Office

6 Osborne Road
New Milton
Hampshire
BH25 6AD

The charity is incorporated in England and Wales.

Company Registration Number 05124781

Charity Registration Number 1104589

Solicitors Heppenstalls
75 High Street
Lymington
Hampshire
SO41 9YY

Bankers Barclays Bank PLC
Lymington
61 High Street
Lymington
Hampshire

Independent Examiner PKF Francis Clark
Towngate House
2 - 8 Parkstone Road
Poole
Dorset
BH15 2PW

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New Forest Disability Information Service

Trustees Report

The annual report was approved by the trustees of the charity on 13 August 2020 and signed on its behalf by:

A black rectangular redaction box covering a signature.A black rectangular redaction box covering a signature.

New Forest Disability Information Service

Statement of Trustees' Responsibilities

The trustees (who are also the directors of New Forest Disability Information Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 13 August 2020 and signed on its behalf by:



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New Forest Disability Information Service

Independent Examiner's Report to the trustees of New Forest Disability Information Service

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 7 to 19 .

Respective responsibilities of trustees and examiner

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

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

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

Basis of independent examiner's report

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

Independent examiner's statement

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

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

Anne-Marie Gates FCCA FCA

Towngate House
2 - 8 Parkstone Road
Poole
Dorset
BH15 2PW

26 August 2020

New Forest Disability Information Service

Statement of Financial Activities

Year Ended 31 March 2020

(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:				
Voluntary income	2	104,605	44,471	149,076
Investment income	3	40	-	40
Total Income		<u>104,645</u>	<u>44,471</u>	<u>149,116</u>
Expenditure on:				
Charitable activities	4	<u>(103,529)</u>	-	<u>(103,529)</u>
Total Expenditure		<u>(103,529)</u>	-	<u>(103,529)</u>
Net income		1,116	44,471	45,587
Transfers between funds		<u>2,339</u>	<u>(2,339)</u>	-
Net movement in funds		3,455	42,132	45,587
Reconciliation of funds				
Total funds brought forward		<u>61,106</u>	<u>2,339</u>	<u>63,445</u>
Total funds carried forward	14	<u>64,561</u>	<u>44,471</u>	<u>109,032</u>
		Unrestricted funds £	Restricted funds £	Total 2019 £
Income from:				
Voluntary income	2	111,143	41,342	152,485
Investment income	3	54	-	54
Total Income		<u>111,197</u>	<u>41,342</u>	<u>152,539</u>
Expenditure on:				
Charitable activities	4	<u>(107,922)</u>	-	<u>(107,922)</u>
Total Expenditure		<u>(107,922)</u>	-	<u>(107,922)</u>
Net income		3,275	41,342	44,617
Transfers between funds		-	<u>(39,003)</u>	<u>(39,003)</u>
Net movement in funds		3,275	2,339	5,614
Reconciliation of funds				
Total funds brought forward		<u>57,831</u>	-	<u>57,831</u>
Total funds carried forward	14	<u>61,106</u>	<u>2,339</u>	<u>63,445</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 is shown in note 14.



New Forest Disability Information Service

Balance Sheet

31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	9	2,326	2,770
Current assets			
Debtors	10	1,315	1,275
Cash at bank and in hand		<u>125,308</u>	<u>87,625</u>
		126,623	88,900
Creditors: Amounts falling due within one year	11	<u>(7,917)</u>	<u>(16,225)</u>
Net current assets		<u>118,706</u>	<u>72,675</u>
Total assets less current liabilities		121,032	75,445
Provisions	12	<u>(12,000)</u>	<u>(12,000)</u>
Net assets		<u>109,032</u>	<u>63,445</u>
Funds of the charity:			
Restricted funds		44,471	2,339
Unrestricted income funds			
Unrestricted funds		<u>64,561</u>	<u>61,106</u>
Total funds	14	<u>109,032</u>	<u>63,445</u>

For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

New Forest Disability Information Service

Balance Sheet

31 March 2020

The financial statements on pages 7 to 19 were approved by the trustees, and authorised for issue on 13 August 2020 and signed on their behalf by:

D Wansbrough
Trustee

R Odbert
Trustee

Company Registration Number: 05124781



New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

New Forest Disability Information Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Deferred income

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

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

Investment income

Investment income is recognised on a receivable basis.

Expenditure

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

New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

Charitable activities

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

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Short leasehold property	15 years straight line
Fixtures and fittings	15% reducing balance

Provisions

Provisions are recognised when the charity has an obligation at the reporting date as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

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New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

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

New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

2 Income

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	General £	£	£	£
Voluntary income;				
Grants receivable	63,615	-	63,615	79,380
Sales of donated goods	13,187	-	13,187	11,748
General donations	17,592	-	17,592	54,999
Legacies	-	44,471	44,471	-
Commission on equipment sales	1,137	-	1,137	1,224
General fundraising	9,074	-	9,074	5,134
	<u>104,605</u>	<u>44,471</u>	<u>149,076</u>	<u>152,485</u>

3 Investment income

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	40	40	54
	<u>40</u>	<u>40</u>	<u>54</u>

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New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

4 Expenditure on charitable activities

	Unrestricted funds		Total 2020 £	Total 2019 £
	Designated £	General £		
Fundraising costs	-	1,397	1,397	1,464
Wages and salaries	-	51,469	51,469	50,919
Staff NIC (Employers)	-	2,092	2,092	1,970
Travelling	-	3,652	3,652	3,013
Rent, rates and utilities	-	21,095	21,095	15,969
Insurance	-	1,578	1,578	1,628
Equipment repairs and renewals	3,574	1,404	4,978	1,422
Telephone	-	7,238	7,238	7,432
Postage, printing and stationery	-	2,693	2,693	2,024
Subscriptions	-	272	272	303
Equipment hire	-	473	473	1,234
Sundry expenses	-	1,745	1,745	1,614
Publicity	-	613	613	1,141
Legal and professional fees	-	1,156	1,156	2,957
Dilapidations	-	-	-	12,000
Depreciation	-	444	444	696
	<u>3,574</u>	<u>97,321</u>	<u>100,895</u>	<u>105,786</u>

In addition to the expenditure analysed above, there are also governance costs of £2,634 (2019 - £2,136) which relate directly to charitable activities and comprise independent examiner's fee.

New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

5 Net incoming/outgoing resources

Net incoming resources for the year include:

	2020	2019
	£	£
Depreciation of fixed assets	<u>444</u>	<u>696</u>

6 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

7 Staff costs

The aggregate payroll costs were as follows:

	2020	2019
	£	£
Staff costs during the year were:		
Wages and salaries	51,469	50,919
Social security costs	<u>2,092</u>	<u>1,970</u>
	<u>53,561</u>	<u>52,889</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2020	2019
	No	No
Management and administration	<u>6</u>	<u>5</u>

No employee received emoluments of more than £60,000 during the year.



New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

8 Taxation

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

9 Tangible fixed assets

	Short leasehold property £	Fixtures and fittings £	Total £
Cost			
At 1 April 2019	3,192	22,293	25,485
At 31 March 2020	3,192	22,293	25,485
Depreciation			
At 1 April 2019	3,159	19,556	22,715
Charge for the year	33	411	444
At 31 March 2020	3,192	19,967	23,159
Net book value			
At 31 March 2020	-	2,326	2,326
At 31 March 2019	33	2,737	2,770

10 Debtors

	2020 £	2019 £
Other debtors	1,315	1,275

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Other taxation and social security	998	1,580
Other creditors	6,919	10,305
Deferred income	-	4,340
	7,917	16,225

New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

12 Provisions

The terms of the lease on the first floor of the charity's offices at Osborne Road require that, on the termination of the lease, the lift is removed and the property is restored to its condition at the commencement of the lease. It is considered prudent to provide for the cost of this work, which has been estimated at £12,000.

13 Commitments

Other financial commitments

The total amount of other financial commitments not provided in the financial statements was £8,500 (2019 - £25,500).



New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

14 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
General					
Unrestricted general funds	29,531	104,645	(99,955)	(1,411)	32,810
Designated					
Unrestricted designated funds	<u>31,575</u>	<u>-</u>	<u>(3,574)</u>	<u>3,750</u>	<u>31,751</u>
Total Unrestricted funds	61,106	104,645	(103,529)	2,339	64,561
Restricted funds					
Restricted funds	<u>2,339</u>	<u>44,471</u>	<u>-</u>	<u>(2,339)</u>	<u>44,471</u>
Total funds	<u>63,445</u>	<u>149,116</u>	<u>(103,529)</u>	<u>-</u>	<u>109,032</u>
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Unrestricted funds					
General					
Unrestricted general funds	28,256	111,197	(107,922)	(2,000)	29,531
Designated					
Unrestricted designated funds	<u>29,575</u>	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>31,575</u>
Total unrestricted funds	57,831	111,197	(107,922)	-	61,106
Restricted funds					
Restricted funds	<u>-</u>	<u>41,342</u>	<u>-</u>	<u>(39,003)</u>	<u>2,339</u>
Total funds	<u>57,831</u>	<u>152,539</u>	<u>(107,922)</u>	<u>(39,003)</u>	<u>63,445</u>

New Forest Disability Information Service

Notes to the Financial Statements

Year Ended 31 March 2020

15 Analysis of net assets between funds

	Unrestricted funds		Total funds £
	General £	Designated £	
Tangible fixed assets	2,326	-	2,326
Current assets	82,152	44,471	126,623
Current liabilities	(7,917)	-	(7,917)
Provisions	(12,000)	-	(12,000)
Total net assets	<u>64,561</u>	<u>44,471</u>	<u>109,032</u>



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

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood Coronavirus Assistance Ltd (RCA), on behalf of Ringwood and Poulner infant and junior schools.
Charity Registration Number (if appropriate)	
Postal Address for the organisation (if there is one)	[REDACTED]
Please tick to confirm that contact details have been provided on page 1	*tick*

Details of Grant Request

Amount requested	Purchase of four monitors at cost of about £400 plus VAT
------------------	--

A

<p>What is the purpose of the grant?</p>	<p>RCA was set up and run as a not-for-profit company to provide assistance to parishioners struggling to cope with the consequences of Covid-19. In particular, we helped people isolating to receive prescriptions and essential shopping. We also provided care homes and schools with thousands of items of PPE, such as visors and masks. Although we are not operating these services now, as other agencies have stepped up their offering, we have been monitoring whether there is a Covid-19 related need that we can help to address.</p> <p>Schools are currently open for children of essential workers and it is expected that they will fully reopen in March. It is known that enclosed spaces are higher risk areas due to coronavirus being able to spread by airborne transmission and the more infectious B117 variant has increased the transmission risks. Government advice is to ensure all enclosed areas are well ventilated where folk from different households gather for whatever reasons. But how can it be determined that an area is well ventilated?</p> <p>One approach is to monitor carbon dioxide levels, which is a technique routinely used to check air quality. The level of carbon dioxide in an enclosed space is directly related to the number of people in that area. If ventilation is poor, then carbon dioxide levels increase along with the likelihood of there being dangerous levels of airborne viral particles. Monitoring carbon dioxide levels is therefore an indirect way of determining risk of transmission.</p> <p>The RCA directors are seeking a grant from RTC to fund the provision of carbon dioxide monitors to the four infant and junior schools in the parish. The type of monitor it proposes isn't the cheapest available, but benefits from a simple air quality display, a small and portable size (so inconspicuous) and also analyses airborne particulates.</p> <p>The RCA directors have purchased one monitor that has been trialled successfully at Poulner Infants. The trial found that the level of carbon dioxide varied depending on room and use. The monitor enabled use of rooms to be regulated and ventilation varied in order to manage the transmission risk. Staff have been reassured by regular monitoring. Other schools are now interested in using a monitor.</p> <p>This grant request would enable provision of monitors to Ringwood Infants, Ringwood Junior, Poulner Infants and Poulner Junior schools. The monitor bought by the RCA directors would be returned for use in testing other places, such as care homes.</p>
<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>Decreasing risk of Covid transmission within schools is expected to reduce the risk of Covid infection within the community.</p>
<p>How many Ringwood people would benefit?</p>	<p>All staff and pupils at the four schools (1350 approximately)</p>
<p>Total cost of project</p>	<p>£ 400 approximately</p>

Information about your Organisation

A

Membership: 0	What facilities do you provide? Currently, RCA is dormant, but we are ready to step up if required due to the ongoing pandemic.
Subscription: £0	
Names of competing or similar organisations	None
Please tick to confirm that payment details have been provided on page 1	*tick*

Funds available to your organisation

(apart from this grant application)

Cash in hand: £800 approx (reserve maintained in case we have to step up and to cover operating costs)	Annual income: £0	
Other sponsoring bodies and amounts donated by them	The trial device was funded by RCA directors	£125
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Not for this application, but we have received funding from various bodies previously, such as NFDC, as well as donations from members of the public.	

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

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B

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17th February 2021

Paid Expenditure Transactions

between 01/01/21 and 31/01/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	04/01/21	1385		£80.00	£0.00	£80.00	P&F	TLC Online	web site maintenance 2000/1/14
DD	04/01/21	1386		£193.00	£0.00	£193.00	P&F	New Forest District Council	2802/1/6
DD	04/01/21	1387		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Cemetery rates 3200/1/5
		1388/1		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	Quarterly photocopier rental January to March 2021 2000/1/9
		1388/2		£48.00	£8.00	£40.00	P&F	CF Corporate Finance Ltd	Photocopier annual service charge 2000/1/9
DD	04/01/21	1388		£404.40	£67.40	£337.00		CF Corporate Finance Ltd	2000/1/9
		1187/1		£396.00	£66.00	£330.00	RLOS	Peter Noble Ltd	2 x drop down bollards for Poulner Lakes gate 3000/2/9
274	05/01/21	1187	RTC803807	£396.00	£66.00	£330.00		Peter Noble Ltd	3000/2/9
273	05/01/21	1344		£50.00	£0.00	£50.00	P&F	Greenbee Semro	refund of Christmas in Ringwood 2020 2400/9
PAY	06/01/21	1401		£18.91	£0.00	£18.91	P&F	Lloyds CC	bank charges 10/11/20 - 9/11/20 2000/1/18
DD	11/01/21	1389		£141.92	£6.76	£135.16	PT&E	SSE Southern Electric	Carvers street Lighting Q3 23/9 - 23/12/2020 4000/1/2
		1359/1		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	Management Fee 2400/19
		1359/2		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord regulation Fee 2400/19
BGC	14/01/21	1359		£156.60	£26.10	£130.50		Austin & Wyatt	Southampton Rd Management fees January 2021 2400/19
BP	15/01/21	1356		£6,959.52	£0.00	£6,959.52	P&F	Hampshire County Council	Pesion contributions December payroll 2600/1/3
		1400/1		£435.00	£72.50	£362.50	P&F	Lloyds CC	NFDC Parking Clocks - 3 long stay, 3 short stay 2600/1/4
		1400/2		£267.50	£0.00	£267.50	RLOS	Lloyds CC	DVLA vehicle licence EF66AVD 3000/3/2
DD	18/01/21	1400		£702.50	£72.50	£630.00		Lloyds CC	2600/1/4
PAY	18/01/21	1406		£7.00	£0.00	£7.00	Counc	Lloyds Bank	Client deposit Account charges January 2021 10111
DD	19/01/21	1403		£8.99	£0.00	£8.99	P&F	Worldpay	Worldpay Carvers Clubhouse January 2021 2802/3/1
		1357/1		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 subscriptions November 2000/1/15
		1357/2		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 subscriptions December 2000/1/15
		1357/3		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 subscriptions January 2000/1/15
275/276/277	20/01/21	1357	RTC803923	£638.22	£106.38	£531.84		Status Computers	Office 365 subscriptions 2000/1/15
		1358/1		£62.78	£10.46	£52.32	RLOS	Pattco Ltd	Electical Equipment Testing - Cemetery 3000/1/4
		1358/2		£76.06	£12.68	£63.38	P&F	Pattco Ltd	Electric Equipment Testing - Carvers-clubhouse 2802/1/5
278	20/01/21	1358	RTC803872	£138.84	£23.14	£115.70		Pattco Ltd	Ringwood Cemetery Testing & Carvers 3000/1/4



Paid Expenditure Transactions

between 01/01/21 and 31/01/21

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			1360/1	£288.00	£48.00	£240.00	RLOS	Ringwood & Fordingbridge Skip Hire	Skip to remove rubbish from allotments 3300/2/1
279	20/01/21	1360	RTC803887	£288.00	£48.00	£240.00		Ringwood & Fordingbridge Skip Hire	3300/2/1
			1361/1	£61.81	£10.30	£51.51	RLOS	Site Safety Ltd	3 Sets of ear defenders for safety helmets 3000/1/5
280	20/01/21	1361	RTC803868	£61.81	£10.30	£51.51		Site Safety Ltd	3000/1/5
281	20/01/21	1362		£54.00	£9.00	£45.00	RLOS	Insight Security & Facilities Ltd	Call out to tractor shed 19/12/20 and 26/12/20 3000/2/1
DD	22/01/21	1393		£344.90	£57.48	£287.42	P&F	EBS (UK) Ltd	broadband and land line charges January 2021 2000/1/11
DD	22/01/21	1394		£213.98	£35.66	£178.32	P&F	BNP Parabis	Carvers Clubhouse photocopier Q3 2021 2802/2/1
DD	22/01/21	1396		£5,922.73	£0.00	£5,922.73	P&F	Inland Revenue	Employee tax December 2020 2600/1/2
			1342/1	£122.24	£20.37	£101.87	RLOS	Elliott Brothers Ltd	To repair fence between Cemetery and Rugby club damaged in storm over Christmas. 3200/2/5
292	25/01/21	1342	RTC803907	£122.24	£20.37	£101.87		Elliott Brothers Ltd	3200/2/5
			1363/1	£49.99	£8.33	£41.66	RLOS	screwfix	Angle grinder as old one failed pat test. 3000/3/1
			1363/2	£5.99	£1.00	£4.99	RLOS	screwfix	tube of waterproof sealant for cem toilets 3200/2/1
282	25/01/21	1363	RTC803886	£55.98	£9.33	£46.65		screwfix	3000/3/1
			1364/1	£14.99	£2.50	£12.49	RLOS	screwfix	Vice for van so we can sharpen blades etc on the job. 3000/3/1
283	25/01/21	1364	RTC803903	£14.99	£2.50	£12.49		screwfix	3000/3/1
			1365/1	£31.12	£5.19	£25.93	RLOS	screwfix	cable ties for Cemetery netting 3200/2/5
284	25/01/21	1365	RTC803909	£31.12	£5.19	£25.93		screwfix	3200/2/5
			1366/1	£20.00	£3.33	£16.67	RLOS	screwfix	Face Masks for Groundsmen. 3000/1/4
285	25/01/21	1366	RTC803910	£20.00	£3.33	£16.67		screwfix	3000/1/4
			1367/1	£600.00	£0.00	£600.00	RLOS	Little Banks Nursery	To Supply Winter Plants for the Winter Planting. 3000/5/9
			1367/2	£466.00	£0.00	£466.00	RLOS	Little Banks Nursery	to supply winter plants for the winter planting. 3000/5/8
286	25/01/21	1367	RTC803843	£1,066.00	£0.00	£1,066.00		Little Banks Nursery	3000/5/9
			1368/1	£360.00	£60.00	£300.00	RLOS	Daniel Shutler	Hedge Cutting 10 acre. 3000/2/5
			1368/2	£1,656.00	£276.00	£1,380.00	RLOS	Daniel Shutler	Hedge Cutting Open Spaces 3000/2/9
287	25/01/21	1368	RTC803842	£2,016.00	£336.00	£1,680.00		Daniel Shutler	Hedge Cutting 3000/2/5
			1369/1	£8.14	£1.36	£6.78	RLOS	Hunt Forest Group	Files for sharpening chainsaw / polesaw 3000/3/1

Paid Expenditure Transactions

between 01/01/21 and 31/01/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
290	25/01/21	1369	RTC803898	£8.14	£1.36	£6.78		Hunt Forest Group	3000/3/1
			1370/1	£576.09	£96.02	£480.07	RLOS	Ringwood Motor Company Ltd Replacement steering rack for transit van	3000/3/5
291	25/01/21	1370	RTC803906	£576.09	£96.02	£480.07		Ringwood Motor Company Ltd	3000/3/5
			1371/1	£105.00	£17.50	£87.50	PT&E	AES Signs Limited Revised design with date change to 2021	4050/1
			1371/2	£12.00	£2.00	£10.00	PT&E	AES Signs Limited Postage and Packing	4050/1
293	25/01/21	1371	RTC803916	£117.00	£19.50	£97.50		AES Signs Limited Stainless steel plaque for Human Sundial (Delivery to David Brown Sundials)	4050/1
			1372/1	£12.64	£2.11	£10.53	RLOS	Hunt Forest Group 1 spool insert inv 511349	3000/3/2
			1372/2	£32.30	£5.38	£26.92	RLOS	Hunt Forest Group chain & spools with springs for strimmers inv 511640	3000/3/2
288-289	25/01/21	1372	RTC803870	£44.94	£7.49	£37.45		Hunt Forest Group	3000/3/2
DD	25/01/21	1395		£24,167.39	£0.00	£24,167.39	P&F	Salaries Staff Salaries January 2021	2600/1/1
DD	25/01/21	1402		£380.46	£63.41	£317.05	P&F	British Gas Greenways December Gas bill	2100/1
295	27/01/21	1373		£450.00	£0.00	£450.00	P&F	Jay Cox Ringwood TV Recording and editing a film and live streaming service for Remembrance Day	2400/10
			1374/1	£456.00	£76.00	£380.00	RLOS	R M Smith Fencing Limited For a new fence at Frobisher Close as agreed by RLOS committee Minute number os/6027.	3000/2/10
0295	27/01/21	1374	RTC803915	£456.00	£76.00	£380.00		R M Smith Fencing Limited	3000/2/10
			1375/1	£44.40	£7.40	£37.00	P&F	Alecta Technical Solutions New filter for water boiler	2802/1/1
			1375/2	£54.00	£9.00	£45.00	P&F	Alecta Technical Solutions water boiler descale	2802/1/1
296	27/01/21	1375	RTC803919	£98.40	£16.40	£82.00		Alecta Technical Solutions Clubhouse equipment maintenance, water boiler	2802/1/1
297	27/01/21	1376		£47.52	£7.92	£39.60	P&F	Epta Cold Service Ltd Nitrogen for Carvers Clubhouse	2802/1/1
			1377/1	£84.00	£14.00	£70.00	P&F	Concentrate Limited Carvers Clubhouse website security updates	2802/2/1
			1377/2	£108.00	£18.00	£90.00	P&F	Concentrate Limited Carvers Clubhouse Website SSL (Yearly)	2802/2/1
			1377/3	£108.00	£18.00	£90.00	P&F	Concentrate Limited carvers website Hosting (Yearly)	2802/2/1
298	27/01/21	1377	RTC803929	£300.00	£50.00	£250.00		Concentrate Limited	2802/2/1
299	27/01/21	1378		£264.06	£44.01	£220.05	P&F	1st Stop Cleaning Cleaning cover at Clubhouse	2801/2
			1379/1	£203.40	£33.90	£169.50	P&F	Solent Fire Safety Services Carvers Clubhouse Fire equipment maintenance	2802/2/1
			1379/2	£53.40	£8.90	£44.50	RLOS	Solent Fire Safety Services Cemetery buildings fire maintenance	3200/2/1



Paid Expenditure Transactions

between 01/01/21 and 31/01/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		1379/3		£179.34	£29.89	£149.45	RLOS	Solent Fire Safety Services	Carvers Sheds fire equipment maintenance 3000/2/1
300	27/01/21	1379	RTC803933	£436.14	£72.69	£363.45		Solent Fire Safety Services	2802/2/1
301	27/01/21	1380		£537.58	£89.60	£447.98	RLOS	New Forest District Council	NFDC Dog waste bin emptying and servicing, half yearly charge 3000/6/1
302	27/01/21	1381		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	Provision of CCTV in Ringwood, Community contribution - half yearly contribution 2400/15
		1382/1		£102.00	£17.00	£85.00	P&F	Central Southern Security	Annual maintenance CCTV 2802/1/1
303	27/01/21	1382	RTC803937	£102.00	£17.00	£85.00		Central Southern Security	2802/1/1
304	27/01/21	1383		£20,748.00	£3,458.00	£17,290.00	P&F	Gala Lights	Hire and install of Christmas lights per the tender 2400/2
		1384/1		£1,049.45	£0.00	£1,049.45	P&F	MacPennys	RTC Tree Order - Minute ref F/5828 2210/1
305	27/01/21	1384	RTC803832	£1,049.45	£0.00	£1,049.45		MacPennys	RTC Tree Order - Minute ref F/5828 2210/1
PAY	28/01/21	1398		£25.20	£0.00	£25.20	P&F	Lloyds Bank	Service Charges ref 328043314 2000/1/18
		1390/1		£38.58	£1.84	£36.74	RLOS	Utility Warehouse	Sports pavilion Electricity December 2020 3000/1/1
		1390/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Carvers pavilion UW Club fees December 3000/1/1
DD	29/01/21	1390		£40.98	£2.24	£38.74		Utility Warehouse	3000/1/1
		1391/1		£90.24	£4.30	£85.94	RLOS	Utility Warehouse	Cemetery electricity December 2020 3200/1/1
		1391/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Cemetery landline and broadband December 2020 3200/1/6
		1391/3		£30.50	£5.08	£25.42	RLOS	Utility Warehouse	Grounds staff mobile phones December 2020 3000/1/6
		1391/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Club fees December 2020 3200/1/1
DD	29/01/21	1391		£154.34	£14.98	£139.36		Utility Warehouse	3200/1/1
		1392/1		£76.33	£3.63	£72.70	P&F	Utility Warehouse	Carvers Clubhouse electricity December 2020 2802/1/3
		1392/2		£32.40	£5.40	£27.00	P&F	Utility Warehouse	Carvers Clubhouse Landline & Broadband December 2020 2802/2/5
		1392/3		£10.00	£1.67	£8.33	P&F	Utility Warehouse	Carvers Clubhouse Mobile phones December 2020 2802/2/5
		1392/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Carvers Clubhouse UW club fees December 2020 2802/1/3
DD	29/01/21	1392		£121.13	£11.10	£110.03		Utility Warehouse	2802/1/3
		1399/1		£7.00	£0.00	£7.00	P&F	Barclay Card	Sainsbury - consumables 2802/2/1
		1399/2		£28.00	£0.00	£28.00	P&F	Barclay Card	Facebook campaign - Christmas events x 2 £25+£3 2400/9

Paid Expenditure Transactions

between 01/01/21 and 31/01/21

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		1399/3		£15.70	£0.00	£15.70	P&F	Barclay Card	Facebook Campaign
DD	29/01/21	1399		£50.70	£0.00	£50.70		Barclay Card	
Total				£75,087.17	£4,953.16	£70,134.01			

POLICY AND FINANCE COMMITTEE 17th FEBRUARY 2021**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-Jan-21		31-Jan-21	Movement	Cash Out	Cash In	28-Feb-21
	£		£	£	£	£	£
Imprest (Current) Account	124,215		126,635	-40,000			86,635
Business Account	51,545		51,547				51,547
Investment Accounts	480,000		480,000				480,000
Greenways Rent Deposit	10,712		10,691				10,691
Petty Cash - Imprest	68		58				58
Petty Cash - Carvers Clubhouse	100		100				100
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	666,765		669,156	-40,000	0	0	629,156

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

17th February 2021

17th February 2021

Investment Accounts	CCLA	Instant access
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Notes:

- Imprest Account**

Anticipated net expenditure to end January	£ 40,000	(VAT reimbursement anticipated £11,700)
Net Movement on imprest account	40,000	
- Investment Maturity**
No investments due to mature
- The bank accounts were reconciled as at 31st January 2021
- With reference to the Greenways Rent Deposit Accounts, the ground Floor deposit is £7,000 and the 1st floor deposit is £2,637. These sums will be paid over to the tenant at the end of the tenancy, with interest accrued, subject to the Council having no cause to claim funds for damages.
- 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. The balance is £50.00.
- A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 17th FEBRUARY 2021

BUDGETARY CONTROL Period 10 – End of January 2021

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first ten months of the year 2020-21.
- 1.2 Income and expenditure to the end of January has been compared against the revised budget forecast which was approved at the January 2021 meeting of this Committee. The outturn forecast has been updated and a revised year end prediction is included. The budget outturn forecast will be further updated and presented to the March meeting.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure with both the original and the revised budget for the year. The net balance of £61,374 on the revised budget translates to a net transfer to the General Reserve of £5,744 when planned transfers to earmarked reserves are taken into account. This includes £40,368 in respect of CIL, key deposits and Covid relief grant which is included as revenue income, together with planned transfers to reserves of £38,400 and transfers from reserves in support of projects of £23,138. This latter figure is subject to change and will depend on progress with those projects, but any change will not impact the revenue account.

2. INCOME & EXPENDITURE APRIL 2020 to JANUARY 2021

- 2.1 Expenditure to the end of January totalled £577,315 excluding a credit balance on the payroll holding accounts of £12,359 pending settlement of tax and pensions liabilities with the inland revenue and HCC. At 82.4% of the revised budget of £700,794, this is broadly in line with earlier predictions for year end. A further £23,720 has been committed but the expenditure has not yet been incurred.
- 2.2 Measures taken in response to long term sickness absence have increased projected payroll costs by around £3,500. The latest outturn forecast is now £425,000 compared with the revised budget projection of £421,524. The predicted outturn remains some £42,745 below the original budget estimate for payroll costs.
- 2.3 As previously noted, there has been some increased IT costs for additional maintenance support but this increase, together with the slight increase in payroll costs is compensated for by growing underspends elsewhere, particularly on office administration costs such as stationery, photocopying, postage and so on, and on grounds maintenance costs. There are also emerging, if modest, underspends in cemeteries and allotments maintenance costs. Overall, total expenditure is predicted to be very close to the revised budget.
- 2.4 Income remains disappointing. In particular, income from activities is well below budgeted predictions, particularly for rugby and cricket. Cemeteries income remains below the revised budget figure although there has been a small increase in overall receipts. Income is likely to fall below the revised budget figure by around £10,000, although this might improve.
- 2.5 The additional projects approved for inclusion in the current year project are now substantially completed or committed although there may be some slippage on the waste bin replacement programme, support for the Real working party and the web site upgrade approved in June. However, the refurbishment of the War Memorial was only partially covered by a grant receipt and there is a shortfall of £4,776. The Human Sundial project which has slipped from last year has incurred expenditure of £5,334 which has not yet been paid but is expected to be largely covered by a grant from the Carnival Committee. In addition, the commissioning of the new allotment site at Crow Arch Lane will incur some additional expenditure before the year end and estimates are being prepared. Much of these additional costs will be met from reserves or grants and so the additional strain on the revenue budget is likely to be limited to around £5,000.
- 2.6 The net impact is that the small surplus of £5,744 predicted in the revised budget is now likely to be eliminated and a modest transfer from the General Reserve of between £5,000 and £10,000 will be required. This position will be carefully monitored as we approach year end.

B

3. MATTERS AFFECTING NEXT YEAR, 2021/22

- 3.1 As noted above, there may be some slippage on the waste bin programme, web site upgrade and REAL working group support. A full analysis of costs and likely slippage will be provided to the next meeting of this committee. Members will need to decide whether any underspends on one off projects should be carried forward to enable the programmes to continue in 2021/22.
- 3.2 When the current budget was originally compiled, members approved growth of £5,500 in the staffing budget for youth services at Carvers. It now appears likely that the additional service will be provided by an external agency, rather than directly employed staff and so it will be necessary to vire some of the staffing budget to a bought in supplies and services budget to enable this to happen. Members are requested to approve such a virement in the 2021/22 budget.

4. FINANCIAL IMPLICATIONS

- 4.1 With ten months of the year expended, it now seems probable that income receipts will fall short of revised budget predictions, but expenditure is broadly on track to match the revised budget. There are sufficient funds in reserves to cover the predicted shortfall. The available balance on the General Reserve is currently £279,923.

5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The budget position is noted.
- 5.2 Members consider whether to carry any unspent balances at year end over to 2021/22.
- 5.3 Members approve the virement of funds of up to £5,500 from the Youth staffing budget to the supplies and services budget.

For further information please contact:

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For further information please contact:

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive. Includes due and unpaid transactions.

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

		2020/21	Revised	Actual Net	Balance
INCOME					
Policy & Finance					
200	Revenue Income	£132,298.00	£156,056.00	£129,143.07	£-26,912.93
280	Carvers Club House Income	£12,170.00	£2,950.00	£2,570.52	£-379.48
999	Suspense	£0.00	£0.00	£31.23	£31.23
Total Policy & Finance		£144,468.00	£159,006.00	£131,744.82	£-27,261.18
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£27,498.00	£17,645.45	£-9,852.55
320	Cemetery Income	£46,031.00	£41,932.00	£30,962.21	£-10,969.79
330	Allotment Income	£5,306.00	£5,300.00	£5,373.70	£73.70
350	Capital Income	£0.00	£4,000.00	£3,820.00	£-180.00
Total Recreation, Leisure & Open Spaces		£86,745.00	£78,730.00	£57,801.36	£-20,928.64
Planning, Town & Environment					
400	Income	£1,100.00	£4,525.00	£4,550.00	£25.00
Total Planning, Town & Environment		£1,100.00	£4,525.00	£4,550.00	£25.00
Council					
100	Precept	£519,907.00	£519,907.00	£519,907.00	£0.00
102	Interest Business A/c	£0.00	£0.00	£3.89	£3.89
110	Client Deposits	£0.00	£0.00	£108.53	£108.53
Total Council		£519,907.00	£519,907.00	£520,019.42	£112.42
Total Income		£752,220.00	£762,168.00	£714,115.60	£-48,052.40

B Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Revised	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£103,390.00	£109,720.00	£84,718.83	£25,001.17
2100	Maintenance	£34,158.00	£34,408.00	£35,529.37	-£1,121.37
2200	Democratic Process (members Costs)	£11,448.00	£9,900.00	£7,121.35	£2,778.65
2210	Grants	£7,000.00	£7,000.00	£7,667.95	-£667.95
2300	Employee Costs- Allocated Office Staff	£120,689.00	£106,750.00	£89,725.78	£17,024.22
2310	Employee overhead Costs	£4,543.00	£4,940.00	£3,708.73	£1,231.27
2400	Other	£49,580.00	£34,020.00	£32,081.36	£1,938.64
2500	Capital Financing	£31,546.00	£31,546.00	£31,545.90	£0.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£12,359.21	£12,359.21
2801	Carvers Employee Costs	£54,611.00	£40,000.00	£33,163.69	£6,836.31
2802	Carvers Club House- Expenditure	£19,614.00	£15,220.00	£13,113.68	£2,106.32
9999	Suspense	£0.00	£0.00	£17.99	-£17.99
Total Policy & Finance		£436,579.00	£393,504.00	£326,035.42	£67,468.58
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£73,545.00	£50,716.78	£22,828.22
3001	RL&OS -Employee Costs	£143,537.00	£139,035.00	£116,044.95	£22,990.05
3002	Employee Costs	£2,000.00	£1,750.00	£980.00	£770.00
3200	Cemetery	£9,142.00	£8,797.00	£6,991.21	£1,805.79
3201	Cemetery -Employee Costs	£36,718.00	£35,620.00	£29,798.43	£5,821.57
3300	Allotments	£2,307.00	£3,180.00	£2,477.60	£702.40
3301	Allotments -Employee Costs	£10,009.00	£8,980.00	£7,592.66	£1,387.34
3350	Capital Expenditure	£0.00	£10,150.00	£6,494.88	£3,655.12
Total Recreation, Leisure & Open Spaces		£272,263.00	£281,057.00	£221,096.51	£59,960.49
Planning, Town & Environment					
4000	Planning, Town & Environment	£2,858.00	£6,270.00	£4,962.74	£1,307.26
4001	Employee Costs	£16,624.00	£14,629.00	£12,587.94	£2,041.06
4050	Capital Expenditure	£0.00	£5,334.00	£97.50	£5,236.50
Total Planning, Town & Environment		£19,482.00	£26,233.00	£17,648.18	£8,584.82
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£92.00	-£92.00
10111	Bank Charges	£0.00	£0.00	£84.00	-£84.00
Total Council		£0.00	£0.00	£176.00	-£176.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive. Includes due and unpaid transactions.

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

	2020/21	Revised	Actual Net	Balance
Total Expenditure	<u>£728,324.00</u>	<u>£700,794.00</u>	<u>£564,956.11</u>	<u>£135,837.89</u>
Total Income	£752,220.00	£762,168.00	£714,115.60	-£48,052.40
Total Expenditure	£728,324.00	£700,794.00	£564,956.11	£135,837.89
Total Net Balance	£23,896.00	£61,374.00	£149,159.49	£87,785.49

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Report given to FC meeting on 16 December	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Steering Group recommendation to proceed to be considered by PT&E Cttee and Council in January 2021	To appoint consultants and undertake initial stages of preparation of a NP with a view to facilitating a decision by the Council on whether to proceed further with the project.	Deputy Clerk	£3,450 grant from Locality fully funded consultants for this phase; £3,000 held in General Reserve from unspent budget approved in 2018/19
PTE2	Human Sundial	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Annual flail and clearance by volunteers complete	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	HE online Public Information Event to take place in March. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence 1 March 2021 (TBA). Works to divert water main to commence May 2021.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Policy & Finance Committee						
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	
PF2	Greenways planning permission renewal	On hold - awaiting officer availability		Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	On hold during pandemic restrictions		Recruiting to youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Grounds Foreman is seeking advice on options and indicative costs	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	

Recreation, Leisure & Open Spaces Committee





RLOS1	War Memorial repair	In progress	Completion report emailed to War Memorials Trust. Grant award has been confirmed but reduced from £4,240 to £3,820 to reflect breach of offer conditions.	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded by public appeal or otherwise.
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	In progress	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £1,382 committed to date.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers meeting grounds staff to define needs and the project scope and outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	In progress	Initial proposals emailed 24/12/2020	Special agreement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	In progress	Attachment is with contractor for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	On hold awaiting officer availability		Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	In progress	Purchase order placed with contractor. Work scheduled to commence 26/01/2021.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Agent asked to report status in January	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. A full report will be presented to committee in February.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Neighbourhood Plan	From the feasibility assessment to completion	Cllr Day	Full Council to consider recommendations of Steering Group on 27/01/2021	Bid for inclusion in 2021-22 programme submitted	£21,500	£14,550 grant, £3,000 earmarked reserve
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Bid for inclusion in 2021-22 programme submitted	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Report considered at committee in November	Budget bid to undertake in 2021-22 approved	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk		Budget bid to undertake in 2021-22 approved	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Report on feasibility and outline costs presented on 2nd December	Budget bid to undertake in 2021-22 approved	£36,000	Unascertained
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Discussed at Carvers WP	Budget bid to undertake in 2021-22 approved	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Grounds foreman is seeking suggestions for possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm Facilities for school-age teenagers	Developing and improving this woodland site Researching demand and possible options	Cllrs Heron & Ring Cllrs Frederick & Turner		Floated as possible future project Floated as possible future project		
Staffing Committee							
None							

