

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

14th July 2022

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th July 2022** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

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 22nd June 2022

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

- a. To receive and authorise list of payments made on Imprest Account for June
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements for June
- c. To note the total amount of Petty Cash payments for June
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- e. To receive the Finance Manager's budgetary monitoring report – Quarter 1

6. NEIGHBOURHOOD PLAN

To consider approving a recommendation from Planning, Town and Environment Committee to fund work to the value of £3,650 to communicate and engage with young people on the Neighbourhood Plan (*P/5998 refers*) (*Report B*)

7. APPROVED SUPPLIERS LIST

To consider the Town Clerk's report (*Report C*)

8. ANNUAL REVIEW OF FINANCIAL REGULATIONS

To consider the Finance Manager's report (*Report D*)

9. ANNUAL REVIEW STANDING ORDERS

To consider the Town Clerk's report and approving the changes proposed (*Report E*)

10. REVIEW SCHEME OF DELEGATION

To consider the Town Clerk's report (*Report F*)

11. DEFIBRILATOR

To consider the Town Clerk's report (*Report G*)

12. REMEMBRANCE SERVICE COSTS

To consider whether the Council fund all costs associated with Remembrance events throughout the year

13. PROJECTS (current and proposed)

To consider the officers' report (*Report H*), 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
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk
Rory Fitzgerald, Finance Manager
Nicola Vodden, Office Manager

Copied by e-mail to other members for information

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20th July 2022

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 010622 1	01/06/22	2695		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse June 2022	3802/1/6
DD 010622 2	01/06/22	2696		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery June 2022	3200/1/5
DD 010622 3	01/06/22	2697		£193.13	£9.20	£183.93	P&F	British Gas	Greenways 01/04/22 - 07/05/22	2100/1
PAY Chq7941	01/06/22	2701		£2,000.00	£0.00	£2,000.00	RLOS	Ringwood Town Council	Jubilee float	3100/3
978	07/06/22	2478	RTC804542	£38,320.80	£6,386.80	£31,934.00	P&F	New Forest District Council	Annual RTC Contribution to Gateway costs (estimated amount pending receipt of invoice)	2100/5
		2725/1		£142.97	£23.83	£119.14	RLOS	UK Fuels Ltd	fuel for hand held machines.	3000/1/10
DD	08/06/22	2725	RTC804655	£142.97	£23.83	£119.14		UK Fuels Ltd	Fuel for hand held machines.	3000/1/10
979	14/06/22	2663	RTC804442	£400.00	£0.00	£400.00	RLOS	Ruth O'Neil	fee to Scarlet Swing to play a set at Queen's jubilee on Sunday 5th June	3100/3
980	14/06/22	2664	RTC804421	£450.00	£0.00	£450.00	RLOS	Jay Cox Ringwood TV	To do a film of Queens Jubilee (combines beacon switch on and Party in the Park)	3100/3
		2665/1		£37.89	£6.32	£31.57	RLOS	Hampshire County Council	Cemetery cleaning supplies	3200/1/4
		2665/2		£37.89	£6.32	£31.57	RLOS	Hampshire County Council	Cleaning supplies Carvers.	3000/1/2
981	14/06/22	2665	RTC804539	£75.78	£12.64	£63.14		Hampshire County Council	County supplies, for cleaning supplies at Carvers and Cemetery.	3200/1/4
									Cemetery:- 581288 6x1litre toilet cleaner £13.51 (now a case of 12 price increase £27.03+VAT) 816200 1 case of 36 toilet rolls £6.70 (price increase to £7.24+VAT) 816100 paper towels 1 case £15.44 (price increase to £16.75+VAT) 582203 Disinfectant 2x 5 litres £12.13. New total for Cemtery:- £63.15	
									Carvers:- 581288 6x1litre toilet cleaner £13.51 (now a case of 12 price increase £27.03+VAT) 816200 1 case of 36 toilet rolls £6.70 (price increase to £7.24+VAT) 816100 paper towels 1 case £15.44 (price increase to £16.75+VAT) 582203 Disinfectant 2x 5 litres £12.13. New total for Carvers:- £63.15	
982	14/06/22	2666	RTC804453	£930.00	£0.00	£930.00	RLOS	Steamship Circus Ltd	Activities at jubilee- balance to pay after event	3100/3

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
			2667/1	£41.32	£6.89	£34.43	RLOS	Peter Noble Ltd	fuel tank in Cemetery required 2 pipe joints pipe and fitting.	3000/3/2
983	14/06/22	2667	RTC804563	£41.32	£6.89	£34.43		Peter Noble Ltd	2 pipe joiners pipe and fitting, fuel tanks in Cemetery.	3000/3/2
			2668/1	£489.60	£81.60	£408.00	RLOS	Insight Security & Facilities Ltd	queen's jubilee security	3100/3
984	14/06/22	2668	RTC804571	£489.60	£81.60	£408.00		Insight Security & Facilities Ltd	Security for jubilee	3100/3
			2670/1	£384.79	£64.13	£320.66	P&F	New Forest District Council	Gross	2000/2/1
			2670/2	-£320.66	£0.00	-£320.66	P&F	New Forest District Council	Vat	2000/2/1
985	14/06/22	2670		£64.13	£64.13	£0.00		New Forest District Council	Vat only re inv 41033188 originally missed off	2000/2/1
986	14/06/22	2671	RTC804603	£1,049.75	£0.00	£1,049.75	RLOS	Environment Agency	Subsistence charges in respect of permits held subject to the Environmental Permitting Regulations 2016 re Poulner Lakes, permit reference 023650 (Closed landfill that was authorised to accept only inert waste, and is now subject to monitoring requirements)	3000/1/3
987	14/06/22	2672	RTC804441	£1,000.00	£0.00	£1,000.00	RLOS	Swing Unlimited Big Band	fee to play for 60 minutes at the Queen's Jubilee event on Sunday 5th June	3100/3
			2673/1	£350.00	£0.00	£350.00	RLOS	Jitterbugjive	performance for party in the park	3100/3
988	14/06/22	2673	RTC804620	£350.00	£0.00	£350.00		Jitterbugjive	dance at party in the park	3100/3
			2674/1	£600.00	£100.00	£500.00	RLOS	South Coast Adventures	adventure cave	3100/3
989	14/06/22	2674	RTC804614	£600.00	£100.00	£500.00		South Coast Adventures	Adventure cave for the party in the park	3100/3
			2675/1	£160.00	£0.00	£160.00	RLOS	Jamie Riding T/A Professor JR	3 shows	3100/3
110	14/06/22	2675	RTC804638	£160.00	£0.00	£160.00		Jamie Riding T/A Professor JR	Punch and Judy show	3100/3
			2676/1	£47.40	£0.00	£47.40	PT&E	Trinity United Church	Room hire for Greening Ringwood Campaign	4000/1/8
991	14/06/22	2676	RTC804636	£47.40	£0.00	£47.40		Trinity United Church	Room hire	4000/1/8
			2677/1	£168.96	£28.16	£140.80	RLOS	Peter Noble Ltd	Replace Roller Bearings on Front Deck Mower	3000/3/2
993	14/06/22	2677	RTC804605	£168.96	£28.16	£140.80		Peter Noble Ltd	Replace roller bearings on front deck mower.	3000/3/2

Paid Expenditure Transactions

Start of year 01/04/2



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BGC 140622	14/06/22	2699		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees June 2022 2400/19
500716	15/06/22	2702		-£1,506.00	£0.00	-£1,506.00	RLOS	Ringwood Town Council	Jubilee Return of bottle deposits 500716 3100/3
500715	15/06/22	2703		-£494.00	£0.00	-£494.00	RLOS	Ringwood Town Council	Jubilee Return of bottle deposits 3100/3
FPO 160622 1	16/06/22	2678		£7,908.37	£0.00	£7,908.37	P&F	Hampshire County Council	Pension May 2022 2600/1/3
FPO 160622 2	16/06/22	2679		£6,883.24	£0.00	£6,883.24	P&F	Inland Revenue	May 2022 2600/1/2
		2680/1		£150.00	£0.00	£150.00	RLOS	Emma Hardy	live entertainment trio 3100/3
994	16/06/22	2680	RTC804640	£150.00	£0.00	£150.00		Emma Hardy	live entertainent at jubilee 3100/3
		2681/1		£100.00	£0.00	£100.00	RLOS	Charlotte Jones	rock choir performance 3100/3
995	16/06/22	2681	RTC804616	£100.00	£0.00	£100.00		Charlotte Jones	 3100/3
		2682/1		£76.08	£12.68	£63.40	RLOS	Fleet Line Markers	Marker Wheels for Kombi Line Marker 3000/3/2
		2682/2		£14.95	£2.49	£12.46	RLOS	Fleet Line Markers	Bonnet for Kombi Line Marker. 3000/3/2
		2682/3		£10.44	£1.74	£8.70	RLOS	Fleet Line Markers	Bonnet Horn For Kombi Line Marker and delivery. 3000/3/2
996	16/06/22	2682	RTC804635	£101.47	£16.91	£84.56		Fleet Line Markers	Parts for Kombi Marker. 3000/3/2
		2683/1		£300.00	£0.00	£300.00	RLOS	Greyfriars	Contribution from RACE towards cost of Community Tree at Greyfriars 3350/11
997	16/06/22	2683	RTC804598	£300.00	£0.00	£300.00		Greyfriars	Contribution from RACE towards cost of Community Tree at Greyfriars (replacement for order number 804578 due to system error) 3350/11
		2684/1		£45.36	£7.56	£37.80	P&F	Site Safety Ltd	First Aider is sign (Code 2) H+S signs 2000/1/4
998	16/06/22	2684	RTC804613	£45.36	£7.56	£37.80		Site Safety Ltd	Signage :- First Aider is... PVC sign 200 x 300mm -code 2 2000/1/4
		2685/1		£225.00	£0.00	£225.00	RLOS	New Forest First Aid Training	first aid course for Sue, Charmaine and Jane 3802/2/6
999	16/06/22	2685	RTC804570	£225.00	£0.00	£225.00		New Forest First Aid Training	first aid course charmaine 3802/2/6
		2686/1		£36.00	£6.00	£30.00	RLOS	Letters & Logos Ltd	special event menu 3802/2/1
1000	16/06/22	2686	RTC804601	£36.00	£6.00	£30.00		Letters & Logos Ltd	special event menu 3802/2/1
		2687/1		£348.00	£58.00	£290.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement Skip For Cemetery. 3200/2/8
1001	16/06/22	2687	RTC804579	£348.00	£58.00	£290.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip For Cemetery. 3200/2/8

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			2688/1	£270.00	£45.00	£225.00	RLOS	Central Southern Security	DVR for CCTV	3802/1/1
			2688/2	£54.00	£9.00	£45.00	RLOS	Central Southern Security	Service Call	3802/1/1
1002	16/06/22	2688	RTC804555	£324.00	£54.00	£270.00		Central Southern Security	Replacement of CCTV DVR. Replaces cancelled order 804520	3802/1/1
1003	16/06/22	2689		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV Partnership Contribution 01/04/22 - 30/09/22	2400/15
1004	16/06/22	2690		£72.00	£12.00	£60.00	RLOS	Insight Security & Facilities Ltd	May 2022	3000/2/1
			2691/1	£12.13	£2.02	£10.11	RLOS	Itec	Carvers Clubhouse	3802/2/2
			2691/2	£18.89	£3.15	£15.74	P&F	Itec	Gateway	2000/1/9
1005	16/06/22	2691		£31.02	£5.17	£25.85		Itec	May 2022	3802/2/2
			2692/1	£310.16	£51.69	£258.47	RLOS	Avon Materials Supplies Ltd	bins and waste	3100/3
1006	16/06/22	2692	RTC804637	£310.16	£51.69	£258.47		Avon Materials Supplies Ltd	Bins and rubbish collection	3100/3
			2693/1	£10.74	£1.79	£8.95	RLOS	R M Smith Fencing Limited	Gate Return Spring for gate at R/B/ Nature reserve	3000/2/9
1007	16/06/22	2693	RTC804573	£10.74	£1.79	£8.95		R M Smith Fencing Limited	Repair to gate to Raymond Brown Nature Reserve	3000/2/9
			2694/1	£59.90	£9.98	£49.92	RLOS	screwfix	Marking out spray paint.	3000/2/9
			2694/2	£26.99	£4.50	£22.49	RLOS	screwfix	60 Meter Tape Measure.	3000/3/1
1008	16/06/22	2694	RTC804586	£86.89	£14.48	£72.41		screwfix	Spray Line marking paint for Marking out Athletics Tracks. 50 meter tape measure.	3000/2/9
DD 200622	20/06/22	2700		£312.54	£52.09	£260.45	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	May 2022 calls	2000/1/11
PAY	20/06/22	2706		£7.00	£0.00	£7.00	Counc	Lloyds Bank	June 2022	10111
			2744/1	£143.09	£20.27	£122.82	RLOS	Booker	food for resale	3802/3/1
Lloyds CC June 22 1	20/06/22	2744	RTC804609	£143.09	£20.27	£122.82		Booker	paid on credit card 74240936	3802/3/1
			2745/1	£280.32	£25.15	£255.17	RLOS	Booker	food for resale	3802/3/1
Lloyds CC June 22 2	20/06/22	2745	RTC804591	£280.32	£25.15	£255.17		Booker	74170933 order number paid on credit card	3802/3/1
			2746/1	£11.99	£2.00	£9.99	RLOS	Booker	sweets	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC June 22 3	20/06/22	2746	RTC804630	£11.99	£2.00	£9.99		Booker	food for resale paid on credit card 3802/3/1
			2747/1	£154.99	£20.99	£134.00	RLOS	Booker	food for resale 3802/3/1
Lloyds CC June 22 4	20/06/22	2747	RTC804568	£154.99	£20.99	£134.00		Booker	paid on credit card order number 74039827 3802/3/1
Lloyds CC June 22 5	20/06/22	2748	RTC804553	£166.48	£20.98	£145.50	RLOS	Booker	food for resale paid on credit card 3802/3/1
			2749/1	£12.25	£2.04	£10.21	RLOS	Amazon	paper bags 3802/3/1
Lloyds CC June 22 6	20/06/22	2749	RTC804627	£12.25	£2.04	£10.21		Amazon	Paid on credit card 3802/3/1
			2750/1	£10.29	£1.72	£8.57	RLOS	Amazon	work gloves 3100/5
			2750/2	£26.85	£4.47	£22.38	RLOS	Amazon	lumphammer 3100/5
Lloyds CC June 22 7	20/06/22	2750	RTC804595	£37.14	£6.19	£30.95		Amazon	Items for events paid on credit card 3100/5
			2751/1	£68.39	£11.40	£56.99	RLOS	TTS Group Ltd	display board 3802/2/1
Lloyds CC June 22	20/06/22	2751	RTC804554	£68.39	£11.40	£56.99		TTS Group Ltd	Display board, paid on credit card 3802/2/1
Lloyds CC June 22 9	20/06/22	2752	RTC804551	£29.80	£4.97	£24.83	RLOS	Amazon	supplies for carvers for bunting paid on credit card 3802/2/1
			2753/1	£11.22	£1.87	£9.35	RLOS	Amazon	forks 3802/3/1
Lloyds CC June 22 10	20/06/22	2753	RTC804628	£11.22	£1.87	£9.35		Amazon	supplies for café, paid on credit card 3802/3/1
Lloyds CC June 22 11	20/06/22	2754		£431.64	£71.94	£359.70	P&F	Zoom Video Communications Inc	Annual subscription May 22 - May 23 2000/1/15
Lloyds CC June 22 12	20/06/22	2755		£36.00	£6.00	£30.00	P&F	Microsoft	Office 365 Licence Fee May 2022 2000/1/5
Lloyds CC June 22 13	20/06/22	2756		£218.16	£36.36	£181.80	P&F	Microsoft	Office 365 Licence Fee May 22 2000/1/5
Lloyds CC June 22 14	20/06/22	2757		£41.40	£0.00	£41.40	PT&E	Google	April 2022 4000/1/6
Lloyds CC June 22 15	20/06/22	2758		£32.59	£0.00	£32.59	PT&E	Google	May 2022 4000/1/6
			2759/1	£112.80	£18.80	£94.00	RLOS	SUMUP Payments Ltd	I handset for card payments 3100/5
Lloyds CC June 22 16	20/06/22	2759	RTC804569	£112.80	£18.80	£94.00		SUMUP Payments Ltd	Paid on credit card 0001249922 3100/5
			2760/1	£338.40	£56.40	£282.00	RLOS	SUMUP Payments Ltd	card reader 3100/5

Paid Expenditure Transactions

paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
LloydsCC J 22 17-19	20/06/22	2760	RTC804589	£338.40	£56.40	£282.00		SUMUP Payments Ltd	card readers- paid on credit card	3100/5
		2761/1		£10.99	£1.83	£9.16	RLOS	Canva	monthly prescription	3100/3
Lloyds CC June 22 20	20/06/22	2761	RTC804631	£10.99	£1.83	£9.16		Canva	Monthly subscription for marketing and comms	3100/3
		2762/1		£59.61	£9.94	£49.67	RLOS	Aspli Safety Ltd	rope for events	3100/5
		2762/2		£4.73	£0.79	£3.94	RLOS	Aspli Safety Ltd	no smoking signs	3802/3/1
Lloyds CC June 22 21	20/06/22	2762	RTC804633	£64.34	£10.73	£53.61		Aspli Safety Ltd	rope for events, signs for clubhouse	3100/5
Lloyds CC June 22 22	20/06/22	2763		-£33.80	£0.00	-£33.80	P&F	SLCC Enterprises Ltd	Refund for duplicate payment	2000/1/7
		2764/1		£9.98	£0.00	£9.98	RLOS	Facebook Ads	carvers activity day	3802/2/7
Lloyds CC June 22 23	20/06/22	2764	RTC804632	£9.98	£0.00	£9.98		Facebook Ads	carvers activity day	3802/2/7
		2765/1		£4.56	£0.76	£3.80	RLOS	screwfix	lagging	3100/3
Lloyds CC June 22 24	20/06/22	2765	RTC804629	£4.56	£0.76	£3.80		screwfix	lagging for flags on high street	3100/3
		2766/1		£16.99	£2.83	£14.16	RLOS	Amazon	sweets for resale	3802/3/1
		2766/2		£21.34	£0.00	£21.34	RLOS	Amazon	container cups	3802/3/1
Lloyds CC J 22 24 25	20/06/22	2766	RTC804594	£38.33	£2.83	£35.50		Amazon	Catering supplies paid on credit card	3802/3/1
Lloyds CC June 22 26	20/06/22	2767	RTC804564	£15.00	£0.00	£15.00	RLOS	Saber International Ltd	New wheels and wing nuts for roller coaster (Thomas the tank engine) Paid on credit card	3802/2/1
		2768/1		£70.00	£0.00	£70.00	RLOS	Iceland	food for resale	3802/3/1
Lloyds CC June 22 27	20/06/22	2768	RTC804592	£70.00	£0.00	£70.00		Iceland	Catering supplies paid on credit card	3802/3/1
		2769/1		£52.00	£0.00	£52.00	RLOS	Iceland	for for resale	3802/3/1
Lloyds CC June 22 28	20/06/22	2769	RTC804610	£52.00	£0.00	£52.00		Iceland	paid on credit card food for resale	3802/3/1
Lloyds CC June 22 29	20/06/22	2770		-£6.66	£0.00	-£6.66	RLOS	Iceland	Lloyds CC June 22 Credit	3802/3/1
		2772/1		£2.99	£0.00	£2.99	RLOS	Amazon	cake toppers	3802/3/1
		2772/2		£5.95	£0.99	£4.96	RLOS	Amazon	cupcake cases	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			2772/3	£10.80	£1.80	£9.00	RLOS	Amazon	stickers	3802/3/1
Lloyds CC June 22 30	20/06/22	2772	RTC804697	£19.74	£2.79	£16.95		Amazon	Supplies for jubilee at Clubhouse, paid on credit card	3802/3/1
			2773/1	£35.00	£1.67	£33.33	RLOS	Gasago Ltd	propane bottle hire charge	3100/3
			2773/2	£40.00	£6.67	£33.33	RLOS	Gasago Ltd	propane	3100/3
Lloyds CC June 22 31	20/06/22	2773	RTC804596	£75.00	£8.34	£66.66		Gasago Ltd	Gas for beacon. Paid in two parts on credit card	3100/3
DD 210622 1	21/06/22		2704	£20.00	£0.00	£20.00	P&F	Salaries	Bacs Test	2600/1/1
DD 210622 2	21/06/22		2705	£69.13	£11.52	£57.61	RLOS	Worldpay	May 2022	3802/3/1
			2707/1	£88.70	£14.78	£73.92	RLOS	Hunt Forest Group	6 Inserts for strimmers	3000/3/2
			2707/2	£10.80	£1.80	£9.00	RLOS	Hunt Forest Group	6 Springs for strimmers	3000/3/2
1009	21/06/22		2707	£99.50	£16.58	£82.92		Hunt Forest Group	6 inserts for strimmers. 6 Springs for strimmers.	3000/3/2
			2708/1	£201.60	£33.60	£168.00	RLOS	St John Ambulance	first aid members	3100/3
1010	21/06/22		2708	£201.60	£33.60	£168.00		St John Ambulance	To provide first aid services at queen's jubilee	3100/3
			2709/1	£17.28	£2.88	£14.40	RLOS	Site Safety Ltd	3 green polo shirts.	3000/1/5
1011	21/06/22		2709	£17.28	£2.88	£14.40		Site Safety Ltd	3 green polo shirts.	3000/1/5
			2711/1	£1,560.00	£260.00	£1,300.00	RLOS	Pete Best	Felling dead Horse Chestnut Tree.	3000/2/11
1013	21/06/22		2711	£1,560.00	£260.00	£1,300.00		Pete Best	For felling dead Horse Chestnut tree Castleman Estate.	3000/2/11
1014	21/06/22		2712	£1,920.00	£320.00	£1,600.00	P&F	Southern Internal Audit Partnership, HCC	Annual internal audit 2021-22	2000/1/19
			2713/1	£269.64	£44.94	£224.70	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1015	21/06/22		2713	£269.64	£44.94	£224.70		New Forest Ice Cream	est food for resale	3802/3/1
			2714/1	£30.00	£5.00	£25.00	RLOS	I-Hasco	fire warden training	3801/2
1016	21/06/22		2714	£30.00	£5.00	£25.00		I-Hasco		3801/2
			2715/1	£60.84	£0.00	£60.84	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
			2715/2	£49.00	£0.00	£49.00	RLOS	Taste Vending Ltd	cappucino topping	3802/3/1
1017	21/06/22		2715	£109.84	£0.00	£109.84		Taste Vending Ltd	coffee for sale	3802/3/1
			2716/1	£1,050.00	£175.00	£875.00	P&F	Local Government Resource Centre	First contract payment for re-grading support	2400/18

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1018	21/06/22	2716	RTC804653	£1,050.00	£175.00	£875.00		Local Government Resource Centre	Professional services	2400/18
		2717/1		£72.00	£12.00	£60.00	RLOS	Letters & Logos Ltd	posters for jubilee	3100/3
1019	21/06/22	2717	RTC804654	£72.00	£12.00	£60.00		Letters & Logos Ltd	inv 36687	3100/3
1020	21/06/22	2718		£575.20	£95.87	£479.33	RLOS	New Forest District Council	Dog waste collection 6 months	3000/6/1
1021	21/06/22	2719		£84.00	£14.00	£70.00	RLOS	Concentrate Limited	Carvers Clubhouse	3802/2/1
		2720/1		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	Cemetery	3200/2/1
		2720/2		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	Tractor Shed	3000/2/1
		2720/3		£159.60	£26.60	£133.00	RLOS	Insight Security & Facilities Ltd	Carvers Clubhouse	3802/1/2
1022	21/06/22	2720		£478.80	£79.80	£399.00		Insight Security & Facilities Ltd	Annual Key Holding Charge	3200/2/1
		2721/1		£37.89	£6.32	£31.57	RLOS	Hampshire County Council	Cemetery	3200/1/4
		2721/2		£37.89	£6.32	£31.57	RLOS	Hampshire County Council	Carvers Clubhouse	3802/2/1
1023	21/06/22	2721		£75.78	£12.64	£63.14		Hampshire County Council	Cleaning Supplies Add inv for 804539	3200/1/4
		2723/1		£41.90	£6.98	£34.92	RLOS	Tudor Environmental	Line Marking Paint For Cemetery Carpark.	3200/2/5
		2723/2		£126.44	£0.00	£126.44	RLOS	Tudor Environmental	Grass Seed for Cricket	3000/2/3
		2723/3		£124.44	£0.00	£124.44	RLOS	Tudor Environmental	Grass Seed For Football.	3000/2/9
1025	21/06/22	2723	RTC804622	£292.78	£6.98	£285.80		Tudor Environmental	Line Marking Paint. Grass seed for Cricket, Grass Seed for Football.	3200/2/5
		2724/1		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	December 2021 window clean	3802/1/1
		2724/2		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	january 2022 window clean	3802/1/1
		2724/3		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	March window clean 2022	3802/1/1
		2724/4		£15.00	£0.00	£15.00	RLOS	Windowsmith Window Cleaner	April clean 2022	3802/1/1
1026	21/06/22	2724	RTC804657	£60.00	£0.00	£60.00		Windowsmith Window Cleaner	Cleaning external sills and windows at Clubhouse, Dec - April 2022	3802/1/1
DEP	21/06/22	2774		-£7.00	£0.00	-£7.00	Counc	Lloyds Bank	Repayment of bank charge	10111
		2779/1		£52.80	£8.80	£44.00	RLOS	Letters & Logos Ltd	signage	3100/5

Paid Expenditure Transactions

Start of year 01/04/2



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1012	21/06/22	2779	RTC804718	£52.80	£8.80	£44.00		Letters & Logos Ltd	signs no stopping here and free parking	3100/5
			2742/1	£24,300.00	£0.00	£24,300.00	P&F	Fretzens	Balance of purchase price for the land at Forest Side Gardens	2501/6
			2742/2	£1,440.00	£240.00	£1,200.00	P&F	Fretzens	Jacobs & Reeves legal fees re Forestside gardens	2501/6
			2742/3	£633.54	£105.59	£527.95	P&F	Fretzens	Fretzens legal fees & costs re Forest side Gardens	2501/6
			2742/4	£370.00	£0.00	£370.00	P&F	Fretzens	Land registry & search fees	2501/6
FPO	22/06/22	2742	RTC804693	£26,743.54	£345.59	£26,397.95		Fretzens	Purchase of Land at Forestside Gardens	2501/6
BACs	24/06/22	2726		£27,221.58	£0.00	£27,221.58	P&F	Salaries	June 2022	2600/1/1
			2722/1	£33.12	£5.52	£27.60	P&F	Hampshire County Council	960700 TECcare antibacterial wipes 8x90 wipes	2000/3/1
			2722/2	£23.27	£3.88	£19.39	P&F	Hampshire County Council	819050 Elements copier paper 5 reams	2000/1/8
			2722/3	£0.61	£0.10	£0.51	P&F	Hampshire County Council	846606 26/6mm Staples x 5000	2000/1/8
1024	27/06/22	2722	RTC804650	£57.00	£9.50	£47.50		Hampshire County Council	Stationary and cleaning supplies for Gateway	2000/3/1
			2727/1	£140.00	£0.00	£140.00	RLOS	H & W Creative Limited	clubhouse design work (menu, activity day and social media banner)	3802/2/1
			2727/2	£400.00	£0.00	£400.00	RLOS	H & W Creative Limited	design for jubilee	3100/3
			2727/3	£30.00	£0.00	£30.00	RLOS	H & W Creative Limited	design for glass returns	3100/6
1027	27/06/22	2727	RTC804623	£570.00	£0.00	£570.00		H & W Creative Limited	Design work for clubhouse and events	3802/2/1
			2728/1	£11.45	£1.91	£9.54	P&F	Hampshire County Council	819748 - A4 150m Gloss Laminator pouches x 100	2000/1/8
			2728/2	£11.57	£1.93	£9.64	P&F	Hampshire County Council	819449 - A3 150m Gloss laminator pouches x 100	2000/1/8
1028	27/06/22	2728	RTC804652	£23.02	£3.84	£19.18		Hampshire County Council	Laminator pouches	2000/1/8
			2729/1	£2,143.58	£357.26	£1,786.32	RLOS	WP Group (Upton Oil)	1080 litres white diesel	3000/1/10
1029	27/06/22	2729	RTC804656	£2,143.58	£357.26	£1,786.32		WP Group (Upton Oil)	1200 Litres white Diesel.	3000/1/10
			2730/1	£74.80	£0.00	£74.80	RLOS	South Coast Hire Group	250m cable for generator	3100/3
1030	27/06/22	2730	RTC804615	£74.80	£0.00	£74.80		South Coast Hire Group	250m cable for generator - Party in the Park	3100/3
			2731/1	£960.00	£160.00	£800.00	RLOS	Plug Scaffolding Ltd	scaffold hire	3100/3
1031	27/06/22	2731	RTC804660	£960.00	£160.00	£800.00		Plug Scaffolding Ltd	Scaffold hire for event	3100/3

Paid Expenditure Transactions

Start of year 01/04/22



paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
			2732/1	£2,427.90	£404.65	£2,023.25	RLOS	Laceys Solicitors	Legal fees and expenses - 1st interim account	3350/10
1032	27/06/22	2732	RTC804670	£2,427.90	£404.65	£2,023.25		Laceys Solicitors	Supply of legal services	3350/10
			2733/1	£32.99	£0.00	£32.99	RLOS	screwfix	Replacement Work Boots.	3000/1/5
1033	27/06/22	2733	RTC804644	£32.99	£0.00	£32.99		screwfix	Replacement Work Boots.	3000/1/5
			2734/1	£8.99	£1.50	£7.49	RLOS	screwfix	50 meter tape.	3000/3/1
1033	27/06/22	2734	RTC804587	£8.99	£1.50	£7.49		screwfix	50 Meter Tape Measure.	3000/3/1
			2735/1	£5.98	£1.00	£4.98	RLOS	screwfix	Bolts for outside seat repairs.	3000/2/9
1033	27/06/22	2735	RTC804585	£5.98	£1.00	£4.98		screwfix	Bolts for openspaces seats	3000/2/9
1033	27/06/22	2736		-£24.90	-£4.15	-£20.75	RLOS	screwfix	C/N Coaching bolts	3000/2/9
PAY	28/06/22	2738		£13.55	£0.00	£13.55	P&F	Lloyds Bank	Bank Charges June 2022	2000/1/18
			2739/1	£74.37	£3.54	£70.83	RLOS	Utility Warehouse	Energy	3000/1/1
			2739/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 300622 1	30/06/22	2739		£76.77	£3.94	£72.83		Utility Warehouse	UW Sports Pavilion May 2022	3000/1/1
			2740/1	£67.96	£3.24	£64.72	RLOS	Utility Warehouse	Energy	3200/1/1
			2740/2	£32.04	£5.34	£26.70	RLOS	Utility Warehouse	Mobile	3000/1/6
			2740/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			2740/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 300622 2	30/06/22	2740		£133.60	£14.18	£119.42		Utility Warehouse	UW Cemetery May 2022	3200/1/1
			2741/1	£328.80	£15.66	£313.14	RLOS	Utility Warehouse	Energy	3802/1/3
			2741/2	£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
			2741/3	£32.00	£5.33	£26.67	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
			2741/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 300622 3	30/06/22	2741		£390.20	£25.89	£364.31		Utility Warehouse	UW Carvers Clubhouse May 2022	3802/1/3
			2743/1	£175.75	£1.16	£174.59	RLOS	New Forest District Council	30/5/22	3802/3/1
			2743/2	£17.48	£0.00	£17.48	RLOS	New Forest District Council	23/5/22	3802/3/1
			2743/3	£49.08	£0.33	£48.75	RLOS	New Forest District Council	16/5/22	3802/3/1
			2743/4	£15.03	£0.00	£15.03	RLOS	New Forest District Council	9/5/22	3802/3/1
			2743/5	£2.48	£0.00	£2.48	RLOS	New Forest District Council	6/6/22	3802/3/1

Paid Expenditure Transactions

paid between 01/06/22 and 30/06/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		2743/6		£5.80	£0.00	£5.80	RLOS	New Forest District Council 13/6/22	3802/3/1
NFDC Tfr3	30/06/22	2743		£265.62	£1.49	£264.13		New Forest District Council	NFDC Tfr3 Café sales Expenditure
Petty Cash June 22	30/06/22	2775		£47.86	£0.00	£47.86	Counc	Ringwood Town Council	Petty Cash - June 2022
Total				£137,542.10	£9,776.53	£127,765.57			

POLICY AND FINANCE COMMITTEE 20th JULY 2022**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Jun-22			30-Jun-22	Movement	Cash Out
	£	£	£	£	£	£
Imprest (Current) Account	62,393	48,914	-99,950	-135	135,000	83,829
Business Account	66,553	56,553				56,553
Investment Accounts	1,085,000	1,085,000		-135,000		950,000
Greenways Rent Deposit	0	0				0
Petty Cash - Imprest	136	65	-50		135	150
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,214,257	1,190,707	-100,000	-135,135	135,135	1,090,707

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20th July 2022

20th July 2022

Investment Accounts	CCLA	Instant access
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Notes:

1 **Imprest Account** £
Anticipated net expenditure to end August 100,000

Net anticipated movement on imprest account **100,000**

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

3 The bank accounts were reconciled as at 30th June 2022

4 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.

5 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.

6 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 20th July 2022

BUDGETARY CONTROL Quarter 1 – April to June 2022

1. BACKGROUND

1.1 The purpose of this report is to provide Members with the budget monitoring report for the first quarter of the year 2022-23.

1.2 As previously reported, the current budget may be summarised as follows:

	£
Expenditure	808,927
Plus transfers to earmarked reserves	38,400
Less Income	-243,568
Less transfers from earmarked reserves	<u>-42,369</u>
Net budget requirement	561,390
Funded by:	
Council Tax	553,949
Plus transfer from the General Reserve	<u>7,441</u>
	561,390

1.3 The expenditure budget does not include provision for either the purchase of land at Forestside Gardens or any expenditure in connection with the football development project. With Members approval, both of these will be added to the budget (see also paragraph 4.3, below)

1.4 Reserves stood at £618,049 at the 1st of April including rent & key deposits and the sums held in respect of the carried over underspends. These plans will see a reduction of £11,410 before any additional receipts, or calls on reserves, are considered. The purchase of land at Forestside gardens will be funded by CIL and deplete funds held in reserves by a further £29,848, however additional receipts of £435,330 in respect of the football development project, £2,842 in respect of CIL, £1,119 in respect of Covid, “re-opening of the High Street safely” grant and £500 in respect of the disposal of redundant equipment have been received as at the 30th June. An updated schedule of planned and actual movements on reserves is included at Appendix 2.

1.5 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described in 1.5 above. The net budget deficit reported, of £11,410 is the figure before transfers to and from reserves are taken into account. The summary comparison report is presented Committee by committee and reflects the new budget structure with Events and Carvers Clubhouse budgets now included within Recreation, Leisure and Open Spaces Committee.

2. INCOME & EXPENDITURE TO THE END OF JUNE 2022

2.1 Total receipts to the end of June amount to £792,849 but this includes £439,791 in respect of grants and other unbudgeted capital receipts and £276,975 precept. Income received to date against the budget therefore amounts to £76,083, which is slightly more than 31% of the predicted figure for the year. The apparent over-recovery of income reported in June has therefore been eliminated. The cemetery, Carvers Clubhouse, investment interest and Ringwood Events have all generated more income than expected at this stage, but activities income in particular is lower than planned although this may be explained by timing differences. Rental income, too, is lower than planned because of the vacancy of the 1st floor at Greenways.

2.2 Expenditure to the end of June totalled £221,878. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £16,917 making expenditure to the end of June £238,794. However, this includes expenditure of £29,848 on land acquisition at Forestside Gardens which was approved after the budget was agreed. Excluding this reduces expenditure to date against the budget to £208,946. This

is 25.8% of the annual budget, which is a modest overspend to date (of £6,714), assuming linear spend.

- 2.3 An analysis of expenditure variances indicates that expenditure is broadly in line with expectations, again with much of the variance explained by timing differences together with the completion of work that had slipped from 2021-22. However, as noted last month there are a couple of key budgets which warrant extra attention during the year. Energy budgets across the Council total £3,575 but expenditure in the first quarter is £1,811 which implies an overspend to date of £916. This adds weight to an earlier prediction of an overspend by year end of around £4,000.
- 2.4 The other key expenditure item is pay costs which account for almost 61% of planned expenditure. Pay costs to date amount to £123,858 which is 25.2% of the budget, a modest overspend. However, the budget was modelled on a predicted pay increase of 3.5% and if a pay award is implemented at this level, expenditure is running at 26.1% of the budget, an overspend to date of £5,356. The overspend is partially explained by the payment for additional hours worked on the Queen's Jubilee event, for which some additional income was generated and a transfer from the events reserve was anticipated. There has also been the settlement of the increase in members allowances back paid to April 2021. The rate of spend should therefore decline, and with it, the overspend, but it remains likely that pay budgets will be overspent by year end.
- 2.5 Whilst it is still too early to make any reliable year end predictions, early signs are that income is tracking reasonably close to budget whilst expenditure is slightly exceeding budget expectations. It is likely therefore that the call on the general reserve will be more than the planned £7,441 required to balance the budget.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council approved six growth or capital items totalling £17,700 when the budget was set in January. All but £3,100 of this will be funded from earmarked reserves. There has been limited expenditure on these items, as follows :

	Budget	Spend to May
• Carvers Clubhouse replacement benches	£1,600	£0
• Buildings Surveys	£2,000	£0
• Carvers Playpark bench replacement	£1,000	£0
• Memorial tree and Bench	£2,100	£300
• Carvers Strategic Plan	£10,000	£0
• Support for the REAL working party	<u>£1,000</u>	<u>£472</u>
Total	£17,700	£772

- 3.2 Most of the carried over underspends, totalling £11,716 have been applied, with spend in these areas to the end of May totalling £7,110. The project to install signage at the Bickerley is in hand with £1,034 of the budget of £1,200 committed though not yet spent, whilst the youth activities programme has incurred expenditure of £234 against the budget of £2,380. All of these items are funded from earmarked reserves.

4. FOOTBALL DEVELOPMENT PROJECT

- 4.1 The football development project will provide an all weather pitch and ancillary infrastructure at the Council's playing fields at Long Lane. The outline estimated costs and sources of funding were provided in June. The project cost is estimates at £3,014,556 of which £9,625 was spent in 2021/22. A further £2,023 has been incurred in the current year to the end of June.
- 4.2 The project will be funded by a combination of grants, donations and borrowing from the Public Works Loans Board. An application has been made for approval to secure this borrowing which, it is estimated, will add around £22,000 per year to the Council's cost of debt. AFC Bournemouth have pledged to meet the costs of this loan through the rent that they pay for a lease on the facility.
- 4.3 For planning purposes, it is assumed that 75% of the costs will be incurred in the current year and the remaining balance will fall into next year. It is assumed, also, that the PWLB loan will be transferred during the year with 50% of the annual debt charges incurred in the current year. With

Members approval, the budget will be updated on this basis, i.e. increasing Capital expenditure by £2,260,000 and debt charges by £11,000 in the current year. The former to be met from grants, PWLB loan and other receipts, some of which have already been received.

- 4.4 The timing of rent payments is yet to be agreed and may not start until next year so there may be a timing issue with the first payment of loan charges falling due this year before the first rent payments are received.

5. RESERVES & BALANCES

- 5.1 At the end of 2021/22 the total balance on reserves was £602,928. A further £15,121 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £618,049. Current budget plans will reduce reserves by £41,258 before any additional receipts are taken into account. Further receipts of £439,791 have been received as at the end of June but all of this is expected to be applied to the football development project during the year.

- 5.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £581,253 now takes account of the transfer in respect of Forestside Gardens and assumes that all funding for the football development project will be applied in the current year pending clarity on timescales for application of the funds and incorporation of the project funding with the wider RTC finances.

6. BUDGET VIREMENTS

- 6.1 At the last meeting of this Committee, members approved an amendment to Financial regulations to allow Officers limited ability to vire funds between budgets. It was agreed that any such budget changes would be reported to this Committee with the regular budget monitoring reports.
- 6.2 There have been no further budget virements other than that raised at the last meeting, i.e., a transfer of £200 from non payroll staff costs to fund the provision of support for stress at work.
- 6.3 The financial regulations have been updated and are presented elsewhere on the agenda.

7. RECOMMENDATION

It is **recommended** that: -

- 7.1 The budget monitoring position is noted.
- 7.2 Members note the balances of Reserves.
- 7.3 Members approve the budget update described in 1.3 & 4.3 to reflect the estimated costs and timing of the football development project and the acquisition of land at Forestside Gardens.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance	
Policy & Finance					
Income					
200	Revenue Income	£121,081.00	£439,791.17	£476,156.93	-£84,715.24
280	Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£121,081.00</u>	<u>£439,791.17</u>	<u>£476,156.93</u>	<u>-£84,715.24</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
2000	Establishment	£108,947.00	£0.00	£23,079.97	£85,867.03
2100	Maintenance	£38,002.00	£0.00	£3,265.43	£34,736.57
2200	Democratic Process (members Costs)	£12,340.00	£0.00	£2,701.56	£9,638.44
2210	Grants	£9,900.00	£0.00	£4,000.00	£5,900.00
2300	Employee Costs- Allocated Office Staff	£107,814.00	£0.00	£26,111.09	£81,702.91
2310	Employee overhead Costs	£3,007.00	£0.00	£85.00	£2,922.00
2400	Other	£38,747.00	£0.00	£9,273.03	£29,473.97
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£29,847.95	-£29,847.95
2600	Wages Control Account	£0.00	£0.00	-£16,916.60	£16,916.60
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£350,303.00</u>	<u>£0.00</u>	<u>£97,220.38</u>	<u>£253,082.62</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance	
Recreation, Leisure & Open Spaces					
Income					
300	Revenue Income (RLOS)	£32,507.00	£0.00	£4,999.01	-£27,507.99
310	Events	£15,000.00	£0.00	£5,284.69	-£9,715.31
320	Cemetery Income	£40,550.00	£0.00	£15,003.83	-£25,546.17
330	Allotment Income	£5,465.00	£0.00	£32.98	-£5,432.02
350	Capital Income	£0.00	£0.00	£0.00	£0.00
380	Carvers Clubhouse	£18,865.00	£0.00	£8,546.25	-£10,318.75
Total Income		<u>£112,387.00</u>	£0.00	<u>£33,866.76</u>	<u>-£78,520.24</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
3000	Recreation & Leisure (Other)	£64,014.00	£0.00	£16,477.74	£47,536.26
3001	RL&OS -Employee Costs	£149,525.00	£0.00	£36,579.69	£112,945.31
3002	Employee Costs	£2,750.00	£0.00	£1,105.00	£1,645.00
3100	Events	£20,000.00	£0.00	£13,653.18	£6,346.82
3101	Events - Employee Costs	£5,482.00	£0.00	£5,719.53	-£237.53
3200	Cemetery	£9,503.00	£0.00	£2,529.42	£6,973.58
3201	Cemetery -Employee Costs	£49,502.00	£0.00	£12,090.72	£37,411.28
3300	Allotments	£2,415.00	£0.00	£481.49	£1,933.51
3301	Allotments -Employee Costs	£16,042.00	£0.00	£3,986.60	£12,055.40
3350	Capital Expenditure	£12,100.00	£0.00	£2,413.25	£9,686.75
3801	Youth Services Employee costs	£55,248.00	£0.00	£12,926.51	£42,321.49
3802	Carvers Clubhouse	£30,510.00	£0.00	£10,308.71	£20,201.29
Total Expenditure		<u>£417,091.00</u>	£0.00	<u>£118,271.84</u>	<u>£298,819.16</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance
Planning, Town & Environment				
Income				
400 Income	£10,100.00	£0.00	£5,850.00	-£4,250.00
Total Income	<u>£10,100.00</u>	£0.00	<u>£5,850.00</u>	<u>-£4,250.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
Expenditure					
4000	Planning, Town & Environment	£17,367.00	£0.00	£629.19	£16,737.81
4001	Employee Costs	£24,166.00	£0.00	£5,783.52	£18,382.48
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£41,533.00</u>	£0.00	<u>£6,412.71</u>	<u>£35,120.29</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
Council Income					
100	Precept	£553,949.00	£0.00	£276,974.50	-£276,974.50
102	Interest Business A/c	£0.00	£0.00	£0.76	£0.76
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£553,949.00</u>	£0.00	<u>£276,975.26</u>	<u>-£276,973.74</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
Expenditure					
10000	Petty Cash - Office	£0.00	£0.00	-£47.86	£47.86
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	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£21.00	-£21.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>-£26.86</u>	<u>£26.86</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance
Total Income	£797,517.00	£439,791.17	£792,848.95	
Total Expenditure	£808,927.00	£0.00	£221,878.07	
Total Net Balance	-£11,410.00		£570,970.88	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

Appendix B

A

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	-200	-2,000			36,367
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		0			33,572
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-1,042	-1,600	500		29,883
Ringwood Events	16,768		-8,000	-2,380			6,388
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			0			11,300
Infrastructure & Open Spaces	12,685	3,000		-10,000			5,685
Neighbourhood Plan	6,473		-5,473	0			1,000
Football development Project	0				435,330	-435,330	0
Budget Underspends retained for use in 2022/23*	8,243		-8,243				0
Total Provisions	219,495	38,400	-22,958	-16,980	435,830	-435,330	218,456
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-1,000	0			2,213
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,048	2,842		23,243
Capital Receipts	20,334			0	0		20,334
Grants Unapplied	3,217		0	0	1,119		4,335
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-24,188	-48,028	439,791	-435,330	269,332
General Reserve	304,241	0	-7,441			0	296,800
Key Deposits	15,121						15,121
Total Reserves & Customer Deposits	618,049	38,400	-31,629	-48,028	439,791	-435,330	581,253

**REPORT TO POLICY & FINANCE COMMITTEE
20 JULY 2022**

**RINGWOOD NEIGHBOURHOOD PLAN
FUNDING FOR ENGAGEMENT WITH YOUNG PEOPLE**

To re-consider a RECOMMENDATION from Planning, Town & Environment Committee that funding of SPUDs work to communicate and engage with young people on the Neighbourhood Plan, costing £3,650, be approved (P/5998 06/05/2022 refers).

1. This Committee previously considered the above recommendation from Planning, Town & Environment Committee on 18 May 2022 (F/6035 refers) – the report considered at that meeting is attached as *Appendix A*. At that meeting, it was felt that further work should be undertaken on methods of engaging young people, and a decision was deferred to a future meeting.
2. The Neighbourhood Plan team has now carried out further work, as follows:
 - i) The Project Manager, Chair of the Steering Group and Town Mayor have visited the current SPUDYOUTH Exhibition in Sway to understand more of their work. This exhibition is on until 29 July and the Director is happy to meet any Members should they wish to visit and find out more.
 - ii) Two members of the NP Team presented an Assembly at Ringwood School to over 250 pupils. There were over 10 students who indicated they would like to be involved in the SPUD workshop. Assuming they are representative of the whole School then that could mean 60-70 pupils who would like to engage in this way. A larger proportion wished to complete an on-line survey. However, the PHSE Lead at the School said that they are “keen to try and get more in person interaction between students and visitors/experts” and “would really welcome opportunities for our young people to be able to get involved in face to face projects again, listening to and learning from others, whilst also able to share their views too, such an important life skill for them to develop.” Her concern is that these are skills that they have lost over the last 2 years and she was keen to stress the importance to the students of them getting involved and is happy to provide active support in engaging them.
 - iii) Talked to a representative from Create Streets who have an on-line platform called Create Communities that allows people to pin their ideas on a map and can include up to 6 ‘hot spots’ where one displays photos or visualisations of how an area could look and seeks input and builds. To set up the map of the town, the questions and 6 hot spots costs £1375 + VAT (this is 50% of their commercial rate since they have a foundation that cross subsidises for community projects) and they have worked with a lot of NP Teams. Of note is that, in their experience, the use of an app rather than a web-based platform creates the extra barrier of having to download the app. No further details of the app mentioned by Cllr Heron at PT&E Committee have been provided as yet.
3. As a result of this further work, the NP Steering Group wish to take the following approach:
 - i) Employ SPUD to engage young people through drop-in sessions in the new school term in September.

- ii) Use the ideas, models and pictures generated to inform the wider Communication and Engagement Plan (*Appendix B*) and to create on-line engagement to quantify the support for the ideas, not just from students but from a broader demographic that includes 'time-poor' people. This will bring about a qualitative input to generate ideas and then validate them in a quantitative way. Experience shows that if you go straight to an on-line survey or app without having worked the ideas / questions up in some detail the results are at best hard to interpret and at worst meaningless.
4. It is RECOMMENDED that funding of £3,650 be approved to employ SPUD to communicate and engage with young people on the Neighbourhood Plan.

For further information, please contact:
Jo Hurd, Deputy Town Clerk
01425 484721 or jo.hurd@ringwood.gov.uk

**REPORT TO POLICY & FINANCE COMMITTEE
18 MAY 2022**

**RINGWOOD NEIGHBOURHOOD PLAN
FUNDING FOR ENGAGEMENT WITH YOUNG PEOPLE**

To consider a RECOMMENDATION from Planning, Town & Environment Committee that funding of SPUDs work to communicate and engage with young people on the Neighbourhood Plan, costing £3,650, be approved (*P/5998 06/05/2022 refers*).

1. PT&E Committee agreed in March that funding options should be explored to engage the specialist services of SPUD to engage young people in the Neighbourhood Plan process (*P/5968 04/03/2022 refers*). A request to New Forest District Council was turned down and an application to the National Lottery was unsuccessful. The NP Steering Group is therefore seeking funding from the Council.
2. Community engagement in the NP process is essential, and it is important that this reaches as wide an audience as possible, including young people. The NP Steering Group members feel it is vital that young people have an input and get the opportunity to provide their unique perspective on the future of their town. However, they also recognise that they are not well equipped to engage and involve the young people and have therefore recommended working with a local specialist organisation SPUD.
3. SPUD (<https://www.spud.org.uk/>) is a local registered charity that runs an award-winning scheme known as spudYOUTH. Professional architects and designers encourage and inspire students and young people to have their say through a series of drop-in sessions where they can express their views through drawing, maps and model building, concluding with a presentation to the Town Council. SPUD's network of contacts will provide a much richer reach into this hard to engage demographic and their expertise will maximise the depth of this group's involvement. The aim is to engage at least 30 to 40 young people in the development of ideas and seek their ongoing input as the Plan progresses.
4. SPUD undertook a similar exercise in Lymington as part of its Neighbourhood Plan process – further details can be viewed on their website (<https://www.spud.org.uk/copy-of-spudyouth>).
5. The cost of this project is £3,650. It has not been possible to obtain comparative quotations as this is a specialist service in which SPUD has a track record locally.
6. The Council has a budget of £6,800 to support the Neighbourhood Plan, which was expected to fund £1,800 of consultants' fees not covered by the available Locality grant, with a £5,000 contingency. Of this £655 has been spent to date, and an estimated £5,045 has been committed for expenditure on consultants' fees; Google Workspace; and costs associated with public consultation (exhibition boards, leaflets and room hire). It is recommended that the uncommitted budget of £1,100 is left untouched at this stage and retained as contingency, in the event that further expenditure is required.
7. It is therefore RECOMMENDED that funding of £3,650 be approved to employ SPUD to communicate and engage with young people on the Neighbourhood Plan.

For further information, please contact:
Jo Hurd, Deputy Town Clerk
01425 484721 or jo.hurd@ringwood.gov.uk

Communication and Engagement Plan – Updated July 1st 2022

Title	Purpose	Audience	How	When
Stakeholder Meeting	Builds on the key challenges and potential responses	Local Authorities, Major Landowners and key Local Groups	Facilitated Zoom Call	Complete
	Share outcome of stakeholder meeting with attendees	As above	Email	Complete
	Builds and input on Town Centre Opportunity sites	Local Authorities, Major Landowners and key Local Groups	Facilitated Zoom Call	Complete
	Share outcome of stakeholder meeting with attendees	As above	Email	Complete
	Builds and input on Opportunity sites beyond the Town Centre	Local Authorities, Major Landowners and key Local Groups	Facilitated Zoom Call	September 2022
	Share outcome of stakeholder meeting with attendees	As above	Email	September 2022
Informal Consultation	Share survey results / summaries	Shopkeepers and businesses Residents / Shoppers Community Groups	FB and website	Complete
	Share survey results from Environment team	Shopkeepers and businesses Residents / Shoppers Community Groups	FB and website	Complete

	Share overview of what NP is and gauge interest in involvement	Students	School Assembly	Complete
	Share vision, challenges and ideas on opportunity sites	Shopkeepers and businesses Residents Community Groups	Exhibition in Gateway (manned at certain times)	July & August 2022
		Students	Involvement in facilitated visioning and model building exercise (To be confirmed subject to funding)	September 2022
	Share vision, challenges and proposals more widely to gain builds and feedback	Shopkeepers and businesses Residents Community Groups	Second exhibition to share revised vision and more detailed proposals including input from young people	End September 2022
	Validate ideas for key areas prior to plan submission	'Time poor' groups	On-line survey - potentially map based	October 2022

The above is supported by a rolling programme of

- direct engagement with subsets of residents and business owners via informal contacts
- press releases
- website updates

On-line surveys have been conducted by each team during 2021 and early 2022 prior to this plan being developed.

POLICY & FINANCE COMMITTEE

20th July 2022

Approved Suppliers List

1. Introduction and reason for report

- 1.1 When the Financial Regulations were previously reviewed, provision was added for the Council to adopt an "Approved Suppliers List". Officers now present the attached draft list for consideration by members.

2. Background, Options and Implications

- 2.1 The purpose of an Approved Suppliers List is to simplify (with safeguards) the procurement of everyday supplies. It would be very time-consuming and inefficient if officers were required to research prices from multiple suppliers before every purchase of goods and services. It is more efficient to identify (in an appropriately fair and competitive manner) suitable suppliers of these everyday goods and services and authorise officers to use these suppliers without further checks.
- 2.2 It is important to maintain fairness and good value in public procurement at all times. For this reason, any new procedure should include provision for regular oversight by members, for existing suppliers to be reviewed periodically and removed if they no longer offer adequate value and for potential new suppliers to be added.
- 2.3 The draft list attached has been prepared in collaboration with all officers with budget-management responsibilities. The businesses listed are all in regular use at present and have been found to offer good value in terms of both competitive pricing when compared with alternatives and the quality of goods and services received. Officers therefore recommend all for inclusion.
- 2.4 Adopting a list of this kind also provides an opportunity for members to direct that specified suppliers should not be used without express prior approval from members. The draft therefore includes references to a Blocked Suppliers List. This would be useful if, for example, there is a concern that the Council has received such poor value or service from a supplier that members wish to guard against that supplier being inadvertently used again by an officer unaware of the history. However, it could lead to disputes and cause more trouble than it is worth (given that the Council's officers are fairly few in number and generally aware of problems the Council has experienced even if not personally involved).

3. Issues for decision and any recommendations

Members are invited to consider whether the Council should:

- 3.1 Adopt the Approved Suppliers List (either as drafted or with such changes as members shall approve); and**
- 3.2 Include a list of Blocked Suppliers.**

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Rory Fitzgerald, Finance Manager
Direct Dial: 01425 484723
Email: rory.fitzgerald@ringwood.gov.uk



**Ringwood
Town Council**

Approved Suppliers List

Contents

1. Version Control
2. Notes and instructions to users
3. List of suppliers

1. Version Control

Event	Description	Date
Initial adoption	Approval by Policy & Finance Committee	

2. Notes and instructions to users

- 2.1 Goods and services may be procured from any supplier (other than a Blocked Supplier) subject to normal procurement processes designed to ensure fair treatment of suppliers and good value for the use of public money.
- 2.2 The procurement of goods and services individually costing less than £5,000 and of the authorised type from an Approved Supplier will, however, be exempt from the requirement to seek alternative estimates or quotes. (Officers must not disaggregate purchases in order to avoid competitive procurement of individual purchases worth more than £5,000.)
- 2.3 Goods or services must not be bought from a Blocked Supplier unless this is expressly authorised by a specific committee or council decision.
- 2.4 Any supplier may apply at any time to become an Approved Supplier and after suitable due diligence by officers, such requests shall be considered by the Policy & Finance Committee.
- 2.5 The Policy & Finance Committee shall make all decision on whether suppliers shall be admitted as Approved Suppliers, removed as Approved Suppliers or designated Blocked Suppliers.
- 2.6 The Policy & Finance Committee shall review the status of every Approved Supplier or Blocked Supplier at least once in every two-year period.

3. List of Suppliers

Approved Suppliers			
Name	Authorised goods and/or services	Admitted/last reviewed	Next review due
Peter Noble Limited	Vehicle and equipment repair and servicing. Supply of spare parts.		
Hunt Forest Group	Vehicle and equipment repair and servicing. Supply of spare parts.		
Ringwood Motor Company Ltd.	Vehicle repair and servicing. Supply of spare parts.		
England's Garden Machinery	Equipment repair and servicing. Supply of spare parts.		
Fleet (Line Markers) Ltd	Equipment repair and servicing. Supply of spare parts.		
New Forest Aggregate Ltd	Supply of aggregates, gravel, soils, etc.		
ECO Sustainable Solutions Ltd	Supply of aggregates, gravel, soils, etc.		
Screwfix	Tools, hardware and building supplies		
Elliott Brothers Ltd	Tools, hardware and building supplies		
Ringwood Pest Control	Pest control services		
R. M. Smith Fencing	Gate and fence repair, installation, etc.		
Ringwood & Verwood Glass	Glass window and door repair		
Ringwood & Fordingbridge Skip Hire	Skip hire and waste disposal or recycling services		
The Urban Greening Company	Sedum roof maintenance		
Tudor Environmental	Grounds management supplies		
M J Coakley Electrical	Electrical safety testing and other electrical services		
D. Shutler	Grounds maintenance services		
UK Fuels Ltd	Fuels		
W P Group	Fuels		
Northover Fuels	Fuels		
Peter Best Treecare Ltd	Tree safety and surgery advice and services		
The Tree Safety Management Co.	Tree safety and surgery advice and services		
Gristwood & Toms Ltd.	Tree safety and surgery advice and services		
B & S Chains	Playground equipment spares		
Vitaplay Limited	Playground safety surfacing and repairs		
The Play Inspection Company	Playground inspections		

Site Safety Limited	PPE and workwear		
Hampshire County Council	Office equipment and supplies. Janitorial supplies.		
Insight Security & Facilities Ltd	Site security services		
Central Southern Security Ltd	Site security services		
Brandon Hire Station	Tool and equipment hire		
Forest Newspapers Ltd	Advertising services		
1 st Stop Cleaning	Cleaning services		
SLCC	Books, publications, training and advice		
COMAX	Catering and janitorial supplies and services		
New Forest Ice Cream Ltd.	Catering supplies		
Booker	Catering supplies		
Taste Vending Ltd	Catering supplies and services		
Letters & Logos Ltd	Printing and supply of promotional materials		
South Coast Hire Group	Entertainment event support services		

Blocked Suppliers		
Name	Admitted/last reviewed	Next review due

REPORT TO POLICY & FINANCE COMMITTEE – 20th July 2022**FINANCIAL REGULATIONS****1. Background**

- 1.1 The Council is required to maintain an effective system of financial control. Financial Regulations are one of the most important elements of this system. They need to be fit for purpose and regularly reviewed to ensure they remain so over time.
- 1.2 The financial regulations were last reviewed in September 2021 following the introduction of a new financial management system and general ledger, EDGE.
- 1.3 Financial regulations are regularly reviewed and any proposals for change are brought to Policy & Finance Committee for approval and endorsement before the regulations are updated.
- 1.4 The complete and updated set of Financial regulations will be brought before this Committee for approval each year.

2. Financial Regulations Update

- 2.1 This Committee approved, at the June meeting, an amendment to Financial Regulations that will allow budget managers to transfer limited amounts of their approved budgets between different budget heads.
- 2.2 The following amendment has therefore been added to the Financial Regulations,(section 4.6) :

“Budget managers may, with the approval of the Clerk and the RFO, transfer or vire a limited amount of any of their unexpended non payroll budget to enable increased expenditure elsewhere. This is subject to there being no overall increase in the budget, a limit of up to a 20% transfer from an existing budget and a maximum budget virement of £500. Any such budget transfer will be reported to Policy & Finance Committee and will be for the current year only unless member approval is granted to make the budget transfer permanent. Virements may not take place between payroll and non-payroll budgets.”
- 2.3 There are no further changes at this time.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The updated Financial Regulations be adopted by the Town Council.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.Wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

FINANCIAL REGULATIONS

(Adopted July 2022)

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These Financial Regulations were adopted by the Council at its Meeting held on 2021

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - 1.3.1. for the timely production of accounts;
 - 1.3.2. that provide for the safe and efficient safeguarding of public money;
 - 1.3.3. to prevent and detect inaccuracy and fraud; and
 - 1.3.4. identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A deliberate breach of these Regulations by an employee may be considered gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Manager has been appointed as RFO for this Council and the Regulations will apply accordingly.
- 1.9. The RFO;
 - 1.9.1. acts under the policy direction of the council;
 - 1.9.2. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - 1.9.3. determines on behalf of the council its accounting records and accounting control systems;
 - 1.9.4. ensures the accounting control systems are observed;
 - 1.9.5. maintains the accounting records of the council up to date in accordance with proper practices;
 - 1.9.6. assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - 1.9.7. produces financial management information as required by the council.

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- 1.11.1. entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - 1.11.2. a record of the assets and liabilities of the council; and
 - 1.11.3. wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- 1.12.1. procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - 1.12.2. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - 1.12.3. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - 1.12.4. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - 1.12.5. measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- 1.13.1. setting the final budget or the precept (Council Tax Requirement);
 - 1.13.2. approving accounting statements;
 - 1.13.3. approving an annual governance statement;
 - 1.13.4. borrowing;
 - 1.13.5. writing off bad debts;
 - 1.13.6. declaring eligibility for the power of well-being; and
 - 1.13.7. addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- 1.14.1. determine and keep under regular review the bank mandate for all council bank accounts;

¹ Accounts and Audit (England) Regulations SI 2015/234 (as amended)

- 1.14.2. approve any grant or a single commitment in excess of £15,000; and
 - 1.14.3. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils– a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or Governance and Accountability for Local Councils in Wales - A Practitioners' Guide, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - 2.6.1. be competent and independent of the financial operations of the council;
 - 2.6.2. report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- 2.6.3. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - 2.6.4. have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- 2.7.1. perform any operational duties for the council;
 - 2.7.2. initiate or approve accounting transactions; or
 - 2.7.3. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Finance Committee and the Council.
- 3.2 The RFO may also prepare a three-year forecast of expenditure and income including capital receipts which shall be updated to take account of decisions relating to the annual budget, precept and use of reserves together with other emerging issues which might impact the budget.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast (if available) including recommendations for the use of reserves and sources of funding
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6 Each individual budget entry will have an identified budget manager who will have overall responsibility for controlling spend against that budget. The budget manager will be an officer of the Council.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- 4.1.1. the council or an appropriate committee for all individual items of £15,000 and above (as evidenced by a Minute of a relevant meeting);
 - 4.1.2. the relevant Budget Manager in conjunction with either the Clerk or the RFO for all individual items between £1,000 & £15,000 (as evidenced by a Purchase Order assigned to the Budget Manager and approved by the Clerk or RFO); and
 - 4.1.3. the relevant Budget Manager for all individual items below £1,000 (as evidenced by a Purchase Order that has been either assigned to or approved by the Budget Manager and approved by a different officer from the one it is assigned to).

Purchases may not be disaggregated to avoid controls imposed by these regulations. Each budget manager is responsible for seeking advice from the RFO on the budget code applying to each item of expenditure and/or advice from the Clerk on the relevant legal power to incur it if they judge that such advice is needed. The RFO shall have power to alter the coding of expenditure which has (in the opinion of the RFO) been coded incorrectly by a budget manager at any time and by making a journal transfer if necessary.

- 4.2. Subject to regulation 4.5 & 4.6 below, no expenditure may be authorised that will exceed the amount provided in the budget for that class of expenditure by more than £100 or ten per cent (whichever is the greater) other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of Council, or duly delegated Committee, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). Furthermore, where income is expected that is linked to or dependent upon a class of expenditure (e.g. from the sale of catering supplies or in connection with public events), expenditure in excess of the approved budget may be authorized if it is fully off-set by income earned.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year but those for incomplete projects shall be.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by the minutes of the relevant council or committee meeting. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme urgency and risk to the delivery of council services or to the reputation of the Council, the Clerk may authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. Budget managers may, with the approval of the Clerk and the RFO, transfer or vire a limited amount of any of their unexpended non payroll budget to enable increased

expenditure elsewhere. This is subject to there being no overall increase in the budget, a limit of up to a 20% transfer from an existing budget and a maximum budget virement of £500. Any such budget transfer will be reported to Policy & Finance Committee and will be for the current year only unless member approval is granted to make the budget transfer permanent. Virements may not take place between payroll and non-payroll budgets.

- 4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and/or the requisite borrowing approval has been obtained.
- 4.8. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared monthly with effect from the third month of the financial year (except in August) and shall be supplemented with a narrative report from the RFO on the overall budget position, explanations of material variances and, where practicable, comment on the expected out-turn at year-end. Routine budget comparison reports may be limited to main budget headings only but the RFO will produce a detailed report including budget sub-headings if requested.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budget setting and budget control process.

5. BANKING ARRANGEMENTS AND SCRUTINY OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency & as soon as reasonably practical following the departure of a signatory.
- 5.2 The RFO shall prepare a schedule of all payments, forming part of the Agenda for the Meeting and present the schedule to the Policy and Finance Committee. That Committee shall review the schedule for compliance and, having satisfied itself shall endorse it by a resolution of the Committee. The approved schedule shall be signed by the Chairman of the Meeting and a second committee member at the meeting or as soon as practicable thereafter. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarized to remove public access to any personal information. Other personal data shall also be redacted in appropriate cases.
- 5.3 All invoices for payment shall be examined and verified by the relevant budget manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council. The budget manager will amend the relevant Purchase Order if necessary and mark the order as received.
- 5.4 The relevant budget manager shall examine invoices for arithmetical accuracy and assign them to the appropriate expenditure heading. The RFO shall take all steps to

pay all invoices submitted, and which are in order and marked as received, in a timely manner and in any event, within 28 days and report this at the next available Policy and Finance Committee Meeting

- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items as set out in section 4 and in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, per month, per account, provided that a list of such transfers shall be submitted to the next appropriate meeting of the Policy and Finance Committee.
- 5.6 In respect of grants the Policy & Finance Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorize or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the Clerk or RFO.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 4 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO may give instruction that a payment shall be made.
- 6.3 Cheques or orders for payment drawn on the bank account shall require any two signatures of the Clerk, the Deputy Clerk, the RFO or Members for sums under £1,000 or two members of the Council or one member and countersigned by the Clerk in any other case. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.5 Payments not exceeding £50,000 may be made by the RFO (and/or any assistant authorized by the RFO) on the bank account by BACS and/or online transfer if supported by a Purchase Order receipted or an invoice examined and verified as described in Financial Regulations 4 and 5 above and shall be reported to the Policy & Finance Committee at the next convenient meeting.
- 6.6 Payment for utility supplies (energy, telephone, water, etc.), National Non-Domestic Rates and other suitable types of expenditure (especially payments under contracts for hire of equipment and such like) may be made by variable Direct Debit provided that the instructions are agreed by the Clerk and the RFO and any payments are reported to council as made. A list of active direct debits shall be produced to the Policy & Finance Committee at least once a year. Other recurring expenditure that is not covered by Direct Debit (or subject to individual purchase orders) may be made by BACS payment provided such arrangements are included under a schedule endorsed by the Clerk and the RFO and reported to the Policy & Finance Committee at least once a year.
- 6.7 Payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members and are retained and any payments are reported to the Policy & Finance Committee.
- 6.8 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.9 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.10 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.11 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of officers and/or councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.12 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Intentional breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13 Changes to account details for suppliers, which are used for internet banking may only be made on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO and a Member. A programme of regular checks of standing data with suppliers will be followed.
- 6.14 Credit Cards may be issued to any Budget Manager by the RFO in conjunction with the Clerk provided that the credit limit on the account shall not exceed £5,000 and

arrangements are made to ensure the full balance shown on each monthly statement is paid by the due date to ensure that no interest shall become payable. It will be the responsibility of the any Budget Manager using such card to raise a Purchase Order for each transaction in the usual way. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.15 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain 3 petty cash floats of £200 (Office), £100 (Visitor Information Centre) and £100 (Carvers Clubhouse) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, unless disbursed, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to the Policy & Finance Committee under 5.2 above.
 - d) A further float may be established from time to time to defray operational expenditure in respect of events. Such floats will be subject to the same controls that are set out above in paragraph 6.15, a) to c).

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Policy & Finance Committee meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any terms and conditions of employment without the prior consent of the Policy & Finance Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by the Staffing Committee.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

- 9.5. All sums received on behalf of the council shall be banked intact unless disbursed on related expenditure as agreed with the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are planned to be received by the council, the RFO shall make such arrangements as the RFO and the Clerk judge practicable to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Orders must be assigned to a named officer and approved by a different named officer and must comply with the authorization limits prescribed in Regulation 4 above. Copies of all orders shall be retained.
- 10.2. Order records shall be controlled and maintained by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 (i) below .
- 10.4. A member may not issue an official order or make any contract on behalf of the council.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council);
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price; and
 - vii. contracts placed under any Approved Suppliers Scheme established in accordance with Regulation 11.2 below.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ("The Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.
 - c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds in the Regulations set by the Public Contracts Directive 2014/24EU (which may change from time to time).
 - d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be set out in a recommendation to the council.
 - e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
 - f) The tendering process shall be managed by the Clerk or the RFO in a fair and lawful manner. The outcome shall be reported to members and the details of the award published.
 - g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - h) Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.
 - i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the budget manager shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the budget manager shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
 - j) The council shall not be obliged to accept the lowest of any tender, quote or estimate, but reasons must be recorded for any such decision.
 - k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

- 11.2 The council may maintain a list of approved suppliers on the following conditions:
- a) the list shall identify suppliers and specify the types of goods, materials, works or services that may be ordered from each;
 - b) the RFO may admit a supplier to the list only after due enquiry has been made to establish that it is willing and able to provide good value for money;
 - c) the RFO shall review each supplier's membership of the list every three years to ensure that it remains willing and able to provide good value for money and if unsatisfied on this point may remove the supplier from the list;
 - d) any potential supplier may apply to the RFO at any time for admission to the list;
 - e) the RFO shall report to the Policy & Finance Committee all admissions to and removals from the list; and
 - f) the Policy & Finance Committee shall review the list at least once a year and may resolve to admit or remove any supplier from it or alter the categories of goods, materials, works or services relating to a supplier on the list at any time.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the registration at Land Registry of all interests in land held by the council that are capable of such registration and custody of all documents that cannot be so registered. The RFO shall ensure a

record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually in the case of items which cost more than £3,000 and at three-yearly intervals in any other case), possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. Budget managers shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO, shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the council to review the Financial Regulations of the council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

POLICY & FINANCE COMMITTEE

20th July 2022

Annual Review of Standing Orders

1. Introduction and reason for report

- 1.1 The Council has delegated to this committee the annual task of reviewing Standing Orders for fitness.

2. Background, Options and Implications

- 2.1 Officers propose three changes to the current Standing Orders; all of which are highlighted in the draft attached as Annex 1.
- 2.2 The three changes proposed are:
- 2.2.1 S/O 1f – required to correct an accidental omission and clarify the sense
- 2.2.2 S/O 4vi (and re-numbering of the following) – required to clarify the sense (the NALC model distinguishes between standing committees and others – with sub-clause vi directing the Council to appoint the chair and vice-chair of the former and vii enabling it to delegate these appointments to the latter. This has never been the custom here so the sub-clauses were amended/omitted accordingly and the proposed change tidies the clause without changing the sense; and
- 2.2.3 S/O 18f/g – required to clarify the process for very large procurements post-Brexit.
- 2.3 Officers consider that in all other respects the Standing Orders remain fit for purpose.

3. Issues for decision and any recommendations

Members are invited to approve the proposed changes to Standing Orders.

For further information, contact:

Christopher Wilkins, Town Clerk
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Ringwood Town Council

STANDING ORDERS

Ringwood Town Council

STANDING ORDERS

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Ringwood Town Council

STANDING ORDERS

1. Rules of debate at meetings

Explanatory note: Rules of debate apply to all business conducted at any type of meeting except to the extent that the chairman allows them to be relaxed. Such business may include routine formalities (e.g approving the minutes of a previous meeting), receiving reports from officers (which may require a decision from councillors and include one or more suggestions or recommendations as to how the item be disposed of), receiving information from councillors or others (about which no decision can be made) and motions proposed by members. The procedures by which agendas for meetings are compiled and councillors can secure the inclusion of motions are contained in standing orders 5, 9 and 15.

- a Items on the agenda shall be considered in the order that they appear in the agenda unless the order is changed at the discretion of the chairman of the meeting.
- b A proposal or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a proposal or motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a proposal or motion. It shall not negate the proposal or motion.
- f If an amendment to the original proposal or motion is carried, the original proposal or motion **(as amended)** becomes the substantive proposal or motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his or her own proposal or motion if agreed by the meeting. If a proposal or motion has already been seconded, the amendment

shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive proposal or motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive proposal or motion.
- m Where a series of amendments to an original proposal or motion are carried, the mover of the original proposal or motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive proposal or motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a proposal or motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the proposal or motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- o During the debate on a proposal or motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the other irregularity in the proceedings of the meeting he or she is concerned by.
- p A point of order shall be decided by the chairman of the meeting and his or her decision shall be final.
- q When a proposal or motion is under debate, no other proposal or motion shall be moved except:
 - i. to amend the proposal or motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the proposal or motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a proposal or motion to a committee or sub-committee for consideration;

- vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive proposal or motion is put to the vote, the chairman of the meeting shall be satisfied that the matter has been sufficiently debated and that the mover of the proposal or motion under debate has exercised or waived his or her right of reply.
- t Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the proposal or motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his or her hand when requesting to speak and may sit or stand when speaking.
- j A person who speaks at a meeting shall direct his or her comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m A person present at a meeting may not provide an oral report or oral**

commentary about a meeting as it takes place without permission.

- n** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- r** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- s** Unless standing orders provide otherwise, voting on a question shall be by a show of hands or by ballot. **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t** The minutes of a meeting shall include an accurate record of the following:

 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- ■ ■ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- ■ ■ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of two hours except for meetings of the Planning, Town & Environment Committee which shall not exceed three hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the

ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. may, after it has appointed the members of a committee, appoint the chairman and vice-chairman of a standing committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f Rule 5(f) deleted – 21.4.21
- g The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- h The Vice-Chairman of the Council, if there is one, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he or she shall preside at the annual meeting until a**

successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- j In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the annual meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his or her acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local

Government Act 1972 or the general power of competence; and
xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
PROVIDED THAT the council may resolve for all or any of items vi, ix, x and xiii to xxi inclusive to be done at a later date or to be referred to a committee.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their

favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

Explanatory Note: Although the Proper Officer is responsible for preparing meeting agendas a mechanism is needed to enable councillors to bring forward matters for consideration at meetings without requiring the co-operation of the Proper Officer (subject to safeguards). This standing order provides that mechanism. The Proper Officer could be asked to help in composing the written notice required but this is not obligatory. Otherwise, the role of the Proper Officer is limited to ensuring formal compliance only with the requirements stated.

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or public holidays.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, at least seven clear days (excluding Saturdays, Sundays and public holidays) before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded, numbered and included in an agenda in the order that they are received. No more than three motions shall be included in the agenda for any one meeting and any additional motions received shall be included in the agendas for subsequent meetings.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in**

paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with or before the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the

minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights (if any such should ever be appointed to a working party) shall observe the code of conduct adopted by the council.
- b Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- c Unless he or she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he or she has another interest if so required by the council's code of conduct. He or she may return to the meeting after it has considered the matter in which he or she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

Explanatory note: Any complaint that a councillor has breached the council's code of conduct must be referred to the monitoring officer at the District (or Unitary) Council who is then responsible for considering the complaint, investigating it as necessary and notifying this council if such a breach has occurred.

- a Where the Proper Officer has made a complaint that a councillor has breached the council's code of conduct, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(c).
- b The Council, any individual councillor and any employee of the council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- c **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him or her. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least six days before the meeting confirming his or her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his or her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application, tree works application or licensing application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of

- that committee;
- xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- See also standing order 23.*

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at

least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender may be advertised in a local newspaper and in any other manner that is appropriate as the Proper Officer shall decide;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to

- the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~
- g ~~A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason
 - i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it

- lasts more than three working days on which he or she would ordinarily be working, or
- ii. Of any other employee if it lasts more than two weeks
- and that person shall report such absence to the Staffing Committee at its next meeting.
- b Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

See also standing order 11.

- a The Council may appoint a Data Protection Officer
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councils representing the area of the Council.
- b If the Council or the Town Clerk so decides, a copy of each letter sent to the District or

County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect (except for land or premises to which the general public has access); or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

POLICY & FINANCE COMMITTEE

20th July 2022

Scheme of Delegation

1. Introduction and reason for report

- 1.1 The final task in the comprehensive overhaul of the Council's governance documents is to review the Scheme of Delegation.

2. Background, Options and Implications

- 2.1 Town and parish councils are not required to adopt or publish a formal scheme of delegation. Accordingly, no template is to be found either in the governance toolkit published by SLCC or on the NALC website. Nevertheless, this Council has maintained the document attached as Annex 1 for some years. It was last updated in August 2017. It is common practice among principal authorities to record in writing in considerable detail what decision-making powers are delegated and to whom. This is understandable given their size, the importance and sensitivity of the decisions they make and the greater likelihood of these being subject to challenge and judicial review. Whether this Council really needs such a document is less obvious and for members to decide.
- 2.2 A scheme of delegation can serve the following purposes:
 - 2.2.1 to codify delegation decisions made by the Council so that committees, sub-committees/working parties and officers can quickly identify what they can decide, what they can't, what conditions or limits apply, etc.
 - 2.2.2 to help councillors (especially new councillors) to understand how the council works and how they can be more effective; and
 - 2.2.3 to help members of the public or other outside agencies understand how the council works and how they can have a say on its decisions.
- 2.3 Members are invited to consider whether and to what extent Annex 1 serves the purposes described above (or any other useful purposes that occur to them).
- 2.4 Unlike other governance documents, a scheme of delegation cannot stand on its own; its content is largely derived from other governance documents and *ad hoc* decisions. It is necessarily therefore a "living document" and as such requires ongoing maintenance and attention from officers to remain accurate and useful.

3. Issues for decision and any recommendations

Members are invited to consider:

- 3.1 **whether the Council should continue to maintain a Scheme of Delegation; and, if so**
- 3.2 **whether it should take the form of a simple update of the existing document or some other form.**

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

Ringwood Town Council - Delegation Scheme

Subject	Committee	Minute	Date	Delegation
Policy of Indemnity for Members and Officers	Policy & Finance	F/3917	19 th April 2006	The Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, has delegated power to grant indemnities within the terms of the approved policy.
Town Council Website	Policy & Finance	F/3916	19 th April 2006	The Deputy Town Clerk, in consultation with the Website Working Party, is authorised to liaise with TLC Online to ensure that the Town Council's requirements are met.
Delegation Scheme	Policy & Finance	F/3915	19 th April 2006	Where any power or function is delegated to any member of staff other than the Town Clerk, then that function may be exercised by either the Town Clerk or the Deputy Town Clerk. That the Deputy Town Clerk be authorised to act on delegations to the Town Clerk, in the event of his/her absence.
Town Crest	Policy & Finance	F/3799	15 th June 2005	The Town Clerk has delegated powers to deal with the issuing of Licences to reproduce the Town Crest, on completion of the appropriate application form.
Leases and Tenancies	Recreation, Leisure & Open Spaces	OS/4549	8 th September 2004	The Town Clerk, in consultation with the Chairman and Vice Chairman, is authorised to take such action as is necessary, including termination of

Subject	Committee	Minute	Date	Delegation
				leases/tenancies, where users of the facilities are in breach of their tenancy conditions
Payment of Travel & Subsistence to Councillors	Finance & Select Emergency	F/3542	15 th October 2003	The Town Clerk has the authority to pay travel and subsistence at the appropriate rate to Councillors appointed to attend meetings outside the town.
Fees for one-day events at Carvers Recreation Ground	Open Spaces & Amenities	OS/4412	1 st October 2003	The Town Clerk has the authority to set fees for one-day events at Carvers Recreation Ground.
Allotment Tenancies	Open Spaces & Amenities	OS/4391	3 rd September 2003	The Town Clerk has the authority to terminate allotment tenancies as required.
Closure of Kick Park for Poulner Junior School Firework Display (and other similar decisions)	Open Spaces & Amenities	OS/4400	3 rd September 2003	The Town Clerk, in consultation with the Chairman and Vice Chairman of the Committee, has the authority to close off the Kick Park for Poulner Junior School Fireworks Display and make other similar decisions in future.
Firework Displays	Open Spaces & Amenities	OS/4401	3 rd September 2003	The Town Clerk, in consultation with the Chairman and Vice Chairman of the Committee, has the authority to determine applications for setting off fireworks, taking account of their effect on neighbours and statutory provisions relating to such activities.

Subject	Committee	Minute	Date	Delegation
Cemetery Regulations - Kerbstones	Open Spaces & Amenities	OS/4365	4 th June 2003	The Town Clerk is authorised to take appropriate action to apply the Cemetery Regulations for all burials since the adoption of the policy on no kerbstones (17/7/02).
Justices, Public Entertainment and Theatre Licences and road closure proposals	General Purposes	GP/3679	11 th June 2003	The Town Clerk is authorised to respond to notification of applications for Justices, Public Entertainment and Theatre Licences and road closure proposals on behalf of the Council, provided that the delegation shall be of no effect where any member requests submission of an item to Committee.
Illegal occupation of Council land and property	Finance & Select Emergency	F/3491	21 st May 2003	The Town Clerk, or Deputy Town Clerk in his absence, has the authority to take decisions (having consulted with the Gypsy Liaison Officer, the Mayor, Deputy Mayor and Chairman of the appropriate Committee) on behalf of the Council as to whether possession proceedings or other legal proceedings be instigated to secure possession of the land. Refer to the Council's Policy on Unauthorised Encampments.
Low key events on Council owned land	Open Spaces & Amenities	OS/4179	6 th March 2002	The Town Clerk has the authority to give permission for one-off low-key events on Council owned land (e.g. sponsored toddle on Carvers)

Subject	Committee	Minute	Date	Delegation
Christmas and New Year office closures	Full Council	C/3833	28 th November 2001	The Town Clerk has the authority to decide Christmas and New Year office closures.
Planning applications	Planning, Town & Environment	P/4894	22 nd July 2011	In the event that the statutory deadline for submission of an observation on a planning application falls before the date of the next scheduled meeting of the Planning, Town & Environment Committee, the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, is authorised to make an observation and all Committee Members are to be circulated with details.
Provision of IT services – Gateway Building	Policy & Finance	F/4773	16 th November 2011	That final arrangements for provision of IT services for the Council be delegated to the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee
Standards and Code of Conduct	Policy & Finance	F/4872	18 th July 2012	That the following power be delegated to the Town Clerk: “To be the proper officer for the purpose of requests for dispensations under section 31(4) of the Localism Act 2011, and, in consultation with the Town Mayor (or Deputy Town Mayor in the event of a conflict of interest), to decide whether to grant a dispensation to enable the member concerned to participate in the discussion, or to vote, or both”. <i>NOTE: SEE AMENDMENT BELOW</i>

Subject	Committee	Minute	Date	Delegation
Standards And Code Of Conduct	Full Council	C/5385	27 th March 2013	<p>That the Town Clerk's delegated power relating to Standards and Code of Conduct be amended to include Section 33 of the Localism Act 2011; the full text to read:</p> <p>“To be the proper officer for the purpose of requests for dispensations under section 31(4) and section 33 of the Localism Act 2011, and, in consultation with the Town Mayor (or Deputy Mayor in the event of a conflict of interest), to decide whether to grant a dispensation to enable the member concerned to participate in the discussion, or to vote, or both.”</p>
Control on Expenditure by Officers	Policy & Finance	F/4984	17 th April 2013	<p>That the Town Clerk be delegated power to incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000.</p> <p>That power be delegated to the Town Clerk or Deputy Town Clerk to sign cheques with a value up to £999.99</p>
Allotments	Recreation, Leisure & Open Spaces	OS/5431	4 th September 2013	Town Clerk is authorised to sub-divide vacated allotments where appropriate to ensure that appropriate size plots are available for applicants on the waiting list.

Subject	Committee	Minute	Date	Delegation
Booking Fees and Conditions for The Place	Recreation, Leisure and Open Spaces	OS/5672	3 rd May 2017	<p>It was agreed that a 50% discount should be applied for voluntary and charitable groups (2a) and use by other bodies, commercial ventures and hiring out for parties would be charged the full rate. In respect of non-charitable groups, simply looking for a meeting place, it was agreed that the Town Clerk would have discretion, in discussion with the Chairman and Vice-Chairman, to waive the fee, where appropriate. RESOLVED:</p> <p>1) That the scale of charges be approved and the differential rates be applied to different categories of user, according to the outline above;</p> <p>2) That the Town Clerk be granted discretion, in agreement with the Chairman and Vice-Chairman, to waive the booking fee; and</p> <p>3) That the scale and scope of charges be kept under review.</p> <p>(see Annex C to minutes)</p>
Local Government Pension Scheme Employer Discretions Policy	Policy and Finance	F/5444	17 th May 2017	<p>1) That the Employer Discretions Policy be adopted, as set out in Annex D to the minutes;</p> <p>2) That any decision in respect of the Employer Discretions Policy be taken by the policy and Finance Committee, on submission of a written report by the Town Clerk; and</p> <p>3) That no decision in respect of the Policy be delegated to an Officer.</p>

Updated: 9.8.17

F

POLICY & FINANCE COMMITTEE

20th July 2022

Defibrillator

1. Introduction and reason for report

- 1.1 The defibrillator bought in 2014 has had to be taken out of service because its charging stick and electrode pads require replacement. Replacements are unavailable for immediate delivery and a decision is needed on whether to wait or replace the device.

2. Background, Options and Implications

- 2.1 In October 2014 the Council bought a defibrillator and cabinet and these were installed on the outside wall of the Gateway (see minute ref. F/5161 from the meeting of 16th July 2014). The total cost of machine and cabinet was £1,350 plus VAT. The machine selected was a Lifepak CR Plus – a model particularly recommended by South Coast Ambulance Service.
- 2.2 The cabinet is locked against theft, interference, etc and emergency access is by calling 999 and asking for a code. The device is registered with a national database (called The Circuit) to which all emergency call-handlers have access – enabling them to supply the location and code to callers.
- 2.3 The device requires regular checks to ensure it is in working order. Initially the Ambulance Service arranged these directly or via volunteers but these arrangements stopped during the pandemic and the task now falls to Council office staff.
- 2.4 In August 2017 the Council bought a replacement charging stick and set of electrodes at a cost of £74.40 plus VAT.
- 2.5 The charging stick is no longer working and the device cannot function without a replacement. The electrodes are also past their recommended replacement date (but would probably still work). The Lifepak CR Plus was discontinued in 2018. Replacement parts are now difficult to obtain. No supplier has any in stock at present. Officers have been given an order lead time of 26 weeks with no guarantee of supply and no indication of price. Officers have been advised that the owners are recommended to replace these items every two years.
- 2.6 The current device was supplied with an 8-year warranty. Even if this includes, in effect, a commitment to make replacement parts available for the warranty period, it seems the suppliers are unlikely to be able to honour it in practice. Any remedy would therefore, at best, be purely financial.
- 2.7 Realistically, replacing the device now seems the only practical alternative to taking it out of service indefinitely. The supplier used to date has only one model currently available for immediate delivery; the iPAD SP1 at a cost of £895 plus VAT (officers have checked that this would fit in the existing cabinet, which could therefore be retained). This device comes with a 10-year warranty (subject to registration). The battery comes with a separate 4-year warranty and currently costs £185 plus VAT to replace. The pads have a 2-year shelf-life and currently cost £39.95 to replace.
- 2.8 Other suppliers and other devices may be available but the current prices mentioned above seem fairly typical and competitive.

- 2.9 A charity is currently offering councils grants of £300 to install defibrillators. Officers are ascertaining if a grant might be available to replace an existing device.
- 2.10 Some staff training was arranged following the 2014 purchase. If the device is replaced it would probably be advisable to renew this. The cost is likely to be modest and capable of being met from existing training budgets.
- 2.11 Members could decide to wait on availability of the replacements sought for the existing device. If replacing the device is favoured instead, members could decide to do this immediately (but there is no existing budget for this so the cost would fall on the general reserve) or direct that it be included as a possible growth item for inclusion in next year's budget. In either event, it is recommended that future budgets include provision for anticipated costs of replacement parts and replacing the device itself on expiry of the warranty period.
3. Issues for decision and any recommendations

Members are invited to consider whether the Council should:

- 3.1 continue to await availability of replacement parts for the existing defibrillator; or**
- 3.2 direct officers to purchase a replacement device at a cost not exceeding, say, £1,000 as soon as practicable, or**
- 3.3 direct the Finance Manager to include such a purchase as a growth item in the budget planning for 2023-24.**

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

Current Projects Update

H

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	All of the required funding has now been confirmed and Football Foundation grant offers are being accepted. The application process for the PWLB loan has commenced. Steps are under way to comply with pre-commencement planning conditions. Contracts are entering the mobilization phase.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps are being planned in consultation with the new Town Mayor.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	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 undertaken 21/04/2022, annual stream clearance to be scheduled for September.	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
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and due for completion by end 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
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	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
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						

PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will be considered next.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	The Council's IT support provider has advised on options and officers expect to present a full report to the committee meeting in September.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and considered. Officers are exploring the possible engagement of a planning consultant.	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	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers hope to present this and options for financing the project and future fee structure for consideration by members at the committee meeting in September.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability. 2		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability. 1		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability. 3	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	

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RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	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	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed. Staff consultations will commence shortly. Report and recommendation expected by end of August	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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Full Council
None

Planning Town & Environment Committee

	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways 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	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions

Policy & Finance Committee

	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
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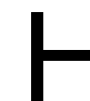
Recreation, Leisure & Open Spaces Committee

	None	(Current projects expected to absorb available resources for several years)					
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Staffing Committee

	None						
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Closed Projects Report



No.	Name	Description	Outcome	Notes
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Full Council

Planning, Town & Environment Committee

Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22