

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

## POLICY & FINANCE COMMITTEE

Dear Member

15<sup>th</sup> April 2021

A meeting of the above Committee will be held on **Wednesday 21<sup>st</sup> April 2021** at 7.00pm and your attendance is requested.



Mr C Wilkins  
Town Clerk

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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](mailto: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/84480396447?pwd=SzNtRlNWN2lnd1dWTnJDSnZlWjNoZz09>

Meeting ID: 844 8039 6447 Passcode: 873126

### 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 17<sup>th</sup> March 2021

#### 5. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account for March
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements up to the end of March
- c. To note the total amount of Petty Cash payments for March

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

**6. AMENDMENT TO STANDING ORDERS**

To consider a Motion proposed by Cllrs Day and Deboos, pursuant to Rule 9, that: "Standing Order 5 (f) which reads 'No person shall be eligible for election as Chairman of the Council if that person has served two consecutive terms as Chairman of the Council immediately prior to such election' be deleted"

**7. OPEN SPACES**

To consider a recommendation from Recreation, Leisure and Open Spaces Committee on 7<sup>th</sup> April 2021 that additional funding for proposed works at Castleman Way public open space, of £1,300, be approved (*OS/6056 refers*)

**8. CLEANING AT CARVERS CLUBHOUSE**

To consider a recommendation from Recreation, Leisure and Open Spaces Committee on 7<sup>th</sup> April 2021 that the reasonable cost (up to £1,000) of cleaning the tarmac at Carvers Clubhouse be funded from the buildings maintenance budget (*OS/6054 refers*)

**9. DETACHED YOUTH WORK**

To consider the report in relation to detached youth work (*Report B*)

**10. ENERGY SUPPLY CONTRACTS**

To consider the report in relation to energy supply contracts (*Report C*)

**11. COUNCIL'S AND/OR STAFF SUBSCRIPTIONS**

To review the Council's and/or staff subscriptions to other bodies (*Report D*)

**12. COMPLAINTS PROCEDURE**

To review the Council's complaints procedure (*Report E*)

**13. PROJECTS** (current and proposed)

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

**13. 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

**14. LEGAL MATTERS**

To consider the Town Clerk's report on legal matters (*Confidential Report G*)

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](mailto: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

**A**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**21st April 2021**

# Paid Expenditure Transactions

Start of year 01/04/20

paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/03/21	1492		£80.00	£0.00	£80.00	P&F	TLC Online	Website maintenance March 2021 2000/1/14
DD	01/03/21	1493		£193.00	£0.00	£193.00	P&F	New Forest District Council	Carvers Clubhouse rates March 2021 2802/1/6
DD	01/03/21	1498		£7.50	£0.00	£7.50	P&F	Barclay Card	food purchases Carvers Café 2802/3/1
322	08/03/21	1442		£1,920.00	£320.00	£1,600.00	P&F	PKF Littlejohn LLP	Audit fee for 2019/20 financial year audit 2000/1/19
		1494/1		£145.20	£24.20	£121.00	P&F	Austin & Wyatt	Management Fee March 2021 2400/19
		1494/2		£11.40	£1.90	£9.50	P&F	Austin & Wyatt	Landlord Regulation Fee March 2021 2400/19
BGC (deduction)	12/03/21	1494		£156.60	£26.10	£130.50		Austin & Wyatt	Southampton road agent fees March 2400/19
BP	17/03/21	1443		£6,884.42	£0.00	£6,884.42	P&F	Hampshire County Council	Pensions February 2600/1/3
		1495/1		£492.00	£82.00	£410.00	P&F	VentilationLand	Air quality sensors for schools 2210/1
DD lloyds credit car	17/03/21	1495	RTC803947	£492.00	£82.00	£410.00		VentilationLand	Air quality sensors 2210/1
		1444/1		£600.22	£100.04	£500.18	PT&E	G W Shelter Solutions	To supply and fit replacement polycarbonate panel as per quote GWQ444 4000/1/4
323	18/03/21	1444	RTC803936	£600.22	£100.04	£500.18		G W Shelter Solutions	Bus Shelter - Eastfield Lane - replacement panel 4000/1/4
		1445/1		£34.99	£0.00	£34.99	RLOS	screwfix	Waterproof boots for Barney. 3000/1/5
324	18/03/21	1445	RTC803941	£34.99	£0.00	£34.99		screwfix	3000/1/5
		1446/1		£2,324.58	£387.43	£1,937.15	RLOS	Roadware Ltd	Replacement Litter bin programe,replacement bins 3000/2/17
332	18/03/21	1446	RTC803944	£2,324.58	£387.43	£1,937.15		Roadware Ltd	3000/2/17
		1447/1		£197.60	£32.94	£164.66	P&F	Taste Vending Ltd	First two months rent for coffee machine 2802/3/1
		1447/2		-£150.00	£0.00	-£150.00	P&F	Taste Vending Ltd	credit note 22721 per statement 2802/3/1
331	18/03/21	1447	RTC803965	£47.60	£32.94	£14.66		Taste Vending Ltd	First months rent plus rentin advance for coffee machine 22100 2802/3/1
		1448/1		£99.96	£16.66	£83.30	P&F	Taste Vending Ltd	coffee for resale 2802/3/1
		1448/2		-£99.96	-£16.66	-£83.30	P&F	Taste Vending Ltd	credit note 26500 2802/3/1
333	18/03/21	1448	RTC803901	£0.00	£0.00	£0.00		Taste Vending Ltd	Coffee for resale 2802/3/1
330	18/03/21	1449		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Machine rental april/may 2020 2802/3/1
	18/03/21	1450		£0.00	£0.00	£0.00	P&F	Taste Vending Ltd	Filter coffee for resale at Carver Clubhouse - cancelled 2802/3/1
325	18/03/21	1451		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	coffee machine rental February 2021 2802/3/1

# Paid Expenditure Transactions

Start of year 01/04/20



paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
326	18/03/21	1452		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee machine rental April 2021 2802/3/1
327	18/03/21	1453		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	coffee machine rental March 2021 2802/3/1
328	18/03/21	1454		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee machine rental december 2020 2802/3/1
329	18/03/21	1455		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee machine rental May 2020 2802/3/1
		1456/1		£2,753.00	£0.00	£2,753.00	RLOS	Peter Wiseman	To supply soil and make up Bunds at Kingfisher Way. 3350/5
334	18/03/21	1456	RTC803954	£2,753.00	£0.00	£2,753.00		Peter Wiseman	Groundworks at Kingfisher Way 3350/5
		1457/1		£486.00	£81.00	£405.00	P&F	Clyde & Co Claims LLP	Personal Injury Claim Inc VAT 9999
		1457/2		-£405.00	£0.00	-£405.00	P&F	Clyde & Co Claims LLP	Personal Injury Claim ex vat 9999
335	18/03/21	1457		£81.00	£81.00	£0.00		Clyde & Co Claims LLP	Personal Injury claim 9999
		1458/1		£5,690.00	£948.33	£4,741.67	P&F	Clyde & Co Claims LLP	Personal Injury Claim inv VAT 9999
		1458/2		-£4,741.67	£0.00	-£4,741.67	P&F	Clyde & Co Claims LLP	Personal Injury Claim ex Vat 9999
336	18/03/21	1458		£948.33	£948.33	£0.00		Clyde & Co Claims LLP	Personal Injury Claim 9999
		1459/1		£2,919.60	£486.60	£2,433.00	P&F	Clyde & Co Claims LLP	Personal Injury Claim inc VAT 9999
		1459/2		-£2,433.00	£0.00	-£2,433.00	P&F	Clyde & Co Claims LLP	personal Injury Claim exc Vat 9999
337	18/03/21	1459		£486.60	£486.60	£0.00		Clyde & Co Claims LLP	Personal Injury Claim 9999
		1496/1		£4.99	£0.00	£4.99	P&F	Cash Banked - Carvers	Café purchases for re-sale 2802/3/1
		1496/2		£38.75	£0.00	£38.75	P&F	Cash Banked - Carvers	Club house purchases re Tiny Tots per CB memo 18/03/21 2802/2/1
csH dep part 2 of 2	18/03/21	1496		£43.74	£0.00	£43.74		Cash Banked - Carvers	Cash expenditure met from café takings 14/12/20 to 15/3/21per memo from CB 18/03/21 2802/3/1
DD	19/03/21	1517		£11.28	£0.53	£10.75	P&F	SSE Southern Electric	Market place electricity February 2021 2000/1/1
DD	19/03/21	1518		£2.16	£0.00	£2.16	P&F	Worldpay	Service Charges March 2021 2802/3/1
PAY	19/03/21	1522		£7.00	£0.00	£7.00	Counc	Lloyds Bank	Client Account bank charges March 2021 10111
DD	22/03/21	1497		£312.82	£52.14	£260.68	P&F	EBS (UK) Ltd	Broadband line and call charges March 2021 2000/1/11
DD	22/03/21	1504		£5,806.21	£0.00	£5,806.21	P&F	Inland Revenue	Income tax and NI February 2021 payroll 2600/1/2
CCTN1088/5	23/03/21	1460		£104.78	£14.74	£90.04	P&F	Booker	Food supplies for Carvers Clubhouse 49365386, duplicate of TN 1088/3 2802/3/1
CCTN1088	23/03/21	1461		£40.99	£6.83	£34.16	P&F	Amazon	Duplicated in transaction 1088 2802/2/2
CCTN1088	23/03/21	1462		-£40.99	-£6.83	-£34.16	P&F	Amazon	Duplicated in transaction 1088 2802/2/2

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Start of year 01/04/20

paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
CCTN1355	23/03/21	1463		£79.95	£0.00	£79.95	P&F	Amazon	Sleigh for Christmas Gateway duplicated in transaction 1355 2400/9
CCTN1355	23/03/21	1464		-£79.95	£0.00	-£79.95	P&F	Amazon	Contra 1463, Sleigh for Christmas Gateway duplicated in transaction 1355 2400/9
CCTN1088/4	23/03/21	1465		£222.01	£37.00	£185.01	P&F	Booker	Order for carvers clubhouse 49195790 duplicated transaction 1088 2802/3/1
CCTN1088/4	23/03/21	1466		-£222.01	-£37.00	-£185.01	P&F	Booker	Contra 1465, Order for carvers clubhouse 49195790 duplicated transaction 1088 2802/3/1
CCTN1088/5	23/03/21	1468		-£104.78	-£14.74	-£90.04	P&F	Booker	Contra 1460, Food supplies for Carvers Clubhouse 49365386, duplicate of TN 1088/3 2802/3/1
		1469/1		£265.00	£0.00	£265.00	RLOS	DVLA	1 year - Tax Renewal - EF66 AVD - Main Ford Van 3000/3/2
CCTN1400/2	23/03/21	1469	RTC803897	£265.00	£0.00	£265.00		DVLA	Vehicle Tax EF66 AVD - Main Ford Van - duplicate transaction 1400 3000/3/2
		1470/1		-£265.00	£0.00	-£265.00	RLOS	DVLA	1 year - Tax Renewal - EF66 AVD - Main Ford Van 3000/3/2
CCTN1400/2	23/03/21	1470		-£265.00	£0.00	-£265.00		DVLA	Contra 1469, Vehicle Tax EF66 AVD - Main Ford Van - duplicate transaction 1400 3000/3/2
TN365	23/03/21	1471		£0.00	£0.00	£0.00	P&F	Status Computers	Tablet device for Carvers Clubhouse paid on TN 365, 10/9/19 2000/1/15
TN304	23/03/21	1472		£0.00	£0.00	£0.00	P&F	Tony Ring	50% of Mayor's Allowance paid 12/8/19 TN 304 2200/1/4
		1473/1		£240.00	£40.00	£200.00	RLOS	Pete Best	To remove 5 hung branches and other work as discussed on site as dangreous. 3000/2/11
338	23/03/21	1473	RTC803956	£240.00	£40.00	£200.00		Pete Best	Urgent tree works at The Bickerley 3000/2/11
339	23/03/21	1474		£528.00	£88.00	£440.00	RLOS	Pete Best	To carry out Tree work in Parish Church Yard as on tree safety inspection list. 3000/2/11
		1475/1		£165.40	£27.57	£137.83	RLOS	Wicksteed Leisure Ltd	New seat and base plate with associated fittings for Freddie Frog (see your email dated 23/10/2020) 3000/2/16
		1475/2		£14.06	£2.34	£11.72	RLOS	Wicksteed Leisure Ltd	Carriage 3000/2/16
340	23/03/21	1475	RTC803840	£179.46	£29.91	£149.55		Wicksteed Leisure Ltd	Parts for Freddie Frog - Toad Corner Play Area 3000/2/16
		1476/1		£88.80	£14.80	£74.00	P&F	Edge IT Systems Ltd	Epitaph training 2310/2
341	23/03/21	1476	RTC803967	£88.80	£14.80	£74.00		Edge IT Systems Ltd	Staff training 2310/2
342	23/03/21	1477		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Alarm response Tractor shed 24/01/21 3000/2/1

# Paid Expenditure Transactions

Start of year 01/04/20



paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
343	23/03/21	1478		£336.00	£56.00	£280.00	P&F	Concentrate Limited	Ringwood website pdf uploads 2000/1/14
344	23/03/21	1479		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV line rental costs 6 months 1/10/20 to 31/3/20 2400/15
345	23/03/21	1480		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 February 2021 2000/1/15
petty cash March	23/03/21	1502		£3.69	£0.00	£3.69	Counc	Ringwood Town Council	Petty Cash March 10000
		1481/1		£475.20	£79.20	£396.00	P&F	Epta Cold Service Ltd	Air Con and Heating Maintenance Contract 2802/1/1
348	24/03/21	1481	RTC803823	£475.20	£79.20	£396.00		Epta Cold Service Ltd	Air Conditioning and Heating Maintenance Contract 2802/1/1
		1482/1		£198.00	£33.00	£165.00	P&F	Status Computers	Backup Assist Support annual sub 2000/1/15
346	24/03/21	1482	RTC803922	£198.00	£33.00	£165.00		Status Computers	Backup software support subscription 2000/1/15
		1483/1		£1,548.00	£258.00	£1,290.00	P&F	Status Computers	Extra Toshiba laptop for office 2000/1/15
		1483/2		£17.12	£2.85	£14.27	P&F	Status Computers	1 x Endpoint Av ESET until 29/7 2000/1/15
347	24/03/21	1483	RTC803914	£1,565.12	£260.85	£1,304.27		Status Computers	Additional office laptop 2000/1/15
		1484/1		£90.00	£15.00	£75.00	P&F	RFS Technology	Greenways Annual Fire Service - Grd Floor 2100/1
		1484/2		£90.00	£15.00	£75.00	P&F	RFS Technology	Greenways Annual Fires Service - 1st Floor 2100/2
349	25/03/21	1484	RTC803874	£180.00	£30.00	£150.00		RFS Technology	Greenways Annual Fire Service 2100/1
PAY (DD)	25/03/21	1499		£23,424.59	£0.00	£23,424.59	P&F	Salaries	Salaries March 2021 2600/1/1
PAY	26/03/21	1519		£20.10	£0.00	£20.10	P&F	Lloyds Bank	Service charges March 2021 2000/1/18
		1485/1		£166.00	£0.00	£166.00	P&F	Rory Fitzgerald	CIPFA membership for period 1 January 2021 to 31 December 2021 2000/1/16
350	29/03/21	1485	RTC803976	£166.00	£0.00	£166.00		Rory Fitzgerald	Professional Membership of CIPFA 2000/1/16
		1486/1		£119.99	£20.00	£99.99	RLOS	screwfix	Cordless Pressure washer for washing Cemetery memorials. 3000/3/1
351	29/03/21	1486	RTC803979	£119.99	£20.00	£99.99		screwfix	3000/3/1
		1487/1		£37.95	£6.32	£31.63	RLOS	screwfix	5 new taaps 4 for Southampton road allotments and 1 for Hightown road. 3300/2/1
352	29/03/21	1487	RTC803978	£37.95	£6.32	£31.63		screwfix	3300/2/1
		1488/1		£9.99	£1.66	£8.33	RLOS	screwfix	Heavy Duty Staples for Staple gun 3000/3/1
353	29/03/21	1488	RTC803953	£9.99	£1.66	£8.33		screwfix	3000/3/1
354	29/03/21	1489		£212.74	£35.46	£177.28	P&F	Status Computers	Office 365 licences March 2021 2000/1/15
		1503/1		£5.99	£0.99	£5.00	P&F	Barclay Card	Gifts for staff team walking challenge 2000/2/1

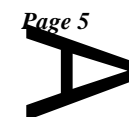


# Paid Expenditure Transactions

Start of year 01/04/20

paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		1503/2		£7.99	£0.00	£7.99	P&F	Barclay Card	Facebook Campaign re Carvers Clubhouse 2802/2/1
		1503/3		£109.11	£18.19	£90.92	P&F	Barclay Card	Play equipment for Carvers Clubhouse 2802/2/1
		1503/4		£39.54	£6.59	£32.95	P&F	Barclay Card	Play equipment for Carvers Clubhouse - order completion 2802/2/1
DD	29/03/21	1503		£162.63	£25.77	£136.86		Barclay Card	Youth Services and Events Credit card bill March 2021 2000/2/1
355	30/03/21	1490		£500.00	£0.00	£500.00	P&F	Forest Forge Theatre Group	Discretionary Grant February P&F minte F/5880 2210/1
356	30/03/21	1491		£500.00	£0.00	£500.00	P&F	New Forest Disability Information Service	Discretionary Grant February P&F minute F/5880 2210/1
		1505/1		£30.00	£5.00	£25.00	P&F	Central Southern Security	New 12v 7 amp battery Carvers 2802/1/1
		1505/2		£78.00	£13.00	£65.00	RLOS	Central Southern Security	Annual maintenance of CCTV system, Cemetery 3200/2/1
357	31/03/21	1505		£108.00	£18.00	£90.00		Central Southern Security	CCTV maintenance 2802/1/1
		1506/1		£204.60	£34.10	£170.50	RLOS	Barriers Direct	Padlocks for gates Bollards etc. 3000/2/3
358	31/03/21	1506	RTC803969	£204.60	£34.10	£170.50		Barriers Direct	11 padlocks keyed alike 3000/2/3
		1507/1		£72.00	£12.00	£60.00	P&F	Southern Gas Services Ltd	Bath tap repair 2100/3
359	31/03/21	1507	RTC803948	£72.00	£12.00	£60.00		Southern Gas Services Ltd	Plumbing repair 2100/3
		1508/1		£70.78	£0.00	£70.78	P&F	Bournemouth Water Business Services	Water carvers Clubhouse 2802/1/4
		1508/2		-£20.00	£0.00	-£20.00	P&F	Bournemouth Water Business Services	Water discount per B'mouth water March 2021 2802/1/4
361	31/03/21	1508		£50.78	£0.00	£50.78		Bournemouth Water Business Services	water Carvrs Clubhouse 2802/1/4
		1509/1		£448.62	£0.00	£448.62	RLOS	Bournemouth Water Business Services	Water bill November 2020 3000/1/8
		1509/2		-£20.00	£0.00	-£20.00	RLOS	Bournemouth Water Business Services	Water bill discount per B'mouth water March 2020 3000/1/8
361	31/03/21	1509		£428.62	£0.00	£428.62		Bournemouth Water Business Services	Mount Pleasant sports Ground Water 3000/1/8
		1510/1		£118.20	£19.70	£98.50	RLOS	Site Safety Ltd	Work clothes and Work boots for Kelvin Stephen and Duncan. 3000/1/5
362	31/03/21	1510	RTC803970	£118.20	£19.70	£98.50		Site Safety Ltd	Work clothes (order 803970 split over 2 transactions) 3000/1/5
		1511/1		£148.90	£24.82	£124.08	PT&E	O'NeillHomer	OS VectorMap for Ringwood 4000/1/6
363 pt1	31/03/21	1511	RTC803964	£148.90	£24.82	£124.08		O'NeillHomer	Mapping for Ringwood Neighbourhood Plan 4000/1/6



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Start of year 01/04/20



paid between 01/03/21 and 31/03/21

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		1512/1		£330.00	£55.00	£275.00	PT&E	ONeillHomer	Inception Meeting 0.5 days @ £550 per day	4000/1/6
		1512/2		£990.00	£165.00	£825.00	PT&E	ONeillHomer	Preparation of Action Plan 1.5 days @ £550 per day	4000/1/6
		1512/3		£660.00	£110.00	£550.00	PT&E	ONeillHomer	Follow up actions 1 day @ £550 per day	4000/1/6
		1512/4		£60.00	£10.00	£50.00	PT&E	ONeillHomer	Travel for Town Centre follow up actions	4000/1/6
363 pt2	31/03/21	1512	RTC803977	£2,040.00	£340.00	£1,700.00		ONeillHomer	Consultancy Services for Ringwood Neighbourhood Plan	4000/1/6
		1513/1		£50.78	£2.42	£48.36	RLOS	Utility Warehouse	Electricity February 2021	3000/1/1
		1513/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Club membership February 021	3000/1/1
DD	31/03/21	1513		£53.18	£2.82	£50.36		Utility Warehouse	Sports Pavilion Electricity February 21	3000/1/1
		1514/1		£32.77	£5.46	£27.31	RLOS	Utility Warehouse	Grounds staff phones March 2021	3000/1/6
		1514/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Cemetery land line & Broadband March 2021	3200/1/6
		1514/3		£132.14	£6.29	£125.85	RLOS	Utility Warehouse	Cemetery Electricity February 2021	3200/1/1
		1514/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Cemetery UW club fee March 2021	3200/1/1
DD	31/03/21	1514		£198.51	£17.35	£181.16		Utility Warehouse	Cemetery February 2021	3000/1/6
		1515/1		£11.20	£1.87	£9.33	P&F	Utility Warehouse	Mobile phone March 2021	2802/2/5
		1515/2		£31.20	£5.20	£26.00	P&F	Utility Warehouse	Carvers Clubhouse Landline & Broadband March 21	2802/2/5
		1515/3		£225.79	£10.76	£215.03	P&F	Utility Warehouse	Carvers Clubhouse Electricity February 2021	2802/1/3
		1515/4		£2.40	£0.40	£2.00	P&F	Utility Warehouse	Carvers Clubhouse UW club fe March 2021	2802/1/3
DD	31/03/21	1515		£270.59	£18.23	£252.36		Utility Warehouse	Carvers Clubhouse Utility Warehouse March	2802/2/5
DD	31/03/21	1516		£356.56	£59.42	£297.14	P&F	British Gas	Greenways gas to 5th March 21	2100/1
DEP31-3pt1	31/03/21	1520		£5.60	£0.00	£5.60	P&F	Iceland	Carvers Clubhouse café supplies	2802/3/1
<b>Total</b>				£61,415.39	£3,921.80	£57,493.59				

# Bank Account Reconciled Statement

**Imprest - Lloyds Bank**

**00215966**

**30-97-08**

Statement Number	20	Bank Statement No.	20
Statement Opening Balance	£100,534.44	Opening Date	01/03/21
Statement Closing Balance	£104,755.32	Closing Date	31/03/21
True/ Cashbook Closing Balance	£104,655.32		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/03/21	DD	Multiple Suppliers/ Customers	200.50	0.00	100,333.94
01/03/21	FPI	Cllr P Day	0.00	100.00	100,433.94
01/03/21	SO	TLC Online	80.00	0.00	100,353.94
02/03/21	BGC	CCLA Investment Management Ltd	0.00	14.71	100,368.65
08/03/21	322	PKF Littlejohn LLP	1,920.00	0.00	98,448.65
10/03/21	chq dep 10/03/21 #1	I.N. Newmans	0.00	730.00	99,178.65
10/03/21	chq dep 10/03/21 #2	Tappers	0.00	65.00	99,243.65
10/03/21	chq dep 10/03/21 #3	Funeral Services Ltd	0.00	730.00	99,973.65
10/03/21	chq dep 10/03/21 #4	Head & Wheble Funeral Directors	0.00	140.00	100,113.65
10/03/21	chq dep 10/03/21 #5	Head & Wheble Funeral Directors	0.00	65.00	100,178.65
11/03/21	BGC	Executors of E D Weaving Deceased	0.00	54.00	100,232.65
11/03/21	FPI	Executors of D M Pickles Deceased	0.00	54.00	100,286.65
12/03/21	BGC	Multiple Suppliers/ Customers	0.00	1,380.00	101,666.65
12/03/21	BGC (deduction)	Austin & Wyatt	156.60	0.00	101,510.05
17/03/21	BGC	Poulner Junior School	0.00	3,459.00	104,969.05
17/03/21	BP	Hampshire County Council	6,884.42	0.00	98,084.63
17/03/21	DD lloyds credit car	VentilationLand	492.00	0.00	97,592.63
17/03/21	FPI	Multiple Suppliers/ Customers	0.00	380.00	97,972.63
18/03/21		Taste Vending Ltd	0.00	0.00	97,972.63
18/03/21	323	G W Shelter Solutions	600.22	0.00	97,372.41
18/03/21	324	screwfix	34.99	0.00	97,337.42
18/03/21	325	Taste Vending Ltd	98.80	0.00	97,238.62
18/03/21	326	Taste Vending Ltd	98.80	0.00	97,139.82
18/03/21	327	Taste Vending Ltd	98.80	0.00	97,041.02
18/03/21	328	Taste Vending Ltd	98.80	0.00	96,942.22
18/03/21	329	Taste Vending Ltd	98.80	0.00	96,843.42
18/03/21	330	Taste Vending Ltd	98.80	0.00	96,744.62
18/03/21	331	Taste Vending Ltd	47.60	0.00	96,697.02

# A Bank Account Reconciled Statement

18/03/21	332	Roadware Ltd	2,324.58	0.00	94,372.44
18/03/21	333	Taste Vending Ltd	0.00	0.00	94,372.44
18/03/21	334	Peter Wiseman	2,753.00	0.00	91,619.44
18/03/21	335	Clyde & Co Claims LLP	81.00	0.00	91,538.44
18/03/21	336	Clyde & Co Claims LLP	948.33	0.00	90,590.11
18/03/21	337	Clyde & Co Claims LLP	486.60	0.00	90,103.51
18/03/21	Cash dep part1 of 2	Cash Banked	0.00	616.75	90,720.26
18/03/21	csh dep part 2 of 2	Cash Banked - Carvers	43.74	0.00	90,676.52
19/03/21	DD	Multiple Suppliers/ Customers	13.44	0.00	90,663.08
22/03/21	DD	Multiple Suppliers/ Customers	6,119.03	0.00	84,544.05
23/03/21	338	Pete Best	240.00	0.00	84,304.05
23/03/21	339	Pete Best	528.00	0.00	83,776.05
23/03/21	340	Wicksteed Leisure Ltd	179.46	0.00	83,596.59
23/03/21	341	Edge IT Systems Ltd	88.80	0.00	83,507.79
23/03/21	342	Insight Security & Facilities Ltd	18.00	0.00	83,489.79
23/03/21	343	Concentrate Limited	336.00	0.00	83,153.79
23/03/21	344	New Forest District Council	4,395.00	0.00	78,758.79
23/03/21	345	Status Computers	212.74	0.00	78,546.05
23/03/21	BGC	Worldpay	0.00	10.00	78,556.05
23/03/21	CCTN1088	Amazon	0.00	0.00	78,556.05
23/03/21	CCTN1088/4	Booker	0.00	0.00	78,556.05
23/03/21	CCTN1088/5	Booker	0.00	0.00	78,556.05
23/03/21	CCTN1355	Amazon	0.00	0.00	78,556.05
23/03/21	CCTN1400/2	DVLA	0.00	0.00	78,556.05
23/03/21	TN304	Tony Ring	0.00	0.00	78,556.05
23/03/21	TN365	Status Computers	0.00	0.00	78,556.05
24/03/21	346	Status Computers	198.00	0.00	78,358.05
24/03/21	347	Status Computers	1,565.12	0.00	76,792.93
24/03/21	348	Epta Cold Service Ltd	475.20	0.00	76,317.73
24/03/21	7933		150.00	0.00	76,167.73
24/03/21	Deposit 24/03 pt 1	Tappers	0.00	285.00	76,452.73
24/03/21	deposit 24/3 pt 2	W H Hoare Ltd	0.00	140.00	76,592.73
24/03/21	FPI	Quantuma	0.00	2,750.00	79,342.73
25/03/21	349	RFS Technology	180.00	0.00	79,162.73
25/03/21	PAY (DD)	Salaries	23,424.59	0.00	55,738.14
26/03/21	PAY	Lloyds Bank	20.10	0.00	55,718.04
26/03/21	TFR		0.00	50,000.00	105,718.04

# Bank Account Reconciled Statement

29/03/21	350	Rory Fitzgerald	166.00	0.00	105,552.04
29/03/21	351	screwfix	119.99	0.00	105,432.05
29/03/21	352	screwfix	37.95	0.00	105,394.10
29/03/21	353	screwfix	9.99	0.00	105,384.11
29/03/21	354	Status Computers	212.74	0.00	105,171.37
29/03/21	DD	Barclay Card	162.63	0.00	105,008.74
30/03/21	355	Forest Forge Theatre Group	500.00	0.00	104,508.74
30/03/21	356	New Forest Disability Information Service	500.00	0.00	104,008.74
30/03/21	FPI	Multiple Suppliers/ Customers	0.00	558.00	104,566.74
31/03/21	357	Central Southern Security	108.00	0.00	104,458.74
31/03/21	358	Barriers Direct	204.60	0.00	104,254.14
31/03/21	359	Southern Gas Services Ltd	72.00	0.00	104,182.14
31/03/21	361	Bournemouth Water Business Services	479.40	0.00	103,702.74
31/03/21	362	Site Safety Ltd	118.20	0.00	103,584.54
31/03/21	363 pt1	ONeillHomer	148.90	0.00	103,435.64
31/03/21	363 pt2	ONeillHomer	2,040.00	0.00	101,395.64
31/03/21	DD	Multiple Suppliers/ Customers	878.84	0.00	100,516.80
31/03/21	DEP31-03pt2	Cash Banked	0.00	138.30	100,655.10
31/03/21	DEP31-3pt1	Iceland	5.60	0.00	100,649.50
31/03/21	FPI	New Forest District Council	0.00	355.96	101,005.46
31/03/21	FPI (part 1 of 2)	Community First New Forest	0.00	692.36	101,697.82
31/03/21	FPI (part 2 of 2)	Community First New Forest	0.00	2,637.50	104,335.32
31/03/21	FPI (Wilson)	Ellingham & Ringwood Rugby Club	0.00	420.00	104,755.32

## Uncleared and unrepresented effects

10/02/20	120	Ringwood First Responders	100.00		104,655.32
		<b>Total</b>	<b>100.00</b>		

Reconciled by Rory Fitzgerald

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

Chair

## Bank Account Reconciled Statement

**CCLA Public Sector Deposit Fund 0674750001PC**

Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£480,000.00	Opening Date	01/03/21
Statement Closing Balance	£430,000.00	Closing Date	31/03/21
True/ Cashbook Closing Balance	£430,000.00		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/02/21		No activity	0.00	0.00	480,000.00
26/03/21	TFR		50,000.00	0.00	430,000.00

Uncleared and unrepresented effects

Total

Reconciled by Rory Fitzgerald

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

# Bank Account Reconciled Statement

<b>Business Instant Access</b>	<b>01706998</b>	<b>30-97-08</b>	
Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£51,547.18	Opening Date	01/03/21
Statement Closing Balance	£51,547.58	Closing Date	31/03/21
True/ Cashbook Closing Balance	£51,547.58		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/03/21	Interest	Lloyds	0.00	0.40	51,547.58

Uncleared and unrepresented effects

Total

Reconciled by Rory Fitzgerald

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

# Bank Account Reconciled Statement

<b>Client Deposit Account</b>	<b>30138568</b>	<b>30-84-87</b>
Statement Number	19	Bank Statement No. 19
Statement Opening Balance	£10,684.15	Opening Date 01/03/21
Statement Closing Balance	£10,677.15	Closing Date 31/03/21
True/ Cashbook Closing Balance	£10,677.15	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
19/03/21	PAY	Lloyds Bank	7.00	0.00	10,677.15

Uncleared and unrepresented effects

Total

Reconciled by Rory Fitzgerald

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair



# Bank Account Reconciled Statement

## Petty Cash - General

Statement Number	22	Bank Statement No.	22
Statement Opening Balance	£19.49	Opening Date	01/03/21
Statement Closing Balance	£165.80	Closing Date	31/03/21
True/ Cashbook Closing Balance	£165.80		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
23/03/21	petty cash March	Ringwood Town Council	3.69	0.00	15.80
24/03/21	7933		0.00	150.00	165.80

Uncleared and unrepresented effects

Total

Reconciled by Rory Fitzgerald

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

**POLICY AND FINANCE COMMITTEE 21st APRIL 2021****BANK BALANCES & PROPOSED TRANSFERS**

<b>Account Name</b>	<b>Predicted</b>	<b>Actual at</b>	<b>Predicted</b>	<b>Proposed Transfers</b>		<b>Predicted</b>
	<b>31-Mar-21</b>			<b>31-Mar-21</b>	<b>Movement</b>	
	£	£	£	£	£	£
Imprest (Current) Account	100,534	104,755	230,928	-250,000	250,000	85,683
Business Account	51,548	51,548				51,548
Investment Accounts	430,000	430,000				680,000
Greenways Rent Deposit	10,684	10,677				10,677
Petty Cash - Imprest	19	166				166
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>593,010</b>	<b>597,371</b>				<b>230,928</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

21st April 2021

21st April 2021

Investment Accounts	<b>CCLA</b>	Instant access
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## Notes:

- 1 **Imprest Account**

Anticipated net expenditure to end April	£ 35,000
PRECEPT - 1st Instalment	-265,928
Net anticipated movement on imprest account	<b>-230,928</b>
- 2 **Investment Maturity**

No investments due to mature
- 3 The bank accounts were reconciled as at 31st March 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 – 21<sup>st</sup> APRIL 2021

### BUDGETARY CONTROL Q4 – DRAFT OUTTURN 2020/21

#### 1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with the first draft income and expenditure outturn report for the year 2020-21.
- 1.2 Income and expenditure to the end of March has been compared against the revised budget forecast which was approved at the January 2021 meeting of this Committee. The revised budget has further been adjusted in line with the recommendations of the February meeting of this Committee. The draft outturn figures presented here may change slightly as any remaining outstanding orders and invoices are either processed, deleted or carried forward to 2021/22.
- 1.3 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure, together with outstanding commitments with the revised budget for the year. As previously explained, 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.
- 1.4 This report also includes an analysis of reserves movements for the year and an updated schedule of movements to and from reserves together with reserve balances is included at Appendix 2.

#### 2. INCOME & EXPENDITURE FOR THE FINANCIAL YEAR 2020/2021

- 2.1 Expenditure to the end of March totalled £677,357 including commitments of £28,168 but excluding a credit balance on the payroll holding accounts of £12,298 pending settlement of tax and pensions liabilities with HMRC and HCC. A further £33,158 is expected to be invoiced to cover our share of the annual Gateway costs. Thus expenditure to the end of March totalled £710,515.
- 2.2 However, the committed expenditure includes items which will not be delivered until 2021/22 and so will not ultimately impact the 2020/21 accounts. These include:
- Human Sundial, £5,334 due for delivery in August.
  - Cemetery Digitalisation, £4,600 which is included in the 2021/22 budget and will be funded from reserves.
  - Repairs to the gate and wall at the cemetery, £4,295. This work will be carried out in April and is expected to be funded through an insurance claim.
  - Provision of a grease trap at carvers Clubhouse, £765. This is required by Southern Water and has not yet been delivered but may in any case, be funded from the Carvers Clubhouse reserve.

With these items removed, the expenditure outturn figure will reduce by £14,994 to £695,521 or just under the revised expenditure budget for the year of £700,794.

- 2.3 Whilst the expenditure outturn is very close to the revised budget (99.2%) there are some notable variances. These variances are briefly explained as follows:

##### **Policy & Finance Committee**

Establishment costs underspend of £9,358. This is largely due to savings on office based expenditure such as photocopying, postage, stationery etc. and a further reduction in the information service staff costs, all due to the continuing lockdown and office closure.

Maintenance costs will exceed the budget once the NFDC recharge of Gateway costs are processed. This overspend is entirely due to increased utilities costs associated with

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Greenways, which are re-charged to the tenants and appear elsewhere as additional income.

The Grants budget appears overspent by £1,038 but this is due to the costs of Covid relief packs which were met from this budget but for which an application has been made for government support funding. It is not certain that such funding will materialise and so members should consider whether to fund the Covid relief packs from the Covid Relief grant received from NFDC instead.

The “Other” expenditure category is overspent by £3,210 and this is due to additional spend on events and the cost of the Christmas tree, £1,000 of which has been met from the events reserve.

Carvers Clubhouse, including employee costs, is overspent by £3,600, although £765 of this is in connection with the grease trap which will be moved into 2021/22. The remaining overspend is explained by an increase in staff costs, the purchase of a floor cleaning machine which was funded from the Clubhouse reserve and higher than anticipated spend on stock purchases for the café which has generated a similar increase in café sales.

## **Recreation, Leisure & Open Spaces Committee**

“Other expenditure” is overspent by £3,623 and this is entirely due to the commitment raised in respect of repairs to the cemetery gate and wall which will be moved into 2021/22 and will be funded through an insurance claim.

There is a modest underspend on cemetery costs caused by lower than expected maintenance expenditure and refuse disposal costs.

Capital expenditure has exceeded the revised budget by £4,600 but this is due to the raising of an order for the cemetery digitalisation project which will happen in 2021/22 and will be funded from reserves.

## **Planning, Town & Environment Committee**

There is a small overspend for this Committee which is due to higher than anticipated spend on the Neighbourhood Plan in the current year. All of this expenditure is being met from grant funding which has been received during the year.

- 2.3 Total staff costs for the year, including member’s allowances have amounted to £422,369 which is very close to the revised budget projection of £421,524. This is just over £45,000 below the original budget estimate and the underspend is largely due to delays in recruiting youth workers, the closure of the Visitor Information Centre and a reduction in paid overtime due to the pandemic.
- 2.4 Activity on Ringwood events have been severely impacted by the pandemic. Nevertheless, some activity did take place, mainly to do with the Christmas lights switch on event. Expenditure for the year amounted to £6,714 whilst income generated amounted to £3,185, a net loss of £3,529. Normally, any surplus at year end would be taken to the events reserve and members should consider whether this loss should be met from the events reserve.
- 2.5 Income recovered somewhat during the final weeks of the year. Total receipts to the 31<sup>st</sup> March, excluding the precept, amount to £220,411. Invoices for a further £31,928 have been raised and at the time of writing, £26,321 of this has been received. If all outstanding invoices are settled, total income will exceed the revised budget of £242,261 by £10,078 although it is likely that some invoices will not be settled. Members should also note that income was bolstered by the receipt of grant funding for the neighbourhood plan but £2,975 of this will have to be returned because it was not spent before the end of the year. Total income for the year is therefore likely to reach £247,000, exceeding the revised budget by around £5,000.

- 2.6 As with the expenditure outturn, there are some notable variances on income. For this committee, income exceeded the revised budget by £6,036 mainly because of increased utilities recharges to Greenways tenants, Increased activity at Carvers Café and increased events income although some of the invoices raised for events sponsorship are unlikely to be settled. Income from activities has recovered, but around £4,000 of the invoiced income remains outstanding. Cemeteries income remains below target and fell short of the revised budget estimate by £5,534.
- 2.7 The net impact is that the small surplus of £5,744 predicted in the revised budget is now likely to increase to £12,862. Any surplus remaining at year end will be added to the General Reserve.

### 3. RESERVES

- 3.1 At the 1<sup>st</sup> April 2020, the Town Council held a balance in reserves of £495,883, split between Earmarked Reserves of £215,960 and a General Reserve of £279,923.
- 3.2 Planned transfers to reserves amounted to £38,400 whilst planned transfers from reserves in support of specific projects amounted to £23,138. Cash receipts, including CIL, were expected to be £36,793 and the predicted balance on the General Fund of £5,744 gave a projected closing balance of £553,632. Latest estimates suggest that the transfer from reserves in support of projects will be reduced to £19,527 for the year, whilst cash receipts have increased to £39,650 because of the early receipt of Covid relief grant from NFDC.
- 3.3 The transfers from reserves in support of specific projects are based on actual expenditure. The figures transferred from specific reserves to date are:

• Vehicles and Machinery	£3,443.59	re Purchase of Van and sprayer
• Play Equipment	£6,000.00	re Ash Grove Fence
• Carvers Clubhouse	£2,025.51	re purchase of floor cleaning machine
• Ringwood Events	£1,000.00	re Christmas Tree
• Memorial Lantern	£498.12	re Provision of timer for the lantern
• Developer's Contributions s106	£1,120.00	re Crow Lane
• Developer's Contributions (CIL)	£4,500.00	re pocket Park Boardwalk
• Developer's Contributions (CIL)	£612.50	re Carvers recreation ground imps
• Developer's Contributions (CIL)	£97.50	re Human Sundial works
• Cemetery Maintenance	<u>£230.00</u>	
	Total	19,527.22

- 3.4 The anticipated surplus on the revenue account is now £12,884. This, taken with the movements described above, will increase reserves to £567,290 split between Earmarked Reserves of £277,483 and a General Reserve of £289,807.

### 4. FINANCIAL IMPLICATIONS

- 4.1 Outturn Expenditure is now expected to be £695,500 whilst income, including the precept is expected to be £766,907. Net transfers to earmarked reserves, including CIL receipts and Covid relief grant, included in the income figure, amount to £58,523. This leaves a surplus on the revenue account of £12,884, an improvement on the revised budget of £7,140.
- 4.2 Earmarked reserves will increase by £58,523 whilst the General Reserve is expected to increase by £12,884 giving a total balance on reserves at the 31<sup>st</sup> of March of £567,290.

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## 5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The draft budget outturn position is noted.
- 5.2 Members consider whether to fund the deficit on Ringwood Events from the Events Reserve
- 5.3 Members consider whether, in the absence of alternative funding, the overspend on the grants budget be met from the Covid grant received from NFDC.

For further information please contact:

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[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

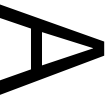
# Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

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

Includes commitments with an order date in the current financial year.

		Revised	Actual Net	Commitments	Balance
<b>INCOME</b>					
<b>Policy &amp; Finance</b>					
200	Revenue Income	£156,056.00	£138,316.60	£23,231.42	£5,492.02
280	Carvers Club House Income	£2,950.00	£3,494.25	£0.00	£544.25
999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£159,006.00</b>	<b>£141,810.85</b>	<b>£23,231.42</b>	<b>£6,036.27</b>
<b>Recreation, Leisure &amp; Open Spaces</b>					
300	Revenue Income (RLOS)	£27,498.00	£23,760.45	£8,607.56	£4,870.01
320	Cemetery Income	£41,932.00	£36,307.78	£90.00	-£5,534.22
330	Allotment Income	£5,300.00	£5,373.70	£0.00	£73.70
350	Capital Income	£4,000.00	£3,820.00	£0.00	-£180.00
<b>Total Recreation, Leisure &amp; Open Spaces</b>		<b>£78,730.00</b>	<b>£69,261.93</b>	<b>£8,697.56</b>	<b>-£770.51</b>
<b>Planning, Town &amp; Environment</b>					
400	Income	£4,525.00	£9,225.00	£0.00	£4,700.00
<b>Total Planning, Town &amp; Environment</b>		<b>£4,525.00</b>	<b>£9,225.00</b>	<b>£0.00</b>	<b>£4,700.00</b>
<b>Council</b>					
100	Precept	£519,907.00	£519,907.00	£0.00	£0.00
102	Interest Business A/c	£0.00	£4.70	£0.00	£4.70
110	Client Deposits	£0.00	£108.53	£0.00	£108.53
<b>Total Council</b>		<b>£519,907.00</b>	<b>£520,020.23</b>	<b>£0.00</b>	<b>£113.23</b>
<b>Total Income</b>		<b>£762,168.00</b>	<b>£740,318.01</b>	<b>£31,928.98</b>	<b>£10,078.99</b>



# Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

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

Includes commitments with an order date in the current financial year.

		Revised	Actual Net	Commitments	Balance
<b>EXPENDITURE</b>					
<b>Policy &amp; Finance</b>					
2000	Establishment	£109,720.00	£100,093.73	£267.93	£9,358.34
2100	Maintenance	£34,408.00	£3,495.77	£320.00	£30,592.23
2200	Democratic Process (members Costs)	£8,860.00	£8,520.53	£0.00	£339.47
2210	Grants	£8,040.00	£9,077.95	£0.00	-£1,037.95
2300	Employee Costs- Allocated Office Staff	£106,750.00	£107,648.10	£0.00	-£898.10
2310	Employee overhead Costs	£4,940.00	£4,318.25	£400.00	£221.75
2400	Other	£34,020.00	£37,195.35	£35.00	-£3,210.35
2500	Capital Financing	£31,546.00	£31,545.90	£0.00	£0.10
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	-£11,850.69	£0.00	£11,850.69
2801	Carvers Employee Costs	£40,000.00	£41,944.07	£0.00	-£1,944.07
2802	Carvers Club House- Expenditure	£15,220.00	£15,428.88	£1,447.62	-£1,656.50
9999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy &amp; Finance</b>		<b>£393,504.00</b>	<b>£347,417.84</b>	<b>£2,470.55</b>	
<b>Recreation, Leisure &amp; Open Spaces</b>					
3000	Recreation & Leisure (Other)	£73,545.00	£62,598.36	£14,569.43	-£3,622.79
3001	RL&OS -Employee Costs	£139,035.00	£139,044.67	£0.00	-£9.67
3002	Employee Costs	£1,750.00	£980.00	£0.00	£770.00
3200	Cemetery	£8,797.00	£7,359.05	£241.16	£1,196.79
3201	Cemetery -Employee Costs	£35,620.00	£35,704.10	£0.00	-£84.10
3300	Allotments	£3,180.00	£2,623.23	£49.85	£506.92
3301	Allotments -Employee Costs	£8,980.00	£9,101.28	£0.00	-£121.28
3350	Capital Expenditure	£10,150.00	£9,247.88	£5,502.60	-£4,600.48



# Financial Budget Comparison

APPENDIX 1

Comparison between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

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

Includes commitments with an order date in the current financial year.

	Revised	Actual Net	Commitments	Balance
<b>Total Recreation, Leisure &amp; Open Spaces</b>	£281,057.00	£266,658.57	£20,363.04	
<b>Planning, Town &amp; Environment</b>				
4000 Planning, Town & Environment	£6,270.00	£7,437.00	£0.00	-£1,167.00
4001 Employee Costs	£14,629.00	£15,090.69	£0.00	-£461.69
4050 Capital Expenditure	£5,334.00	£97.50	£5,334.00	-£97.50
<b>Total Planning, Town &amp; Environment</b>	£26,233.00	£22,625.19	£5,334.00	
<b>Council</b>				
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	£92.00	£0.00	-£92.00
10111 Bank Charges	£0.00	£98.00	£0.00	-£98.00
<b>Total Council</b>	£0.00	£190.00	£0.00	
<b>Total Expenditure</b>	<u>£700,794.00</u>	<u>£636,891.60</u>	<u>£28,167.59</u>	<u>£35,734.81</u>
Total Income	£762,168.00	£740,318.01		-£21,849.99
Total Expenditure	£700,794.00	£636,891.60		£63,902.40
<b>Total Net Balance</b>	<u>£61,374.00</u>	<u>£103,426.41</u>		

## RESERVES AND PROVISIONS - MOVEMENT &amp; ESTIMATED BALANCES

1st April 2020 to 31st March 2022

Appendix B

	Actual Balance 01/04/20 £	Actual Transfers 2020/21 :				Actual Balance 01/04/21 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £	
<b><u>EARMARKED PROVISIONS</u></b>						
I.T. & Equipment	9,400	4,500				13,900
Gateway	32,567	0			-7,567	25,000
Cemetery	14,000	4,000				18,000
Buildings Reserve	16,000	5,000			7,567	28,567
Election	9,774	1,500				11,274
Vehicle & Machinery	8,809	11,000	-3,444			16,365
Play Equipment	14,358	6,900	-6,000			15,258
Memorials	3,000					3,000
Christmas Lights	10,397				-10,397	0
Carvers Clubhouse	26,551	2,500	-2,026			27,025
Ringwood Events	13,357		-1,000			12,357
Memorial Lantern	1,852		-498			1,354
Carvers Grounds	11,300					11,300
Infrastructure & Open Spaces	5,946	3,000			10,397	19,343
Neighbourhood Plan	0				3,000	3,000
<b>Total Provisions</b>	<b>177,311</b>	<b>38,400</b>	<b>-12,967</b>	<b>0</b>	<b>3,000</b>	<b>205,744</b>
<b><u>RESERVES</u></b>						
Earmarked Reserves:						
Dev Contribs	4,783		-1,120			3,663
Cem Maint	1,440		-230			1,210
Dev Cons(CIL)	19,301		-5,210	31,544		45,635
Capital Receipts	13,125					13,125
Grants Unapplied	0			8,106		8,106
Loans Unapplied	0					0
<b>Total Earmarked Reserves and Provisions</b>	<b>215,960</b>	<b>38,400</b>	<b>-19,527</b>	<b>39,650</b>	<b>3,000</b>	<b>277,483</b>
<b>General Reserve</b>	<b>279,923</b>	<b>12,884</b>	<b>0</b>		<b>-3,000</b>	<b>289,807</b>
<b>Total Reserves</b>	<b>495,883</b>	<b>51,284</b>	<b>-19,527</b>	<b>39,650</b>	<b>0</b>	<b>567,290</b>

A

## POLICY & FINANCE COMMITTEE

21<sup>st</sup> April 2021

### Detached youth work

#### 1. Introduction and reason why decision required

- 1.1 Officers reported to the meeting of the Recreation Leisure & Open Spaces Committee on 7<sup>th</sup> April that the approved budget for the proposed detached youth outreach work was likely to prove insufficient. That committee resolved that a written report be prepared in respect of the project and referred to this meeting of this committee for consideration.

#### 2. Background information, options, impact assessment and risks

- 2.1 The Carvers Working Party received a report commissioned from an independent youth worker at its meeting on 14<sup>th</sup> February 2020. In response to her key recommendation that the Council consider providing youth intervention services on a detached basis, officers were requested to investigate options for doing so.
- 2.2 Subsequent meetings of the working party and the research by officers were rather disrupted by the pandemic but the sum of £5,500 was included in the payroll budget for 2020-21 to fund such provision. By February this year it had become apparent to officers that the service could be provided more efficiently under contract by a specialist outside agency than by directly employing youth workers. Accordingly, at its meeting on 17<sup>th</sup> February 2021, this committee approved the virement of this amount to the supplies and services budget (see minute ref. F/5879 item 7.)
- 2.3 Three organisations responded to an invitation for expressions of interest in the following brief:

*“In early 2020 (pre-covid) we (RTC) concluded a research project which looked at the current provision of youth services in Ringwood, identified any gaps and provide suggestions to the Council for addressing any of those gaps.*

*One of the recommendations of the project was that the Council should look at options for engaging the services of detached youth workers with the aim of reducing anti-social behaviour and supporting those young people who are not engaged in other formal activities in the town. We are now looking for an organisation to operate this service on our behalf.”*
- 2.4 In meetings with each, they were asked to quote for providing two youth workers for two nights a week for three hours over six months (which officers judged the minimum necessary to enable an adequate assessment afterward of the ongoing need for and effectiveness of the service provision).
- 2.5 Organisation A quoted £9,329.40. Organisation B quoted £12,600. Organisation C quoted £23,091 (or £45,000 for a more comprehensive intervention).
- 2.6 In light of these responses, officers judge that there is no realistic prospect of providing the proposed service within the budget transferred but that if it is to be provided in 2021, a commitment needs to be entered into as soon as practicable. If members wish to proceed this year, officers therefore recommend that Organisation A be engaged and a further £4,000 be added to the relevant budget.

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

**B**

***Do members wish officers to engage Organisation A to provide the service described and to add £4,000 to the budget to cover the cost?***

For further information, contact:

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

Charmaine Bennett, Carvers Manager  
Direct Dial: 01425 501309  
Email: [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)

## POLICY & FINANCE COMMITTEE

21<sup>st</sup> April 2021

### Energy Supply Contracts

#### 1. Introduction and reason why decision required

- 1.1 The Council is party to a number of contracts for the supply of gas and electricity. This report is intended to provide further information about these to members and seek direction as to possible re-procurement.

#### 2. Background information, options, impact assessment and risks

- 2.1 Some of the electricity supply contracts relate to unmetered supplies. These include power for the footway lighting in Carvers Recreation Ground and the festive display in the High Street and adjoining areas. The charges for these are calculated by reference to the estimated power consumption. The present supplier is SSE. It is not clear that there is any choice of supplier for these but the costs are relatively modest. Of greater significance are the metered supplies and the rest of this report is concerned exclusively with these.

- 2.2 The principal metered energy supplies for which the Council is directly responsible are:

- 2.2.1 The mains gas supply to its former office building Greenways, 71 Christchurch Road (the present supplier is British Gas and the cost is fully re-charged to the two tenants of the building)

- 2.2.2 The mains electricity supply to Carvers Clubhouse (the present supplier is Utility Warehouse)

- 2.2.3 The mains electricity supply to the sports pavilion and grounds department buildings at Carvers Recreation Ground (the present supplier is Utility Warehouse)

- 2.2.4 The mains electricity supply to the grounds department office and other buildings at the Cemetery (the present supplier is Utility Warehouse)

- 2.2.5 The mains electricity supply to the box in the Market Place (the present supplier is SSE)

- 2.3 The supply contracts listed in paragraph 2.2 above have mostly been in place for five years or more. It is good practice to review such commitments periodically to ensure they meet current Council objectives and provide value for money. Utility Warehouse has recently given notice of a 9.6% increase in unit costs with effect from 1<sup>st</sup> April.

- 2.4 Officers recommend that enquiries be made with a view, potentially, to switching suppliers but seek direction from members on the priority of selection criteria to apply. The following factors may be thought relevant:

- 2.4.1 The proportion of the supplier's sources that are renewable (ideally 100%?);

- 2.4.2 The lowest cost overall (taking account of the effect of both standing charges and unit charges based on current usage data);

- 2.4.3 The period for which any charges are fixed (the longer the better?); and

- 2.4.4 Any penalty for terminating the contract or switching to a different supplier (often linked to any period during which the prices are fixed).

(Members may think relevant other factors not listed here and are invited to specify these.)

# C

2.5 The Council also incurs energy costs in connection with its offices at Ringwood Gateway but it bears only a share; the contracts being negotiated and administered by New Forest District Council. The periodic re-procurement of these is not, therefore, a matter for this Council.

3. Issues for decision and any recommendations

**3.1 Should officers take steps to re-procure the supply contracts listed in paragraph 2.2 above?**

**3.2 If so, in what order of priority should they apply the selection criteria listed in paragraph 2.5 above (and any others that members wish them to apply)?**

For further information, contact:

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

# Ringwood Town Council



## Council and/or staff subscriptions to other bodies

(Correct as at: 9<sup>th</sup> April 2021)

Body	Description	Type	Cost <sup>1</sup>	Renewal date
Institute of Cemetery & Crematorium Management	Provides guidance on policy and best practice to burial authorities and access to specialist training and materials for staff.	Council	£95.00	1 April
HALC & NALC	The county and national associations for our local government sector providing advice, materials and training for councillors and staff.	Council	£1,875.64	1 April
Local Councils Review	Sector magazine	Council	£17.00	1 April
Hampshire Playing Fields Association	[Previously included but subscription has lapsed following dissolution of the Association.]			
Community First New Forest	Charity supporting local volunteer and community groups	Council	£8.33	1 April
The Institute of Groundsmanship	Provides guidance and training on provision of sports surfaces	Council	£126.78	2 April
Information Commissioner's Office	Registration (legal requirement)	Council	£55.00	1 Aug.
Ringwood & District Community Association	Affiliation to the charity which runs Greyfriars Community Centre	Council	£25.00	1 Sep.
Gonewforest	Online/digital media tourism and visitor promotion service	Council	£210.00	1 Jan.

<sup>1</sup> Annual cost at last renewal excluding VAT.

# D

Society of Local Council Clerks	Provides support, advice and training for town and parish clerks. (Trade union is now separate.)	Staff (Town Clerk & Deputy)	£580.00	1 Jan.
Chartered Institute of Public Finance & Accountancy	Provides support, advice and training for public finance officers	Staff (Finance Manager)	£155.00 <sup>2</sup>	1 Jan.

## Notes

1. This list should be reviewed by members once a year. At the last annual meeting of the Council this task was delegated to the Policy & Finance Committee. Officers propose to include the review as a standing item in Committee's April meeting agenda.
2. A motion requiring that a subscription be reconsidered, not renewed or terminated may be made at any time as a written motion requiring notice in accordance with standing orders.
3. Subscriptions will automatically continue unless and until terminated in accordance with a resolution to that effect and whatever termination process the subscription includes.
4. Officers will renew current subscriptions upon their expiry unless directed by a resolution not to do so.

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<sup>2</sup> Reduced rate for part-time working



## RINGWOOD TOWN COUNCIL

### COMPLAINTS PROCEDURE

#### 1. Introduction

- 1.1 The complaints procedure is for all complaints to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.
- 1.2 Separate arrangements as prescribed by law are in place in respect of Councillors. (These arrangements are referred to at paragraph 7 below)
- 1.3 The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the town.

#### 2. Aim

- 2.1 The aim is to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

#### 3. Definition of Complaints

- 3.1 People's perceptions differ widely. It is therefore very difficult to give a precise definition of a complaint. However, for our purposes, a complaint is  
  
'an expression of dissatisfaction about a service undertaken by Ringwood Town Council or any of its employees'

- 3.2 More specifically, a complaint is where an allegation is made:-

- That the Council has not done something it has a duty to do or normally does;
- That the Council has done something it has no right to do or does not normally do as a matter of established practice;
- That the conduct or behaviour of an employee is unsatisfactory;
- That the established levels of service delivery are not reached;
- That a person does not understand or is not informed of why or how a situation arose or exists;
- That an adopted and known procedure is not followed;
- That maladministration has occurred.

#### 4. What To Do If You Have A Complaint

- 4.1 The first priority is to raise the issue with the Town Council. To do this, please contact the Town Clerk, who is the officer responsible for dealing with these matters, as quickly as possible.
- 4.2 Your complaint should be made by telephone, email, in person or in writing, giving names and addresses and relevant dates with as much information as possible. The appropriate details for contacting the Town Clerk are by telephone on 01425 484720;

by email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk); in person; or by letter to Ringwood Gateway, The Furlong, Ringwood, BH24 1AT.

- 4.3 In many cases, it will be possible for an issue to be dealt with straight away and the source of the complaint resolved immediately.
- 4.4 For more complex issues, it is much better to put these in writing so that a thorough investigation can be undertaken. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within 15 working days.
- 4.5 The Town Council maintains a register of complaints showing dates, details of the complaint, complainant and the action taken to resolve the issue. This is available for all members of the Council to inspect. Serious complaints will be reported to Councillors.
- 4.6 If the complaint involves the Town Clerk personally, the complainant should address the complaint direct to the Town Mayor. His personal contact details can be found on the Council's website at [www.ringwood.gov.uk](http://www.ringwood.gov.uk) or he can be contacted via the Council office at Ringwood Gateway.

## **5. Putting Things Right**

- 5.1 If following the investigation into the complaint the Council is found to be at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.
- 5.2 Where subsequent actions or simply the passage of time prevents restitution, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.
- 5.3 When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.

## **6. What If You Are Not Satisfied**

- 6.1 Unlike for District or County Councils, there is currently no external agency or government body which can investigate a complaint if you are not satisfied with the initial consideration of your complaint. However, if you are not satisfied with action taken by the Town Clerk, you should write to the Town Mayor at our address. He will review the complaint, and all of the paperwork relating thereto, and if he believes it appropriate will submit the complaint to a Committee of the Council for consideration.
- 6.2 In order to preserve any confidentiality issues, the Committee of the Council will normally deal with your complaint in private session and your details will not therefore be released publicly.

## **7. What If I Have a Complaint About the Behaviour of a Particular Councillor (or Councillors)**

- 7.1 Councillors are required to observe a 'Code of Conduct'. If you feel a Councillor has broken any of the rules in the Code of Conduct, you can complain to the Town Clerk, who is required to refer it to the Monitoring Officer at New Forest District Council and

report it to the Council. The Monitoring Officer will consider your complaint and may carry out an investigation (or arrange for someone to do so).

## **8. What Type Of Behaviour Is Covered By The Code Of Conduct**

8.1 Broadly, the Code requires Councillors:-

- Not to discriminate unlawfully;
- Not to bully anyone;
- Not to do anything to compromise the impartiality of Council employees;
- Not to disclose confidential information;
- Not to stop anyone gaining access to information they are entitled to;
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone;
- Not to use the Council's resources for unauthorised political purposes;
- To declare any personal or pecuniary interest in any matter that comes before the Council and, if appropriate, not to take part in the decision. Where the interest declared is pecuniary, Councillors are not permitted to take part in the decision on that matter;
- To register certain financial and other interests (a copy of the register is available for public inspection).

8.2 A full copy of the Code of Conduct is available on the Council's website at: [www.ringwood.gov.uk](http://www.ringwood.gov.uk) or from the Council's office at Ringwood Gateway.

## **9. Assistance or Advice relating to procedures or a complaint**

9.1 If you need any specific help or general guidance about the Council's procedures or about any specific complaint, contact the Town Clerk at Ringwood Gateway, The Furlong, Ringwood, BH24 1AT, or telephone 01425 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning advice received. VAT consultant's initial advice on business arrangements received. Discussions on the detail of business and legal arrangements commenced.	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
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Steering Group Terms of Reference updated. Action Plan agreed by Steering Group. Press release issued seeking residents to join working groups (Housing; Environment; Design & Heritage; Town Centre).	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	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street ongoing to end July 2021. Works to divert water main to commence May 2021. Works on A31 to commence October 2021 and due for completion by November 2022.	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
<b>Policy &amp; Finance Committee</b>						
PF1	Website renewal	In progress	The basic structure and layout of the new site has been agreed and created. Work on filling in the content (both new and by transfer from the existing site) is continuing.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
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 Detached Outreach work	In progress	Officers hope to present as soon as possible the report to this committee that was requested at the Recreation Committee meeting on 7th April.	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. A specification has been prepared and estimates based on this are being obtained.	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, with a provisional date of 15th August 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	Officers hope to present a detailed report at the next committee meeting.	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	The Open Spaces Working Party presented it's final report and recommendations at the last committee meeting. The recommendation will be considered by the P&F Committee on 21st April.	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 Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Contact has been re-established with the firm previously consulted about building a columbarium	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
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	Completed	The attachment has been returned and is back in service following the overhaul.	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	Officers will present a report at the next 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	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	A working party led by Cllr Frederick is developing a visualization for approval by the Carvers Working Party as a basis for public consultation	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

**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
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	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		Re-build/repair options and costs are being investigated	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		
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		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	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							





Dear Ringwood Councillors,

The Rural Services Network is the national champion for rural services, ensuring that people in rural areas have a strong voice. We are fighting for a fair deal for rural communities to maintain their social and economic viability for the benefit of the nation as a whole. We are a small but very committed organisation - the only one tackling rural service and seeking to set up a comprehensive rural network. We argue exclusively the national rural service case.

## **THE EXISTING RURAL SERVICES NETWORK**

We have run an alliance of rurally based Principal Local Authorities for over 20 years. We currently have over 120 such local authorities engaged with our work. We have created strategic networks across services and at Westminster. Representing rural service partners organisations, the Rural Service Partnership, Around law and order; the Rural Crime Network. In Health, the Rural Health and Care Alliance. In parliament, we have introduced a Rural Services All Party Parliamentary Group, a Rural Fair Share Group, and the Rural Lords Group. In terms of Rural Research, we have created the Rural England CIC. Rural areas by their very nature are disparate. However, they must establish national rural consensus viewpoints from a range of service areas; look for rural best practice; and seek opportunities for rural representation to assist themselves. At a time when many other rural groups have had to close, by bringing people living and working in rural areas together, we can represent the rural case to purpose.

We feel that a Rural/ Market Towns Group is in the interest of both the towns and their surrounding rural areas. Towns of less than 35,000 in population act as the service hubs for their surrounding countryside and that role is fundamental to the economy of the town and the wellbeing of the surrounding areas. It is not possible to argue a comprehensive rural case without such a Rural/Market Town grouping coming into the rural equation. There was previously a Market Towns grouping we worked with, but it found financial narrowing difficult. Over the last year we have established a new grouping of 210 rurally based towns at the very root of what has become known over centuries as Rural Market Towns. This phrase that once came out of ancient charters and livestock and produce sales now personify attractive, often historic communities that are the service hub on which the surrounding rural communities are themselves reliant. While the prefix Market is common the description by which the community calls itself varies. Some call themselves Towns, some prefer the continuation of the word Parish. It makes little difference - it is the hub activity of the largest community in an area and its interrelationship with its catchment that is crucial.

## **Why a Rural/Market Town Group now?**

The RSN believes that Rural Communities and their Towns are frequently overlooked in a policy environment dominated by urban thinking and policy concerns. This often means communities either miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective. This means that government policy currently neglects the many hundreds of important rural towns across England. That can only be corrected if the case is made.

We believe these towns play a vital role not only in the lives of their inhabitants but also in both the local and national economy. That is why we want them to receive more focus. We will argue that it is in the overall national interest to do that.

Therefore, rural areas with their intricate network of differing rural communities should be able to realise their potential within the national economy. To do that they need to be appropriately recognised and supported in government thinking and actions.

## **What will it be?**

To underline the importance of these rurally based English towns, the role they play and their potential going forward, the Rural Services Network have developed a new initiative to develop a Rural Market Town Grouping within the Rural Services Network. This new Grouping will work to add to our Call on Government for an overall Rural Strategy.

We have begun this RMTG initiative by approaching one town or the largest village in each of the 250 rural areas across England which have been identified by Defra for their distinctive rural characteristic. This process is now being expanded to ensure that all those that wish to be involved are fully engaged.

Whilst we appreciate and celebrate the diversity of our rural areas, we seek to create a common united voice to represent all different types of rural areas across England ensuring that no form of rural area is excluded.

Up to until now we have in our group c 200+ Towns and Parishes. It is now time to complete the sought network of 250 as well as opening out from there. We do think a grouping of 400 is achievable.

## **What service would the Council get back from membership?**

Services provided to the group will include:

- Involvement in the Rural Strategy campaign to ensure feedback from member Market Towns is considered within the Revitalising Rural documentation and its updates.
- Cataloguing and disseminating good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns.
- Receiving the 'Rural Bulletin', a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network.
- Provision of a dedicated quarterly newsletter 'Rural Market Towns Group Roundup' highlighting relevant latest policy developments, showcasing interesting member



practice, and flagging relevant initiatives or funding opportunities.

- Periodic online surveys of the members of rural/market towns, to gather comparative information about topics of particular interest to this grouping.
- Free access for Councilor representatives or their nominee to the 9 topic RSN Cross Service Seminar programme.
- Twice yearly Rural Town Networking Meetings held online.
- Meetings of a RMTG Town Clerk's Advisory Panel.
- Whilst statistical information is almost always presented by Government at County and/or District level it is vital the messages this contains are known about across rural areas. We will issue an area rural statistical profile once a year to members of this grouping based on their nearest Principal Council area.
- The pattern of local area Market Town meetings seem mixed across England. We would like to look at this in a little detail to see if it is at all feasible to secure any improvement in areas where meetings/joint working are not taking place currently and also look at how liaison can take place between this national facing group and existing area meetings.

This is a comprehensive service using grouping to achieve a value well more than the small charge.

### **What cost is involved to the Council?**

We recognise the service must be affordable and therefore in overall budgetary relatively insignificant. It also must be self-sustaining by being attractive to many councils. Eventually we would like to exceed 400 Rural Councils. For local councils of up to 5,000 population the annual charge will be £110 per annum, for those between 5,000 and 10,000- £130 p.a., and those over 10,000 in population a yearly subscription of £150. VAT must be added but is normally recoverable.

### **Free Trial Period**

We will give you free membership until the end of September 2021 as you request it. You can take that service without commitment and decide whether you wish to continue with us next summer. If you decide to continue, we will then only charge you 50% of the annual fee for 21/22.

### **CONCLUSION**

We must come together to establish a common argument based on rural places which serve their catchments. We must represent ourselves nationally to get our individual value recognised across the country and the importance of our 'market' role properly appreciated. The term Market Town or Market Place itself is a marketable commodity often now commonly used by the tourist industry as a descriptive phrase in guidebooks. Its importance is not however being fully appreciated in every quarter. By working together, we can demonstrate its overall value and achieve significantly more. We do hope you will consider this invitation as a Council and decide to join and to work with us.

Many thanks for your consideration. Please do let us know your decision when it has been made.