

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

18th July 2024

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 24th July 2024** 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 18 th June 2024	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 Juneb. To note Cllr M DeBoos's verification and signing of bank reconciliations and statements for Junec. To note the total amount of Petty Cash payments for Juned. To receive Statement of Town Council Balances and authorise Inter Account Transferse. To receive the Finance Manager's budgetary monitoring report	15 minutes
6. END OF YEAR FORMALITIES To approve the Accounting Statements 2023/24, Income and Expenditure Account 2023/24 and Consolidated Balance Sheet as at 31 st March 2024 (<i>Report B</i>)	5 minutes

7. FINANCIAL RISK ASSESSMENT

To undertake the annual risk assessment and review policy statements and management arrangements (*Report C*)

8. ANNUAL REVIEW OF FINANCIAL REGULATIONS

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

9. GATEWAY SQUARE MANAGEMENT POLICY

To consider the draft policy for the management of Gateway Square (*Report E*)

10. 92 SOUTHAMPTON ROAD

To consider the Town Clerk's report on the management of 92 Southampton Road (*Report F*)

11. ANNUAL REVIEW OF STANDING ORDERS AS TO MEETINGS

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

12. PROJECTS (current and proposed)

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

Time estimate

5 minutes

10 minutes

15 minutes

15 minutes

5 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 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

24th July 2024

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4541/1	£0.00	£0.00	£0.00	RLOS	Lambe, Julian	Allotment rent refund 3300/4
			4541/2	£0.00	£0.00	£0.00	Counc	Lambe, Julian	Allotment key deposit refund 10110
			4541/3	£0.00	£0.00	£0.00	Counc	Lambe, Julian	Allotment ground deposit refund 10110
	01/06/24		4541 RTC805103	£0.00	£0.00	£0.00		Lambe, Julian	Refund of allotment fees relating to J Lawson SR24A (received 3/3/23) 3300/4
DD 2	01/06/24		4566	£9,280.45	£0.00	£9,280.45	P&F	Hampshire County Council	Pension Contributions March 2024 2600/1/3
DD	01/06/24		4567	£7,792.81	£0.00	£7,792.81	P&F	Inland Revenue	Tax and NI contributions April 2024 2600/1/2
	01/06/24		4568	£0.00	£0.00	£0.00	RLOS	Yu Energy	Electricity Carvers Clubhouse March 2024 - trans 4637 paid 11/4/24 £841.44 3802/1/3
	01/06/24		4569	£0.00	£0.00	£0.00	RLOS	Utility Warehouse	March invoices trans 4661, 4662 4663 paid 30/04/24 total £561.84 3200/1/1
	01/06/24		4570	£0.00	£0.00	£0.00	RLOS	SSE Southern Electric	March Electricity Carvers Sheds Trans 4635 paid 3/4/24 £185.45 3000/1/1
	01/06/24		4571	£0.00	£0.00	£0.00	P&F	SSE Southern Electric	Market Place electricity amended invoice 30/9/23 to 28/2/24 Trans 4657 paid 23/4/24 £159.84 2000/1/1
DD 2	01/06/24		4738	-£9,280.45	£0.00	-£9,280.45	P&F	Hampshire County Council	Contra 4641, Pension March 2024 2600/1/3
DD	01/06/24		4739	-£7,792.81	£0.00	-£7,792.81	P&F	Inland Revenue	Contra 4640, March 2024 2600/1/2
			4647/1	£27.00	£4.50	£22.50	RLOS	Letters & Logos Ltd	1 sign for Cemetery Car Park. 3200/2/5
			4647/2	£50.50	£8.42	£42.08	RLOS	Letters & Logos Ltd	1 sign for notice board refurb. 3000/2/14
			4647/3	£22.64	£3.77	£18.87	RLOS	Letters & Logos Ltd	1 sign for Carvers main gate 3000/2/3
2055	03/06/24		4647 RTC805781	£100.14	£16.69	£83.45		Letters & Logos Ltd	1 sign for Cemetery 1 Sign for refurbished notice board. 1 sign for Carvers main gate 3200/2/5
			4648/1	£371.64	£61.94	£309.70	RLOS	1st Stop Cleaning	contract cleaner May 3802/1/1
2056	03/06/24		4648 RTC805794	£371.64	£61.94	£309.70		1st Stop Cleaning	cleaner whilst JK off 3802/1/1
			4649/1	£1,020.00	£170.00	£850.00	RLOS	New Forest Metalwork Ltd	beacon 3100/8
2057	03/06/24		4649 RTC805808	£1,020.00	£170.00	£850.00		New Forest Metalwork Ltd	To make a re-usable beacon for civic events 3100/8
			4650/1	£1,092.38	£182.06	£910.32	RLOS	Glenacres Nursery	Summer Bedding Plants. 3000/5/9
2058	03/06/24		4650 RTC805824	£1,092.38	£182.06	£910.32		Glenacres Nursery	Summer Bedding Plants 3000/5/9
			4651/1	£25.87	£4.31	£21.56	P&F	Hampshire County Council	819152 A4 Paper 2000/1/8
			4651/2	£8.50	£1.42	£7.08	P&F	Hampshire County Council	795141 Notepads 2000/1/8

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4651/3	£4.03	£0.67	£3.36	P&F	Hampshire County Council	926555 Foil blankets	2000/3/4
2059	03/06/24	4651	RTC805826	£38.40	£6.40	£32.00		Hampshire County Council	Stationery and first aid	2000/1/8
			4652/1	£168.00	£28.00	£140.00	RLOS	Letters & Logos Ltd	Quote - REF36984/2. Option B - 1mm HIP at 8" x 6"	3200/2/6
2060	03/06/24	4652	RTC805783	£168.00	£28.00	£140.00		Letters & Logos Ltd	Cemetery Memorial Signs	3200/2/6
			4653/1	£246.60	£41.10	£205.50	P&F	Utili Light Limited	Bulb replacement and general service of Jubilee Lamp	2400/6
2061	03/06/24	4653	RTC805817	£246.60	£41.10	£205.50		Utili Light Limited	Jubilee Lamp service	2400/6
			4656/1	£164.97	£27.50	£137.47	RLOS	New Forest Ice Cream	for resale	3802/3/1
2065	03/06/24	4656	RTC805820	£164.97	£27.50	£137.47		New Forest Ice Cream	food for resale	3802/3/1
DD 1	03/06/24	4745		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery June 2024	3200/1/5
DD 2	03/06/24	4746		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers June 2024	3802/1/6
DD	05/06/24	4747		£32.34	£5.39	£26.95	RLOS	Sky Business	05/07/24 - 04/08/24	3802/2/5
			4654/1	£706.56	£117.76	£588.80	RLOS	ACS Testing	Water testing at Poulner Lakes	3000/1/3
2062	06/06/24	4654	RTC805827	£706.56	£117.76	£588.80		ACS Testing	Environmental monitoring services	3000/1/3
			4670/1	£90.00	£15.00	£75.00	RLOS	Ringwood Pest Control	To Investigate Rat movements put down bait boxes and make 2 return visits, Hightown Road Allotments	3300/2/2
2067	06/06/24	4670	RTC805825	£90.00	£15.00	£75.00		Ringwood Pest Control	To investigate Rat movements put down bait boxes, and make 2 return visits to Hightown Road Allotments.	3300/2/2
			4671/1	£97.81	£16.30	£81.51	RLOS	Comax UK Ltd	items for clubhouse	3802/3/1
2068	06/06/24	4671	RTC805813	£97.81	£16.30	£81.51		Comax UK Ltd	Items for clubhouse	3802/3/1
			4672/1	£20.99	£3.50	£17.49	RLOS	screwfix	sealant for refurb of notice boards.	3000/2/9
			4672/2	£3.08	£0.51	£2.57	RLOS	screwfix	nozzels for sealents	3000/2/9
2069	06/06/24	4672	RTC805780	£24.07	£4.01	£20.06		screwfix	Sealant for refurb of notice boards. Nozzels for sealents.	3000/2/9
			4673/1	£800.00	£133.33	£666.67	RLOS	Aurora Fireworks Ltd	deposit for fireworks 2024	3100/1
2070	06/06/24	4673	RTC805831	£800.00	£133.33	£666.67		Aurora Fireworks Ltd	deposit for fireworks 2024	3100/1
2071	06/06/24	4674	RTC805834	£630.00	£0.00	£630.00	RLOS	David Wilkinson	Purchase back of grave space NI025	3200/1/7
2072	06/06/24	4675		£14.67	£2.44	£12.23	RLOS	Itec	Carvers May 2024	3802/3/1

Paid Expenditure Transactions

paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD	10/06/24	4748		£364.86	£60.81	£304.05	P&F	Siemens	Quarterley Lease	2000/1/9
		4735/1		£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 Toilet rolls	2000/3/4
		4735/2		£26.35	£4.39	£21.96	P&F	Hampshire County Council	816551 Paper hand towels	2000/3/4
		4735/3		£13.51	£2.25	£11.26	P&F	Hampshire County Council	836006 Laminating pouches	2000/1/8
2074	11/06/24	4735	RTC805828	£55.03	£9.17	£45.86		Hampshire County Council	Caretaker supplies and stationary	2000/3/4
		4736/1		£200.00	£0.00	£200.00	RLOS	Ringwood & Burley Band	for playing at d-day 80	3100/8
2075	11/06/24	4736	RTC805838	£200.00	£0.00	£200.00		Ringwood & Burley Band	for playing at D-Day 80	3100/8
2076	11/06/24	4737		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	May 2024	3000/2/1
DD	11/06/24	4749		£212.44	£10.12	£202.32	RLOS	Yu Energy	May 2024	3802/1/5
DD	13/06/24	4752		£9,399.40	£0.00	£9,399.40	P&F	Hampshire County Council	Pension May 2024	2600/1/3
		4740/1		£492.00	£82.00	£410.00	RLOS	Ringwood Pest Control	2024/2025 Annual Contract Renewal, Ringwood Pest Control, UK Allotments.	3300/2/2
2077	14/06/24	4740	RTC805800	£492.00	£82.00	£410.00		Ringwood Pest Control	2024/2025 Annual Contract Renewal, Ringwood Pest Control, UK Allotments	3300/2/2
		4741/1		£160.00	£0.00	£160.00	P&F	Mike Coakley	To investigate problem with Jubilee Lamp, renew some wiring and replace a fuse.	2400/6
2078	14/06/24	4741	RTC805842	£160.00	£0.00	£160.00		Mike Coakley	To investigate problem with Jubilee Lamp, replace some wiring and replace fuse.	2400/6
		4742/1		£3.99	£0.67	£3.32	RLOS	screwfix	1 battery pack for Cem fuel sensor.	3000/1/10
2079	14/06/24	4742	RTC805843	£3.99	£0.67	£3.32		screwfix	1 battery pack for cem fuel sensor.	3000/1/10
		4743/1		£613.59	£102.27	£511.32	RLOS	Peter Noble Ltd	To service and remove roller and replace damaged bearings on Kubota Front Deck mower	3000/3/2
2080	14/06/24	4743	RTC805850	£613.59	£102.27	£511.32		Peter Noble Ltd	To service Kubota Front Deck Mower and to remove roller and replace damaged bearings.	3000/3/2
		4744/1		£1,845.80	£307.63	£1,538.17	RLOS	Peter Noble Ltd	Full service etc ON j/d x 750 Ride on.	3000/3/2
2081	14/06/24	4744	RTC805851	£1,845.80	£307.63	£1,538.17		Peter Noble Ltd	To carry out full service on J/D X750 ride on, to supply and fit new track Rod ends, replace blades and drive belt etc.	3000/3/2
		4753/1		£51.30	£0.00	£51.30	RLOS	Iceland	food for resale	3802/3/1

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Jun 24 1	17/06/24	4753	RTC805797	£51.30	£0.00	£51.30		Iceland	food for resale order 267509094	3802/3/1
		4754/1		£239.67	£31.43	£208.24	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Jun 24 2	17/06/24	4754	RTC805796	£239.67	£31.43	£208.24		Booker	food for resale 85206611	3802/3/1
		4755/1		£33.79	£5.63	£28.16	P&F	Workwear.Co.Uk	Portwest FW80 Steelite Laced S2 Safety Shoes - size 10	2600/1/6
Lloyds CC Jun 24 3	17/06/24	4755	RTC805809	£33.79	£5.63	£28.16		Workwear.Co.Uk	Shoes for caretaker - to be paid for on NV credit card	2600/1/6
		4756/1		£168.75	£21.25	£147.50	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Jun 24 4	17/06/24	4756	RTC805807	£168.75	£21.25	£147.50		Booker	food for resale 85281416	3802/3/1
		4757/1		£10.97	£1.83	£9.14	RLOS	Amazon	chip forks	3802/3/1
Lloyds CC Jun 24 5	17/06/24	4757	RTC805814	£10.97	£1.83	£9.14		Amazon	chip forks paid on credit card	3802/3/1
		4758/1		£323.98	£54.00	£269.98	RLOS	Nisbets Limited Catering Equipment Supplies	new fryer	3802/3/1
Lloyds CC Jun 24 6	17/06/24	4758	RTC805815	£323.98	£54.00	£269.98		Nisbets Limited Catering Equipment Supplies	Fryer for clubhouse to replace broken one	3802/3/1
		4759/1		£251.22	£34.27	£216.95	RLOS	Booker	food for resaler	3802/3/1
Lloyds CC Jun 24 7	17/06/24	4759	RTC805821	£251.22	£34.27	£216.95		Booker	food for resale paid on credit card 85356565 01417019	3802/3/1
		4760/1		£10.99	£1.83	£9.16	P&F	Amazon	Samsonite manual luggage scale	2000/1/5
		4760/2		£44.00	£7.33	£36.67	P&F	Amazon	Acctim Mantel Clock - Silver - Long service award	2310/5
		4760/3		£44.89	£7.48	£37.41	P&F	Amazon	LIFOR Twin pack replacement for Canon 540 and 541 - XL balck and XL Colour - cemetery printer	2000/1/9
Lloyds CC Jun 24 8	17/06/24	4760	RTC805829	£99.88	£16.64	£83.24		Amazon	Printer Ink, Scale, Clock - paid for on NV credit card	2000/1/5
		4761/1		£-5.99	£0.00	£-5.99	RLOS	Amazon	wooden forks	3802/3/1
Lloyds CC Jun 24 9	17/06/24	4761	RTC805779	£-5.99	£0.00	£-5.99		Amazon	wooden forks refunded	3802/3/1
Lloyds CC Jun 24 10	17/06/24	4762		£-1.62	£-0.27	£-1.35	RLOS	Booker	Refund	3802/3/1

Paid Expenditure Transactions

paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Jun 24 11	17/06/24	4763		£237.60	£39.60	£198.00	P&F	Microsoft	17/05/24 - 17/06/24 2000/1/15
Lloyds CC Jun 24 12	17/06/24	4764		£177.12	£29.52	£147.60	P&F	Microsoft	17/05/24 - 17/06/24 2000/1/15
		4776/1		£30.00	£5.00	£25.00	RLOS	The Event Industry Forum Ltd	the purple guide subscription 3100/5
Lloyds CC Jun 24 12	17/06/24	4776	RTC805802	£30.00	£5.00	£25.00		The Event Industry Forum Ltd	One year subscription to The Purple Guide paid on credit card 3100/5
		4777/1		£279.00	£46.50	£232.50	RLOS	Electromarket	portable PA system 3100/5
Lloyds CC Jun 24 13	17/06/24	4777	RTC805816	£279.00	£46.50	£232.50		Electromarket	portable PA system 3100/5
		4795/1		£19.26	£0.00	£19.26	RLOS	Indeed UK Operations Ltd	job advertising 3802/2/1
Lloyds CC Jun 24 14	17/06/24	4795	RTC805906	£19.26	£0.00	£19.26		Indeed UK Operations Ltd	Balance of job advertising 3802/2/1
DD	20/06/24	4751		£321.76	£53.63	£268.13	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	June 24 Calls 2000/1/11
DD	21/06/24	4750		£8,451.10	£0.00	£8,451.10	P&F	Inland Revenue	May 2024 2600/1/2
		4559/1		£492.00	£82.00	£410.00	P&F	Hampshire Association Of Local Councils	CiLCA Course (4 training sessions plus support) (Non member) Charmaine 2310/2
2091	25/06/24	4559	RTC805719	£492.00	£82.00	£410.00		Hampshire Association Of Local Councils	CiLCA Course (4 training sessions plus support) (Non member) 2310/2
DD	25/06/24	4765		£30,566.75	£0.00	£30,566.75	P&F	Salaries	June 2024 2600/1/1
		4766/1		£1,680.37	£280.06	£1,400.31	RLOS	Northover Energy	1200 litres of wjwhite diesel. 1 bottle of aditive. 3000/1/10
		4766/2		£21.00	£3.50	£17.50	RLOS	Northover Energy	1 bottle of aditive. 3000/1/10
2082	25/06/24	4766	RTC805844	£1,701.37	£283.56	£1,417.81		Northover Energy	1200 litres of white diesel. 1 bottle of aditive. 3000/1/10
		4767/1		£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	Replacement skip for Cemetery 3200/2/8
2083	25/06/24	4767	RTC805853	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	Replacement skip for Cemetery. 3200/2/8
		4768/1		£54.00	£9.00	£45.00	P&F	Breakthrough Communications	Virtual Training - 13 June 2024 2310/2

Paid Expenditure Transactions

Start of year 01/04/24

A

paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
2084	25/06/24	4768	RTC805857	£54.00	£9.00	£45.00		Breakthrough Communications	Training for Jo Hurd Communicating with your Community (Part 2)	2310/2
		4769/1		£312.00	£52.00	£260.00	RLOS	Ringwood & Fordingbridge Skip Hire	1 Skip for green waste from Jubilee Gardens	3000/2/9
2085	25/06/24	4769	RTC805858	£312.00	£52.00	£260.00		Ringwood & Fordingbridge Skip Hire	1 Skip for green waste from Jubilee Gardens	3000/2/9
		4770/1		£1,389.39	£231.56	£1,157.83	RLOS	Peter Noble Ltd	To Service John Deere Tractor	3000/3/2
2086	25/06/24	4770	RTC805859	£1,389.39	£231.56	£1,157.83		Peter Noble Ltd	To service John Deere Tractor	3000/3/2
		4771/1		£950.40	£158.40	£792.00	RLOS	Peter Noble Ltd	2 new front tyres for J/D Tractor.	3000/3/2
		4771/2		£90.00	£15.00	£75.00	RLOS	Peter Noble Ltd	labour to fit tyres	3000/3/2
2087	25/06/24	4771	RTC805865	£1,040.40	£173.40	£867.00		Peter Noble Ltd	2 new tyres for J/D Tractor. Labour to fit tyres.	3000/3/2
		4772/1		£2,210.99	£368.50	£1,842.49	RLOS	Peter Noble Ltd	John Deere Tractor Fault.	3000/3/2
2088	25/06/24	4772	RTC805866	£2,210.99	£368.50	£1,842.49		Peter Noble Ltd	John Deere Tractor to investigate fault would not start, Ring Gear worn, Strip down engine degas air con, replace Ring Gear etc.	3000/3/2
		4773/1		£1,671.14	£278.52	£1,392.62	RLOS	The Tree Management Company	To carry out 2024 tree survey work.	3000/2/12
		4773/2		£300.00	£50.00	£250.00	RLOS	The Tree Management Company	Added extra to survey work, To crown lift trees over highway at Kingfisher.	3000/2/11
2089	25/06/24	4773	RTC805863	£1,971.14	£328.52	£1,642.62		The Tree Management Company	To Carry out 2024 tree survey work, tree work at Carvers, tree work at Poulner Lakes, Tree work at Kick Park, Tree work at Kingfisher, Added Extra to survey work, To Crown lift trees off the highway on Kingfisher site.	3000/2/12
		4774/1		£66.00	£11.00	£55.00	RLOS	Presto Plumbing and Heating Ltd	repair to toilet handle	3802/1/1
2090	25/06/24	4774	RTC805868	£66.00	£11.00	£55.00		Presto Plumbing and Heating Ltd	call out and repair to broken toilet handle	3802/1/1
		4775/1		£79.20	£13.20	£66.00	RLOS	Comax UK Ltd	coffee cups	3802/3/1
2092	25/06/24	4775	RTC805846	£79.20	£13.20	£66.00		Comax UK Ltd	coffee cups	3802/3/1
FPI	25/06/24	4778		-£1,324.39	£0.00	-£1,324.39	P&F	Luke Godwin	Salary overpayment returned	2600/1/1

Paid Expenditure Transactions

Start of year 01/04/24



paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	27/06/24	4780		£180.13	£8.58	£171.55	P&F	British Gas	Greenways 08/05/24 - 07/06/24 2100/1
PAY	28/06/24	4781		£15.85	£0.00	£15.85	P&F	Lloyds Bank	Bank charges June 2024 2000/1/18
		4782/1		£119.71	£5.70	£114.01	RLOS	Utility Warehouse	Energy 3200/1/1
		4782/2		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	Mobile 3000/1/6
		4782/3		£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband 3000/1/6
		4782/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD 1	28/06/24	4782		£186.31	£16.80	£169.51		Utility Warehouse	UW Cemetery May 2024 3200/1/1
		4783/1		£166.96	£7.95	£159.01	RLOS	Utility Warehouse	Energy 3000/1/1
		4783/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD 2	28/06/24	4783		£169.36	£8.35	£161.01		Utility Warehouse	UW Sports Pavilion May 2024 3000/1/1
		4784/1		£22.00	£3.67	£18.33	RLOS	Utility Warehouse	Mobile 3000/1/6
		4784/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/6
DD 3	28/06/24	4784		£24.40	£4.07	£20.33		Utility Warehouse	UW Groundsmens Phones May 2024 3000/1/6
FPI	30/06/24	4785		£1.18	£0.00	£1.18	P&F	New Forest District Council	NFDC Tfr3 Credit card charges 2000/1/18
NFDC Tfr3	30/06/24	4786		£6.25	£0.00	£6.25	RLOS	New Forest District Council	NFDC Tfr3 13/05/24 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/24	4787		£14.26	£0.00	£14.26	RLOS	New Forest District Council	NFDC Tfr3 20/05/24 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/24	4788		£10.04	£0.00	£10.04	RLOS	New Forest District Council	NFDC Tfr3 27/05/24 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/24	4789		£27.88	£0.00	£27.88	RLOS	New Forest District Council	NFDC Tfr3 03/06/24 Purchases for resale 3802/3/1
NFDC Tfr3	30/06/24	4790		£9.29	£0.00	£9.29	RLOS	New Forest District Council	NFDC Tfr3 10/06/24 Purchases for resale 3802/3/1
		4791/1		£18.80	£0.00	£18.80	Counc	Ringwood Town Council	Coffee milk etc 10000
		4791/2		£2.00	£0.00	£2.00	Counc	Ringwood Town Council	Glue dots for Cemetery ipad 10000
		4791/3		£14.00	£2.33	£11.67	Counc	Ringwood Town Council	Car Key Remotes - keys for Carvers 10000
		4791/4		£4.50	£0.75	£3.75	Counc	Ringwood Town Council	Waitrose - Dishwasher tablets 10000
Petty Cash June 24	30/06/24	4791		£39.30	£3.08	£36.22		Ringwood Town Council	Petty Cash June 2024 10000
Total				£69,653.58	£3,389.24	£66,264.34			

POLICY AND FINANCE COMMITTEE 24th JUNE 2024**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Jun-24			30-Jun-24	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	47,765	82,451	-206,203		170,000	46,248
Business Account	25,498	20,555			30,000	50,555
Investment Accounts	630,000	630,000		-200,000		430,000
Petty Cash - Imprest	74	35				35
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	703,512	733,216	-206,203	-200,000	200,000	527,013

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

24/07/24

24/07/24

Investment Accounts	CCLA	Instant access
---------------------	-------------	----------------

Notes:

- | | | |
|----------|---|--------------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end August (2 x months) | 100,000 |
| | Anticipated Gateway re-charges 23/24 | 40,000 |
| | Football Development Project (inv due 30/7/24) | 66,203 |
| |
Net anticipated movement on imprest account |
206,203 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 30th June | |
| 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 – 24th July 2024
BUDGETARY CONTROL Quarter 1 – April to June 2024

1. BACKGROUND

1.1 The purpose of this report is to provide Members with the first quarter budget monitoring report for the year 2024-25.

1.2 In January of this year, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. The expenditure budget includes £235,000 in respect of capital schemes and £6,040 in respect of equipment replacement. Of this, £87,407 will be funded from earmarked reserves and the balance from grants anticipated during the year. These projects will be monitored separately as the year progresses. The net budget of £643,525 is to be funded from Council Tax. Note however that there will be some additional expenditure resulting from slippage from 2023/24, that is not included in the approved budget, but this will be entirely funded from specific earmarked reserves held for this purpose.

1.3 The approved budget for 2024/25 may be summarised as follows:

	£
Revenue Expenditure	924,243
Capital Expenditure	235,000
Plus transfers to earmarked reserves	45,100
Less Revenue Income	-312,500
Less Capital Income (grants)	-153,633
Less transfers from earmarked reserves	<u>- 94,685</u>
Net budget requirement	643,525
Funded by:	
Council Tax	643,525

1.4 Reserves stood at £639,190 at the 1st of April including rent & key deposits. These plans will see a reduction of £49,585 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £7,934 in respect of CIL have been received as at the 31st May. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that the Capital Budget excludes any planned expenditure that has slipped from earlier years. There are a number of live projects, such as the Columbarium, which will incur expenditure in 2024/25 but any such expenditure will be met from reserves.

1.5 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the new year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £49,585 is the figure before transfers to and from reserves are taken into account.

2. INCOME & EXPENDITURE TO THE END OF JUNE 2024

2.1 Total income recorded to the end of June amounts to £510,413 but this includes £321,762 precept together with £18,835 in respect of CIL and grant income and £59,460 in respect of the football project, all of which has been taken directly to reserves. Income recorded to date against the revenue budget therefore amounts to £64,518, which is slightly more than 35.3% of the predicted figure for the year. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled. Received income amounts to £439,125, or £39,068 against the revenue budget after allowing for the precept, capital and other unbudgeted income referred to above.

- 2.2 The variance is due to several factors, primarily timing differences with some regular invoices raised half yearly including, for example, the re-charged costs of the front desk. There is however an emerging under recovery of cemetery income, which, similar to last year, is some £6,000 below where we would expect it to be given a linear budget profile. Note that last year the income recovered somewhat in the last quarter of the year. The football rent income, which has been invoiced, amounts to £29,932 for the year, but this has yet to be received. All other variances are explained by timing differences and give no cause for concern.
- 2.3 Expenditure to the end of June totalled £284,644. 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 £17,612 making expenditure to the end of June £302,256. Excluding capital expenditure in respect of the football project reduces this to £216,649 which is 23.4% of the annual revenue budget. This is slightly less than might be expected assuming linear spend.
- 2.4 The underspend amounts to around £14,400 and £5,400 of this is explained by reduced payroll costs pending settlement of the annual pay award. The remaining underspend is primarily due to timing differences – spend on Christmas lights, e.g., will not happen until December, whilst Gateway costs are invoiced at year end. These timing differences contribute a further £25,500 to the current underspend but this is mitigated by a range of overspends again most of which are due to timing. There is however, one significant overspend which will probably require a budget adjustment when the budgets are revised in the autumn. This is in respect of equipment maintenance for which the approved budget of £8,500 has been almost completely applied during the 1st quarter of the year.
- 2.5 It remains too early to make any reliable year end predictions but there are early indications that cemetery income and machinery maintenance expenditure are likely to place some pressure on the overall budget although it remains probable that these can be managed within the overall budget provision. In all other respects income and expenditure are tracking reasonably close to budget with variances that are readily explained. The current and predicted balances on reserves also provide some additional assurance that sufficient funds are available to manage net expenditure.

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 incur expenditure in 2024/25. There is also a new scheme, the “Thriving Market Place” which is funded by grant money which has been received. 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:

	Budget	Spend to June
• Football Development Project	£235,000	£73,117
• Carvers Recreation Ground Improvements	£ 4,000	£ 90
• Machinery/equipment purchase	£ 6,040	£ 0
• Columbarium (note £4,750 spent in 23/24)	£ 26,250	£ 2,400
• Thriving Market Place	<u>£ 0</u>	<u>£10,000</u>
Total	£267,290	£85,607

- 3.2 Members should note that the approved budget for the football project for 2024/25 was approved in January before the outturn for 2023/24 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2024/25, all of which will be funded from grants or reserves held for this purpose. The projected spend in the current year will be revised in due course.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621. 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. Current budget plans will reduce reserves by £49,585 before any additional receipts are taken into account. Further receipts of £78,714 have been received as at the end of June, most of which is expected to be applied to the football development project during the year. In addition, the application of funds towards carried over expenditure from 2023/24 is expected to reduce reserves by a further £35,225.

- 4.2 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £640,605 assumes that the football project is substantially completed and that almost all funds held on behalf of the project are exhausted.

5. RECOMMENDATION

It is **recommended** that: -

- 5.1 The budget monitoring position is noted.
- 5.2 Members note the balances of Reserves.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£27,068.00	£0.00	£16,735.46
310	Events	£28,000.00	£0.00	£3,725.00
320	Cemetery Income	£37,922.00	£0.00	£3,464.36
330	Allotment Income	£6,400.00	£0.00	£66.25
350	Capital Income	£153,633.00	£0.00	£59,460.00
380	Carvers Clubhouse	£26,500.00	£0.00	£6,566.91
Total Recreation, Leisure & Open Spaces		£279,523.00	£0.00	£90,017.98
Planning, Town & Environment				
400	Income	£1,100.00	£10,000.00	£11,100.00
Total Planning, Town & Environment		£1,100.00	£10,000.00	£11,100.00
Council				
100	Precept	£643,525.00	£0.00	£321,762.50
102	Interest Business A/c	£0.00	£0.00	£108.19
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£185,511.00	£8,835.24	£87,424.64
Total Council		£829,036.00	£8,835.24	£409,295.33
Total Income		<u>£1,109,659.00</u>	<u>£18,835.24</u>	<u>£510,413.31</u>
				<u>-£618,080.93</u>

Financial Budget Comparison

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/25	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,482.00	£0.00	£28,257.51	£98,224.49
2100	Maintenance	£43,833.00	£0.00	£1,281.50	£42,551.50
2200	Democratic Process (members Costs)	£14,722.00	£0.00	£3,162.33	£11,559.67
2210	Grants	£5,200.00	£0.00	£0.00	£5,200.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£29,095.13	£93,315.87
2310	Employee overhead Costs	£4,345.00	£0.00	£1,466.57	£2,878.43
2400	Other	£39,905.00	£0.00	£2,467.47	£37,437.53
2500	Capital Financing	£61,478.00	£0.00	£15,772.95	£45,705.05
2501	Capital	£0.00	£0.00	£0.00	£0.00
2600	Wages Control Account	£0.00	£0.00	-£17,611.79	£17,611.79
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		£418,376.00	£0.00	£63,891.67	£354,484.33
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£63,504.00	£0.00	£24,245.93	£39,258.07
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£43,462.55	£138,380.45
3002	Employee Costs	£2,080.00	£0.00	£400.00	£1,680.00
3100	Events	£23,312.00	£0.00	£3,485.84	£19,826.16

Financial Budget Comparison

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/25	Reserve Movements	Actual Net	Balance
3101	Events - Employee Costs	£16,736.00	£0.00	£3,967.29	£12,768.71
3200	Cemetery	£9,097.00	£0.00	£4,042.98	£5,054.02
3201	Cemetery -Employee Costs	£59,706.00	£0.00	£14,217.04	£45,488.96
3300	Allotments	£2,549.00	£0.00	£617.43	£1,931.57
3301	Allotments -Employee Costs	£20,294.00	£0.00	£4,840.36	£15,453.64
3350	Capital Expenditure	£235,000.00	£0.00	£75,607.48	£159,392.52
3801	Youth Services Employee costs	£58,069.00	£0.00	£15,052.85	£43,016.15
3802	Carvers Clubhouse	£38,388.00	£0.00	£13,677.83	£24,710.17
Total Recreation, Leisure & Open Spaces		£710,578.00	£0.00	£203,617.58	£506,960.42
Planning, Town & Environment					
4000	Planning, Town & Environment	£3,034.00	£0.00	£531.05	£2,502.95
4001	Employee Costs	£27,256.00	£0.00	£6,604.18	£20,651.82
4050	Capital Expenditure	£0.00	£0.00	£10,000.00	£-10,000.00
Total Planning, Town & Environment		£30,290.00	£0.00	£17,135.23	£13,154.77
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.02	£-0.02
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	£0.02	£-0.02
Total Expenditure		£1,159,244.00	£0.00	£284,644.50	£874,599.50

Financial Budget Comparison

Comparison between 01/04/24 and 30/06/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance
Total Income	£1,109,659.00	£18,835.24	£510,413.31	-£618,080.93
Total Expenditure	£1,159,244.00	£0.00	£284,644.50	£874,599.50
Total Net Balance	-£49,585.00		£225,768.81	

A

RESERVES AND PROVISIONS - MOVEMENT & BALANCES

1st April 2024 to 31st March 2025

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2023/24:				Estimated Balance 31/03/25 £	
		from Revenue £	to revenue		Capital & Other Receipts £		between provisions £
			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		-2,400		24,633	
Buildings Reserve	39,167	5,500				44,667	
Election	0	5,000				5,000	
Vehicle & Machinery	33,883	20,000		-6,040		47,843	
Play Equipment	15,616	6,900				22,516	
Memorials	0	0				0	
Christmas Lights	0	0				0	
Carvers Clubhouse	32,017	1,000	-1,000			32,017	
Ringwood Events	13,172	0	-5,048			8,124	
Memorial Lantern	0	0			375	375	
Carvers Grounds	2,480	0		-90		2,390	
Carvers Sheds Feasibility	3,075					3,075	
Infrastructure & Open Spaces	17,370	3,000				20,370	
Open Spaces Security Measures	1,406					1,406	
Neighbourhood Plan	3,383	0				3,383	
Football development Project	23,959	0		-81,367	59,460	2,052	
Budget Underspends retained for use in 2022/23*	1,290	0		-35,225		33,935	
						0	
Total Provisions	263,452	45,100	-6,048	-125,122	59,835	33,935	271,152
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	14,765		-1,000				13,765
Cem Maint	500		-230				270
Dev Cons(CIL)	29,030				7,935		36,966
Capital Receipts	18,942						18,942
Grants Unapplied	4,540			10,000	10,900		25,440
Loans Unapplied	0						0
Total Earmarked Reserves and Provisions	331,230	45,100	-7,278	-115,122	78,670	33,935	366,535
General Reserve	288,392					-33,935	254,457
Key & Rent Deposits	19,569				44		19,613
Total Reserves & Customer Deposits	639,190	45,100	-7,278	-115,122	78,714	0	640,605

Income and Expenditure Figures by Budget Headings

INCOME	1	2	3	4	5	1+2-3-4+5	INCOME	INCOME
	Receipts	Debtors	Receipts in advance	Opening Debtors	Opening Receipts in advance	INCOME	Budget	Balance
<u>Income</u>								
102 Interest Business A/c	£446.92	£0.00	£0.00	£0.00	£0.00	£446.92	£0.00	£446.92
110 Client Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
200 Revenue Income	£221,333.28	£41,809.09	£0.00	£24,404.15	£0.00	£238,738.22	£134,996.00	£103,742.22
280 Carvers Club House Income		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
300 Revenue Income (RLOS)	£32,308.16	£5,280.17	£545.00	£1,850.00	£0.00	£35,193.33	£48,418.00	£-13,224.67
310 Events	£49,206.57	£0.00	£1,390.00	£0.00	£2,040.00	£49,856.57	£28,000.00	£21,856.57
320 Cemetery Income	£38,108.87	£5,911.00	£0.00	£5,341.00	£0.00	£38,678.87	£44,512.00	£-5,833.13
330 Allotment Income	£7,756.24	£0.00	£3,062.24	£0.00	£3,005.93	£7,699.93	£6,012.00	£1,687.93
350 Capital Income	£1,827,248.00	£100,000.00	£0.00	£0.00	£0.00	£1,927,248.00	£641,170.00	£1,286,078.00
380 Carvers Clubhouse	£29,127.21	£0.00	£0.00	£0.00	£0.00	£29,127.21	£25,273.00	£3,854.21
400 Income	£1,100.00	£0.00	£0.00	£0.00	£0.00	£1,100.00	£1,100.00	£0.00
999 Suspense	£0.01	£0.00	£0.00	£0.00	£0.00	£0.01	£0.00	£0.01
Total Income	£2,206,635.26	£153,000.26	£4,997.24	£31,595.15	£5,045.93	£2,328,089.06	£929,481.00	
<u>Precept</u>								
100 Precept	£610,429.00	£0.00	£0.00	£0.00	£0.00	£610,429.00	£610,429.00	£0.00
Total Precept	£610,429.00	£0.00	£0.00	£0.00	£0.00	£610,429.00	£610,429.00	
EXPENDITURE	1	2	3	4	5	1+2-3-4+5	EXPENDITURE	EXPENDITURE
	Payments	Creditors	Payments in advance	Opening Creditors	Opening Payments in advance	EXPENDITURE	Budget	Balance
<u>Expenditure</u>								
10000 Petty Cash - Office	-£63.52	£0.00	£0.00	£0.00	£0.00	-£63.52	£0.00	-£63.52
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£34.00	£0.00	£0.00	£0.00	£34.00	£0.00	£34.00
10111 Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Income and Expenditure Figures by Budget Headings

EXPENDITURE	1	2	3	4	5	1+2-3-4+5	EXPENDITURE	EXPENDITURE
	Payments	Creditors	Payments in advance	Opening Creditors	Opening Payments in advance	EXPENDITURE	Budget	Balance
2000 Establishment	£118,323.25	£2,389.97	£8,652.05	£180.75	£7,467.70	£119,348.12	£124,141.00	£-4,792.88
2100 Maintenance	£54,052.14	£0.00	£0.00	£36,000.00	£0.00	£18,052.14	£39,402.00	£-21,349.86
2200 Democratic Process (members C	£27,956.37	£0.00	£0.00	£0.00	£0.00	£27,956.37	£13,375.00	£14,581.37
2210 Grants	£6,950.00	£0.00	£0.00	£1,950.00	£0.00	£5,000.00	£5,000.00	£0.00
2300 Employee Costs- Allocated Offic	£115,420.22	£0.00	£0.00	£0.00	£0.00	£115,420.22	£114,397.00	£1,023.22
2310 Employee overhead Costs	£3,120.00	£410.00	£0.00	£660.00	£0.00	£2,870.00	£4,160.00	£-1,290.00
2400 Other	£56,492.94	£0.00	£0.00	£0.00	£0.00	£56,492.94	£37,193.00	£19,299.94
2500 Capital Financing	£46,435.89	£0.00	£0.00	£0.00	£0.00	£46,435.89	£53,546.00	£-7,110.11
2501 Capital		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2600 Wages Control Account	£-1,751.65	£17,073.26	£0.00	£15,429.28	£0.00	£-107.67	£0.00	£-107.67
2801 Carvers Employee Costs		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2802 Carvers Club House- Expenditur		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3000 Recreation & Leisure (Other)	£64,400.30	£1,021.71	£0.00	£3,639.41	£0.00	£61,782.60	£54,514.00	£7,268.60
3001 RL&OS -Employee Costs	£170,861.35	£0.00	£0.00	£0.00	£0.00	£170,861.35	£170,257.00	£604.35
3002 Employee Costs	£1,150.00	£0.00	£0.00	£0.00	£0.00	£1,150.00	£2,000.00	£-850.00
3100 Events	£24,557.62	£77.50	£0.00	£0.00	£0.00	£24,635.12	£24,800.00	£-164.88
3101 Events - Employee Costs	£16,720.51	£0.00	£0.00	£0.00	£0.00	£16,720.51	£13,108.00	£3,612.51
3200 Cemetery	£10,649.25	£536.78	£0.00	£20.90	£0.00	£11,165.13	£10,494.00	£671.13
3201 Cemetery -Employee Costs	£55,952.21	£0.00	£0.00	£0.00	£0.00	£55,952.21	£55,759.00	£193.21
3300 Allotments	£4,684.93	£54.90	£0.00	£0.00	£0.00	£4,739.83	£2,414.00	£2,325.83
3301 Allotments -Employee Costs	£19,068.48	£0.00	£0.00	£0.00	£0.00	£19,068.48	£18,994.00	£74.48
3350 Capital Expenditure	£1,671,878.19	£375,000.00	£0.00	£0.00	£0.00	£2,046,878.19	£781,000.00	£1,265,878.19
3801 Youth Services Employee costs	£60,682.24	£154.00	£0.00	£0.00	£0.00	£60,836.24	£59,971.00	£865.24
3802 Carvers Clubhouse	£36,734.02	£2,212.35	£0.00	£995.60	£0.00	£37,950.77	£35,830.00	£2,120.77
4000 Planning, Town & Environment	£5,401.01	£0.00	£0.00	£1,375.00	£0.00	£4,026.01	£2,872.00	£1,154.01
4001 Employee Costs	£26,088.70	£0.00	£0.00	£0.00	£0.00	£26,088.70	£25,990.00	£98.70
4050 Capital Expenditure	£495.00	£0.00	£0.00	£0.00	£0.00	£495.00	£0.00	£495.00
9999 Suspense	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£2,596,259.45	£398,964.47	£8,652.05	£60,250.94	£7,467.70	£2,933,788.63	£1,649,217.00	

Consolidated Balance Sheet

Unaudited

B

31/03/23

£

31/03/24

£

Current assets

411,593.00	Investments	610,446.92
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
123,671.70	VAT Recoverable	181,532.11
31,595.15	Debtors	153,000.26
7,467.70	Payment in Advance	8,652.05
125,430.22	Cash in Hand & at Bank	89,520.70
699,757.77	TOTAL CURRENT ASSETS	1,043,152.04
699,757.77	TOTAL ASSETS	1,043,152.04

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
60,250.94	Creditors	398,964.47
5,045.93	Receipts in Advance	4,997.24
65,296.87	TOTAL CURRENT LIABILITIES	403,961.71
634,460.90	TOTAL ASSETS LESS CURRENT LIABILITIES	639,190.33
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
634,460.90	NET ASSETS	639,190.33

Represented by

259,040.35	General Fund	288,391.56
5,560.46	Developer Contribution s106	14,765.46
25,293.20	Developer Contribution CIL	29,030.47
750.00	Cemetery Maintenance	500.00
18,942.34	Capital Receipts	18,942.34
4,335.00	Grants Unapplied	4,540.00
22,900.00	IT & Systems Provision	25,600.00
25,000.00	Gateway Building Provision	25,000.00
23,532.72	Cemetery Provision	26,032.72
36,667.00	Buildings Repair Provision	39,167.00
12,542.33	Elections Provision	0.00
33,572.43	Machinery Renewal Provision	33,883.43
8,715.93	Play equipment Provision	15,615.93
0.00	Memorials Provision	0.00
0.00	Christmas Lights Provision	0.00
29,682.24	Carvers Clubhouse Provision	32,017.24

Consolidated Balance Sheet

Unaudited

B

31/03/23		31/03/24
£		£
8,362.50	Carvers Grounds Dev Provision	2,480.00
811.12	Ringwood Events Reserve	13,172.12
15,370.17	Infrastructure & Open Spaces	17,370.17
1,161.16	Memorial Lantern Fund	0.00
1,227.07	Neighbourhood Plan	3,383.07
18,162.99	Key Deposits	19,568.99
1,289.72	Budget underspends retained for use in following year	1,289.72
81,542.17	Football Development Project Reserve	23,959.47
0.00	Open Spaces Security Measures	1,406.04
0.00	Carvers Sheds Feasibility	3,074.60
0.00	Loans Unapplied	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/> 634,460.90		<hr/> 639,190.33
375,420.55	Reserves total excluding general fund and liabilities	350,798.77
0.00	Reserves total of liabilities e.g. deposits	0.00
259,040.35	General fund total	288,391.56
<hr/> 634,460.90		<hr/> 639,190.33
	Notes:	
0.00	Long Term Borrowing	0.00

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

REPORT TO POLICY & FINANCE COMMITTEE – 24th JULY 2024**FINANCIAL RISK ASSESSMENT****1. Background**

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and subsequently reviewed in July 2023.
- 1.2 The risk assessment was last carried out in September 2023. Since then, whilst risks associated with the wider economic outlook and inflation in particular have declined, other factors are likely to have an increasing impact on Council Finances, such as interest rates and income generation in particular.

2. Financial risk Assessment 2024/25

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The ensuing adjustments to financial procedures have now become embedded and the systems appear to be working well.
- 2.2 Most of the changes were managed within the framework of Financial Regulations and as such, did not require any change to the risk assessment as the risks have previously been identified and managed. The internal audit of the 2023/24 accounts identified no weaknesses in the financial control system.
- 2.3 Further, since the last review, inflation has declined and eased some of the financial risks brought by rapidly increasing prices. Income generation, however, remains challenging and it has not always been possible to pass on inflationary cost increases by raising fees and charges. Revenue income funds around a third of revenue expenditure.
- 2.4 The sharp increase in inflation incurred over the last two years, however, does continue to pose some risks. Whilst budget projections in 2024/25 were based on a less pessimistic forecast of inflation, higher costs are nevertheless now embedded and have required very careful and tight budgeting to avoid the use of reserves to maintain a balanced budget. This means that there is less flex in the system to absorb any unforeseen price changes or additional costs.
- 2.5 The football development project is a major capital project which has significantly altered the budget profile of the Town Council, increasing the annual expenditure budget from around £800,000 to £3.2 million in 2023/24, with a commensurate increase in overall financial risk. Whilst the project is now close to completion, the financial risks remain considerable and require close monitoring to ensure that any cost increases are matched by funding increases.
- 2.6 The increased risks associated with higher inflation have been largely managed and mitigated, however the predicted fall in interest rates may present an additional risk. As far as expenditure is concerned, the Council has very low exposure to fluctuating interest rates with all borrowing secured on fixed rate terms. However any reduction in interest rates will reduce interest generated by investments none of which are subject to long term fixed rate arrangements. Furthermore, any additional net expenditure will reduce the balances held in investments and reduce interest receipts further. For information, interest receipts generated in 2023/24 amounted to £42,714 or 11% of revenue income.
- 2.7 The risk assessment has therefore been further expanded to cover risks around reduced income, reduced interest rates and the specific risks of large capital projects.
- 2.8 These risks have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that: -

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.Wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2024/25

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Legal/ Administration	Failure to comply with HMRC PAYE requirements	Maintenance of comprehensive records of Income Tax and National Insurance deductions from payroll and employer's contributions. Specialist payroll agent engaged to submit RTI returns to HMRC and calculate monthly payments (checked by Deputy Clerk and RFO before payment).	Low	Medium	2
Legal/ Administration	Incurring Expenditure without proper legal authority	Clerk holds CiLCA qualification. Minutes record the powers under which expenditure is incurred.	Low	Low	1
Legal/ Administration	Failure to maintain accurate records of Council Assets	Maintain a comprehensive asset register. Record key assets in simplified Asset Register in finance software. Finance staff record all acquisitions and disposals in finance software. Carry out periodical inventory checks.	Low	Low	1
Legal/ Administration	Failure to comply with HMRC VAT regulations	RFO holds CIPFA qualification. Finance staff check VAT coding of all transactions. Refer to HMRC Guidance. Seek further guidance where necessary. Ensure that Input and Output tax are accurately recorded. Register for Making Tax Digital. Complete and submit VAT returns online promptly.	Low	Medium	2
Legal/ Administration	Failure to comply with employment legislation	Retain the services of an HR consultancy to advise on HR matters and disputes	Low	Low	1
Legal/ Administration	Noncompliance with data protection legislation, risk of fines or penalties	Regularly review the data protection measures and ensure awareness of the requirements amongst staff. Ensure that confidential data is only held where necessary, according to the Council data retention policy, that confidential records are held on secure systems.	Medium	High	6

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid. Closely monitor bank balances to ensure maintenance of surplus and avoid any interest charges or penalties.	Low	High	3
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	2
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at around 50% of the annual precept. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy. Keep sufficient proportion of cash investments available for immediate use to avoid any requirement for borrowing.	Medium	High	6
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of P2. Additional inflationary and other financial risks mitigated by reserves	Medium	Medium	4
Financial	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation and control of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	High	6
Financial	Reduction/Loss of Income	Inflation, interest rates, balances held and the condition of the wider economy puts income at risk. Regular monitoring of income to identify emerging variances and effective credit control to minimize any shortfall. Annual review of charges and service demand to ensure achievable income targets. Where practical, use of long term service contracts to secure income over several years. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	High	Medium	6

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order placement or commitment. Goods received before payment.	Low	Low	1
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bona fide employees. Monthly returns to HMRC and HCC (pensions)	Low	Medium	2
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Medium	2
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Medium	2
Financial	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	3
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	1
Assets	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	1
Assets	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	4
Assets	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	Medium	2

REPORT TO POLICY & FINANCE COMMITTEE – 24th July 2024**FINANCIAL REGULATIONS****1. Background**

- 1.1 The Council is required to maintain an effective system of financial control. Financial Regulations are one of the most important elements of this system. They need to be fit for purpose and regularly reviewed to ensure they remain so over time.
- 1.2 Financial regulations are regularly reviewed and any proposals for change are brought to Policy & Finance Committee for approval and endorsement before the regulations are updated. The financial regulations were last reviewed in July 2023. No amendments were made.
- 1.3 The complete set of Financial regulations, together with any proposals for changes will be brought before this Committee for approval each year.

2. Financial Regulations Update

- 2.1 Officers are recommending one change arising from the decision to seek accreditation as a Living Wage Employer; the following addition as Financial regulation 11.1 (I) :

“Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

- include in tender documentation questions about fair work practices including payment of the Living Wage and
- seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.”

- 2.2 The precise wording of this change may be subject to review following further discussion with Living Wage Foundation and members are invited to consider and, if thought fit approve the change in principle rather than literally.
- 2.3 A copy of the Financial Regulations, which were previously adopted in 2023, amended to include the proposed change, is appended to this report.

3. RECOMMENDATION

It is **recommended** that:-

- 3.1 The current Financial Regulations be endorsed by the Town Council.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

Chris.Wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

FINANCIAL REGULATIONS

(July 2024)

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	6
5.	BANKING ARRANGEMENTS AND SCRUTINY OF PAYMENTS.....	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	8
7.	PAYMENT OF SALARIES.....	10
8.	LOANS AND INVESTMENTS	11
9.	INCOME	11
10.	ORDERS FOR WORK, GOODS AND SERVICES	12
11.	CONTRACTS	12
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS ...	14
13.	STORES AND EQUIPMENT	14
14.	ASSETS, PROPERTIES AND ESTATES	14
15.	INSURANCE.....	15
16.	CHARITIES.....	16
17.	RISK MANAGEMENT.....	16
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	16

These Financial Regulations were endorsed by the policy & Finance committee at its Meeting held on 20th July 2022

1. GENERAL

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

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

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

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

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

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

5. BANKING ARRANGEMENTS AND SCRUTINY OF PAYMENTS

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

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

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

7. PAYMENT OF SALARIES

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

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

8. LOANS AND INVESTMENTS

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

9. INCOME

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

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

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

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

- l) Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:
- include in tender documentation questions about fair work practices including payment of the Living Wage and
 - seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.
- 11.2 The council may maintain a list of approved suppliers on the following conditions:
- a) the list shall identify suppliers and specify the types of goods, materials, works or services that may be ordered from each;
 - b) the RFO may admit a supplier to the list only after due enquiry has been made to establish that it is willing and able to provide good value for money;
 - c) the RFO shall review each supplier's membership of the list every three years to ensure that it remains willing and able to provide good value for money and if unsatisfied on this point may remove the supplier from the list;
 - d) any potential supplier may apply to the RFO at any time for admission to the list;
 - e) the RFO shall report to the Policy & Finance Committee all admissions to and removals from the list; and
 - f) the Policy & Finance Committee shall review the list at least once a year and may resolve to admit or remove any supplier from it or alter the categories of goods, materials, works or services relating to a supplier on the list at any time.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. STORES AND EQUIPMENT

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

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the registration at Land Registry of all interests in land held by the council that are capable of such registration and custody of all documents that cannot be so registered. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually in the case of items which cost more than £3,000 and at three-yearly intervals in any other case), possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

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

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

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

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

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

POLICY & FINANCE COMMITTEE

24th July 2024

Gateway Square Management Policy

1. Introduction and reason for report

1.1 Further to the decision made at the committee meeting on 19th June (see Minute ref. F/6321), a draft policy is now presented to members for consideration.

2. Background information and options

2.1 The policy set out below is a new policy not a replacement for any existing policy document.

3. Issues for decision and any recommendations

Members are invited to consider and, if thought fit, approve the draft policy set out below.

For further information, contact:

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



Ringwood Town Council

Gateway Square Management Policy

Contents

1. Introduction
2. Licensing of events and uses
3. Booking arrangements
4. Fees and charges
5. Appeals
6. Non-compliance
7. Reporting and policy reviews

Adopted: // 2024

1. Introduction

Ringwood Town Council (“the Council”) has authority from New Forest District Council to manage events and uses of Gateway Square, Ringwood by virtue of a Service Level Agreement and a Licence completed pursuant thereto. This policy describes how that authority will be exercised in practice.

2. Licensing of events and uses

The Council will grant permission to individuals or organisations to hold events in or use Gateway Square, Ringwood (meaning in this policy the area coloured blue on the plan attached).

Where an applicant for permission wishes to hold multiple events on different dates (typically markets or fairs) permission will be granted by a written Licence combined with a confirmed booking.

Applications for permission for single events shall be given by confirmed booking only.

No restriction shall apply to the kinds or types of events or uses that may be permitted provided that they are lawful and do not, in the reasonable opinion of the Town Clerk, pose any threat to public safety or order or risk harm to the fabric or planting of the square or pose a public nuisance.

Applications are subject to the Equality Act and public sector equality duty and shall be treated accordingly without unlawful discrimination of any kind.

3. Booking Arrangements

All applications for permission will be managed through the Council’s office at Ringwood Gateway, The Furlong, Ringwood BH24 1AT, telephone number 01425 473883, email town.council@ringwood.gov.uk and be overseen by the Town Clerk.

Applicants for permission may be required to complete a booking application form and confirmed bookings shall be subject to such conditions as may be specified from time to time. The Town Clerk has authority to promulgate on behalf of the Council such booking application form and booking conditions as shall be thought fit from time to time.

4. Fees and Charges

Subject to the qualifications set out below, the following fees and charges shall be applied to applications for permission:

For preparing and issuing a licence for multiple events	£50 plus VAT/Free* (<i>delete one</i>)
For events which include stalls offering goods for sale (of more than one type or by more than one vendor)	£5 per stall per booking (stalls up to 1m ² each) £10 per stall per booking (stalls greater than 1m ² up to 3m ²)
For charitable/not-for-profit/information only events or purposes	Free
For other commercial purposes	Subject to negotiation

The Town Clerk may waive the fee for the first event of a novel type.

5. Appeals

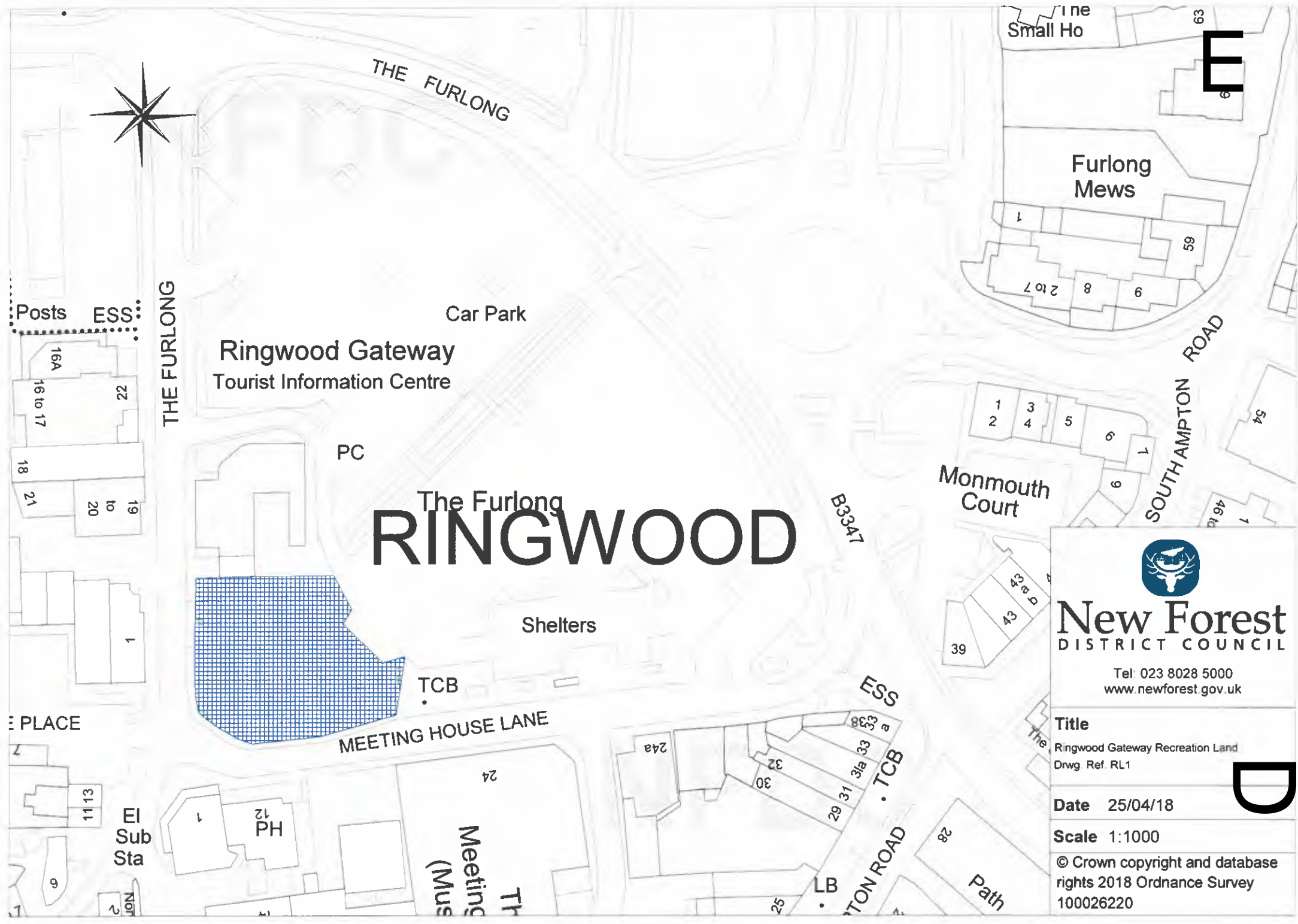
Any applicant for permission who is aggrieved by a decision of the Town Clerk to refuse permission, or by the imposition of a condition or fee to any booking may apply for that decision to be reviewed by the Council's Policy & Finance Committee by giving notice in writing to the Council at the office address given above. The Town Clerk shall ensure that each such request received is included for consideration on the agenda of the next available meeting of the Committee. The decision of the Committee on any such appeal shall be final.

6. Non-compliance

Council staff are expected to report to New Forest District Council any events held on Gateway Square without permission but are not expected to take any other measures to stop or prevent them.

7. Reporting and policy review

The Town Clerk should present a report giving brief particulars of event bookings between the date of this policy and the meeting of this Committee in January 2025 and annually thereafter. The Committee will consider whether any changes to this policy are desirable after receiving each such report.



The Furlong RINGWOOD



New Forest
DISTRICT COUNCIL

Tel: 023 8028 5000
www.newforest.gov.uk

Title
Ringwood Gateway Recreation Land
Drwg Ref RL1

Date 25/04/18

Scale 1:1000

© Crown copyright and database rights 2018 Ordnance Survey
100026220



POLICY & FINANCE COMMITTEE

24th July 2024

Management of 92 Southampton Road

1. Introduction and reason for report

Pursuant to earlier decisions by members, vacant possession of 92 Southampton Road has been recovered but its condition is such that some maintenance is required before it could be re-let, if so desired. Decisions are needed on whether this maintenance should be done and how it should be funded.

2. Background information and options

- 2.1 The Council is currently responsible for outgoings on the property and is not receiving any rental income. The former monthly rental was £1,125 per month gross. The letting agents have advised that if the essential maintenance is carried out the property could achieve a monthly rental of £1,550 to £1,650 per month gross.
- 2.2 For many years the house has received minimal routine maintenance at best and now stands in need of quite extensive overhaul and modernisation. An electrical survey has been carried out at a cost of £120 and quotes or estimates have been obtained for other work that is considered essential before any re-letting can be considered. These essential works are going to be expensive enough as it is and the letting agents discounted any idea of improving the property to increase the rental value further.
- 2.3 The essential maintenance required breaks down as follows:
- Removal of old floor coverings: £250
 - Electrical safety and modernisation work: £5,506
 - Waste skip hire: £380
 - Fitting of new floor coverings: £2,632.50
 - Kitchen re-fit: £5,500
 - Re-decoration throughout: £6,300
 - Window repairs: £1,500

The figures given are estimates only and subject to possible change (especially once competitive quotes are sought). No estimate has yet been obtained for repairing the garage door (if this is required).

(Note: Other tasks such as clearing waste matter left behind in the roof void and outbuildings and tidying the garden will be done by Council staff to avoid further out-of-pocket expense.)

- 2.4 If members wish to consider alternatives to re-letting for which such work would not be required (such as sale or redevelopment), now is clearly the time for this.
- 2.5 If the work is to be done the source of funding should be identified. The deposit paid by the previous tenant (£1,453) might in principle be available to fund any work clearly attributable to a breach of the tenancy agreement by the tenant. However, £526.75 has already been used to cover court costs and the cost of removing a mattress left by the tenant, leaving £926.25. That balance might be claimed to cover the skip hire and re-carpeting costs, the latter on the grounds that the tenant should have kept these cleaner but this may be disputed and would not take us very far anyway. The buildings reserve (current balance £39,167) could be used but prudence would then require that the resulting depletion be made good by increased annual contributions to it in future.

3. Issues for decision and any recommendations

Issues for decision:

- 3.1 Should officers research and report on alternatives to re-letting before placing orders for the maintenance work?**
- 3.2 If not, should officers proceed with the maintenance work as soon as practicable and should this be funded from the buildings reserve to the extent that it cannot be recovered from the tenant's deposit?**

For further information, contact:

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

Rory Fitzgerald, Finance Manager
Direct Dial: 01425 48472
Email: rory.fitzgerald@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

24th July 2024

Annual Review of Standing Orders

1. Introduction and reason for report

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

2. Background, Options and Implications

- 2.1 Standing Orders were last reviewed in September 2023 when no changes were made. The current Standing Orders are attached as Annex 1.

- 2.2 Officers are recommending one change arising from the decision to seek accreditation as a Living Wage Employer; the following addition as Standing Order 18 g:

“Ringwood Town Council is an accredited Living Wage Employer and when procuring services for the Council officers shall wherever practicable:

- include in tender documentation questions about fair work practices including payment of the Living Wage and
- seek to negotiate in every relevant procurement contract clauses relating to payment of the Living Wage and restricting the right to sub-contract in the form recommended from time to time by the Living Wage Foundation.”

The precise wording of this change may be subject to review following further discussion with Living Wage Foundation and members are invited to consider and, if thought fit approve the change in principle rather than literally.

3. Issues for decision and any recommendations

Members are invited to approve in principle the one suggested change to current Standing Orders.

For further information, contact:

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



Ringwood Town Council

STANDING ORDERS

Ringwood Town Council

STANDING ORDERS

Contents

1. Rules of debate at meetings	1
2. Disorderly conduct at meetings.....	3
3. Meetings generally	3
4. Committees and sub-committees	6
5. Ordinary council meetings	7
6. Extraordinary meetings of the council and committees and sub-committees ...	9
7. Previous resolutions.....	9
8. Voting on appointments.....	9
9. Motions for a meeting that require written notice to be given to the Proper Officer	10
10. Motions at a meeting that do not require written notice	11
11. Management of information	11
12. Draft minutes.....	12
13. Code of conduct and dispensations	13
14. Code of conduct complaints	14
15. Proper Officer.....	14
16. Responsible Financial Officer.....	16
17. Accounts and accounting statements	16
18. Financial controls and procurement	17
19. Handling staff matters.....	18
20. Responsibilities to provide information	19
21. Responsibilities under data protection legislation	19
22. Relations with the press/media	19
23. Execution and sealing of legal deeds.....	20
24. Communicating with District and County or Unitary councillors	20
25. Restrictions on councillor activities.....	20
26. Standing orders generally	20

Ringwood Town Council

STANDING ORDERS

1. Rules of debate at meetings

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

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

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

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

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

2. Disorderly conduct at meetings

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

3. Meetings generally

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

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

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

- ■ ■ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
 - v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- ■ ■ w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - x A meeting shall not exceed a period of two hours except for meetings of the Planning, Town & Environment Committee which shall not exceed three hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the

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

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

5. Ordinary council meetings

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

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

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

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

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

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

7. Previous resolutions

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

8. Voting on appointments

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

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

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

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

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

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

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

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

11. Management of information

See also standing order 20.

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

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

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

12. Draft minutes

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

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

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

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

13. Code of conduct and dispensations

See also standing order 3(u).

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

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

14. Code of conduct complaints

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

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

15. Proper Officer

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

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

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

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

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

16. Responsible Financial Officer

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

17. Accounts and accounting statements

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

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

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender may be advertised in a local newspaper and in any other manner that is appropriate as the Proper Officer shall decide;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to

- the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason
- i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it lasts more than three working days on which he or she would ordinarily be working, or
 - ii. Of any other employee if it lasts more than two weeks
- and that person shall report such absence to the Staffing Committee at its next meeting.
- b Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.

- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

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

21. Responsibilities under data protection legislation

See also standing order 11.

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

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

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

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

24. Communicating with District and County or Unitary councillors

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

25. Restrictions on councillor activities

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

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an

item on the agenda for a meeting.

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

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. Building of the new pavilion has paused pending utility works by statutory undertakers. The new building is expected to be ready for occupation in Summer 2024.	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						
PTE1	Neighbourhood Plan	In progress	Referendum will take place on 04/07/2024, on the same day as the General Election. If the majority of residents vote "yes", the Plan must be adopted (made) by NFDC and NFNPA by 29/08/2024.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contributon from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail to be carried out in August and stream clearance by volunteers in September.	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. Next meeting of Working Group scheduled for 09/07/2024.	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).
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Numerous activities taking place.	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	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked though with intention of bringing report with recommendations to cttee in next two months.	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 - report indicates delivery in 2024/25. HCC working on design.	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).	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 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	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Urgent repairs have been completed. Vacant possession has been recovered. The agents are assembling quotes for the repairs required before a possible re-let.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	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.	Finance Manager	No anticipated costs other than staff time.
------	--------------------	---------------------	---	---	-----------------	---



Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft and is expected to be submitted soon.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this summer. Future needs will then be re-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	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support. Their reports on the recent water sampling are clear and they are preparing a surrender report.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	Completed May 2024	The Masterplan prepared by landscape designer New Enclosure, after being consulted upon and revised, was formally adopted on 1st May 2024. It will now serve as a vision to guide future planning and developments but since it will remain a living document subject to potential updating, this item will remain open until further notice.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC is developing 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. A meeting to discuss the design concept and proposed works has been arranged for 17th July.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
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 safety standards are being researched in order to finalize the cost and identify any funding shortfall.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS24	Poulner Lakes Circular Path	Completed May 2024.	The performance of the reduced and landscaped drainage retention pond has been monitored through the winter. It appears both necessary and effective. This project is therefore now complete.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only
RLOS25	Open Spaces Management Review	About to commence	The Council will appoint members to a new task and finish group at the meeting on 31st July.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only

Staffing Committee

None

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

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	

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. Charity removed from Register of Charities
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	
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	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	
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
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.

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

