

POLICY & FINANCE COMMITTEE

Dear Member

11th March 2021

A meeting of the above Committee will be held on **Wednesday 17th March 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/85016160368?pwd=Wng1NVhScktDTlItYzhKQ1hkMkpPQT09>

Meeting ID: 850 1616 0368 Passcode: 850139

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 17th February 2021

5. FINANCIAL REPORTS (*Report A*)

- a. To receive and authorise list of payments made on Imprest Account for February
- b. To note the total amount of Petty Cash payments for February

- c. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- d. To receive the Finance Manager's budgetary monitoring report

6. COMMUNITY INFRASTRUCTURE LEVY (CIL)

To consider the RFO's report in respect of CIL (*Report B*)

7. ASSET REGISTER

To consider the RFO's report and review inventory of land and assets including buildings and office equipment (*Report C*)

8. LIST OF ARRANGEMENTS

To consider the RFO's report and review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (*Report D*)

9. PROJECTS (current and proposed)

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

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

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17th March 2021

Paid Expenditure Transactions

Start of year 01/04/20

paid between 01/02/21 and 28/02/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD	01/02/21	1426		£99.49	£16.58	£82.91	P&F	British Gas	Greenways gas bill 2100/1
DD	01/02/21	1427		£80.00	£0.00	£80.00	P&F	TLC Online	web site maintenance February 2000/1/14
DD	01/02/21	1428		£193.00	£0.00	£193.00	P&F	New Forest District Council	Carvers Club House rates February 2802/1/6
		1409/1		£150.00	£0.00	£150.00	PT&E	Groundwork UK Ltd	End of Grant Underspend Repayment NPG-11717 4000/1/6
306	08/02/21	1409	RTC803911	£150.00	£0.00	£150.00		Groundwork UK Ltd	Neighbourhood Planning Grant Underspend Repayment 4000/1/6
307	10/02/21	1410		£450.00	£0.00	£450.00	P&F	Jay Cox Ringwood TV	Filimg editing and equipment hire (window comp) 2400/9
308	10/02/21	1411		£7.20	£1.20	£6.00	P&F	Itec	Photocopier invoice 349354 2802/2/1
		1412/1		£14.12	£2.35	£11.77	P&F	Itec	photocopier rental and copies Carvers Clubhouse 2802/2/1
		1412/2		£51.88	£8.65	£43.23	P&F	Itec	photocopier charges December 2020 2000/1/9
309	10/02/21	1412		£66.00	£11.00	£55.00		Itec	Photocopier charges December 2020 2802/2/1
310	10/02/21	1413		£7.20	£1.20	£6.00	P&F	Itec	Photocopier rental charges January Inv 356069 2802/2/1
313	10/02/21	1414		£10.00	£1.67	£8.33	P&F	screwfix	Evostik sticks 2802/2/1
311	10/02/21	1415		£276.31	£46.05	£230.26	P&F	Central Computer Management Ltd	Payroll processing Q3 Oct- Dec 2020 2310/1
312	10/02/21	1416		£276.31	£46.05	£230.26	P&F	Central Computer Management Ltd	Payroll processing Q4 January to March 2020 inv 51988 2310/1
		1441/1		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	Management fee February 2021 2400/19
		1441/2		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord registration fee February 2021 2400/19
BGC	12/02/21	1441		£156.60	£26.10	£130.50		Austin & Wyatt	2400/19
BP January Pension	17/02/21	1417		£7,134.73	£0.00	£7,134.73	P&F	Hampshire County Council	Pension contributions January 2021 2600/1/3
DD	17/02/21	1432		£38.93	£6.49	£32.44	P&F	NALC	Building back resilient communities online seminar (Charmaine) 2802/2/6
		1433/1		£90.00	£15.00	£75.00	P&F	SLCC Enterprises Ltd	Practitioners' Conference Attendance Fee - CJW 2310/2
DD Business Cr Crd	17/02/21	1433	RTC803920	£90.00	£15.00	£75.00		SLCC Enterprises Ltd	2310/2
DD	19/02/21	1434		£2.16	£0.00	£2.16	P&F	Worldpay	Carvers Club House trading activities 2802/3/1
		1418/1		£264.00	£44.00	£220.00	RLOS	New Forest Aggregates Ltd	Gravel for Bickerley Road repairs. 3000/2/9
314	22/02/21	1418	RTC803912	£264.00	£44.00	£220.00		New Forest Aggregates Ltd	3000/2/9



Paid Expenditure Transactions

Start of year 01/04/21



paid between 01/02/21 and 28/02/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
			1419/1	£792.00	£132.00	£660.00	RLOS	New Forest Aggregates Ltd	Extra gravel for Bickerley Tracks. 3000/2/9
315	22/02/21	1419	RTC803913	£792.00	£132.00	£660.00		New Forest Aggregates Ltd	3000/2/9
DD	22/02/21	1429		£345.60	£57.60	£288.00	P&F	EBS (UK) Ltd	Broadband and line charges February 2021 2000/1/11
DD	22/02/21	1430		£5,757.98	£0.00	£5,757.98	P&F	Inland Revenue	Income tax and NI February 2021 2600/1/2
DD	22/02/21	1435		£95.87	£4.57	£91.30	P&F	SSE Southern Electric	Market Place electricity Q4 2000/1/1
			1420/1	£7,200.00	£1,200.00	£6,000.00	RLOS	R M Smith Fencing Limited	Reolacement Fence at Ash Grove Playpark 3000/2/15
316	24/02/21	1420	RTC803871	£7,200.00	£1,200.00	£6,000.00		R M Smith Fencing Limited	3000/2/15
			1421/1	£12.60	£2.10	£10.50	RLOS	R M Smith Fencing Limited	Gravelboard for fence at Frobisher Close. 3000/2/10
			1421/2	£136.80	£22.80	£114.00	RLOS	R M Smith Fencing Limited	Marker posts for new allotments at Crow. 3300/2/1
317	24/02/21	1421	RTC803925	£149.40	£24.90	£124.50		R M Smith Fencing Limited	3000/2/10
			1422/1	£1,270.80	£211.80	£1,059.00	RLOS	WP Group (Upton Oil)	Fuel for tractors and work vans. 3000/1/10
318	24/02/21	1422	RTC803926	£1,270.80	£211.80	£1,059.00		WP Group (Upton Oil)	3000/1/10
			1423/1	£14.83	£2.47	£12.36	P&F	Hampshire County Council	832153 - Refill pad A4 - Office 2000/1/8
			1423/2	£1.85	£0.31	£1.54	P&F	Hampshire County Council	845306 - Stapler 2000/1/8
			1423/3	£3.26	£0.54	£2.72	P&F	Hampshire County Council	837706 - Rubber Bands - Thin ones 2000/1/8
			1423/5	£2.03	£0.34	£1.69	P&F	Hampshire County Council	762641 - Transparent Folders A4 2000/1/8
			1423/6	£1.73	£0.29	£1.44	P&F	Hampshire County Council	762342 - A4 Transparent Pockets 2000/1/8
			1423/7	£2.81	£0.47	£2.34	P&F	Hampshire County Council	845262 - Hole punch 2000/1/8
			1423/8	£2.40	£0.40	£2.00	P&F	Hampshire County Council	861908 - Desk tray 2000/1/8
			1423/9	£0.60	£0.10	£0.50	P&F	Hampshire County Council	862002 - Steel Risers for letter trays 2000/1/8
			1423/10	£2.23	£0.37	£1.86	P&F	Hampshire County Council	858133 - Sellotape 2000/1/8
319	24/02/21	1423	RTC803939	£31.74	£5.29	£26.45		Hampshire County Council	Stationery Order - Office 2000/1/8
320	24/02/21	1424		£99.96	£0.00	£99.96	P&F	Taste Vending Ltd	coffee and supplies 2802/3/1
			1425/1	£116.16	£19.36	£96.80	RLOS	Peter Noble Ltd	To find fault and repair heater switch in cab J/Deere tractor. 3000/3/2
			1425/2	£9.70	£0.00	£9.70	RLOS	Peter Noble Ltd	to find fault and repair heater switch in J Deere tractor 3000/3/2
321	24/02/21	1425	RTC803895	£125.86	£19.36	£106.50		Peter Noble Ltd	3000/3/2
DD	25/02/21	1431		£23,009.54	£0.00	£23,009.54	P&F	Salaries	Salaries February 2021 2600/1/1
DD	25/02/21	1436		£447.96	£74.66	£373.30	P&F	British Gas	Greenways Gas Bill 8Jan to 4th Feb 2100/1

Paid Expenditure Transactions

Start of year 01/04/20

paid between 01/02/21 and 28/02/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
PAY	26/02/21	1437		£19.25	£0.00	£19.25	P&F	Lloyds Bank	Service Charges rf 331094730 2000/1/18
		1438/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Groundsstaff mobile phones february 2021 3000/1/6
		1438/2		£126.95	£6.05	£120.90	RLOS	Utility Warehouse	Cemetery electricity February 3200/1/1
		1438/3		£31.31	£5.22	£26.09	RLOS	Utility Warehouse	Cemetery landline/broadband February 2021 3200/1/6
		1438/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Cemetery UW club fee February 21 3200/1/1
DD	26/02/21	1438		£190.66	£16.67	£173.99		Utility Warehouse	Cemetery phones and electricity 3000/1/6
		1439/1		£90.59	£4.32	£86.27	RLOS	Utility Warehouse	Sports Pavilion Electricity charge February 21 3000/1/1
		1439/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Sports pavilion UW club fee February 2021 3000/1/1
DD	26/02/21	1439		£92.99	£4.72	£88.27		Utility Warehouse	Sports Pavilion Electricity February 21 3000/1/1
		1440/1		£10.30	£1.72	£8.58	P&F	Utility Warehouse	Carvers CH mobile phone 2802/2/5
		1440/2		£34.08	£5.68	£28.40	P&F	Utility Warehouse	Carvers CH land line and Broadband 2802/2/5
		1440/3		£314.92	£15.00	£299.92	P&F	Utility Warehouse	Carvers CH Electricity January 2021 2802/1/3
		1440/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Carvers CH UW club fee February 2021 2802/2/5
DD	26/02/21	1440		£361.70	£22.80	£338.90		Utility Warehouse	Carvrs Clubhouse phones and electricity February 2021 2802/2/5
Total				£49,293.24	£1,989.71	£47,303.53			

POLICY AND FINANCE COMMITTEE 17th MARCH 2021

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	28-Feb-21			28-Feb-21	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	86,635	100,534	-50,000		50,000	100,534
Business Account	51,547	51,548				51,548
Investment Accounts	480,000	480,000		-50,000		430,000
Greenways Rent Deposit	10,691	10,684				10,684
Petty Cash - Imprest	58	19				19
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	629,156	643,010	-50,000	-50,000	50,000	593,010

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

17th March 2021

17th March 2021

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account**

Anticipated net expenditure to end March	£	
	50,000	1st instalment of precept due late April
Net Movement on imprest account	50,000	
- 2 **Investment Maturity**

No investments due to mature
- 3 The bank accounts were reconciled as at 28th February 2021
- 4 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.
- 5 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.
- 6 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 7 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 17th MARCH 2021

BUDGETARY CONTROL Period 11 – End of February 2021

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first eleven months of the year 2020-21.
- 1.2 Income and expenditure to the end of February has been compared against the revised budget forecast which was approved at the January 2021 meeting of this Committee. The revised budget has been adjusted in line with the recommendations of the last meeting of this Committee. The outturn forecast has been further updated and a revised year end prediction is included. The budget outturn forecast will be further updated as year end progresses.
- 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, including CIL, in support of projects of £23,138. This latter figure is subject to change and will depend on progress with those projects and receipt of external funding but any change will not impact the revenue account.

2. INCOME & EXPENDITURE APRIL 2020 to FEBRUARY 2021

- 2.1 Expenditure to the end of February totalled £591,417 excluding a credit balance on the payroll holding accounts of £12,157 pending settlement of tax and pensions liabilities with HMRC and HCC. With a further £38,155 committed but not yet paid, this represents 89.8% of the revised budget of £700,794, which remains broadly in line with earlier predictions for year end.
- 2.2 As previously noted, measures taken in response to long term sickness absence have increased projected payroll costs although the increase is now somewhat less than previously projected. The latest outturn forecast is now £422,400 compared with the revised budget projection of £421,524 which is some £45,000 below the original budget estimate for payroll costs.
- 2.3 Total expenditure remains on track to be very close to the revised budget. There has been some increased maintenance activity necessitating purchase of materials, but overall, both grounds and buildings maintenance budgets are likely to be slightly underspent. The capital programme is similarly well underway with most of the budgeted expenditure now committed including recent orders for the waste bin replacement programme and the cemeteries digitisation project although any slippage on these schemes will not impact the revenue account.
- 2.4 Income remains disappointing. Although income from activities has recovered a little, it remains well below budgeted predictions and whilst Cemeteries income has also recovered somewhat, Income is now projected to fall below the revised budget figure by around £7,500. Total income collected to date, excluding the precept, amounts to £208,167. A further £3,073 has been invoiced which means that at the end of February, total income stands at 85.9% of the revised budget projection for the year.
- 2.5 As noted above, 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 support for the Real working party and the web site upgrade approved in June. However the Human Sundial project which has slipped from last year has incurred expenditure of this year of £5,432 which has not yet been fully paid. This is expected to be largely covered by a grant from the Carnival Committee which has not yet been received. In addition, the commissioning of the new allotment site at Crow Arch Lane may incur some additional expenditure before the year end. As much of these additional costs will be met from reserves or grants the additional strain on the revenue budget is likely to be limited to less than £5,000.

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- 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 up to £7,000 will be required instead.

3. FINANCIAL IMPLICATIONS

- 3.1 Both income and expenditure have increased slightly over earlier predictions and it now appears likely that the budget deficit will be limited to around £7,000. Balances remain healthy with a predicted £270,000 in the General Reserve (a reduction of £7,000 on the year) with a further £271,000 in earmarked reserves and provisions.

4. RECOMMENDATION

It is **recommended** that: -

- 4.1 The budget position is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 28/02/21 inclusive.

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	£130,960.78	-£25,095.22
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	£133,562.53	-£25,443.47
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£27,498.00	£20,307.95	-£7,190.05
320	Cemetery Income	£46,031.00	£41,932.00	£32,804.78	-£9,127.22
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	£62,306.43	-£16,423.57
Planning, Town & Environment					
400	Income	£1,100.00	£4,525.00	£9,225.00	£4,700.00
Total Planning, Town & Environment		£1,100.00	£4,525.00	£9,225.00	£4,700.00
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		<u>£752,220.00</u>	<u>£762,168.00</u>	<u>£725,113.38</u>	<u>-£37,054.62</u>

A Financial Budget Comparison

Comparison between 01/04/20 and 28/02/21 inclusive.

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	£90,602.61	£19,117.39
2100	Maintenance	£34,158.00	£34,408.00	£2,988.63	£31,419.37
2200	Democratic Process (members Costs)	£11,448.00	£8,860.00	£7,820.94	£1,039.06
2210	Grants	£7,000.00	£8,040.00	£7,667.95	£372.05
2300	Employee Costs- Allocated Office Staff	£120,689.00	£106,750.00	£98,633.44	£8,116.56
2310	Employee overhead Costs	£4,543.00	£4,940.00	£4,244.25	£695.75
2400	Other	£49,580.00	£34,020.00	£32,661.86	£1,358.14
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	-£12,157.14	£12,157.14
2801	Carvers Employee Costs	£54,611.00	£40,000.00	£37,553.88	£2,446.12
2802	Carvers Club House- Expenditure	£19,614.00	£15,220.00	£13,807.11	£1,412.89
9999	Suspense	£0.00	£0.00	£17.99	-£17.99
Total Policy & Finance		£436,579.00	£393,504.00	£315,387.42	£78,116.58
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£73,545.00	£58,808.41	£14,736.59
3001	RL&OS -Employee Costs	£143,537.00	£139,035.00	£127,537.74	£11,497.26
3002	Employee Costs	£2,000.00	£1,750.00	£980.00	£770.00
3200	Cemetery	£9,142.00	£8,797.00	£7,140.20	£1,656.80
3201	Cemetery -Employee Costs	£36,718.00	£35,620.00	£32,749.48	£2,870.52
3300	Allotments	£2,307.00	£3,180.00	£2,591.60	£588.40
3301	Allotments -Employee Costs	£10,009.00	£8,980.00	£8,346.15	£633.85
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	£244,648.46	£36,408.54
Planning, Town & Environment					
4000	Planning, Town & Environment	£2,858.00	£6,270.00	£5,112.74	£1,157.26
4001	Employee Costs	£16,624.00	£14,629.00	£13,837.80	£791.20
4050	Capital Expenditure	£0.00	£5,334.00	£97.50	£5,236.50
Total Planning, Town & Environment		£19,482.00	£26,233.00	£19,048.04	£7,184.96
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 28/02/21 inclusive.

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

	2020/21	Revised	Actual Net	Balance
Total Expenditure	£728,324.00	£700,794.00	£579,259.92	£121,534.08
Total Income	£752,220.00	£762,168.00	£725,113.38	-£37,054.62
Total Expenditure	£728,324.00	£700,794.00	£579,259.92	£121,534.08
Total Net Balance	£23,896.00	£61,374.00	£145,853.46	£84,479.46

REPORT TO POLICY & FINANCE COMMITTEE – 17TH MARCH 2021**APPLICATION OF CIL RECEIPTS****1. BACKGROUND**

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2020, the Town Council held a balance of £19,300.94. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2019-2021

- 2.1 the following table illustrates the movement of CIL balances over the last two years:

Balance at 1/4/2019	14,100.69
Receipts received during 2019/20	16,756.29
Funds applied during 2019/20:	
Human Sundial	-4,750.00
Pocket Park Boardwalk	-3,112.00
Carvers Recreation Ground Improvements	-3,649.04
Balance at 1/4/2020	19,300.94
Receipts received during 2020/21	31,543.96
Planned application of funds in 2020/21:	
Carvers Recreation ground Improvements	-1,051.00
Human Sundial (depending on grant funding)	-136.50
Pocket Park Boardwalk	-4,500.00
The predicted balance at 31/3/2021 is therefore:	45,157.40

- 2.2 The planned application of funds in the current year represents outstanding commitments for work approved in previous years. These total £5,687.50 including £136.50 in respect of the Human Sundial project. This sum represents the residual balance of net expenditure once an anticipated grant of £5,295.00 from the Ringwood Carnival Committee has been taken into account. Members should note that this grant has not yet been received.
- 2.3 Further, the expenditure on Carvers recreation Ground improvements is in respect of a project that has only been partially implemented. The project has been overtaken by a desire for a wider strategy and members will need to reconsider the extent of CIL funding for the new project.
- 2.4 It is therefore currently anticipated that £5,687.50 will be applied from CIL funds in the current year, given receipt of the grant from the Carnival Committee.

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3. FINANCIAL IMPLICATIONS

- 3.1 The uncommitted balance of CIL Funds at the end of March 2021 is predicted to be £45,157.40. However, this is predicated on receipt of grant funding for the Human Sundial project.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.
- 4.2 Members review the allocations for the current year and revise these in the light of any changes in circumstances since they were made, especially as regards planned developments at Carvers.

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REPORT TO POLICY & FINANCE COMMITTEE – 17TH MARCH 2021**ASSET REGISTER UPDATE****1. BACKGROUND**

- 1.1 The Town Council has invested in a wide range of assets over the years. The value of these at the end of 2019/20 was estimated to be £3,709,208. The assets are recorded in an Asset register which is audited from time to time to ensure that the register is accurate and up to date.
- 1.2 The Asset register is divided between fixed assets such as land and buildings, vehicles, plant and machinery, office equipment and other assets. The book value of assets is recorded as the acquisition value which may differ widely from the market value, the replacement value or the insured value.
- 1.3 An audit of vehicles plant and equipment was carried out in February 2021, whilst Carvers Clubhouse was audited in June 2020. The other assets, including office equipment, sports equipment and play parks will be audited in the next 6 months. A summarised asset register together with the audited detailed parts is included as an appendix to this report.

2. Asset Register update March 2021

- 2.1 The asset register has evolved over a number of years and has become large and unwieldy. A perpetual complication is that assets are regularly relocated so that any schedule based on location rapidly becomes out of date and is time consuming to audit. It has become necessary, therefore, to redesign the format enable the recording of information in a consistent format and simplify maintenance. Tools and equipment will no longer be recorded by location (although location will be noted).
- 2.2 The existing asset register includes almost all assets purchased or held by the Town Council. A de minimis value has not been observed with the result that the register includes a wide range of low value tools and pieces of equipment, some of which is obsolete or otherwise due for disposal and some of which is duplicated. This has added to the difficulties in maintaining the large and complex system.
- 2.3 It is proposed, therefore, that a minimum purchase value of £100 be applied for future additions to the register (excluding land assets which may be valued at a nominal sum). Any purchases of equipment that equal or exceed this sum will automatically be added to the register. Other items may be added if it is felt necessary to do so, for example to track location. The values recorded will be purchase value (i.e. book value) and insurance value which is typically indexed.
- 2.4 The Asset register included with this report remains a work in progress and members are invited to comment on the structure and information held with a view to finalising a redesigned and fully audited asset register by the summer.

3. FINANCIAL IMPLICATIONS

- 3.1 A streamlined asset register will have a marginally lower overall value than a more comprehensive one but will require less resource to maintain.

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3. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the proposal to streamline and reduce the scope of the asset register and consider whether any additional information may be usefully recorded.

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REPORT TO POLICY & FINANCE COMMITTEE – 17TH MARCH 2021

Arrangements, (including legal agreements) with other local authorities, not for profit bodies and businesses

1. Background

- 1.1 The Town Council has a range of agreements with other local authorities, charities, businesses and individuals. Some of these arrangements are long term and many have financial implications for the Town council.
- 1.2 This paper sets out the current arrangements that are in place and is divided into two sections:
 - Schedule 1: Arrangements that incur financial commitments.
 - Schedule 2: Arrangements that generate income receipts.

There are in addition a small number of arrangements which are either statutory in nature or have no significant or direct financial implications.
- 1.3 These lists should be reviewed by members at each annual meeting of the Council.
- 1.4 A motion requiring that an arrangement be reconsidered, not renewed upon expiry or terminated sooner if possible may be made at any time as a written motion requiring notice in accordance with standing orders.
- 1.5 Arrangements will continue until their specified expiry dates unless terminated sooner in accordance with a resolution to that effect and whatever termination process the arrangement includes.
- 1.6 Where this council is the buyer, officers will (where practicable) re-procure the relevant supply in accordance with the requirements laid down by standing orders and financial regulations.
- 1.7 Where this council is the supplier, officers will seek to renew current arrangements upon their expiry on the best terms achievable unless directed otherwise either by a resolution that an arrangement not be renewed or by standing orders (for example, the requirement, in the case of arrangements by deed, for a resolution authorising each use of the Council's seal).

2 Arrangements with Financial Implications

- 2.1 The following schedule lists all those arrangements that are in place that generate a financial commitment. For the most part, this commitment is known in advance, but several e.g., utilities raise charges based on usage.
- 2.2 The “pay type” refers to the terminology used by the bank when payment is taken. Most payments are “FPO” which simply means “Faster Payment Outwards” and is a bank transfer. Other methods include Standing Orders (SO) and Direct Debits (DD). The payments described as “Pay” are an amalgamation of pay types including payroll.

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Schedule 1 – Arrangements that generate a financial commitment

Organisation	Description	Annual Budget £	Expiry Date/Notice	Pay Type	Notes
NFDC & HCC	Gateway management and cost-sharing agreement	15,250	Open ended	Pay	RTC costs of shared building
The Urban Greening Co. Ltd	Gateways Sedum Roof maintenance	1,200	Year 3 of 5	FPO	Costs included above
NFDC	Information Service service level agreement	54,850	Initially 5 years, now a rolling contract	Pay	RTC direct cost of Information desk team
NFDC	Town centre CCTV service level agreement	9,180	Open ended	FPO	
Central Southern Security	Intruder alarms maintenance contract	835	One Year	FPO	Fixed fee plus call out charges
Insight Security	Alarms response & key-holding service	478	Open ended	FPO	Fixed fee plus call out charges
NFDC	Dog waste bin emptying service	900	Open ended	FPO	
Ringwood & Fordingbridge Skip Hire	Skip hire / waste collection contract	1000	Open ended	FPO	Charge per skip emptied
Gala Lights	Christmas lights installation, hire and maintenance contract	15,995	Year 3 of 3 with option to extend	FPO	
The Play Inspection Company	Play equipment safety inspection service	250	Annual	FPO	
Ellis Whittam	Employment law and HR support contract	2,241	Year 5 of 5 year contract	FPO	
Utility Warehouse	Electricity and broadband services supply (Carvers and the Cemetery) and mobile phone hire membership	3,900	Indefinite	DD	
Southern Audit Partnership	Internal audit service	1,550	Annual Contract	FPO	
PKF Littlejohn	External Audit Service	1,600	Annual Contract	FPO	
Lloyds Bank	Banking services, bank charges, service fees only	350	Open ended	DD	Includes credit cards etc.

Zurich Insurance	Insurance "long term agreement"	9,250	3 years to 2022		
Southern Electric	Unmetered supplies Carvers street lighting/ Market Place	970	Open ended	DD	
TLC On-line	Web site maintenance	1,000	Open ended	SO	
Juice	Carvers Clubhouse website	600		FPO	
Worldpay	To manage card payments, Carvers	150	Open ended	DD	Cost depends on turnover
Elite Business Systems	Gateway land line and broadband	3,750	Open ended	DD	
British Gas Business	Gas supply to Greenways	2,000	3 years to 2024	DD	Costs re-charged to tenants
ITEC	Photocopier usage mntnce Carvers and the Gateway	200	Open ended	FPO	Costs depend on usage
BNP Paribas	Photocopier/printer lease Carvers	700	Year 1 of 3	DD	
CF Corporate Finance	Photocopier Gateway	1,228	Open ended	DD	Costs depend on usage
Water2Business	Mount pleasant water supplies	1,500	Open ended	FPO	Costs depend on usage
Bournemouth water	Allotments & Cemetery water supplies	1,300	Open ended	FPO	Costs depend on usage
PWLB	Loans fund repayments	31,546	£20,796 2031 £10,750 2040	DD	Repayment of 2 loans
Barclaycard Commercial	Carvers Clubhouse and events management bexp.	variable	Open ended	DD	Costs depend on usage
Status	IT Support and Microsoft licensing	3,100	Open ended	FPO	Costs depend on usage
Edge IT	Finance, allotments and cemetery management systems	2,200	Y2 of 5 year arrangement	FPO	
Austin & Wyatt	Property management	1,566	Open ended	DD	Re Southampton road

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3 Agreements that generate income

3.1 The following schedule lists all of the income that is generated through continuing agreements and contractual arrangements. This accounts for around 70% of the total income generated in the year, (excluding the precept).

Schedule 2 – Agreements that generate income

Organisation	Description	Annual Income	Expiry date/Notice	Notes
Quantuma	Lease of Greenways ground floor office suite and rent deposit	16,500	July 2024	Gas and other costs re-charged in addition
Community First New Forest	Lease of Greenways first floor office suite and rent deposit	10,550	July 2021	Gas and other costs re-charged in addition
[Private individual]	Tenancy of 92 Southampton Rd.	13,200		Paid net of management fees by Austin & Wyatt
[Private individuals]	Allotment Tenancy Agreements	5,300	Annual	
Ringwood Town FC	Sports ground rent	2,325	July 2028	Additional ad-hoc grounds maintenance charges apply
Ellingham & Ringwood RFC	Sports ground maintenance	0	Annual	The rugby club declined to renew the contract and are now charged for ad hoc maintenance
Ringwood School	Grounds maintenance	0	N/A	Contract cancelled in 2019, ad hoc work commissioned
Ringwood Junior School	Grounds maintenance	0	N/A	No contract – ad hoc maintenance work commissioned
Poulner Junior School	Grounds maintenance	11,530	Sept 2021	
Poulner Infants School	Grounds maintenance	2,750	Sept 2021	
Ringwood Bowls Club	Lease of club house and premises	1,260	Annual contract	Also recharge water re Mount Pleasant
HCC	Grounds maintenance at Castleman Way	728	Annual contract	
HCC	Parish Lengthsman Scheme	1,100	31.03.2022 Unless renewed	
[Private individuals]	Maintenance of various grave spaces	320	Annual contract	

Commonwealth War Graves Commission	Maintenance of various war graves	830	Annual contract	
Knights Brown	Roundabout flower beds sponsorship	3,000	No contractual arrangement	
SSE	Wayleaves	100		
NFDC	Re-imbusement of management costs of the Gateway and Information service costs	70,100		Estimate only - Actual costs are reimbursed at year end

4 Other Arrangements

- 4.1 There are a small number of arrangements in place which do not incur continuing costs or generate any income. These include licensing arrangements for grazing at Long Lane and licences to shoot vermin.
- 4.2 In addition, there are in place agreements to pay statutory sums by means of Direct Debits on the imprest bank account. These include business rates of around £6,000 per annum and payments to HMRC in respect of employee tax and national insurance of around £65,000 per annum.

5 Recommendation

It is **recommended** that:-

- 5.1 Members note the current financial arrangements in place at the Town Council.

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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	Ground survey completed. Pre-application planning discussions initiated. VAT consultant engaged. Report given to members at RLOS meeting on 3rd March	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	Council resolved to proceed at January meeting. Plan area designated by NFDC and NFNPA. Grant application successful. Next steps: review of Steering Group; creation of working groups; and preparation of draft Action Plan.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
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	Spraying of stream banks due end March to treat Water Drop Wort	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. 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	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	In progress	Committee decided on 17 Feb 2021 to vire budget enabling use of outside parties to provide this service. Discussions with possible service providers proceeding	To provide 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	A site meeting to assess technical options for future track maintenance was held on 9th March.	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	The repair has been completed. An inspection and maintenance regime is being devised and a re-dedication ceremony is being planned for later in 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony to follow.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
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. £933.60 remains uncommitted.
RLOS4	Grounds department sheds replacement	In progress	CLlr Briars met grounds staff to define needs and the project scope in order to prepare an 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 to be rolled into £10,000 budget for joint feasibility study with car park in 2021-22.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement 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 awaiting parts needed for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	Order placed for first 17 bins.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	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 given instructions following report to January meeting	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. Decision to proceed agreed at February meeting. Legal work in progress.	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							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£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		
	Dewey's Lane wall	Repair of historic wall		Committee agreed in February that options for the repair of the wall should be investigated further.	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		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	Included in budget agreed in January	Will move to current projects in April	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Carvers WP agreed to incorporate in strategic development plan for Carvers	Options and costs have been investigated.		
	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	Included in budget agreed in January	Will move to current projects in April	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Officers are assessing 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 Rsearching demand and possible options	Cllrs Heron & Ring Cllrs Frederick & Turner	Carvers WP agreed to incorporate in strategic development plan for Carvers	Floated as possible future project Options being investigated		
Staffing Committee							
None							

