

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

13th February 2025

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 19th February 2025** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meeting held on 22 nd January 2025	1 minute
5. FINANCIAL REPORTS (<i>Report A attached</i>): <ul style="list-style-type: none">a. To receive and authorise list of payments made on Imprest Account for Januaryb. To receive Statement of Town Council Balances and authorise Inter Account Transfersc. To receive the Finance Manager's budgetary monitoring reportd. To note the CIL reserve report	20 minutes
6. CONTRACTS AND ARRANGEMENTS REVIEW To review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (<i>Report B</i>)	5 minutes
7. LICENSING OF MARKETS AND FAIRS To consider the Town Clerk's report (<i>Report C</i>)	5 minutes
8. ASSET REGISTER To review inventory of land and assets including buildings and office equipment (<i>Report D</i>)	5 minutes

- 9. PROCUREMENT OF MUGA AND RELATED WORKS AT CARVERS**
To receive a verbal update from the Town Clerk and to appoint a panel of between three and five members to evaluate tenders received (which is likely to need to meet during the week commencing 5th March).
- 10. 92 SOUTHAMPTON ROAD**
To receive a verbal update from the Town Clerk
- 11. PROJECTS** (current and proposed)
To consider the officers' report (*Report E*), receive any verbal updates and agree next steps where necessary

<u>Time estimate</u>
10 minutes
15 minutes
5 minutes

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 Mary DeBoos (Chairman)
Cllr Peter Kelleher (Vice Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou
Cllr John Haywood
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

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

19th February 2025

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/01/25 and 31/01/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 1	02/01/25	5330		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery January 2025	3200/1/5
DD 2	02/01/25	5331		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse January 2025	3802/1/6
DD 3	02/01/25	5332		£250.00	£0.00	£250.00	P&F	New Forest District Council	NFDC Rates Southampton Road January 2025	2100/3
NFDC Tfr9	02/01/25	5333		£5.74	£0.00	£5.74	P&F	New Forest District Council	NFDC Tfr9 Credit card charges December 2024	2000/1/18
NFDC Tfr9	02/01/25	5334		£4.40	£0.00	£4.40	RLOS	New Forest District Council	NFDC Tfr9 18/11/24 Purchases for resale	3802/3/1
NFDC Tfr9	02/01/25	5335		£48.91	£0.00	£48.91	RLOS	New Forest District Council	NFDC Tfr9 28/11/24 Purchases for café resale	3802/3/1
NFDC Tfr9	02/01/25	5336		£1.20	£0.00	£1.20	RLOS	New Forest District Council	NFDC Tfr9 02/12/24 Purchases for café sales	3802/3/1
NFDC Tfr9	02/01/25	5337		£3.90	£0.00	£3.90	RLOS	New Forest District Council	NFDC Tfr9 09/12/24 Purchases for resale	3802/3/1
DD	07/01/25	5338		£32.34	£5.39	£26.95	RLOS	Sky Business	05/01/25 - 04/02/25	3802/2/5
		5341/1		£234.00	£39.00	£195.00	P&F	Ryal Media Group Ltd T/A Today's Recruitment	160mm x 130mm display box in Public Sector special - South East Recruitment Today - 12 December 2024	2000/1/17
2378	07/01/25	5341	RTC806172	£234.00	£39.00	£195.00		Ryal Media Group Ltd T/A Today's Recruitment	Job Vacancy Advertising - Finance Manager	2000/1/17
		5342/1		£570.00	£95.00	£475.00	RLOS	New Forest District Council	Annual survey fee for 2024-25 (estimated)	3000/2/12
2379	07/01/25	5342	RTC805789	£570.00	£95.00	£475.00		New Forest District Council	Tree safety survey fee	3000/2/12
		5343/1		£119.88	£19.98	£99.90	P&F	Pitney Bowes	Ink cartridge DM60	2000/1/10
2381	07/01/25	5343	RTC806029	£119.88	£19.98	£99.90		Pitney Bowes	Franking machine ink cartridge - to be charged to RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes	2000/1/10
		5344/1		£237.00	£39.50	£197.50	RLOS	Surf & Turf Instant Shelters Ltd	gazebo weights- pairs	3100/5
		5344/2		£84.00	£14.00	£70.00	RLOS	Surf & Turf Instant Shelters Ltd	weights for gazebos- to attach 2 gazebos together (pair)	3100/5
		5344/3		£25.00	£4.17	£20.83	RLOS	Surf & Turf Instant Shelters Ltd	Shipping	3100/5
2382	07/01/25	5344	RTC806120	£346.00	£57.67	£288.33		Surf & Turf Instant Shelters Ltd	gazebo weights paid on credit card - payment direct to Charmaine Bennett who has already paid this	3100/5

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/01/25 and 31/01/25

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		5345/1		£60.00	£10.00	£50.00	RLOS	New Forest District Council	Tree Survey of 6 pine trees at Yew Tree Gardens	3000/2/12
2380	07/01/25	5345	RTC806191	£60.00	£10.00	£50.00		New Forest District Council	Tree Survey of 6 pine trees at Yew Tree Gardens.	3000/2/12
		5346/1		£1,425.77	£237.63	£1,188.14	RLOS	E G Coles	To Service Kubota Tractor	3000/3/2
2383	07/01/25	5346	RTC806171	£1,425.77	£237.63	£1,188.14		E G Coles	To service Kubota Tractor	3000/3/2
		5347/1		£240.00	£0.00	£240.00	P&F	SLCC Enterprises Ltd	1 January 2025 to 31 December 2025	2000/1/16
2384	07/01/25	5347	RTC806188	£240.00	£0.00	£240.00		SLCC Enterprises Ltd	Renewal of Membership - Jo Hurd	2000/1/16
2385	07/01/25	5348		£20.00	£3.33	£16.67	P&F	Itec	Gateway December 2024	2000/1/9
DD	09/01/25	5357		£431.90	£71.98	£359.92	RLOS	Yu Energy	December 2024	3802/1/3
		5350/1		£468.26	£78.04	£390.22	RLOS	PPL PRS Ltd	music license, runs from july 1st for 12 months	3802/2/1
2388	14/01/25	5350	RTC806183	£468.26	£78.04	£390.22		PPL PRS Ltd	Music license for Carvers Clubhouse, runs from july 1st for 12 months	3802/2/1
		5353/1		£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement Skip For Cemetery	3200/2/8
2389	14/01/25	5353	RTC806196	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	Replacement Skip For Cemetery	3200/2/8
2390	14/01/25	5354		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	December 2024	3000/2/1
2391	14/01/25	5355		£13.57	£2.26	£11.31	RLOS	Itec	Carvers Clubhouse December 2024	3802/2/2
2392	14/01/25	5356		£831.60	£138.60	£693.00	P&F	TC Group	Payroll Services Qtr 3 2024/25	2310/1
BP	15/01/25	5358		£11,605.71	£0.00	£11,605.71	P&F	Hampshire County Council	Pension December 2024	2600/1/3
BP	16/01/25	5359		£1,700.00	£0.00	£1,700.00	P&F	Prudential	January AVC RF	2600/1/3
DD 1	16/01/25	5361		£43.20	£7.20	£36.00	RLOS	3G	December 2024	3000/1/6
DD 2	16/01/25	5362		£383.23	£18.25	£364.98	P&F	British Gas	Greenways 08/12/24 - 31/12/24	2100/1
		5363/1		£994.75	£0.00	£994.75	P&F	Public Works Loan Board	Principle	2500/1/2
		5363/2		£13,971.46	£0.00	£13,971.46	P&F	Public Works Loan Board	Interest	2500/1/1
DD 3	16/01/25	5363		£14,966.21	£0.00	£14,966.21		Public Works Loan Board	640644	2500/1/2
BP	20/01/25	5360		£8,238.70	£0.00	£8,238.70	P&F	Inland Revenue	December 2024	2600/1/2
DD	20/01/25	5364		£344.76	£57.46	£287.30	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	January calls	2000/1/11

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/01/25 and 31/01/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		5365/1		£172.00	£28.67	£143.33	RLOS	Presto Plumbing and Heating Ltd fix broken waste pipe	3802/1/2
2393	21/01/25	5365	RTC806198	£172.00	£28.67	£143.33		Presto Plumbing and Heating Ltd call out and repairs to replace broken waste pipe	3802/1/2
		5366/1		£133.20	£22.20	£111.00	RLOS	Alecta Technical Solutions water boiler PPM	3802/1/1
2394	21/01/25	5366	RTC806199	£133.20	£22.20	£111.00		Alecta Technical Solutions Water boiler Planned Preventative maintenance	3802/1/1
2395	21/01/25	5367		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd 15/01/25 - 14/02/25	3802/3/1
		5368/1		£2,765.76	£460.96	£2,304.80	RLOS	ABR Ecology Ltd Ecological surveys at Carvers Recreation Ground	3350/2
2396	21/01/25	5368	RTC806101	£2,765.76	£460.96	£2,304.80		ABR Ecology Ltd Ecology survey work	3350/2
DD	22/01/25	5370		£213.98	£35.66	£178.32	RLOS	BNP Parabis Quarterly charge	3802/2/1
BP	24/01/25	5371		£30,692.50	£0.00	£30,692.50	P&F	Salaries January 2025	2600/1/1
		5372/1		£5.40	£0.90	£4.50	P&F	Hampshire County Council 576236 Microfibre cloth x 10	2000/3/4
		5372/2		£3.42	£0.57	£2.85	P&F	Hampshire County Council 710508 Swing bin liner x 100	2000/3/4
		5372/3		£25.88	£4.31	£21.57	P&F	Hampshire County Council 819152 A4 copier paper	2000/1/8
		5372/4		£3.02	£0.50	£2.52	P&F	Hampshire County Council 926555 Foil emergency blanket	2000/1/4
2397	27/01/25	5372	RTC806206	£37.72	£6.28	£31.44		Hampshire County Council Stationary and caretaker supplies	2000/3/4
		5373/1		£88.00	£0.00	£88.00	RLOS	Mike Coakley new led security light and cemetery	3200/2/1
2398	27/01/25	5373	RTC806208	£88.00	£0.00	£88.00		Mike Coakley new led security light and sensor for cemetery	3200/2/1
		5374/1		£25.00	£0.00	£25.00	P&F	Sam Bracher Eye sight test	2310/3
		5374/2		£60.00	£0.00	£60.00	P&F	Sam Bracher Contribution towards glasses	2310/3
2399	27/01/25	5374	RTC806212	£85.00	£0.00	£85.00		Sam Bracher Eye sight test and contribution towards cost of glasses, for which part of the prescription is for DSE use	2310/3
2400	27/01/25	5375		£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council CCTV 6 Monthly charge 01/10/24 - 31/10/25	2400/15
		5376/1		£600.00	£100.00	£500.00	RLOS	Pete Best Stump Grinding At UK Allotmewnts	3000/2/11
2401	28/01/25	5376	RTC806161	£600.00	£100.00	£500.00		Pete Best For stump grinding at UK Allotments	3000/2/11
		5377/1		£1,123.20	£187.20	£936.00	RLOS	Pete Best Annual Tree Survey Work Pocket Park.	3000/2/11

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/01/25 and 31/01/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		5377/2		£162.00	£27.00	£135.00	RLOS	Pete Best	Annual Tree Survey Work. Folly Farm. 3000/2/11
		5377/3		£0.00	£0.00	£0.00	RLOS	Pete Best	Annual Tree Survey Work. Dr Little Gardens. See email KW 27/01/25 Payment for Dr Little Gardens already paid on previous invoice 3000/2/11
2402	28/01/25	5377	RTC805744	£1,285.20	£214.20	£1,071.00		Pete Best	Annual Tree Survey Work . Pocket Park. Folly Farm. Dr Little Gardens Work has been Paid as part of another Order so could be deleted from this order. 3000/2/11
		5378/1		£2,671.00	£0.00	£2,671.00	RLOS	New Forest District Council	Application fee for replacement grounds building 3350/2
2404	28/01/25	5378	RTC806216	£2,671.00	£0.00	£2,671.00		New Forest District Council	Planning services fee 3350/2
PAY	28/01/25	5379		£9.10	£0.00	£9.10	P&F	Lloyds Bank	Bank charges January 2025 2000/1/18
		5384/1		£337.50	£0.00	£337.50	RLOS	DVLA	12 months road tax 3000/3/5
Lloyds CC Jan 25 1	30/01/25	5384	RTC806164	£337.50	£0.00	£337.50		DVLA	12 months road tax for Ford LGV EY66 AVD - paid for on NV credit card 3000/3/5
		5385/1		£920.00	£153.33	£766.67	P&F	New Forest District Council	Parking clocks for RTC staff - long stay 2600/1/4
		5385/2		£90.00	£15.00	£75.00	P&F	New Forest District Council	Parking clocks for RTC staff - short stay 2600/1/4
		5385/3		£70.00	£11.67	£58.33	P&F	New Forest District Council	Parking clocks for RTC staff - Q1 long stay 2600/1/4
Lloyds CC Jan 25 7	30/01/25	5385	RTC806179	£1,080.00	£180.00	£900.00		New Forest District Council	Parking clocks for RTC staff - Total £1,310 (to be paid on NV cc) 4 x long stay, 2 short stay & 1 Quart long stay. Originally paid for 5 long stay - only need 4 - refund received from NFDC for 1 long stay 2600/1/4
									APPROX - See receipt 5 long stay (5 x £230 (£191 + £39 VAT) = £955+£195 VAT) = £1,150 1 Q1 long stay (Jan to Mar) £70 (£58.3 + £11.7 VAT) = £70 2 short stay (2 x £37.5 + £7.5 VAT)) = (£75 + £15 VAT) = £90 TOTAL = £1,310 (£1,088.3) + VAT (221.7)
		5396/1		£48.00	£0.00	£48.00	P&F	Indeed UK Operations Ltd	6 days advertising 5-10 December 2024 2000/1/17
Lloyds CC Jan 25 3	30/01/25	5396	RTC806186	£48.00	£0.00	£48.00		Indeed UK Operations Ltd	Advertising for Grounds Operative Paid on NV credit card 2000/1/17

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/01/25 and 31/01/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Ctee	Details	Heading	
		5397/1		£500.00	£0.00	£500.00	P&F	Howdens Joinery Ltd	Deposit on replacement kitchen fittings and appliances for 92 Southampton Road	2100/3
Lloyds CC Jan 25 4	30/01/25	5397	RTC806184	£500.00	£0.00	£500.00		Howdens Joinery Ltd	Kitchen fittings and appliances - paid on credit card	2100/3
Lloyds CC Jan 25 5	30/01/25	5398		£237.60	£39.60	£198.00	P&F	Microsoft	18/12/24 - 17/01/24	2000/1/15
Lloyds CC Jan 25 6	30/01/25	5399		£177.12	£29.52	£147.60	P&F	Microsoft	18/12/24 - 17/01/25	2000/1/15
		5351/1		£305.40	£14.54	£290.86	RLOS	Utility Warehouse	Energy	3200/1/1
		5351/2		£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		5351/3		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	31/01/25	5351		£342.00	£20.64	£321.36		Utility Warehouse	UW Cemetery December 2024	3200/1/1
		5352/1		£156.47	£7.45	£149.02	RLOS	Utility Warehouse	Energy	3000/1/1
		5352/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	31/01/25	5352		£158.87	£7.85	£151.02		Utility Warehouse	UW Sports Pavilion December 2024	3000/1/1
		5369/1		£77.65	£12.94	£64.71	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
		5369/2		£128.15	£6.10	£122.05	PT&E	SSE Southern Electric	AGR0219079	4000/1/2
DD	31/01/25	5369		£205.80	£19.04	£186.76		SSE Southern Electric	December 2024	4000/1/2
NFDC Tfr10	31/01/25	5380		£3.48	£0.00	£3.48	P&F	New Forest District Council	NFDC Tfr10 Credit card charges January 2025	2000/1/18
NFDC Tfr10	31/01/25	5381		£3.79	£0.00	£3.79	RLOS	New Forest District Council	NFDC Tfr10 16/12/24 Purchases for resale	3802/3/1
NFDC Tfr10	31/01/25	5382		£8.20	£0.00	£8.20	RLOS	New Forest District Council	NFDC Tfr10 06/01/25 Purchases for resale	3802/3/1
		5383/1		£7.56	£0.48	£7.08	RLOS	New Forest District Council	Purchases for resale	3802/3/1
		5383/2		£8.00	£0.72	£7.28	RLOS	New Forest District Council	Xmas 2024 Biscuits	3100/2
NFDC Tfr10	31/01/25	5383		£15.56	£1.20	£14.36		New Forest District Council	NFDC Tfr10 13/01/25	3802/3/1
		5401/1		£34.95	£0.00	£34.95	Counc	Ringwood Town Council	Tea coffee etc	10000
		5401/2		£4.50	£0.75	£3.75	Counc	Ringwood Town Council	Waitrose - Dishwasher tablets	10000
		5401/3		£4.00	£0.67	£3.33	Counc	Ringwood Town Council	The Works - Diary for new groundsman	10000
		5401/4		£3.93	£0.66	£3.27	Counc	Ringwood Town Council	Amazon - Leaving card	10000
		5401/5		£60.80	£0.00	£60.80	Counc	Ringwood Town Council	Car Key Remotes - Southampton Road Locks & keys	10000

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Start of year 01/04/24

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		5401/6		£10.00	£0.00	£10.00	Counc	Ringwood Town Council Argos Gateway - Socket covers	10000
		5401/7		£1.10	£0.00	£1.10	Counc	Ringwood Town Council Sainsburys - Scourers	10000
Petty Cash Jan 2025	31/01/25	5401		£119.28	£2.08	£117.20		Ringwood Town Council Petty Cash January 2025	10000
Total				£89,651.74	£2,082.16	£87,569.58			

POLICY AND FINANCE COMMITTEE 22nd JANUARY 2025**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Jan-25			31-Jan-25	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	34,598	31,774	-50,000		65,000	46,774
Business Account	50,758	15,788			35,000	50,788
Investment Accounts	455,000	505,000		-100,000		405,000
Petty Cash - Imprest	173	54				54
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	540,704	552,791	-50,000	-100,000	100,000	502,791

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19/02/25

19/02/25

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
Anticipated net expenditure to end February 50,000
Net anticipated movement on imprest account **50,000**
- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled at 31st January
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 19th February 2025
BUDGETARY CONTROL Period 10 – April 2024 to January 2025

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first ten months of the financial year 2024-25.
- 1.2 In January 2024, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. In December a revised budget of £680,298 was approved which, in order to balance, will require a transfer from the general reserve of £36,733.
- 1.3 The approved and revised budget for 2024/25 may be summarised as follows:

	Original	Revised
	£	£
Revenue Expenditure	924,243	1,016,147
Capital Expenditure	235,000	341,865
Plus transfers to earmarked reserves	45,100	47,099
Less Revenue Income	-312,500	-282,062
Less Capital Income (grants)	-153,633	-276,041
Less transfers from earmarked reserves	<u>- 94,685</u>	<u>-166,160</u>
Net budget requirement	643,525	680,298
Funded by:		
Council Tax	643,525	643,525
Transfer from general Reserve		36,773

- 1.4 This report compares spend to the end of January against the revised budget and provides an updated prediction of the final outturn for the year. There is a further modest improvement in the outlook and the transfer from the general reserve is now predicted to reduce by around £11,000 to £25,700.
- 1.5 Reserves stood at £639,190 at the 1st of April including rent & key deposits. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes from earlier years which may incur expenditure in the current year, but any such expenditure will be met from reserves.
- 1.6 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 revised income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £156,384 is the figure before transfers to and from reserves, including the General Reserve, are taken into account.

2. INCOME & EXPENDITURE TO THE END OF JANUARY 2025

- 2.1 Total income recorded to the end of January amounts to £1,048,290 but this includes £643,525 precept together with £73,330 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £66,960 in respect of the football project which has been used to defray expenditure. Income recorded to date against the revised revenue budget therefore amounts to £249,265, or 93.8% of the revised budget.

This represents an over-recovery of £29,423 assuming a linear pattern. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.

- 2.2 Most of this apparent over-recovery is due to timing differences where income is received early in respect of the whole year. However, there is now strong evidence that in some areas, income receipts will exceed the revised budget. It should be noted that some of the additional income will be partially offset against additional expenditure as is the case, for example with Carvers café. Note also that the larger than predicted surplus on events will be taken to the events reserve.
- 2.3 However, Income generated is now expected to exceed the revised budget by more than £11,000. Most notably, cemetery receipts during January amounted to almost £6,000, representing almost 30% of the receipts for the whole year. This means that the revised budget prediction has now been exceeded. Similarly, interest receipts have now matched the revised budget with 2 months of the year remaining. Together, these two income streams account for around £8,500 of the predicted increase whilst Allotment income, clubhouse income and market stalls have all also performed better than expected and together should increase overall income by a further £2,500 by year end. All other budgeted income is on track to be received.
- 2.4 Expenditure to the end of January totalled £1,140,214. 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 £14,488 making expenditure to the end of January £1,154,702. Excluding capital expenditure funded from reserves reduces this to £817,001 which is 80.4% of the revised budget. This represents a slightly reduced underspend, compared with the figure reported in January, of £29,788 assuming linear spend patterns and this is due to timing differences with some large, anticipated expenditure yet to be actioned.
- 2.5 A detailed analysis of the expenditure to date has revealed a range of overspends totalling around £12,500. These include items like expenditure on Southampton Road, additional advertising costs due to staff turnover, additional vehicle maintenance costs and repairs to the war memorial. However, underspends to a similar value have also been identified the most significant of which is the planned spend on Christmas lights for which the full budget is very unlikely to be applied this year. Much smaller underspends have also been identified in a wide range of other budgets including, for example, the budgets for fuel, tree safety, bank charges, Insurance and play areas, for example. There are in addition a small number of budgets against which no expenditure has been recorded but it is not yet certain whether the expenditure will be required before year end. These might potentially add a further £2,000 to the underspend.
- 2.6 Given that the identified additional expenditure is matched by identifiable underspends, the improved revenue receipts will improve the year end projection by just over £11,000 and reduce the transfer required from the general reserve to just over £25,700.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a few capital projects which were approved in earlier years which will continue to incur expenditure in 2024/25. There are also some new schemes including preliminary works in connection with the “Thriving Market Place” which is funded by grant money which has been received, a multi-use games area (MUGA) at Carvers which may commence this year and a Skate ramp at North Poulner, which will now commence this year as all of the funding for that has been received. In addition, grant funding has been received for the

provision of solar panels at Carvers Clubhouse and this project is also progressing in the current year. Note, the Columbarium project has now been cancelled.

- 3.2 All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Current Budget	Spend to January.
• Football Development Project	£300,000	£ 326,027
• Carvers Workshop Feasibility	£ 4,835	£ 5,066
• Machinery/equipment purchase	£ 36,000	£ 2,337
• Columbarium*	£ 13,200	£ 2,944
• MUGA at Carvers	£ 6,800	£ -
• Skate ramp Nth Poulner	£ 16,290	£ -
• Thriving Market Place	£ 10,000	£ 10,000
• Poulner lakes Access Improvement	£ -	£ 900
• Carvers Clubhouse Solar Panels	<u>£ 550</u>	<u>£ 2,748</u>
Total	£387,675	£ 350,022

*The Columbarium project has now been cancelled.

- 3.3 Members should note that as we approach the end of the contract for the provision of a new clubhouse and facilities at Long Lane, some of the funding is being withheld pending completion and the Town Council is carrying a short term deficit which is currently around £295,000 (plus VAT which is reclaimed quarterly). Whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621, consisting of £254,457 in the general reserve and £365,165 earmarked reserves. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190.
- 4.2 Contributions to reserves, including the planned surplus on events, will add £54,914 to earmarked reserves whilst predicted capital expenditure will now reduce reserves by £162,655 (This includes the application of funds put aside to meet carried over expenditure from 2023/24). Additional receipts totalling £80,245 are anticipated, of which £73,330 has been received to date. This includes CIL receipts totalling £15,878. The balance of earmarked reserves is therefore expected to reduce to by £27,496 to £337,669.
- 4.3 The latest budget outturn forecast suggests a budget shortfall for the year of £25,700 which will have to be covered by the general reserve which is now expected to reduce to £228,757 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £586,445 assumes that the football project is substantially completed, that all of the funds held on behalf of the project are exhausted and that all of the outstanding funding that has been pledged has been received.

5. RECOMMENDATIONS

It is **recommended** that: -

- 6.1 The budget monitoring position is noted.
- 6.2 Members note the balances of Reserves.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280 Carvers Club House Income	£0.00	£0.00	£0.00	£0.00
999 Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance	£0.00	£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces				
300 Revenue Income (RLOS)	£26,507.00	£4,728.00	£27,668.60	-£3,566.40
310 Events	£30,000.00	£0.00	£41,905.21	£11,905.21
320 Cemetery Income	£19,332.00	£0.00	£21,461.12	£2,129.12
330 Allotment Income	£6,400.00	£0.00	£7,555.60	£1,155.60
350 Capital Income	£276,041.00	£0.00	£66,960.00	-£209,081.00
380 Carvers Clubhouse	£26,800.00	£0.00	£24,966.13	-£1,833.87
Total Recreation, Leisure & Open Spaces	£385,080.00	£4,728.00	£190,516.66	-£199,291.34
Planning, Town & Environment				
400 Income	£1,100.00	£10,000.00	£11,100.00	£0.00
Total Planning, Town & Environment	£1,100.00	£10,000.00	£11,100.00	£0.00
Council				
100 Precept	£643,525.00	£0.00	£643,525.00	£0.00
102 Interest Business A/c	£0.00	£0.00	£340.74	£340.74
110 Client Deposits	£0.00	£0.00	£0.00	£0.00
200 Revenue Income	£171,923.00	£58,602.20	£202,807.81	-£27,717.39
Total Council	£815,448.00	£58,602.20	£846,673.55	-£27,376.65
Total Income	£1,201,628.00	£73,330.20	£1,048,290.21	-£226,667.99

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,651.00	£0.00	£111,702.53	£14,948.47
2100	Maintenance	£93,680.00	£0.00	£53,539.47	£40,140.53
2200	Democratic Process (members Costs)	£14,482.00	£0.00	£10,392.65	£4,089.35
2210	Grants	£5,200.00	£0.00	£2,500.00	£2,700.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£98,544.87	£23,866.13
2310	Employee overhead Costs	£4,742.00	£0.00	£5,895.03	-£1,153.03
2400	Other	£35,390.00	£0.00	£11,672.78	£23,717.22
2500	Capital Financing	£61,478.00	£0.00	£61,478.32	-£0.32
2501	Capital	£650.00	£0.00	£2,848.39	-£2,198.39
2600	Wages Control Account	£0.00	£0.00	-£14,487.54	£14,487.54
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 Policy & Finance		£464,684.00	£0.00	£344,086.50	£120,597.50
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£92,600.00	£0.00	£57,218.26	£35,381.74
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£153,321.34	£28,521.66
3002	Employee Costs	£1,750.00	£0.00	£1,293.00	£457.00
3100	Events	£24,012.00	£2,747.50	£28,131.61	-£1,372.11

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
3101 Events - Employee Costs	£16,736.00	£0.00	£13,850.91	£2,885.09
3200 Cemetery	£9,360.00	£0.00	£8,802.97	£557.03
3201 Cemetery -Employee Costs	£59,706.00	£0.00	£49,921.01	£9,784.99
3300 Allotments	£2,200.00	£0.00	£1,900.47	£299.53
3301 Allotments -Employee Costs	£20,294.00	£0.00	£16,808.60	£3,485.40
3350 Capital Expenditure	£341,215.00	£0.00	£334,953.05	£6,261.95
3801 Youth Services Employee costs	£58,069.00	£0.00	£53,037.72	£5,031.28
3802 Carvers Clubhouse	£44,737.00	£2,747.50	£41,514.37	£5,970.13
Total Recreation, Leisure & Open Spaces	£852,522.00	£5,495.00	£760,753.31	£97,263.69
Planning, Town & Environment				
4000 Planning, Town & Environment	£3,550.00	£0.00	£3,153.83	£396.17
4001 Employee Costs	£27,256.00	£0.00	£22,220.81	£5,035.19
4050 Capital Expenditure	£10,000.00	£10,000.00	£10,000.00	£10,000.00
Total Planning, Town & Environment	£40,806.00	£10,000.00	£35,374.64	£15,431.36
Council				
10000 Petty Cash - Office	£0.00	£0.00	£0.01	-£0.01
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	£0.00	£0.00
Total Council	£0.00	£0.00	£0.01	-£0.01
Total Expenditure	£1,359,212.00	£15,495.00	£1,140,214.46	£251,535.04

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
Total Income	£1,201,628.00	£73,330.20	£1,048,290.21	-£226,667.99
Total Expenditure	£1,358,012.00	£15,495.00	£1,140,214.46	£233,292.54
Total Net Balance	-£156,384.00		-£91,924.25	

RESERVES AND PROVISIONS - MOVEMENT & BALANCES
1st April 2024 to 31st March 2025

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2024/25:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/25 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<u>EARMARKED PROVISIONS</u>								
I.T. & Equipment	25,600	2,700					28,300	
Gateway	25,000	0					25,000	
Cemetery	26,033	1,000					27,033	
Buildings Reserve	64,502	5,500		-1,908	1,158		69,252	
Election	0	5,000					5,000	
Vehicle & Machinery	33,883	20,000		-36,000			17,883	
Play Equipment	15,616	6,900					22,516	
Memorials	0	0					0	
Christmas Lights	0	0					0	
Carvers Clubhouse equipment reserve	6,682	1,000	-500	-2,748			4,435	
Ringwood Events	13,172	9,815	-3,000	-2,748			17,239	
Memorial Lantern	0	0					0	
Carvers Grounds	2,480	0		-90			2,390	
Carvers Sheds Feasibility	3,075			-3,075			0	
Infrastructure & Open Spaces	17,370	3,000		-5,750			14,620	
Open Spaces Security Measures	1,406						1,406	
Neighbourhood Plan	3,383	0					3,383	
Football development Project	23,959	0		-23,959			0	
Budget Underspends retained for use in 2022/23*	35,225	0		-35,225			0	
Total Provisions	297,387	54,915	-3,500	-111,502	1,158	0	238,457	
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs	14,765		-1,000	-10,000	10,000		13,765	
Cem Maint	500		-230				270	
Dev Cons(CIL)	29,030			-12,461	15,878		32,447	
Capital Receipts	18,942						18,942	
Grants Unapplied	4,540			-22,386	48,481		30,635	
Loans Unapplied	0						0	
Budget Underspends retained for use in 2022/23*				-1,576	4,728		3,152	
Total Earmarked Reserves and Provisions	365,165	54,915	-4,730	-157,926	80,245	0	337,669	
General Reserve	254,457			-25,700		0	228,757	
Key & Rent Deposits	19,569			-150	600		20,019	
Total Reserves & Customer Deposits	639,190	54,915	-4,730	-183,776	80,845	0	586,445	

Monthly CIL Reserve report to Policy & Finance Committee

CIL Reserve balance as at 1st February 2025: £44,908.67

Add contributions received:

Total received February 2025		£0.00
<u>Deduct agreed allocations</u>		
Columbarium/Memorial Wall - F/6248 22 Nov. 2023		
- Note, project cancelled. Spend incurred 2024/25:	£2,944.03	
Carvers MUGA - F/6320 19 June 2024	£8,250.00	
Poulner Skate Ramp - F/6343 18 Sep 2024	£2,710.00	
		-£13,904.03

Unallocated balance as at 19th February 2025 **£31,004.64**

Notes:

Agreed allocation amounts take account of expenditure incurred in previous financial years. Any expenditure incurred in the current financial year has not yet been transferred from the reserve. Cancelling any project would not therefore necessarily release the entire allocation to it back to the unallocated balance.

The unallocated balance takes no account of expenditure which has not been formally allocated for a particular purpose even if it known or highly likely that it will need to be met from the CIL reserve.

REPORT TO POLICY & FINANCE COMMITTEE – 21st FEBRUARY 2024

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

1. Background

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

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

2 Arrangements with Financial Implications

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

Schedule 1 – Arrangements that generate a financial commitment

Organisation	Description	Annual Budget £	Expiry Date/Notice	Pay Type	Notes
NFDC & HCC	Gateway management and cost-sharing agreement	46,100	Open ended	Pay	RTC costs of shared building
The Urban Greening Co. Ltd	Gateways Sedum Roof maintenance	1,000	Initially 5 years, now a rolling contract	FPO	Costs included above
NFDC	Information Service service level agreement	56,830	New SLA from April 2024	Pay	RTC direct cost of Information desk team
NFDC	Town centre CCTV service level agreement	9,522	Open ended	FPO	
Central Southern Security	Intruder alarms maintenance contract	1,000	One Year	FPO	Fixed fee plus call out charges
Insight Security	Alarms response & key-holding service	500	Open ended	FPO	Fixed fee plus call out charges
NFDC	Dog waste bin emptying service	1,090	Open ended	FPO	
Ringwood & Fordingbridge Skip Hire	Skip hire / waste collection contract	1,350	Open ended	FPO	Charge per skip emptied (circa 5pa)
Gala Lights	Christmas lights installation, hire and maintenance contract	17,290 Plus £2,695 Xmas tree	New 3 year contract from Nov 2024	FPO	Contract being reviewed
The Play Inspection Company	Play equipment safety inspection service	300	Annual	FPO	
Worknest	HR support and Health & Safety contract	5,429	New contract 2023	FPO	Index linked
Utility Warehouse	Electricity and broadband services supply (Carvers and the Cemetery) and mobile phone hire membership	4,500	Initial contract term expired, now a rolling contract under review	DD	Some of this contract passed to YU Energy
YU Energy	Electricity at Carvers Clubhouse	4,000	Contract from July 2023	DD	
Southern Audit Partnership	Internal audit service	1,850	Annual Contract	FPO	
BDO LLP	External Audit Service	2,435	Annual Contract	FPO	

Lloyds Bank	Banking services, bank charges, service fees only	450	Open ended	DD	Includes credit cards etc.
Zurich Insurance	Insurance "long term agreement"	11,678	3 years to 2025	FPO	
Southern Electric SSE	Unmetered supplies Carvers street lighting/ Market Place	2,200	Open ended	DD	
Concentrate Ltd	Web site maintenance (includes Carvers Clubhouse)	1,750	New contract 2022 annual service charge	FPO	Inc domain name hosting
Worldpay / Sumup	To manage card payments, Carvers	700	Open ended	DD	Cost depends on turnover
Elite Business Systems	Gateway land line and broadband	3,200	Open ended	DD	
British Gas Business	Gas supply to Greenways	2,000	3 years to 2024	DD	Costs re-charged to tenants
ITEC	Photocopier usage mntnce Carvers and the Gateway	470	Open ended	FPO	Costs depend on usage
BNP Paribas	Photocopier/printer lease Carvers	800	Contract expired	DD	Costs depend on usage
Water2Business	Mount pleasant water supplies	2,000	Open ended	FPO	Costs depend on usage
Source 4 Business	Allotments & Cemetery water supplies	2,500	Open ended	FPO	Costs depend on usage
PWLB	Loans fund repayments	61,478	£20,796 2031 £10,750 2040 £29,932 2073	DD	Repayment of 3 loans
Environment Agency	Waste permit fee Poulner Lakes	0	Open ended	FPO	Licence surrendered
K Hopper IT4Dorset	IT Support	1,000	New contract from 2022	FPO	Costs will depend on support used
Microsoft	Product licensing	4,147	Rolling contract	DD	
Edge IT	Finance, allotments and cemetery management systems	3,017	Initial 5 year contract completed, now a rolling contract	FPO	

Brightwater	Property management	0	Contract from July 23 Replaces Austin Wyatt contract	FPO	Contract Suspended whilst Southampton road remains vacant
EPTA	Air conditioning maintenance contract Carvers Clubhouse	490	Open Ended	FPO	
Parish On-Line	GIS software licensing	450	Open Ended	FPO	
Pear Technology	Cemetery Digital Records management system	108	Open ended	FPO	
Pitney Bowes	Franking Machine	650	Open ended	FPO	Costs depend on usage
Ringwood Pest Control	Annual contract – Upper Kingston allotments	485	Open ended	FPO	
Sky Business Systems	Telephone & Broadband @ Carvers Clubhouse	388	Initial contract expired – open ended	DD	
Taste Vending	Coffee machine rental Carvers Clubhouse	1,185	Open ended	FPO	
TC Group	Payroll Services	2,772	Open Ended	BACS	

3 Agreements that generate income

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

Schedule 2 – Agreements that generate income

Organisation	Description	Annual Income	Expiry date/Notice	Notes
Quantuma	Lease of Greenways ground & 1st floor office suites	27,550		Gas and other costs re-charged in addition
[Private individual]	Tenancy of 92 Southampton Rd.	0		Currently Vacant
[Private individuals]	Allotment Tenancy Agreements	7,000	Annual	

Ringwood Town FC	Sports ground rent	£29,932	New long term contract to be finalised	To cover cost of borrowing. Additional ad-hoc grounds maintenance charges apply
Poulner Junior School	Grounds maintenance	11,125	Sept 2026	3 year contract
Poulner Infants School	Grounds maintenance	2,570	Sept 2026	3 year contract
Ringwood Bowls Club	Lease of club house and premises	1,441	Annual contract	Also recharge water re Mount Pleasant
HCC	Grounds maintenance at Castleman Way	855	Annual contract	Additional ad-hoc charges apply
Fordingbridge Town Council	Grounds Maintenance	2,770	3 year contract from 2023/24	Additional ad-hoc charges apply
Ellingham Parish Council	Grounds Maintenance	1,576	3 year contract from April 2024	Paid in advance, funds held in reserves.
HCC	Parish Lengthsman Scheme	1,100	31.03.2023 Unless renewed	
[Private individuals]	Maintenance of various grave spaces	350	Annual contract	
Commonwealth War Graves Commission	Maintenance of various war graves	830	Annual contract	
Knights Brown	Roundabout flower beds sponsorship	3,000	No contractual arrangement	
Various	Sponsorship of planters on Southampton Rd	995	Annual contract	Currently 2 sponsors
SSE	Wayleaves	100	Annual contract	
NFDC	Re-imbusement of management costs of the Gateway and Information service costs	85,000	Annual contract	Estimate only - Actual costs are reimbursed at year end

4 Other Arrangements

- 4.1 There are a small number of arrangements in place which do not incur continuing costs or generate any income. These include licensing arrangements for grazing at Long Lane and licences to shoot vermin.

- 4.2 In addition, there are in place agreements to pay statutory sums by means of Direct Debits on the imprest bank account. These include business rates of around £5,000 per annum and payments to HMRC in respect of employee tax and national insurance of around £105,000 per annum.

5 Recommendation

It is **recommended** that:-

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

For further information please contact:

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POLICY & FINANCE COMMITTEE

19th February 2025

Licensing of Markets and Fairs

1. Introduction and reason for report

- 1.1 This Council has responsibility for managing the use of Gateway Square, especially as a venue for markets and fairs. The Council has no wider power to licence such events in the town because, by virtue of an ancient Royal Charter, the market rights are in private ownership (and such events as the Council licences must also be approved by the rights owner). This committee oversees this function on behalf of the Council.
- 1.2 The purpose of this report is therefore to provide information about current licences granted and the policies being followed by officers in this regard.

2. Markets and Fairs currently licensed by the Council

- 2.1 The current licences are:

Event	Licensee	Dates	Notes
Farmers' Market	Hampshire Farmers' Markets Ltd.	Last Saturday of each month (special date in December)	Terminable on 3 months' notice
Antiques & Decorative Arts Fair	Ms. J. Edwards	First Saturday of every other month with a winter break (plus special date in December)	Terminable on 3 months' notice
Ringwood Artisan Market	Boston Artisan Holdings Ltd.	Monthly except Jan. & Feb. (extended from The Furlong Shopping Centre)	Terminable on 3 months' notice

- 2.2 Dates of all markets are published on the Council's website.

3. Licensing policies

- 3.1 Unless directed otherwise by this Committee officers will:
- 3.1.1 Update this report at the meeting of the Committee every February; and
- 3.1.2 Renew existing licences if requested on substantially the same terms as existing.

4. Issues for decision and any recommendations

Members are invited to:

- 4.1 Note this report; and**
- 4.2 Consider any further directions to be given to officers**

For further information, contact:

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

REPORT TO POLICY & FINANCE COMMITTEE – 19th FEBRUARY 2025

ASSET REGISTER UPDATE

1. BACKGROUND

- 1.1 The Town Council has invested in a wide range of assets over the years. The current value of these is estimated to be £6,977,024. The assets are recorded in an Asset register which is audited from time to time to ensure that the register is accurate and up to date.
- 1.2 The Asset register is divided between fixed assets such as land and buildings, vehicles, plant and machinery, office equipment and other assets. The book value of assets is recorded as the acquisition value which may differ widely from the market value, the replacement value or the insured value.
- 1.3 A physical audit of assets was last carried out at the beginning of March 2023 and the next audit is due during 2025. A summarised asset register together with the audited detailed schedules is included as an appendix to this report.

2. ASSET REGISTER UPDATE FEBRUARY 2025

- 2.1 The asset register was last presented to members in February 2024.
- 2.2 An audit of assets was last completed during March 2023. This confirmed that the asset register is accurate and correctly records all significant assets, i.e. assets with a purchase cost of £100 or more (All land assets are recorded irrespective of any acquisition cost).
- 2.3 The current book value of assets held by the Town Council is £6,977,024. The growth over the last year is almost entirely due to the construction of the all weather pitch and new pavilion at Long Lane recreation ground. Growth also includes some additional grounds maintenance equipment and play equipment at Carvers Clubhouse. Note the insurance value of the all weather pitch and new pavilion is yet to be confirmed.
- 2.4 The Asset register is included with this report and members are invited to comment on the structure and information held and whether any additional information might be usefully added.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications other than that the current value of the asset register is reflected in the Town Council balance sheet at the end of the year.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the asset register and consider whether any additional information may be usefully recorded.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

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rory.fitzgerald@ringwood.gov.uk

Chris.wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

ASSET REGISTER 2024/25: SUMMARY

ASSET TYPE		Book Value 31/03/2024	Sum Insured 01/10/2024
		£	£
1.	BUILDINGS (with land) TOTAL	1,565,237	2,707,000
2.	LAND		
2.1	Amenity Open Spaces	568,101	0
2.2	Sports Grounds	3,858,028	0
2.3	Playgrounds	29,800	0
2.4	Skateboard Park	155,858	155,858
2.5	Cemetery	160,000	0
2.6	Allotments	149,001	0
	LAND TOTAL	4,920,788	155,858
3	ROAD VEHICLES & TRAILERS		
3.1	ROAD VEHICLES	104,001	104,001
3.2	TRAILERS	2,330	2,330
	ROAD VEHICLES & TRAILERS Total	106,331	106,331
4.	EXTERNAL EQUIPMENT & OFFICE EQUIPMENT		
4.1	IT equipment Total	14,575	14,862
4.2	Furniture & Equipment Total	25,458	31,750
4.3	Open Spaces/Recreational Plant & Equipment Total	84,629	91,881
4.4	Football Goal Posts & Nets Total	6,846	6,636
4.5	Bus Shelters Total	18,213	18,651
4.6	Carvers Clubhouse Total	42,017	42,215
4.7	Other Total	89,333	89,874
4.8	Playground Equipment Total	103,596	104,431
	EXTERNAL EQUIPMENT & OFFICE EQUIP TOTAL	384,668	400,300
	ALL ASSETS TOTAL	6,977,024	3,369,489

RINGWOOD TOWN COUNCIL

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ASSET REGISTER 2024/25

Name and Location	Construction Type	Alarm Y/N	Date Acq.	Sum Insured	Last Value Date	Next Value Date	Last Inspect Date	Book Value	Disposal Date	Disposal Value
				01/10/2024				31/03/2024		£
1. Land & Buildings										
1.1 Greenways 71 Christchurch Rd (Town Hall & offi	Brick	Tiles	N	700,000			01/03/2023	416,633		
1.2 92 Southampton Rd (Residential letting)	Brick	Tiles	N	305,000			01/03/2023	178,558		
1.3 Workshops and equipment store at Carvers	Corrugated	Corrugat	N	98,000			01/03/2023	44,043		
1.4 Cricket Pavilion at Carvers	Block work	Tiles	N	260,000			01/03/2023	119,037		
1.5 Carvers Clubhouse	Brick	Tiles	N	780,000			01/03/2023	515,319		
1.6 Bowling Pavilion at Carvers	Concrete sect		N	362,000			01/03/2023	142,846		
1.7 Toiletsx2 at Cemetery	Brick	Tiles	N	113,115			01/03/2023	83,325		
1.8 Office (former mortuary) at cemetery	Stone	Slate	N	56,558			01/03/2023	41,663		
1.9 Garage at cemetery (Storage)	Concrete se	Asbestos	N	32,327			01/03/2023	23,813		
				Sub Total						
								2,707,000		1,565,237
2 Open Spaces										
	Area m²									
2.1 Bickerley Village Green	26,450			0				132,250		
2.2 Jubilee Gardens	2,380			0				11,900		
2.3 War Memorial Gardens	2,100			0				10,500		
2.4 Dr. Little Gardens	3,360			0				16,800		
2.5 Kingfisher	4,040			0				20,200		
2.6 North Poulner	8,840			0				44,200		
2.7 Forest Edge	3,680			0				18,400		
2.8 Poulner Lakes	3,830			0				19,150		
2.9 North Poulner Road	2,480			0				12,400		
2.10 Castleman Way	6,630			0				33,150		
2.11 Pocket Park	600			0				3,000		
2.12 Southampton Road - Parsonage Barn Lane	4,100			0				20,500		
2.13 Southampton Road - Town Side	4,410			0				22,050		
2.14 Former Nags Head Site	2,160			0				10,800		
2.15 The Mount	23,900			0				119,500		
2.16 Wooded open space at Folly Farm				0				1		
2.17 Carvers (former soccer pitch)	9,260			0				46,300		
2.18 Land at Forestside Gardens				23/06/22				27,000		
				Sub Total						568,101

ASSET REGISTER 2024/25

Name and Location	Area m ²	Date Acq.	Sum Insured	Last Value Date	Next Value Date	Last Inspect Date	Book Value	Disposal Date	Disposal Value	
			01/10/2024				31/03/2024		£	£
3 Sports Grounds										
3.1 Carvers (cricket pitch)	28,860		0			01/03/2023	144,300			
3.2 10 Acre Field, Long Lane (5 football pitches)	45,000		0			01/03/2023	225,000			
3.3 Field adj 10 Acre Field (1 football pitch)-rented	0		0			01/03/2023	0			
3.4 Long lane (former Bernie Guy field)			0			01/03/2023	243,566			
3.5 pavilion and all weather pitch at Long Lane			tbc				3,225,662			
3.6 Hard surface tennis courts X 3	3,900		0			01/03/2023	19,500			
			Sub Total							3,858,028
4 Playgrounds										
4.1 Carvers	1,000		0			01/03/2023	5,000			
4.2 Ash Grove -	3,500		0			01/03/2023	17,500			
4.3 Toad Corner -	1,460		0			01/03/2023	7,300			
			Sub Total							29,800
5 Skateboard Park										
5.1 Carvers	700		155,858			01/03/2023	155,858			
			Sub Total							155,858
6 Cemetery										
6.1 Hightown Road BH241NH	32,000		0			01/03/2023	160,000			
6.2 Disused Burial Site (St Peters&St Pauls church)			0				0			
			Sub Total							160,000
7 Allotments										
7.1 Southampton Road	8,100		0				40,500			
7.2 Upper Kingston	16,900		0				84,500			
7.3 Hightown Road	4,800		0				24,000			
7.4 Crow Arch Lane	6,022		0				1			
			Sub Total							149,001
Open Spaces, Sports, & Allotments Sub Total				155858				4,920,788		
BUILDINGS & LAND TOTAL				2,862,858				6,486,025		

RINGWOOD TOWN COUNCIL

ASSET REGISTER 2024/25
ROAD VEHICLES

Item No	Make & Model	Reg No.	Year Reg.	Sum Insured	Last Inspect Date	Location	Work Order Y/N	Still Rqrd Y/N	Actual or Prop Dispos Date	Dispos Value	Book Value	Notes	
				01/10/2024							31/03/2024		
				£									£
1	Kubota Tractor M4062	HF69DRX	2019	19,145	01/03/2023	Carvers Shed	Y	Y			19,145	Replaces Massey Ferguson MF2430	
2	Kubota ride on mower	VX18ECD	2018	16,356	01/03/2023	Cemetery Contain	Y	Y			16,356	Replaces Kubota ride on reg HF11AOZ - Dr Little, Nags Head Site, DCP, Castleman Way, Small Bits on Bickerley, Fronts of Poulner Sch, Back of Poulner Sch, Allotments, Ringwood Sch	
3	John Deere 5085M Tractor	HJ15 XJW	2015	30,500	01/03/2023	Carvers Shed	Y	Y	2030		30,500	Replaces New Holland Tractor	
4	John Deere X750 Lawn Tractor S/No	HF16 VXR	2016	11,000	01/03/2023	Cemetery Contain	Y	Y			11,000	Replaces John Deere R904 PEL	
5	Ford Transit 350 Double Cab Tipper	EF66 AVD	2017	24,500	01/03/2023		Y	Y			24,500	Replaces Nissan Cabstar	
6	VW Caddy Van	WR08WW	2008	2,500	01/03/2023		Y	Y			2,500	purchased 2nd hand 2020	
				TOTAL	104,001							104,001	
Trailers					Date Acq								Both tractors are also used to transport marking out gear and 2 men to Poulner School and 10 Acre Field, summer and winter.
	11	Trailer for Mini Tractor 4'x3'		2005	330	01/03/2023	Carvers Shed	Y	Y		330		
	12	Trailer 4' x 3'		2020	130	01/03/2023	Carvers Shed	Y	Y		130	bought 2nd hand 2020	
	13	Trailer 6' x 3' MGW 500Kg		1999	530	01/03/2023	Cemetery Rear Sh	Y	Y		530		
	14	Ifor Williams Trailer Twin Axle 8'x4'	GD84TA(5445454)	2008	1,340	01/03/2023	Carvers Shed	Y	Y		1,340		
				TOTAL	2,330							2,330	

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ASSET REGISTER 2024/25					
Office Equipment					
Location & Item	Ser. No.	Date Acq	Purchase Price/ book value	Sum Insured	Last Inspect
				01/10/2024	Date
Location & Item	Ser. No.	Date Acq	Purchase Price/ book value	Sum Insured	Last Inspect
				01/10/2024	Date
Gateway					
--Gateway Room No.G01 Back Office G.F.					
edcatt 9400 PC Tower		2019	604	604	01/03/2023
liyama 22" monitor	1120223003849	2013	125	150	01/03/2023
liyama 22" monitor	1120223003839	2013	125	150	01/03/2023
LCD monitor Mod. GML 19P-1(for CCTV in recep)	111000222	2012	100	120	01/03/2023
--Room F3 (Server) 1st Floor					
Sonicwall TZ300 with 192 rack mount kit	18B169E51E80	2019	1,443	1,443	
Synology Sytorage device with 4x4tb NAS discs	D5918	2019	1,102	1,102	
Steel shelf connected to NAS		2019	350	350	
Backup Assist		2019	895	895	
ASUS Monitor, keyboard & mouse	C9LMTF178707	2013	142	170	
--Room F9 (T.C.) 1st Floor					
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
liyama 22" monitor	1120223003960	2013	125	150	01/03/2023
Sub Total			6,469	6,592	
IT Equipment					
Gateway--Room F10 (D.T.C.) 1st Floor					
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
liyama 22" monitor	1120223003944	2013	125	150	01/03/2023
--Room F11 1st Floor					
liyama 22" monitor	1120223003843	2013	125	150	01/03/2023
liyama 22" monitor	1120223003961	2013	125	150	01/03/2023
liyama 22" monitor	1120223004019	2013	125	150	01/03/2023
liyama 22" monitor	1120223003941	2013	125	150	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Dynadock docking station		2019	144	144	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023
Sub Total			7,915	8,040	

RINGWOOD TOWN COUNCIL

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	Gateway Sub Total		14,384	14,632	
--Cemetery					
HP digital keyboard KB-03	B77550AU7RUFF L	2008	25	30	01/03/2023
				0	
HP deskjet printer 3650	HU3BQIN3F5		67	80	01/03/2023
Samsung Mod E222ONW 22" screen (CS)	17M	2009	100	120	01/03/2023
	Cemetery Sub Total		192	230	
	IT equipment Total		14,575	14,862	
Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2024	
<u>Furniture & Equipment</u>				£	
--Gateway Room No.G01 Back Office G.F.					
2 x single desks, series T, 1400 x 800mm (Kinnarps)		2012	117	140	01/03/2023
2 x 3 drawer mobile pedestals 300 x 565mm (Bisley)		2012	83	100	01/03/2023
3 x Reply Task chairs, no arms (Steelcase)		2012	100	120	01/03/2023
1 x Storage units 800 x 1971mm, 4 shelves (Bisley)		2012	150	180	01/03/2023
3xstorage units 1000 x 1971mm 5 shelves (Bisley)		2012	500	600	01/03/2023
2 x 3 drawer mobile pedestals 400 x 600mm		2012	83	100	01/03/2023
2 x storage units 800 x 470 x 720mm, (Bisley)		2006	333	400	01/03/2023
Bookcase 1080 x 980mm (Kinnarps)		2012	67	80	01/03/2023
Table 1000 x 600 x 720mm		2012	67	80	01/03/2023
Philips 725 dictation system type LFH0725/00	873507250011	2012	192	230	01/03/2023
Pitney Bowes DM50 franking machine	3006195	2012	800	960	01/03/2023
Rexel shredder 2010		2010	200	240	01/03/2023
CombBind C95 comb binder		2009	58	70	01/03/2023
Rexel LV340HS Laminator	0708031100	2003	67	80	01/03/2023
Sanyo TRC 7060 memo-scriber	P3803865G	2004	158	190	01/03/2023
	Sub Total		2,975	3,570	
--Gateway Room No.G02 Interview Room G.F.					
Single desk, series T, 1400 x 800mm (Kinnarps)		2012	58	70	01/03/2023
Reply Task chair, with arms (Steelcase)		2012	42	50	01/03/2023
3 drawer mobile pedestal 300 x 565mm (Bisley)		2012	42	50	01/03/2023
Reply meeting chair, no arms (Steelcase)		2012	33	40	01/03/2023
Reply meeting chair, with arms (Steelcase)		2012	42	50	01/03/2023
	Sub Total		217	260	
--Gateway Room No.G03 Lob/Foyer/Recep G.F.					
3 x Reply Task chairs, with arms (Steelcase)		2012	125	150	01/03/2023
2 x 3 drawer mobile pedestals 410 x 565mm (Bisley)		2012	83	100	01/03/2023
1 x 3 drawer mobile pedestals 620 x 420mm		2012	167	200	01/03/2023
3 x Allermuir pedestal base meeting table 600 x 737mm		2012	125	150	01/03/2023
Storage unit 1350 x480 x610 (Bisley)		2012	67	80	01/03/2023
Storage unit 1000 x 720		2012	67	80	01/03/2023
Storage Unit 610x1040x485 oak		2013	104	125	01/03/2023
Glass Display Cabinet		2015	142	170	01/03/2023
Belt barrier		2012	108	130	01/03/2023
	Sub Total		988	1,185	

RINGWOOD TOWN COUNCIL

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Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2024	
Furniture & Equipment				£	
--Gateway Room No.G03A Info Area G.F.					
5 x Reply meeting chairs, no arms (Steelcase)		2012	167	200	
6 x Leaflet racks 120 x 110		2012	350	420	
		Sub Total	517	620	
--Gateway Lobby No.G06 G.F.					
Safe ES-400 1600 x 640 x 830	DRHC11110063	2012	833	1,000	
		Sub Total	833	1,000	
--Gateway Under Stairwell G.F.					
Metal racking 5 shelves		2012	58	70	
		Sub Total	58	70	
--Gateway Room No.G08 Kitchenette G.F.					
Integrated dishwasher NEFF S54M45X1	220140316	2012	250	300	
Integrated fridge NEFF K4316X4	FD9202	2012	208	250	
Youngman alumin 2 piece extension ladder		?	67	80	
Aluminium step ladder		?	67	80	
Sack Truck		2012	42	50	
		Sub Total	633	760	
--Gateway Waiting Area No.G11 G.F.					
Hitch Mylius HM18 Ref P2 3 seater sofa		2012	417	500	
5x Connection Halo MHC3C dining chair compact 4		2012	250	300	
3 x Storage units 800 x 717mm (Bisley)		2012	175	210	
Old oak carver chair (RF RDC)			250	300	
2 x Wall mirrors 1260 x 1800mm		2012	333	400	
Aluminium folding A frame (V.I.C.) 640 x 1100mm		2012	100	120	
		Sub Total	1,525	1,830	
--Gateway Bin Store No. 12 G.F.					
Flymo garden vac 2700w Turbo	22000082	2012	50	60	
Wolf Carten hose pipe trolley & hose pipe		2012	75	90	
2 x Stirflow pedestal fan		2012	50	60	
Numatic vacuum cleaner		2012	167	200	
		Sub Total	342	410	
Location & Item					
				Sum Insured	
				01/10/2024	
Furniture & Equipment				£	
--Gateway Room No.G13/14 Forest suite G.F.					
12 x Vivante conference tables 1500x750x720		2012	600	720	
30 x Reply meeting chairs, with arms (Steelcase)		2012	1,250	1,500	
29 x Reply meeting chairs, no arms (Steelcase)		2012	967	1,160	
Chair trolley			42	50	
1x storage unit 800 x 717mm (Bisley)		2012	58	70	
2 x sets curtains/blinds		2012	500	600	
Viewsonic DLP o/h projector			250	300	
Viewsonic projection screen 2060 x 1200	2012/779/1	2012	167	200	
Pulse MP3 Master & TASCAM CD-200i (CD IPOD DOC) & TOA PA Amplifier mod A-1803			667	800	
Conference Sound & recording equipment		2015	5,750	6,900	
Standard flag pole, base and ceremonial flag		2015	229	275	

RINGWOOD TOWN COUNCIL

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		Sub Total	10,479	12,575	
--Gateway Room No.F01 Kitchenette F.F.					
Integrated dishwasher NEFF S54M45X1		2012	250	300	01/03/2023
Integrated fridge NEFF K4316X4		2012	208	250	01/03/2023
Tesco microwave mod. MCM01 700w	SC103753	2006	92	110	01/03/2023
Table circular 60cm diam		2012	67	80	01/03/2023
2 x chairs, no arms		2012	67	80	01/03/2023
		Sub Total	683	820	
--Gateway Room No.F02 Cleaners Store F.F.					
O/H projector screen Sahara 2m x2m		2007	142	170	
Numatic International Henry vacuum cleaner mod. HVR 200A	090413741	2008	92	110	
		Sub Total	233	280	
--Gateway Room No.F08 Meeting Room F.F.					
4 x Vivante conference tables 1500x750x720		2012	200	240	01/03/2023
2 x Vivante conference tables 1500x750x720 & 2 power & 2 data		2012	167	200	01/03/2023
6 x Reply meeting chairs, no arms (Steelcase)		2012	200	240	01/03/2023
6 x Reply meeting chairs, with arms (Steelcase)		2012	250	300	01/03/2023
		Sub Total	817	980	
Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2024	
Furniture & Equipment				£	
--Gateway Room No.F09 T.C. Office F.F.					
Stirflow electric fan		2004	17	20	
Philips LFH388 Pocket Memo	591135	2010	75	90	
Single desk 1800 x 800mm Kinnarps		2012	83	100	
1 x Euro High Back Operator's chair with arms		2003	125	150	
2 x 3 drawer pedestals(Kinnarps		2012	167	200	
3 x Reply meeting chairs, no arms (Steelcase)		2012	100	120	
1 x Reply meeting chair, with arms (Steelcase)		2012	42	50	
Storage unit 1000x720x430mm (Kinnarps)		2012	67	80	
Storage unit 1200 x 2164mm (Bisley) + pull out shelf + 3 x sets pull out rail file holders		2012	208	250	
Meeting table 1400 x 800		2012	117	140	
		Sub Total		1,200	
----Gateway Room No.F10 D.T.C. Office 1st Fl					
Single desk 180 x 80cm (Kinnarps)		2012	83	100	
1 x Reply meeting chair, with arms (Steelcase)		2012	42	50	
Storage unit 1200 x 2164mm (Bisley) + pull out shelf + 3 x sets pull out rail file holders		2012	208	250	
Bookcase 1000 x 720mm (Kinnarps)		2012	67	80	
SMCH9114 High Back Operator's chair (JS)		2010	67	80	
Epsom EMPx3+projector		2005	517	620	
3 drawer pedestal 62 x 42cm			67	80	
3 drawer storage unit 435 x 720 x 595			58	70	
Pedestal electric fan		2005	25	30	
		Sub Total	1,133	1,360	
----Gateway Room No.F11 Office 1st Fl					
4 x single desks series T, 160 x 80cm (Kinnarps)		2012	267	320	01/03/2023
3 x SMCH9114 High Back Operator's chair		2010	200	240	01/03/2023
Reply Task chair, with arms (Steelcase)		2012	42	50	01/03/2023
3xstorage units 1000 x 1971mm (Bisley)		2012	500	600	01/03/2023

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1x storage unit 800 x 1971mm (Bisley)		2012	150	180	01/03/2023
HMS Securio Cross Cut Shredder		2012	283	340	01/03/2023
2 x 3 drawer mobile pedestals 300 x 565mm (Bisley)		2012	83	100	01/03/2023
1 x 3 drawer pedestals 62 x 42cm			67	80	01/03/2023
3 x storage unit 800 X 470 tambour door		2012	750	900	01/03/2023
4 x 4 drawer filing cabinets		2015	250	300	01/03/2023
2 x 3 drawer mobile pedestals 400 x 600mm (Kinnarps)		2012	333	400	01/03/2023
	Sub Total		2,925	3,510	
Location & Item	Ser. No.	Date Acq		Sum Insured	Last Inspect Date
				01/10/2024	
Furniture & Equipment				£	
----Gateway Room No.F11 Office 1st Fl					
Safe Secu 62cm x 43cm		2012	667	800	01/03/2023
Helios pedestal fan		2004	17	20	01/03/2023
	Sub Total		683	820	
	Sub Total Gateway		25,042	31,250	
--Cemetery					
2 x Desks			167	200	01/03/2023
Heater Dimplex			42	50	01/03/2023
3 x Chairs			100	120	01/03/2023
3 drawer cabinet cream			42	50	01/03/2023
4 drawer filing cabinet-light grey		2005	67	80	01/03/2023
	Cemetery Sub Total		417	500	
	Furniture & Equipment Total		25,458	31,750	
TOTAL I.T., FURNITURE & EQUIPMENT			40,034	46,612	

ASSET REGISTER 2024/25
Carvers Clubhouse

Location & Item	Ser. No.	Date Acq	Purchase Price/ book value 31/03/2024	Sum Insured 01/10/2024	Last Inspect	Location (at last inspection)
Carvers Clubhouse						
Contents						
Xbox One Console 1540	065278745248	2015	242	290	01/03/2023	Carvers Clubhouse
Xbox 360 wireless controller	03880002125450E	2015	18	21	01/03/2023	Carvers Clubhouse
BT6510 Digital Cordless phone with Answering Mach	1528885578	2015	50	50	01/03/2023	Carvers Clubhouse
Four slice toaster AEG		2015	58	70	01/03/2023	Carvers Clubhouse
Various kitchen/laundry items		2015	259	311	01/03/2023	Carvers Clubhouse
6 x Heavy duty folding tables		2015	166	199	01/03/2023	Carvers Clubhouse
Mini football goals (Huck nets)		2021	653	653	01/03/2023	Carvers Clubhouse
Key Cabinet and key safe		2015	46	55	01/03/2023	Carvers Clubhouse
Titan II FS1273E Safe		2015	214	214	01/03/2023	Carvers Clubhouse
George Hoover		2015	141	166	01/03/2023	Carvers Clubhouse
Paper Guillotine		2015	76	60	01/03/2023	Carvers Clubhouse
Furniture		2015	10,215	10,215	01/03/2023	Carvers Clubhouse
- fridge (Polar)					01/03/2023	
- Dishwasher Maidaid C515					01/03/2023	
- Cooker - 6 hob cooker/oven - Lincat					01/03/2023	
- Panini Grill, Lincat					01/03/2023	
- Double Pizza Oven - Sirman					01/03/2023	
- Fryers x 2 - Lincat					01/03/2023	
ASUS laptop		2019	1,000	1,000	01/03/2023	Carvers Clubhouse
Dynadock docking station		2019	144	144	01/03/2023	Carvers Clubhouse
Toshiba Portege Notebook		2019	1,314	1,314	01/03/2023	Carvers Clubhouse
Sharp Cash Register XE-A217	73079681	2017	158	190	01/03/2023	Carvers Clubhouse
Fire equipment for the Place		2013	530	530	01/03/2023	Carvers Clubhouse
Washing machine and tumble drier for The Place		2013	483	483	01/03/2023	Carvers Clubhouse
Three Roller Blinds supplied and fitted to The Place		2013	230	230	01/03/2023	Carvers Clubhouse
6 x picnic benches (recycled plastic)		2023	2,560	2,560	01/03/2023	Carvers Clubhouse
Microwave for The Place		2015	88	88	01/03/2023	Carvers Clubhouse
Hand Driers for the Place (supplied and fitted)		2015	304	304	01/03/2023	Carvers Clubhouse
Truvox Multiwash 11440P Scrubber Dryer		2020	2,026	2,026	01/03/2023	Carvers Clubhouse
All weather table tennis table		2020	612	612	01/03/2023	Carvers Clubhouse
Adexa Freezer		2020	549	549	01/03/2023	Carvers Clubhouse
"Thomas" rockin-Roller		2022	150	150	01/03/2023	Carvers Clubhouse
Television to replace broken one (AO)		2024	249	249	29/07/2024	Carvers Clubhouse
On site storage container x 2 (inc events container)		2024	5,495	5,495	26/07/2024	Carvers Clubhouse
Sack Truck (Screwfix)		2024	125	125	28/08/2024	Carvers Clubhouse
Café tables x 6 70x70cm		2024	1,434	1,434	01/07/2024	Carvers Clubhouse
Ball Pool Castle plus extras		2024	644	644	22/04/2024	Carvers Clubhouse
Soft Play set		2024	790	790	20/05/2024	Carvers Clubhouse
Solar Panels		2025	10,994	10,994	10/02/2025	Carvers Clubhouse
Carvers Clubhouse total:			42,017	42,215		

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General Plant & Equipment

Item Description General Plant & Equipment	ID or Ser. No.	Date Acq	Purchase Price 31/03/24	replacement / sum Insured 01 October 2024	Last Inspect Date
£					
Dennis FT610 Mower Engine No. 2244086	FT241521	2009	3,850	4,620	01/03/2023
Dennis Mower FT610 S.No.FT24587Eng No.F72610		2000	2,433	2,920	01/03/2023
Parker Vac 35		1998	2,000	2,260	01/03/2023
Container for equipment		2010	1,142	1,370	01/03/2023
Stihl Strimmer FS410	185622957	2019	530	450	01/03/2023
Stihl Strimmer FS410	185622680	2019	530	450	01/03/2023
Stihl Strimmer FSA135	449892704	2024	409	409	09/12/2024
Stihl HS82 Hedgetrimmer	186489722	2019	360	432	01/03/2023
Sissis Combirake		2007	267	320	01/03/2023
Senci Sc3250w-ii generator (box 3)	201603A82416	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 4)	201603A82417	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 5)	201603A82420	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 6)	201603A82410	2016	270	270	01/03/2023
MIGwelder MIGmate 105		2000	200	240	01/03/2023
Mountfield Mower HB470		2006	117	140	01/03/2023
Major Swift Roller Mower	MJ71-240 2018	2018	5,500	5,500	01/03/2023
Major 8400 Rotary Roller Mower		2012	3,800	3,800	01/03/2023
Twose Roller (tractor pulled)		2000	642	770	01/03/2023
K100FINP5002 Fleetline Line Marker	KI020375	2014	367	440	01/03/2023
Hayter Harrier 41 push mower Body S/N 401079707	engine s/n 16122051 02784	2017	425	425	01/03/2023
Wiedenmann XP6/160 Aerator		2007	16,250	18,600	01/03/2023
Timberwolf TW PTO-150H	60A3DS121002	2015	4,583	5,500	01/03/2023
Twose Spring Tyne/Harrow		2005	1,300	1,300	01/03/2023
6' Slitter (Serial No. 16395) Ser no 16395		2005	983	1,180	01/03/2023
Paul Noble Grader 8'x4'		2008	833	1,000	01/03/2023
Sitrex Hopper Spreader FS/150		2001	783	940	01/03/2023
Sarel Roller/Spiker		1991	500	500	01/03/2023
Macwin Mk 3 Line Marker		1996	400	400	01/03/2023
MCClub 600 Tractor mounted sprayer		2021	4,793	4,793	01/03/2023
Briteliner 400 line painter with 2" and 3" wheels		2004	292	350	01/03/2023
Linesman Marker with 3" wheel		2006	283	340	01/03/2023
25 gallon Mixatank for above		2006	275	330	01/03/2023
Parkamatic Travelling Sprinkler		1990	208	250	01/03/2023
Allen Walkover Sprayer 'The Groundsman'		1995	192	230	01/03/2023
Socket & Tool Kit		1996	142	170	01/03/2023
Broadcast Spreader-Earthway Ev-n-spreed		2000	133	160	01/03/2023
CR-068 Crease Marker		2011	125	150	01/03/2023
Tru-Lutes (x2)		2000	108	130	01/03/2023
Ki/Kombi Line marker	K2_16314	2015	100	100	01/03/2023
Container		2009	1,142	1,370	01/03/2023
Hyundai DHY8000SELR Generator	201607DHY8000SE 2R00060	2016	1,200	1,200	01/03/2023
Bosch Breaker F-MK-GSH16-28	3611C3506	2009	725	870	01/03/2023
Clark Petrol Compressor CFP 9ND	101213	2013	625	750	01/03/2023
Traffic Cones x 50 - Cemetery		2015	566	566	01/03/2023
Stihl FS410C Brushcutter	183625541	2017	540	540	01/03/2023
Stihl FS410 Brushcutter	183625447	2017	540	540	01/03/2023
Stihl FS460 Brushcutter	183433919	2017	515	515	01/03/2023
Clark/Honda Generator CP505ON	008107	2013	417	500	01/03/2023
Stihl MS261C 15" Chainsaw	186510174	2019	465	465	01/03/2023
Stihl HS82 Hedgetrimmer	186288209	2019	360	432	01/03/2023
Stihl HS82 Hedgetrimmer	186489739	2019	360	432	01/03/2023
Stihl FS91R Strimmer	510886633	2017	320	320	01/03/2023
Stihl strimmer attachment		2022	255	255	01/03/2023
Battery powered tools:		2023			
Stihl FSA 130 Brushcutter reg. no. 51040112	445923829	2023	355	355	
Stihl FSA 130 Brushcutter reg. no. 51040113	446022898	2023	355	355	

Stihl FSA 130 Brushcutter reg. no. 51040114	446022903	2023	355	355	
Stihl FSA 130 Brushcutter reg. no. 51040115	446740473	2023	355	355	
Stihl HSA 94R Hedge Trimmer reg. no. 51040116	446586334	2023	400	400	
Stihl HSA 94R Hedge Trimmer reg. no. 51040117	446586338	2023	400	400	
Stihl HTA135 Pole Pruner reg. no. 51040411	535117576	2023	575	575	
Stihl BGA200 Blower reg. no. 51040118	536625374	2023	365	365	
Stihl BGA200 Blower reg. no. 51040119	536625375	2023	365	365	
Stihl BGA200 Blower reg. no. 51040120	536625378	2023	365	365	
Stihl BGA300 Backpack Blower	448852490	2024	445	445	09/12/2024
Stihl HLA135 L/R Hedgetrimmer no. 51038896	537969740	2023	425	425	
Stihl AR backpack battery x 2	ST 48714900400	2023	290	290	
Stihl AP 300 S battery x 6	ST 48504006580	2023	1,230	1,230	
Stihl AP 500 S battery x 2		2024	530	530	09/12/2024
Stihl AR3000L set battery reg no. 51040123	193994542	2023	1,250	1,250	
Stihl AR3000L set battery reg no. 51040124	193994558	2023	1,250	1,250	
Stihl AL301-4 batterycharger reg no. 51040125	710765461	2023	225	225	
Stihl various battery power tool accessories		2023	1,360	1,360	
Masport Mulcher Hand Mower	0711195706748	2009	233	280	01/03/2023
Senci Sc3250w-ii generator (box 1)	201603A82401	2016	270	270	01/03/2023
Senci Sc3250w-ii generator (box 2)	201603A82418	2016	270	270	01/03/2023
Clarke PW3 petrol water pump WA R39A	7140645 168F-2A17002376	2018	240	240	01/03/2023
Stihl BG86 Blower (4 Carvers)	186142181	2019	190	190	01/03/2023
Stihl BG86C Blower	183436996	2017	171	170	01/03/2023
Sealy Air Grinder and grinding blades-mod G5A67		2010	140	140	01/03/2023
Stihl MS180 12" chainsaw	817703017	2019	112	134	01/03/2023
Makita SDS Drill corded with SDS bits		2020	110	110	01/03/2023
ToppleTesterS.No.0080/E20044		2002	650	650	01/03/2023
Comet FDX 12/140 Pressure Washer 31763311		2005	525	525	01/03/2023
Stihl HT133 Pole Pruner	519867711	2019	561	560	01/03/2023
Belle Cement Mixer		2015	300	300	01/03/2023
Stihl BG86C Blower	183820117	2017	179	179	01/03/2023
Dewalt 18V Brushless Combi DLD 778	017639	2023	117	117	01/03/2023
Dewalt 18V XR Grinder Bare	DLG 412 985235	2017	140	140	01/03/2023
Glasdon Nestor Mk11 Bin		1996	150	180	01/03/2023
Grit Bin 396 litres Yellow		2010	117	140	01/03/2023
1350 Bunded Fuel Dispenser Tank(TUFFA) 1200 ltr		2009	1,167	1,167	01/03/2023
Oil Store Tnk(EcoSafe ES1225) Titan 1000 ltr		2005	833	833	01/03/2023
Scaffold Tower		2015	812	974	01/03/2023
Evans Spray professional pedestrian sprayer		2020	944	944	01/03/2023
Metal lockable bin		2010	217	260	01/03/2023
Salt Spreader 50LB-walk behind		2010	117	140	01/03/2023
Cooper Pegler CP15 Knapsack Sprayer		2010	108	130	01/03/2023
CP15 2000 Knapsack Sprayer 15litre		2017	120	120	01/03/2023
Chain Harrow		1997	208	250	01/03/2023
Pressure Washer, Model PLS265B	Serial No. 7330367	2023	769	769	03/11/2023
Open Spaces/Recreational Plant & Equipment Total			84,629	91,881	

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Sports equipment & Other Assets

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Book Value
				01/10/2024		31/03/2024
--Football Goal Posts & Nets						
Black and red football nets		2006				
Socketed goals		2007	778	933	01/03/2023	933
F1 Socketed goals		2007	778	933	01/03/2023	933
F2 Socketed goals - 12 x 6(pair)		2022	754	754	01/03/2023	870
F6 Socketed goals		2007	458	550	01/03/2023	550
Socketed goals 9v9		2007	758	900	01/03/2023	900
Socketed goals 9v9		2015	1,200	1200	01/03/2023	1,200
Socketed Aluminium goals Senior 21x7		2022	806	806	01/03/2023	900
Socketed aluminium goals 12 x 6		2018	560	560	01/03/2023	560
Football Goal Posts & Nets Total				6,636		6,846

Location & Item	Ser. No.	Date Acq	Purchase Price Ex VAT	Sum Insured	Last Inspect Date	Book Value
				01/10/2024		31/03/2024
--Bus Shelters						
				£		£
			5,059	6,217	01/03/2023	6,071
			5,059	6,217	01/03/2023	6,071
			5,059	6,217	01/03/2023	6,071
Bus Shelters Total				18,651		18,213
--Other						
War memorial			36,723	36,723	01/03/2023	36,723
Jubilee lamp			18,213	18,213	01/03/2023	18,213
Flower Tubs - 1 circular, 18 square, 40 railings			3,827	4,702	01/03/2023	4,592
Town clock - Furlong car park			8,532	10,585	01/03/2023	10,238
Civic regalia			4,437	5,408	01/03/2023	5,324
CCTV Cemetery (moved from office equipment)		3/2015	583	700	01/03/2023	700
CCTV Carvers		2014	7,695	9,234	01/03/2023	9,234
Roger Reindeer & Elves Outfits - Gateway		2014	876	876	01/03/2023	876
Defibrillator - Gateway		2023	1,130	1,130	01/03/2023	1,130
T80 Quad Pack walkie talkie radios - Gateway	175HRN4620, 175	2015	114	114	01/03/2023	114
T80 Quad Pack walkie talkie radios - Gateway	Model No P14MAE	2016	125	125	01/03/2023	125
Heavy duty table sleeper sets x 2 on Carvers		2015	1,614	1,614	01/03/2023	1614
Aluminium flagpole 9m two piece and ceremonial flag outside Gateway		2016	450	450	01/03/2023	450
Other Total				84,318	89,874	89,333
--Playground equipment						
Carvers Recreation Ground		2019	68,816	68,816	01/03/2023	68,816
North Field Recreation Ground		2004	9,767	12,000	01/03/2023	11,720
Ash Grove Recreation Ground		2012	19,217	23,615	01/03/2023	23,060
Playground Equipment Total				97,799	104,431	103,596

Current Projects Update

E

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (legal and financial aspects only outstanding)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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).
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation in first quarter of 2025 yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold		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.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The planned refurbishment prior to re-letting has been delayed by a damaging break-in.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted.	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	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. A panel has been appointed to consider alternative developments when officer time is available.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors have been instructed to implement an agreement to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in hand.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	A public tender for the main elements is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Installation has been booked with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Contribution of £750 offered by Ringwood Carnival Committee. Order now placed.	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

E

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
	None						
Planning Town & Environment Committee							
	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			
Recreation, Leisure & Open Spaces Committee							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Maret Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				
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)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	

PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025
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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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
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
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

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