

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 19th March 2025 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)
Cllr Peter Kelleher (Vice Chair)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Michael Thierry

IN ATTENDANCE: Chris Wilkins, Town Clerk
Rory Fitzgerald, Finance Manager & Responsibly Finance Officer
James Sheehy, Finance Manager
Nicola Vodden, Office Manager

ABSENT: Cllr James Swyer
Cllr Glenys Turner
Cllr Becci Windsor

A warm welcome was extended to James Sheehy who had been appointed as the new Finance Manager. There would be a handover period until the end of April when Rory Fitzgerald retires.

F/6394 PUBLIC PARTICIPATION

There were ten members of the public present in relation to the grant aid applications.

F/6395 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Swyer, Turner and Windsor.

F/6396 DECLARATIONS OF INTEREST

Cllr DeBoos declared a pecuniary interest in respect of the grant aid applications for Youth Riders (as she is a trustee of the charity) and Greening Ringwood (as RACE is included in the application as a competing or similar organisation). She indicated she would leave the room when that agenda item was being considered.

Cllr Haywood declared a pecuniary interest in respect of grant application for Youth Riders (as he is a trustee of the charity) and indicated he would leave the room when that agenda item was being considered.

Cllr Thierry informed the Committee that he had made a donation from his County Councillor allowance to the Ringwood District Girl Guides project.

Cllr G DeBoos indicated he would also leave the room when the grant aid applications were being considered, due to his relationship with Cllr M DeBoos and RACE.

F/6397

MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 19th February 2025 having been circulated, be approved and signed by the Chairman as a correct record.

At 7:05pm, Councillors G DeBoos, M DeBoos and Haywood left the meeting.

Councillor Kelleher took the Chair for the next item.

F/6398

GRANT AID

It was noted that for the year 2024/25, the remaining grant fund budget available was £2,700. No representative from Citizens Advice was able to attend the meeting. Members considered the Grant Aid applications (*Annex A*) and heard from representatives of the five organisations present. Each were given the opportunity to provide additional details about their projects and answered questions posed by the Committee.

A discussion followed, nominations for awards were put forward and agreed, as detailed below. Those present were thanked for their attendance.

Cllr Thierry indicated that he had given a donation to Youth Riders from his County Council allowance to fund some first aid training.

- RESOLVED:**
- 1) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Youth Riders towards the costs of a gazebo and safety equipment;
 - 2) That, in exercise of the Power of General Competence, a grant of £400 be awarded to FORIS (Friends of Ringwood Infants School) to purchase coloured bibs for sports day;
 - 3) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Greening Ringwood towards the costs of making raised beds at Greyfriars Garden;
 - 4) That, in exercise of the Power of General Competence, a grant of £800 be awarded to Ringwood District Girl Guides towards the cost of replacement toilet facilities;
 - 5) That, in exercise of the Power of General Competence, a grant of £500 be awarded to Ringwood Round Table towards the cost of refurbishing Santa's sleigh; and
 - 6) That no award be made to Citizen Advice New Forest.

ACTION A Greenfield

At 8:05pm, Councillors G DeBoos, M DeBoos and Haywood re-entered the Committee room and Cllr M DeBoos took the Chair for the remainder of the meeting.

F/6399

FINANCIAL REPORTS

Members considered the financial report presented as *Annex B*. The Finance Manager detailed transactions on the Imprest account over £1,000.

In relation to the statement of balances and transfer report, he confirmed that only £50,000 of the approved amount had been transferred from the investment account last month. The aim is to keep the balance as high as possible to maximise the interest earned. It was anticipated that the draw down needed before the next meeting is up to £100,000.

As it gets closer to year end, work to determine the final budget position is being undertaken. Whilst earlier in the year, the anticipated budget shortfall was reported as £36,700, this has reduced to around £17,400. This can be attributed to an improvement in cemetery receipts and interest rates maintaining a better level than anticipated. Some small underspend budgets will reduce the gap further. The final amount will need to be met from the General Reserve.

The Finance Manager's budget report also highlighted changes in relation to capital projects. New schemes such as the refurbishment of 92 Southampton Road, the MUGA at Carvers Recreation Ground and the solar panels at Carvers Clubhouse have been added. It was noted that capital projects are funded from earmarked reserves and have no impact on the revenue account. He reported that the football project is carrying a cashflow deficit and this translates to a loss of revenue of £1,000 per month in interest.

In relation to the CIL report, there has been no change and the unallocated balance is £31,000. A schedule of infrastructure project will be drawn up to guide how this funding will be allocated in future.

- RESOLVED:**
- 1) That the list of payments made from the Imprest Account for February be received and authorised;
 - 2) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
 - 3) That the Finance Manager's budgetary control report be received;
 - 4) That the budget monitoring position and balance of reserves be noted; and
 - 5) That the report and levels of CIL reserves be noted.

ACTION R Fitzgerald

F/6400

ANNUAL REVIEW OF MEMBERS ALLOWANCES

Members considered the Finance Manager's report (*Annex C*). In answer to a question relating to Councillors being granted a dispensation to discuss the matter, this will be noted for the next time the matter is discussed.

Notice had been received from NFDC of its proposed changes to members allowances (approved February 2025) plus a recommendation from the independent review panel. Previously, the recommendation was that Town and Parish Councils pay 12.5% of NFDC's allowance, however this had been reduced massively to 5%.

The Town Clerk clarified that the recommendation does not have to be followed, but the Committee would need to 'bear it in mind' and consider it along with all other factors. He expressed his disappointment that such a significant change was not acknowledged in the report and no reasons for the change was given.

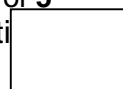
The impact of following the recommendation would reduce the current annual allowance of £900 to £394 per member. NFDC had increased its members allowance by 2.5%. An increase of 3.9% had been built into the Council's budget for 24/25, in line with the staff pay increase.

Members had regard to the report but decided to give little weight to it. The recommendation to reduce the allowance was not accepted and District Councillors present were asked to challenge the panels' recommendation on the next occasion.

RESOLVED: That there be no change to the level of Members allowance of £900.

ACTION J Hurd / R Fitzgerald

Page 3 of 5
Chairman's initial



F/6401
92 SOUTHAMPTON ROAD

Cllr Georgiou provided an update on the progress to date and further works required. She reported on expenditure against the budget provision for the refurbishment which was agreed at the last meeting (*F/6392 refers*) and requested an additional sum for works to complete the garden work and fencing, in readiness for re-letting the property.

The Town Clerk and Members wished to acknowledge the work Cllr Georgiou has done in managing the refurbishment works and contractors.

RESOLVED: That an additional £4,000 funding be approved from the Building Reserve for the refurbishment of 92 Southampton Road.

ACTION C Wilkins / R Fitzgerald
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F/6402
COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

The Town Clerk indicated that his report (*Annex D*) had recommended no changes to the terms of reference and delegated powers, however a few inconsistencies had been highlighted. He proposed Members make some decisions, in principle, and the matter then be adjourned for officers to amend the documents, as required.

RESOLVED:

- 1) That the Town Mayor and Deputy Mayor automatically be members of all Committees;
- 2) That the Town Mayor and Deputy Mayor do not automatically become members of sub-committees, working parties or panels;
- 3) That when a sub-committee, working party or panel is formed, although Committees can agree membership, Councillors who are not Committee members are to be given the opportunity to join at the following Full Council meeting;
- 4) That the number of members appointed to a Committee, sub-committee, working party or panel is not specified; and
- 5) That revised terms of reference are brought before a future meeting for consideration and approval.

ACTION C Wilkins

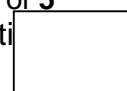
F/6403
PROJECTS (current and proposed)

RESOLVED: That the update in respect of projects (*Annex E*) be noted.

F/6404
EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Confidential Annex F – confidential minutes*)

It was agreed to suspend Standing Orders to allow the meeting to extend beyond 9pm.



**F/6405
CHRISTMAS LIGHTS CONTRACT**

The Town Clerk provided an update on the Christmas Lights contract and Members agreed to the course of action recommended.

RESOLVED: That the recommended course of action be approved.

ACTION C Wilkins / R Fitzgerald

There being no further business, the Chairman closed the meeting at 9:05pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
26th March 2025

APPROVED
23rd April 2025

TOWN MAYOR

COMMITTEE CHAIRMAN

POLICY & FINANCE COMMITTEE 19th MARCH 2025

GRANTS 2024/2025

<u>GRANTS REQUESTED</u>	PREVIOUS GRANTS PAID			
	2021/22	2022/23	2023/24	Requested
	£	£	£	£
Youth Riders				500
FORIS (Friends of Ringwood Infant School)			500	400
Citizens Advice New Forest		1,000		1,500
Greening Ringwood CIC				500
Ringwood District Girl Guides			750	1,000
Ringwood Round Table				500
				4,400

2024/25 FUNDS AVAILABLE

	£
2024/25 Budget	5,200
Total Funds available	5,200
Less Paid	2,500
Total Unspent @ 19/03/25	2,700

2024/25 GRANTS PAID TO DATE

	Min Ref	£
Rwd Rotary Club for Christmas Eve Festivities	F/6339	400
Forest Forge Theatre Co	F/6339	250
Ringwood Veterans Hub (RVH)	F/6339	500
Avon Valley Concerts	F/6339	250
Ellingham & Ringwood RFC	F/6339	500
Stonger Together Across Ringwood & Fordingbridge	F/6339	600
	TOTAL	2,500

2024/25 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2024/25 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
Home-Start Hampshire(in the New Forest)	18/09/24	F/6339	
Ringwood Junior School PTA	18/09/24	F/6339	

Name of Organisation requesting grant	Youth Riders
Charity Registration Number (if appropriate)	1212183
Postal Address for the organisation (if there is one)	[REDACTED]
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 500
What is the purpose of the grant?	<p>To purchase a gazebo for our group training meets, community events.</p> <p>This gazebo will provide advertisement, shelter, a place to store items under, along with a place to administer first aid if and when required for group members.</p> <p>We are also needing some safety equipment – training cones, spare helmets, wheels, bar ends, bearings, tyre pump, knee pads and grip tape.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>The children aged 5-19yrs are all from varied backgrounds and this group helps provide them with a focus, improving physical and mental health, social interaction. For school refusers, those from difficult backgrounds this is there only source of social interaction -To continue participation some members require safety parts when theirs are damaged, worn out, to ensure riding their equipment safely.</p>

How many Ringwood people would benefit?	90+	
Total cost of project	£ 500	
Information about your Organisation		
Membership: none	What facilities do you provide? Ringwood Riders is a community group under Youth Riders charity- organising social/sports and wellbeing support for its local children attending the skatepark. All training sessions are free.	
Subscription: £0		
Names of competing or similar organisations	None – There's no other charity organised skatepark community group within at least a 10 mile radius and non existing free ones.	
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>	
Funds available to your organisation (apart from this grant application)		
Cash in hand: £	Annual income: £5000	
Other sponsoring bodies and amounts donated by them	Ringwood & District round table	£1500
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	For any future events requiring costs we will apply or fundraise where applicable.	
Next Policy & Finance meeting where grant applications will be considered	<i>Office use only</i>	
Date by which all documentation should be received to be included on the Agenda for the above meeting		



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	FORIS- Friends of Ringwood Infant School
Charity Registration Number (if appropriate)	1049664
Postal Address for the organisation (if there is one)	Ringwood Infant school, School Lane, Ringwood, BH24 1LG
Please tick to confirm that contact details have been provided on page 1	<input type="checkbox"/>

Details of Grant Request

Amount requested	£ 400
What is the purpose of the grant?	Every year, the children need a colour t-shirt for sports day in either blue/green/red to be worn when taking part. This t-shirt is worn only once a year of which the parents have to pay for and then ends up in landfill/recycling/charity afterwards so not only an expense for the parents, but the use of fast fashion which we are also trying to avoid. We would like to have long lasting durable bibs instead which can be used for what we hope, up to 50 years by the school! We are aiming to have something which is of good quality rather than use fabric which may tear/fray/not last the test of time. We have been in discussions with the make do and mend sewing club, along with other FORIS volunteers who would make the bibs for us so this grant application would just be for the fabric itself- of which we have partnered with Ringwood Fabrics to get the best price.
How would the people of Ringwood benefit from your receiving this grant?	The parents would benefit from not having this financial outlay every year (each year your child could have grown and also not be the same colour as the previous year, so most of the time the t-shirts cannot be reused on the same child). We would also love to link with other local community groups and create a partnership between both the sewing club and Ringwood Fabrics which just makes all involved feel like they are a support to each other, and that together we are all just doing our part to be more sustainable.

How many Ringwood people would benefit?	270 children x£5 a t-shirt= £1350 each year!
Total cost of project	£ 400.00

Information about your Organisation

Membership:	What facilities do you provide? Infant School
Subscription: £	
Names of competing or similar organisations	
Please tick to confirm that payment details have been provided on page 1	<input type="checkbox"/>

Funds available to your organisation (apart from this grant application)

Cash in hand: £	Annual income: £10,000	
Other sponsoring bodies and amounts donated by them		£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Citizens Advice New Forest
Lymington Town Hall
Avenue Road
Lymington
SO41 9ZG

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www.newforestcab.org.uk
[Facebook – Citizens Advice New Forest](#)

Ringwood Town Council

March 2025

Dear Chris

I want to extend my sincere thanks for your continued support of our service at Citizens Advice New Forest. Your backing is crucial in helping us deliver the comprehensive, expert assistance that residents across the New Forest rely on every day.

Every day the team at Citizens Advice New Forest speak to people living in the forest who are struggling with the cost of living. Through our free, impartial and independent advice we are able to support them to find the help that they need. Over the last year we have seen a huge demand on our service. We have supported over 6,500 people with nearly 20,000 issues, delivering a financial outcome of over £1 million for people living here in the New Forest.

All our five offices are open for face to face appointments and drop ins, as well as our New Forest dedicated advice line and email service. We continue to run an increasing number of projects targeted on specific areas and groups across the New Forest. In the Ringwood wards we have helped 414 clients with 2050 issues. We have supported the local foodbanks and are striving to ensure that anyone who needs our help in the New Forest can get our support.

We are also deeply committed to collaboration with our partners in the voluntary sector throughout the New Forest. As an active member of the Cost of Living Steering Group, we are focused on finding practical solutions to alleviate the financial pressures facing many households. We believe that through strong partnerships and a community-focused approach, we can make a real difference in the lives of those struggling the most.

Here at Citizens Advice New Forest we are very fortunate to have the support of a team of volunteers who give up their time to help people living here in the New Forest. However, the increase in demand for our services and rising costs continue to put pressure on our service. We are grateful for the financial support that you have given us in recent years and would like to call on that generosity again, by considering a financial contribution to

Citizens Advice New Forest. We can assure you that any donation you make will go to help local people here in the New Forest.

If you require further information or would like to arrange to meet a member of the Citizens Advice New Forest team, please email Ellie Hastings-Rendall: ellie.hastings-rendall@canf.uk.

For your information attached are the following:

- Key Data on:
 - Ringwood South
 - Ringwood North & Ellingham
 - Bransgore, Burley, Sopley & Ringwood East

We are always available for any of your residents in your community to offer well researched, knowledge, support and advice.

Thank you for your consideration.

Yours sincerely



Neill Young
Chief Officer
Citizens Advice New Forest



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Citizens Advice New Forest
Charity Registration Number (if appropriate)	1132425
Postal Address for the organisation (if there is one)	Lymington Town Hall, Avenue Road, Lymington, Hampshire, SO41 9ZG
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 1500
What is the purpose of the grant?	Citizens Advice New Fores (CANF) is a charity offering free, independent and impartial advice and support. We have seen a huge increase in demand for our services where we offer practical support to help ensure people get the help that they need. The service that CANF provides is constant and ongoing.
How would the people of Ringwood benefit from your receiving this grant?	We have an office in Ringwood, based in the library, where anyone can visit to get help with the problems they face. Your grant will help us to continue to provide this free service for the residents of Ringwood.

How many Ringwood people would benefit?	In the year April 2023 to March 2024, we have helped 414 people with 2050 issues within the Ringwood areas. Please see Key Stats attached for more info.
Total cost of project	£ Ongoing

Information about your Organisation

Membership:	What facilities do you provide?
Subscription: £	
Names of competing or similar organisations	Citizens Advice New Forest (CANF) works in partnership with a number of local organisations eg NF Disability, Community First, Youth and Family Matters as well as the food larders and food banks. There is no one facility that is similar to CANF across the New Forest.
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £	
Other sponsoring bodies and amounts donated by them	CANF receives funding from New Forest District Council over a period of three years and covers core costs. Any extra funding received is used to ensure that we are able to take on more volunteers to be trained at the highest standard and who can provide the best service possible to local communities and the people who need it.	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	CANF is applying to all Parish and Town Councils across the New Forest as its service covers all areas.	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Key Statistics

Ringwood South

04/04/2023 28/03/2024



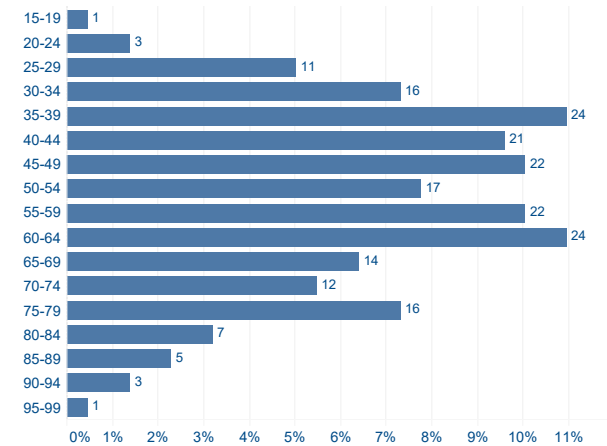
Summary

Clients	225
Quick client contacts	
Issues	1,268
Activities	1,836
Cases	373
Outcomes	
Income gain	£42,755
Re-imbursments, services, loans	£19,658
Debts written off	£46,416
Repayments rescheduled	£0
Other	£800

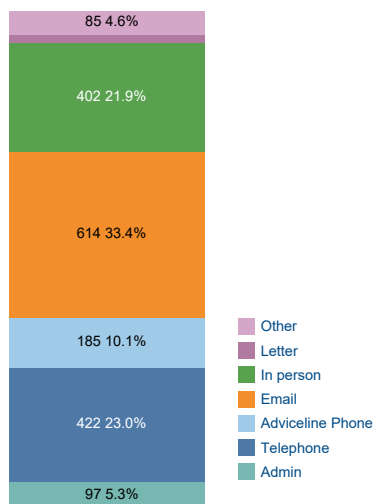
Issues

	Issues	Clients
Benefits & tax credits	197	88
Benefits Universal Credit	57	33
Charitable Support & Food Ban..	213	75
Consumer goods & services	202	31
Debt	185	50
Education	6	5
Employment	34	17
Financial services & capability	19	18
Health & community care	9	7
Housing	87	42
Immigration & asylum	2	1
Legal	12	10
Other	8	8
Relationships & family	22	12
Tax	6	6
Travel & transport	24	17
Utilities & communications	185	53
Grand Total	1,268	

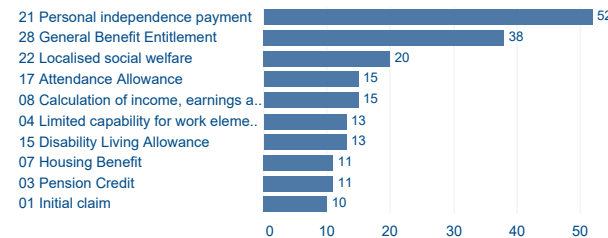
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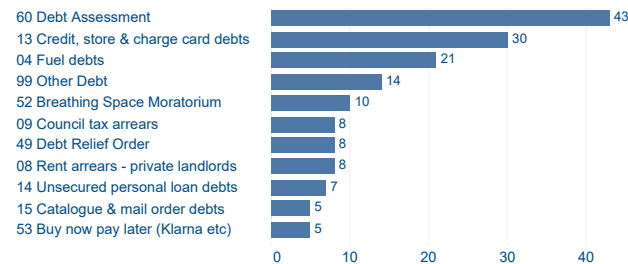
Channel



Top benefit issues



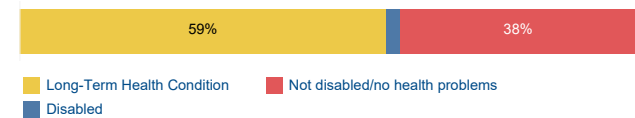
Top debt issues



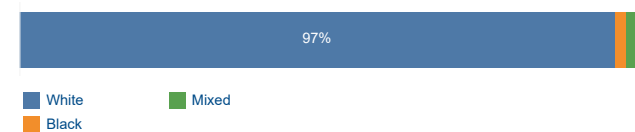
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Ringwood North & Ellingham

03/04/2023 28/03/2024



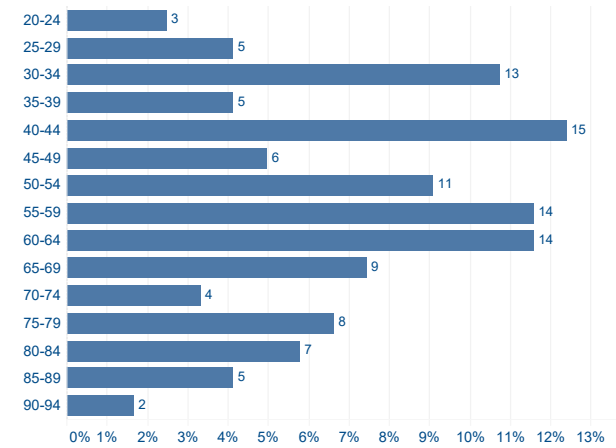
Summary

Clients	124
Quick client contacts	
Issues	544
Activities	664
Cases	161
Outcomes	
Income gain	£25,887
Re-imbursments, services, loans	£6,160
Debts written off	£26,511
Repayments rescheduled	£50
Other	£1,054

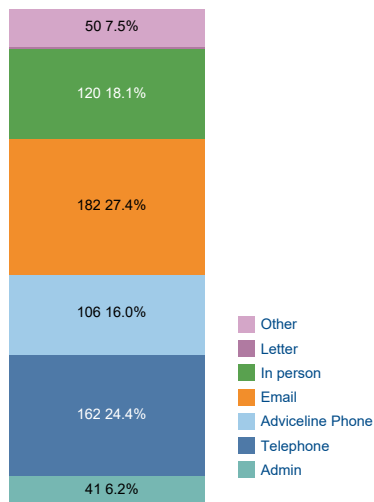
Issues

Issues	Clients
Benefits & tax credits	42
Benefits Universal Credit	16
Charitable Support & Food Ban..	25
Consumer goods & services	11
Debt	18
Education	2
Employment	11
Financial services & capability	9
GVA & Hate Crime	3
Health & community care	7
Housing	20
Immigration & asylum	3
Legal	8
Other	1
Relationships & family	13
Tax	3
Travel & transport	6
Utilities & communications	25
Grand Total	544

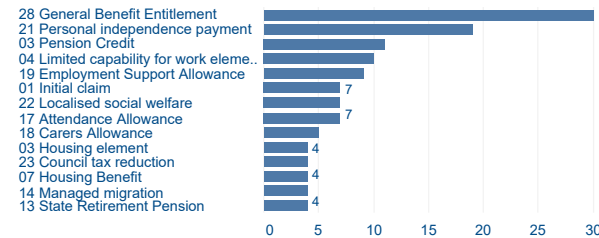
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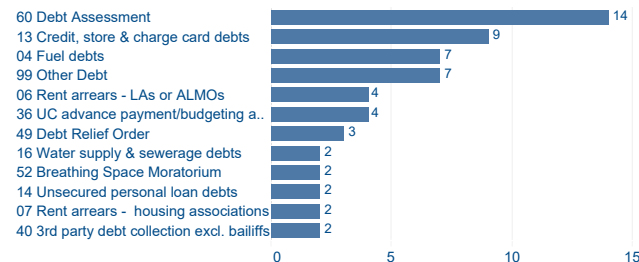
Channel



Top benefit issues



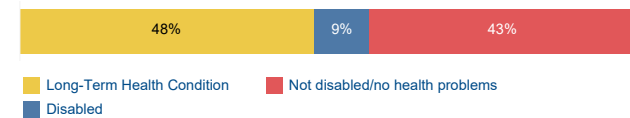
Top debt issues



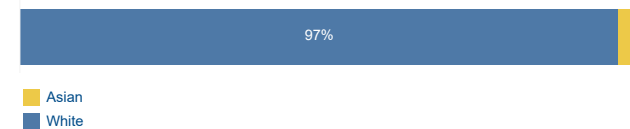
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Bransgore, Burley, Sopley & Ringwood East

06/04/2023 28/03/2024



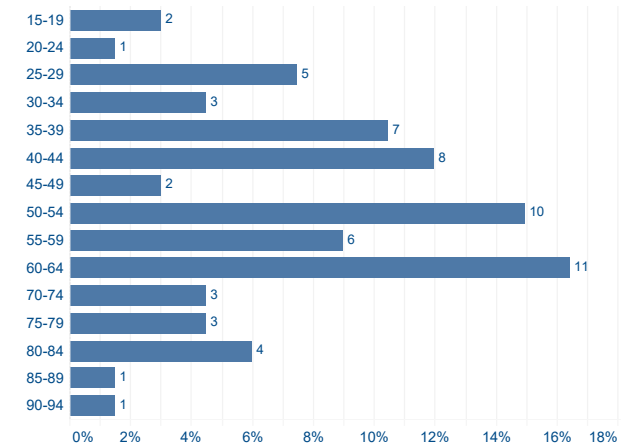
Summary

Clients	68
Quick client contacts	
Issues	249
Activities	354
Cases	94
Outcomes	
Income gain	£16,131
Re-imbursments, services, loans	£2,500
Other	£0

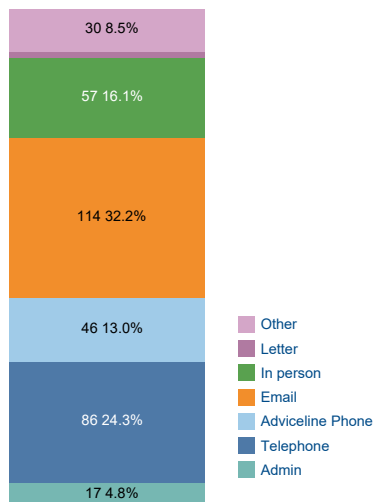
Issues

	Issues	Clients
Benefits & tax credits	49	17
Benefits Universal Credit	17	9
Charitable Support & Food Ban..	39	17
Consumer goods & services	21	5
Debt	34	12
Employment	7	4
Health & community care	4	3
Housing	21	15
Legal	7	4
Relationships & family	14	8
Tax	3	3
Travel & transport	6	5
Utilities & communications	27	13
Grand Total	249	

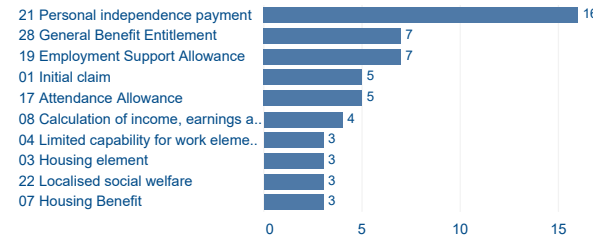
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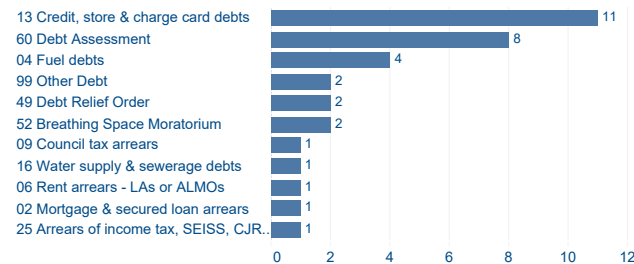
Channel



Top benefit issues



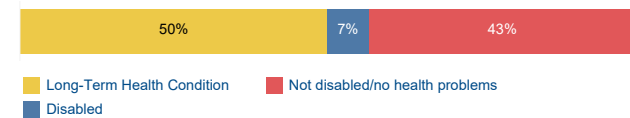
Top debt issues



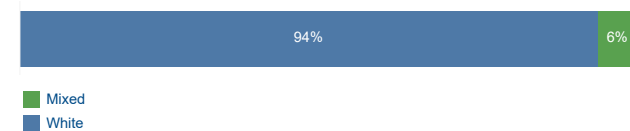
Gender



Disability / Long-term health



Ethnicity



How many Ringwood people would benefit?	We aim to reach out to all 6,000 Ringwood households, as we did with the Greening Ringwood postcards	
Total cost of project	£	500.00

A

Information about your Organisation

Membership:	What facilities do you provide? We have 30 volunteer members across 5 projects – Space for Nature, Cycle of the Seed, Health Impacts of Climate Change, Energy Efficient Homes, Waste Prevention – supported by HCC and RTC - no subscription
Subscription: £	
Names of competing or similar organisations	Ringwood Actions for Climate Emergency (RACE)
Please tick to confirm that payment details have been provided on page 1	Yes <input type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 100	Annual income: £ 200	
Other sponsoring bodies and amounts donated by them		£ 0
		£ 0
		£ 0
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	As we have only just established our CIC, our cash in hand is from a couple of local donations – we intend to apply for other grants as our projects develop, but to date have relied on goodwill, volunteer time and voluntary donations to do everything we have done so far	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood District Girl Guides
Charity Registration Number (if appropriate)	295422
Postal Address for the organisation (if there is one)	The Guide Hall 37 Cloughs Road RH24 1TII
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 1000
What is the purpose of the grant?	<p>We are currently looking to replace our current toilet facilities, which are outdated, and do not enable people in wheelchairs to access them.</p> <p>This grant would enable us to put in new flooring for the toilet / bathroom facilities that was uniform and safe.</p> <p>We have recently had our drains repaired, and a new boiler fitted for heating and hot water, which drained our funds.</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Available for all members of the community to rent for groups, or private functions.</p> <p>Rent is affordable.</p> <p>Facilities are all on one level</p> <p>New toilets with wheelchair access will make the hall accessible for everyone.</p>

How many Ringwood people would benefit?	Any person who wanted to rent it.
Total cost of project	£ 1000

Information about your Organisation

Membership:	What facilities do you provide? Large hall with kitchen and toilet facilities, and garden. Carpark for about 8 cars with designated parking for person with disability.
Subscription: £	
Names of competing or similar organisations	Ringwood District Cubs and Scouts
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation
(apart from this grant application)

Cash in hand: £ 0	Annual income: £ 5000	
Other sponsoring bodies and amounts donated by them	Regular letting	£
	Private parties and functions	£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Round Table Ringwood Carnival Fund	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	



Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
 Tel: 01425 473883. Email: town.council@ringwood.gov.uk

APPLICATION FOR GRANT AID

Applicant's Details

Name of Organisation requesting grant	Ringwood & District Round Table
Charity Registration Number (if appropriate)	1080252
Postal Address for the organisation (if there is one)	<div style="background-color: black; width: 100px; height: 40px;"></div>
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ 500
What is the purpose of the grant?	<p>The grant will be used to renovate our Santa's Sleigh, which is used both as part of the Christmas Lights Switch-On event & also as part of our annual Santa's Sleigh event, where we escort Father Christmas around Ringwood & other local towns & villages to spread festive cheer while raising thousands of pounds for local charities & good causes and collecting donations to support local FoodBanks.</p> <p>Our Sleigh was built during Lockdown in 2020, and after 4 years of service out in the elements it is in need to repair & renovation. We are also looking to upgrade the electrics (Speakers & lights) to ensure that the Sleigh looks & sounds as magical as possible to continue to spread as much festive cheer as possible around the community/</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>Santa's Sleigh has become a much-loved Christmas tradition for the people of Ringwood & the local area, spreading joy to many while also allowing us to support a large number of deserving local Charities & Good Causes through the cash & food donations collected. Without Sleigh, Round Table wouldn't have been able to donate over £2500 that was collected on our 6 nights out with Father Christmas in the lead up to last Christmas</p>

A

How many Ringwood people would benefit?	100
Total cost of project	£ 150 0

Information about your Organisation

Membership: 32	What facilities do you provide? Ringwood & District Round Table is a registered charity & community group for young men aged between 18 & 45, with its core mission to encourage the demographic that is statistically the least likely to engage with community & charity work to make a difference in our local community. We also provide an environment for young men to make new friends & to improve their skills, whether that is through our diverse range of activities, public speaking, event planning & working with other organisations such as Ringwood Town Council
Subscription: £ 15 pm	
Names of competing or similar organisations	No other groups in the local area cater specifically for young men. Similar organisations such as 41 Clubs, Rotary or Lions are open to a wider age range but naturally attract an older membership base
Please tick to confirm that payment details have been provided on page 1	<input checked="" type="checkbox"/>

Funds available to your organisation

(apart from this grant application)

Cash in hand: £ 3163	Annual income: £ 5700
Other sponsoring bodies and amounts donated by them	£
	£
	£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	No

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

19th March 2025

Paid Expenditure Transactions

Start of year 01/04/24

B

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD 1	03/02/25	5402		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates February 2025 Carvers Clubhouse	3802/1/6
DD 2	03/02/25	5403		£250.00	£0.00	£250.00	RLOS	New Forest District Council	NFDC Rates February 2025 Cemetery	3200/1/5
DD	05/02/25	5404		£32.34	£5.39	£26.95	RLOS	Sky Business	05/02/25 - 04/03/25	3802/2/5
		5386/1		£75.02	£0.00	£75.02	RLOS	Taste Vending Ltd	coffee beans	3802/3/1
2405	07/02/25	5386	RTC806068	£75.02	£0.00	£75.02		Taste Vending Ltd	coffee beans and syrup	3802/3/1
		5387/1		£167.84	£0.00	£167.84	RLOS	Taste Vending Ltd	coffee beans etc	3802/3/1
2406	07/02/25	5387	RTC806145	£167.84	£0.00	£167.84		Taste Vending Ltd	coffee beans and toppings	3802/3/1
		5388/1		£300.00	£50.00	£250.00	P&F	Forest Newspapers Ltd	As agreed with the Editor	2000/1/17
2407	07/02/25	5388	RTC806054	£300.00	£50.00	£250.00		Forest Newspapers Ltd	Ringwood Town Council Newsletter - 1 page in R&F News - 16 October 2024	2000/1/17
		5389/1		£300.00	£50.00	£250.00	P&F	Ringwood & Fordingbridge News	1-page newsletter in January 2025 issue	2000/1/17
2408	07/02/25	5389	RTC806210	£300.00	£50.00	£250.00		Ringwood & Fordingbridge News	Newsletter - Edition 2	2000/1/17
		5390/1		£42.90	£7.15	£35.75	P&F	Hampshire County Council	581288 Toilet cleaner x 12	2000/3/4
		5390/2		£18.24	£3.04	£15.20	P&F	Hampshire County Council	598370 Viakal	2000/3/4
		5390/3		£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 TORK toilet rolls x 36	2000/3/4
		5390/4		£26.35	£4.39	£21.96	P&F	Hampshire County Council	816551 TORK Hand towels	2000/3/4
		5390/5		£12.40	£2.07	£10.33	P&F	Hampshire County Council	598128 Carex 5L	2000/3/4
2409	07/02/25	5390	RTC806217	£115.06	£19.18	£95.88		Hampshire County Council	Caretaker supplies	2000/3/4
2410	07/02/25	5391		£12.98	£2.16	£10.82	RLOS	Itec	Carvers Clubhouse January 2025	3802/2/2
2411	07/02/25	5392		£9.01	£1.50	£7.51	P&F	Itec	Gateway January 2025	2000/1/9
2412	07/02/25	5393		£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly Charge	2000/1/10
		5394/1		£2,100.00	£350.00	£1,750.00	P&F	Rcoutts Limited	Emergency repairs to address water damage and other issues from break-in	2100/3
2413	07/02/25	5394	RTC806218	£2,100.00	£350.00	£1,750.00		Rcoutts Limited	Building services	2100/3
2414	07/02/25	5400	RTC806246	£600.00	£100.00	£500.00	P&F	Rcoutts Limited	Southampton Rd stage payment order 806202, corrected to order 806246	2100/3
		5395/1		£10,993.56	£0.00	£10,993.56	RLOS	DES Renewables Ltd	part payment for solar panels	3802/2/4
2415	10/02/25	5395	RTC806234	£10,993.56	£0.00	£10,993.56		DES Renewables Ltd	50% deliver payment for solar installation	3802/2/4

Paid Expenditure Transactions

Start of year 01/04/24 **B**

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	10/02/25	5405		£601.22	£100.20	£501.02	RLOS	Yu Energy	January 2025 3802/1/3
BP	17/02/25	5406		£12,295.69	£0.00	£12,295.69	P&F	Hampshire County Council	Pension January 2025 2600/1/3
FPO	17/02/25	5407		£1,700.00	£0.00	£1,700.00	P&F	Prudential	AVC February 2025 2600/1/3
DD	17/02/25	5408		£43.20	£7.20	£36.00	RLOS	3G	January 2025 3000/1/6
		5409/1		£498.64	£83.11	£415.53	RLOS	Keytek	to replace 3 external locks at Clubhouse 3802/1/2
5409	17/02/25	5409	RTC806223	£498.64	£83.11	£415.53		Keytek	To replace 3 external locks at the clubhouse 3802/1/2
2417	17/02/25	5410	RTC806233	£6,396.00	£1,066.00	£5,330.00	RLOS	New Forest Metalwork Ltd	Deposit for new skate ramp 3350/12
		5411/1		£318.00	£53.00	£265.00	RLOS	Ringwood & Fordingbridge Skip Hire	replacement skip for cemetery 3200/2/8
2418	17/02/25	5411	RTC806240	£318.00	£53.00	£265.00		Ringwood & Fordingbridge Skip Hire	replacement skip for cemetery 3200/2/8
		5412/1		£157.00	£26.17	£130.83	RLOS	Presto Plumbing and Heating Ltd	fix dripping tap estimate 3802/1/1
2419	17/02/25	5412	RTC806241	£157.00	£26.17	£130.83		Presto Plumbing and Heating Ltd	Fix dripping tap in kitchen at Clubhouse 3802/1/1
2420	17/02/25	5413		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/02/25 - 17/03/25 3802/3/1
		5414/1		£11.40	£1.90	£9.50	P&F	Hampshire County Council	951024 Nitrile gloves blue x 200 2000/3/4
		5414/2		£17.50	£2.92	£14.58	P&F	Hampshire County Council	819050 A4 paper 2000/1/8
2421	17/02/25	5414	RTC806237	£28.90	£4.82	£24.08		Hampshire County Council	Caretaker supplies and stationery 2000/3/4
		5445/1		£4.59	£0.77	£3.82	P&F	Amazon	Binbag holder 2000/3/4
		5445/2		£11.95	£1.99	£9.96	P&F	Amazon	Litter pickers 2000/3/4
		5445/3		£21.33	£3.56	£17.77	P&F	Amazon	Disabled badge holder - for re-sale 2400/5/1
Lloyds CC Feb 25 14	18/02/25	5445	RTC806213	£37.87	£6.32	£31.55		Amazon	Cleaner equipment and badge holder for re-sale - paid for using NV credit card 2000/3/4
BP	19/02/25	5417		£9,170.66	£0.00	£9,170.66	P&F	Inland Revenue	January 2025 2600/1/2
DD	19/02/25	5418		£866.77	£144.46	£722.31	P&F	British Gas	Greenways 01/01/25 - 04/02/25 2100/1
DD	20/02/25	5419		£344.69	£57.45	£287.24	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	February 2025 calls 2000/1/11
		5420/1		£41.46	£6.91	£34.55	RLOS	Comax UK Ltd	cups x1000 3802/3/1
		5420/2		£33.56	£5.59	£27.97	RLOS	Comax UK Ltd	coffee cups x 500 3802/3/1

Paid Expenditure Transactions

Start of year 01/04/24

B

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5420/3	£21.33	£3.56	£17.77	RLOS	Comax UK Ltd	lids for coffee cups	3802/3/1
2422	24/02/25	5420	RTC806224	£96.35	£16.06	£80.29		Comax UK Ltd	sundry items for clubhouse	3802/3/1
2423	24/02/25	5421	RTC806243	£78.00	£13.00	£65.00	P&F	Ian Dods	Replacement door lock for 92 Southampton Road - following break-in	2100/4
			5422/1	£1,709.94	£284.99	£1,424.95	RLOS	South Coast Hire Group	stage and sound Winter Wanderland	3100/2
2424	24/02/25	5422	RTC806200	£1,709.94	£284.99	£1,424.95		South Coast Hire Group	for Winter Wanderland, Stage and sound and snow	3100/2
			5423/1	£1,404.00	£234.00	£1,170.00	RLOS	Spruce Town Planning Ltd	Consultancy advice and work on the submission of a planning application for a new grounds building	3350/2
2425	24/02/25	5423	RTC806244	£1,404.00	£234.00	£1,170.00		Spruce Town Planning Ltd	Planning consultancy fees	3350/2
			5424/1	£106.00	£17.67	£88.33	P&F	Helen Short	Next blouses x 7	2000/3/4
			5424/2	£4.95	£0.82	£4.13	P&F	Helen Short	Delivery	2000/3/4
2426	24/02/25	5424	RTC806226	£110.95	£18.49	£92.46		Helen Short	To cover the cost of uniform for all IO's - to be recharged (HS x 4, LS x 2, SB x 1) plus delivery	2000/3/4
BP	25/02/25	5425		£27,686.35	£0.00	£27,686.35	P&F	Salaries	February 2025	2600/1/1
			5427/1	£696.00	£116.00	£580.00	RLOS	New Forest Metalwork Ltd	installing the beacon in war memorial gardens	3100/5
2429	26/02/25	5427	RTC806228	£696.00	£116.00	£580.00		New Forest Metalwork Ltd	Installation of beacon at war memorial gardens including concrete, protect boards and welding	3100/5
2430	26/02/25	5428		£25.00	£0.00	£25.00	P&F	Ringwood & District Community Association	Affiliation fee 2024/25	2000/1/16
			5430/1	£6.20	£0.00	£6.20	RLOS	New Forest District Council	Purchases for resale	3802/3/1
			5430/2	£5.99	£1.00	£4.99	RLOS	New Forest District Council	Cleaner spray	3802/2/1
NFDC Tfr11	27/02/25	5430		£12.19	£1.00	£11.19		New Forest District Council	NFDC Tfr 11 20/01/25	3802/3/1
NFDC Tfr11	27/02/25	5431		£16.46	£0.00	£16.46	RLOS	New Forest District Council	NFDC Tfr11 27/01/25 Purchases for resale	3802/3/1
NFDC Tfr11	27/02/25	5432		£4.74	£0.00	£4.74	RLOS	New Forest District Council	NFDC Tfr11 030225 Purchases for resale	3802/3/1
			5415/1	£218.14	£10.39	£207.75	RLOS	Utility Warehouse	Energy	3000/1/1
			5415/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 1	28/02/25	5415		£220.54	£10.79	£209.75		Utility Warehouse	UW Sports Pavilion January 2025	3000/1/1
			5416/1	£525.22	£25.01	£500.21	RLOS	Utility Warehouse	Energy	3200/1/1

Paid Expenditure Transactions

Start of year 01/04/24

B

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5416/2	£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			5416/3	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 2	28/02/25	5416		£561.82	£31.11	£530.71		Utility Warehouse	UW Cemetery January 2025	3200/1/1
PAY	28/02/25	5429		£10.99	£0.00	£10.99	P&F	Lloyds Bank	Bank charges February 2025	2000/1/18
			5433/1	£4.99	£0.00	£4.99	RLOS	Amazon	desk calendar	3802/2/1
Lloyds CC Feb 25 1	28/02/25	5433	RTC806192	£4.99	£0.00	£4.99		Amazon	desk calendar	3802/2/1
			5434/1	£32.95	£5.49	£27.46	RLOS	Amazon	(Amazon) Credit Card Payment to Mega Jumblesale for new water proof coat for new Groundsman.	3000/1/5
			5434/2	£17.09	£2.85	£14.24	RLOS	Amazon	(Amozon) Credit Card Payment to krafth apparel for New waterproof trousers for new groundsman	3000/1/5
Lloyds CC Feb 25 2	28/02/25	5434	RTC806187	£50.04	£8.34	£41.70		Amazon	Credit Card Payment for new waterproof coat and trousers for new Groundsman	3000/1/5
			5435/1	£290.39	£34.98	£255.41	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Feb 25 3	28/02/25	5435	RTC806194	£290.39	£34.98	£255.41		Booker	food for resale order 87798925 paid on credit card	3802/3/1
			5436/1	£9.99	£1.67	£8.32	P&F	Amazon	Mop	2000/3/4
Lloyds CC Feb 25 4	28/02/25	5436	RTC806195	£9.99	£1.67	£8.32		Amazon	Cleaner equipment	2000/3/4
			5437/1	£29.95	£4.99	£24.96	RLOS	Amazon	Hi Vis Vests for new operative	3000/1/5
			5437/2	£4.98	£0.83	£4.15	RLOS	Amazon	p/p for vests	3000/1/6
Lloyds CC Feb 25 5	28/02/25	5437	RTC806201	£34.93	£5.82	£29.11		Amazon	Credit Card Payment (AYKRM HI VIS)	3000/1/5
			5438/1	£261.14	£32.17	£228.97	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Feb 25 6	28/02/25	5438	RTC806227	£261.14	£32.17	£228.97		Booker	87931243 food for resale	3802/3/1
			5439/1	£290.22	£42.04	£248.18	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Feb 25 7	28/02/25	5439	RTC806222	£290.22	£42.04	£248.18		Booker	food for resale, order 88001106 paid on credit card	3802/3/1
			5440/1	£534.00	£0.00	£534.00	P&F	SLCC Enterprises Ltd	SLCC training courses (x5)	2310/2
Lloyds CC Feb 25 8	28/02/25	5440	RTC806225	£534.00	£0.00	£534.00		SLCC Enterprises Ltd	training courses	2310/2

Paid Expenditure Transactions

Start of year 01/04/24

B

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC Feb 25 10	28/02/25	5441		£177.12	£29.52	£147.60	P&F	Microsoft	18/01/25 - 17/02/15 2000/1/15
Lloyds CC Feb 25 11	28/02/25	5442		£237.60	£39.60	£198.00	P&F	Microsoft	18/01/25 - 17/02/25 2000/1/15
		5443/1		£83.98	£14.00	£69.98	RLOS	Amazon	floor mats for under 1s 3802/2/4
		5443/2		£21.98	£3.66	£18.32	RLOS	Amazon	toys for under 1s 3802/2/4
		5443/3		£4.99	£0.83	£4.16	RLOS	Amazon	desk calendar 3802/2/1
Lloyds CC Feb 25 12	28/02/25	5443	RTC806203	£110.95	£18.49	£92.46		Amazon	items for clubhouse and under 1s 3802/2/4
		5444/1		£16.00	£2.67	£13.33	RLOS	Amazon	new white board for cemetery 3200/2/1
		5444/2		£24.95	£4.16	£20.79	RLOS	Amazon	new operative work trousers 3000/1/5
		5444/3		£4.99	£0.83	£4.16	RLOS	Amazon	Shipping 3200/2/1
Lloyds CC Feb 25 13	28/02/25	5444	RTC806211	£45.94	£7.66	£38.28		Amazon	VIZ-PRO Magnetic Dry Erase Board, Silver Aluminium Frame, 60 x 45 cm (viz-pro shop) Mens Multi Pocket Action Cargo Work Trousers Sizes 28 to 52 Black or Navy 48 Waist / 33" Long Leg Navy(sak clothing) (credit card payment) 3200/2/1
		5446/1		£29.08	£4.85	£24.23	RLOS	Amazon	Work Gloves for new operative (Slarmor-Direct) 3000/1/5
		5446/2		£17.67	£2.94	£14.73	RLOS	Amazon	Safety Gloves for new operative. (Qearsafety) 3000/1/5
Lloyds CC Feb 25 15	28/02/25	5446	RTC806204	£46.75	£7.79	£38.96		Amazon	Credit Card Payment for working and safety gloves for new operative. 3000/1/5
		5447/1		£19.99	£3.33	£16.66	RLOS	Amazon	Credit Card Payment for workwear for new grounds opertive (kraftd apparel) 3000/1/5
		5447/2		£24.95	£4.16	£20.79	RLOS	Amazon	credit card payment, new workwear for new grounds opertive (sakclothing) 3000/1/5
		5447/3		£29.98	£5.00	£24.98	RLOS	Amazon	Work wear for new grounds opertive credit card payment (Kraftd apparel) 3000/1/5
		5447/4		-£29.98	-£5.00	-£24.98	RLOS	Amazon	Refund polos 3000/1/5
Lloyds CC Feb 25 16	28/02/25	5447	RTC806193	£44.94	£7.49	£37.45		Amazon	Credit Card Payment, workwear for new Grounds Opertive. 3000/1/5
		5448/1		£442.14	£73.69	£368.45	P&F	Credit Card Supplier	2 x Dehumidifires 1 heater to dry out 92 Southampton Road 2100/3

Paid Expenditure Transactions

Start of year 01/04/24

B

paid between 01/02/25 and 28/02/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Feb 25 17	28/02/25	5448	RTC806205	£442.14	£73.69	£368.45		Credit Card Supplier	Dehumidifiers to dry out 92 Southampton Road After Break in, (National Toolhire)	2100/3
		5449/1		£406.14	£67.69	£338.45	P&F	Credit Card Supplier	x2 dehumidiifer and heater	2100/3
Lloyds CC Feb 25 17	28/02/25	5449	RTC806209	£406.14	£67.69	£338.45		Credit Card Supplier	second week hiring of dehumidifiers for 92 southampton road (NATIONAL TOOL HIRE)	2100/3
		5450/1		£8.55	£0.00	£8.55	Counc	Ringwood Town Council	Milk etc	10000
		5450/2		£1.38	£0.00	£1.38	Counc	Ringwood Town Council	Washing up liquid	10000
		5450/3		£11.99	£0.00	£11.99	Counc	Ringwood Town Council	Extension lead for Forest Suite	10000
Petty Cash Feb 2025	28/02/25	5450		£21.92	£0.00	£21.92		Ringwood Town Council	Petty Cash February 2025	10000
Total				£83,405.86	£3,255.00	£80,150.86				

POLICY AND FINANCE COMMITTEE 19th March 2025

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	28-Feb-25			28-Feb-25	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	46,774	24,839	-74,000		75,000	25,839
Business Account	50,788	5,802		25,000	30,802	
Investment Accounts	405,000	455,000		-100,000	355,000	
Petty Cash - Imprest	54	178			178	
Petty Cash - Carvers Clubhouse	50	50			50	
VIC Change Float	50	50			50	
Information Desk Float	75	75			75	
TOTAL BANK BALANCES	502,791	485,994			-74,000	-100,000

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

19/03/25

19/03/25

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
 - Anticipated net expenditure to end March 50,000
 - Plus Football development project stage payment 24,000
 - Net anticipated movement on imprest account **74,000**

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

- 3 The bank accounts were reconciled at 28th February
- 4 A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 19th March 2025
BUDGETARY CONTROL Period 11 – April 2024 to February 2025

1. BACKGROUND

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

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

- 1.4 This report compares spend to the end of February against the revised budget and provides an updated prediction of the final outturn for the year. It was reported in February that there had been a modest improvement of around £11,000 in the budget outlook. This has now improved by a further £8,370 and the budget deficit is now likely to be close to £17,400.
- 1.5 Reserves stood at £639,190 at the 1st of April including rent & key deposits.. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes from earlier years which have incurred expenditure in the current year, but any such expenditure will be met from reserves.
- 1.6 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the year to date, together with outstanding commitments, with the revised income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £156,384 is the figure before transfers to and from reserves, including the General Reserve, are taken into account.

2. INCOME & EXPENDITURE TO THE END OF FEBRUARY 2025

- 2.1 Total income recorded to the end of February amounts to £1,066,602 but this includes £643,525 precept together with £74,330 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £66,960 in respect of the football

project which has been used to defray expenditure. Income recorded to date against the revised revenue budget therefore amounts to £281,787, or 99.9% of the revised income budget for the year. This represents an over-recovery of £23,230 assuming a linear pattern. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.

- 2.2 Much of this over-recovery is due to much higher than expected cemetery income which, at £30,587 now exceeds the revised budget for the year although it is still less than the original budget of £37,922. Income generation has performed well in other areas, notably events, but it should be noted that some of the additional income will be partially offset against additional expenditure as is the case, for example with Carvers café. Note also that the larger than predicted surplus on events will all be taken to the events reserve.
- 2.3 Income generated is now expected to exceed the revised budget by more than £30,000. This is mainly due to the additional cemetery receipts and events income along with better than anticipated returns on funds invested with the CCLA.
- 2.4 Expenditure to the end of February totalled £1,215,834. A credit balance on the tax and pensions control account, pending settlement of monies due to the Inland Revenue and Hampshire County Council, adds a further £14,006 making expenditure to the end of January £1,229,840. Excluding capital expenditure funded from reserves reduces this to £860,202 which is 85% of the revised budget. This apparent underspend is largely explained by timing differences with some large anticipated expenditure yet to be actioned.
- 2.5 A further detailed analysis of expenditure to date has revealed a range of budget variances. These include a few modest overspends totalling around £20,000. The payroll budget for the year is £581,703 and the outturn is likely to be marginally higher at around £582,850 or 0.2% over budget. Within payroll budgets there have been small overspends on Grounds staff due to the overlap with the retiring grounds manager and his replacement and with Carvers clubhouse staff costs but these overspends have been mitigated by a £6,600 underspend on office staff costs. A number of smaller budget underspends have been identified which are unlikely to be spent before year end and these will reduce the predicted expenditure overspend to around £10,600. It should be noted that much of this expenditure increase is funded by additional income as described above.
- 2.6 The net effect of these budget variances will be a net reduction in the predicted deficit on the revenue account of around £19,400 which will reduce the required transfer from the general reserve to around £17,400.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a few capital projects which were approved in earlier years which will continue to incur expenditure in 2024/25. There are also some new schemes including preliminary works in connection with the “Thriving Market Place” which is funded by grant money which has been received, a multi use games area (MUGA) at Carvers which may commence this year, a Skateramp at North Poulner which will now commence this year as all of the funding has been received and the refurbishment of 92 Southampton Road. In addition, grant funding has been received for the provision of solar panels at Carvers Clubhouse and this project is also progressing in the current year. Note, the Columbarium project has now been cancelled.
- 3.2 All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Current Budget	Spend to February
• Football Development Project	£300,000	£ 326,027
• Carvers Workshop Feasibility	£ 4,835	£ 6,235
• Machinery/equipment purchase	£ 36,000	£ 2,337
• Columbarium*	£ 13,200	£ 2,944
• MUGA at Carvers	£ 6,800	£ -
• Skateramp Nth Poulner	£ 16,290	£ 5,330
• Thriving Market Place	£ 10,000	£ 10,000
• Poulner lakes Access Improvement	£ -	£ 900
• Carvers Clubhouse Solar Panels	£ 550	£ 13,742
• 92 Southampton Road Refurbishment	£ 0	£ 4,343
Total	£387,675	£371,858

*The Columbarium project has now been cancelled.

- 3.3 Members should note that as we approach the end of the contract for the provision of a new clubhouse and facilities at Long Lane, some of the funding is being withheld pending completion and the Town Council is carrying a short term deficit which is currently around £294,000 (plus VAT which is reclaimed quarterly). Whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621, consisting of £254,457 in the general reserve and £365,165 earmarked reserves. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190.
- 4.2 Contributions to reserves, including the anticipated surplus on events, will add £53,936 to earmarked reserves whilst predicted capital expenditure will now reduce reserves by £209,587 (This includes the application of funds put aside to meet carried over expenditure from 2023/24). Additional receipts totalling £80,245 are anticipated, of which £74,330 has been received to date. This includes CIL receipts totalling £15,878. The balance of earmarked reserves is therefore expected to reduce to by £75,406 to £289,759.
- 4.3 The latest budget outturn forecast suggests a budget shortfall for the year of £17,400 which will have to be covered by the general reserve which is now expected to reduce to £237,057 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £556,835 assumes that the football project is substantially completed, that all of the funds held on behalf of the project are exhausted and that all of the outstanding funding that has been pledged has been received.

5. RECOMMENDATIONS

It is **recommended** that: -

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

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/24 and 28/02/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00
Total Policy & Finance	£0.00	£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£26,507.00	£4,728.00	£29,234.92
310	Events	£30,000.00	£0.00	£41,905.21
320	Cemetery Income	£19,332.00	£0.00	£30,587.05
330	Allotment Income	£6,400.00	£0.00	£7,555.60
350	Capital Income	£276,041.00	£0.00	£66,960.00
380	Carvers Clubhouse	£26,800.00	£0.00	£26,146.29
Total Recreation, Leisure & Open Spaces	£385,080.00	£4,728.00	£202,389.07	-£187,418.93
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	£0.00
Council				
100	Precept	£643,525.00	£0.00	£643,525.00
102	Interest Business A/c	£0.00	£0.00	£354.58
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£171,923.00	£59,602.20	£209,233.45
Total Council	£815,448.00	£59,602.20	£853,113.03	-£21,937.17
Total Income	£1,201,628.00	£74,330.20	£1,066,602.10	-£209,356.10

Financial Budget Comparison

Comparison between 01/04/24 and 28/02/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,651.00	£0.00	£119,710.70	£6,940.30
2100	Maintenance	£93,680.00	£0.00	£50,827.39	£42,852.61
2200	Democratic Process (members Costs)	£14,482.00	£0.00	£11,437.65	£3,044.35
2210	Grants	£5,200.00	£0.00	£2,500.00	£2,700.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£111,050.67	£11,360.33
2310	Employee overhead Costs	£4,742.00	£0.00	£5,899.03	-£1,157.03
2400	Other	£35,390.00	£0.00	£11,589.35	£23,800.65
2500	Capital Financing	£61,478.00	£0.00	£61,478.32	-£0.32
2501	Capital	£650.00	£0.00	£18,184.65	-£17,534.65
2600	Wages Control Account	£0.00	£0.00	-£14,006.20	£14,006.20
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£464,684.00	£0.00	£378,671.56	£86,012.44
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£92,600.00	£0.00	£57,518.41	£35,081.59
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£168,493.80	£13,349.20
3002	Employee Costs	£1,750.00	£0.00	£1,468.00	£282.00
3100	Events	£24,012.00	£2,747.50	£28,719.06	-£1,959.56

Financial Budget Comparison

Comparison between 01/04/24 and 28/02/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
3101 Events - Employee Costs	£16,736.00	£0.00	£15,220.48	£1,515.52
3200 Cemetery	£9,360.00	£0.00	£9,965.09	-£605.09
3201 Cemetery -Employee Costs	£59,706.00	£0.00	£54,820.82	£4,885.18
3300 Allotments	£2,200.00	£0.00	£1,900.47	£299.53
3301 Allotments -Employee Costs	£20,294.00	£0.00	£18,548.33	£1,745.67
3350 Capital Expenditure	£341,215.00	£0.00	£341,453.05	-£238.05
3801 Youth Services Employee costs	£58,069.00	£0.00	£57,226.14	£842.86
3802 Carvers Clubhouse	£44,737.00	£2,747.50	£43,894.69	£3,589.81
Total Recreation, Leisure & Open Spaces	£852,522.00	£5,495.00	£799,228.34	£58,788.66
Planning, Town & Environment				
4000 Planning, Town & Environment	£3,550.00	£0.00	£3,340.59	£209.41
4001 Employee Costs	£27,256.00	£0.00	£24,593.91	£2,662.09
4050 Capital Expenditure	£10,000.00	£10,000.00	£10,000.00	£10,000.00
Total Planning, Town & Environment	£40,806.00	£10,000.00	£37,934.50	£12,871.50
Council				
10000 Petty Cash - Office	£0.00	£0.00	£0.01	-£0.01
10001 Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002 Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003 Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110 Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111 Bank Charges	£0.00	£0.00	£0.00	£0.00
Total Council	£0.00	£0.00	£0.01	-£0.01
Total Expenditure	£1,359,242.00	£15,495.00	£1,215,834.41	£157,672.59

Financial Budget Comparison

Comparison between 01/04/24 and 28/02/25 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	Revised	Reserve Movements	Actual Net	Balance
Total Income	£1,201,628.00	£74,330.20	£1,066,602.10	-£209,356.10
Total Expenditure	£1,358,012.00	£15,495.00	£1,215,834.41	£157,672.59
Total Net Balance	-£156,384.00		-£149,232.31	

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

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2024/25:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/25 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<u>EARMARKED PROVISIONS</u>								
I.T. & Equipment	25,600	2,700					28,300	
Gateway	25,000	0					25,000	
Cemetery	26,033	1,000					27,033	
Buildings Reserve	64,502	5,500		-20,250	1,158		50,910	
Election	0	5,000					5,000	
Vehicle & Machinery	33,883	20,000		-36,000			17,883	
Play Equipment	15,616	6,900					22,516	
Memorials	0	0					0	
Christmas Lights	0	0					0	
Carvers Clubhouse equipment reserve	6,682	1,000	-1,000	-2,748			3,935	
Ringwood Events	13,172	8,836	-3,000	-2,748			16,260	
Memorial Lantern	0	0					0	
Carvers Grounds	2,480	0		-2,480			0	
Carvers Sheds Feasibility	3,075			-3,075			0	
Infrastructure & Open Spaces	17,370	3,000		-5,000			15,370	
Open Spaces Security Measures	1,406						1,406	
Neighbourhood Plan	3,383	0					3,383	
Football development Project	23,959	0		-23,959			0	
Budget Underspends retained for use in 2022/23*	35,225	0		-35,225			0	
Total Provisions	297,387	53,936	-4,000	-131,484	1,158	0	216,996	
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs	14,765		-1,000	-10,000	10,000		13,765	
Cem Maint	500		-230				270	
Dev Cons(CIL)	29,030			-12,461	15,878		32,448	
Capital Receipts	18,942						18,942	
Grants Unapplied	4,540			-48,836	48,481		4,185	
Loans Unapplied	0						0	
Budget Underspends retained for use in 2022/23*				-1,576	4,728		3,152	
Total Earmarked Reserves and Provisions	365,165	53,936	-5,230	-204,357	80,245	0	289,759	
General Reserve	254,457			-17,400		0	237,057	
Key & Rent Deposits	19,569			-150	600		20,019	
Total Reserves & Customer Deposits	639,190	53,936	-5,230	-221,907	80,845	0	546,834	

Monthly CIL Reserve report to Policy & Finance Committee

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

Add contributions received:

Total received February 2025		£0.00
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Deduct agreed allocations

Columbarium/Memorial Wall - F/6248 22 Nov. 2023

- Note, project cancelled. Spend incurred 2024/25:	£2,944.03
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Carvers MUGA - F/6320 19 June 2024	£8,250.00
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Poulner Skate Ramp - F/6343 18 Sep 2024	£2,710.00
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-£13,904.03

Unallocated balance as at 19th March 2025

£31,004.64

Notes:

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

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

A prioritised schedule of infrastructure projects that may depend on CIL funding is currently being prepared.

REPORT TO POLICY & FINANCE COMMITTEE – 19th JANUARY 2025

MEMBERS ALLOWANCES 2024/25

1. BACKGROUND

- 1.1 If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area.
- 1.2 The Parish Remuneration Panel was convened by New Forest District Council as the 'Responsible Authority' as required by the 2003 Regulations:

**The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory
Instrument 2003 No. 1692**
- 1.3 The independent review panel published their recommendations in November 2024 and these have now been approved by the District Council.
- 1.4 The Independent Review Panel has recommended a basic allowance for parishes in the district of an amount equivalent to 5% of the recommended allowance for New Forest District Council.
- 1.5 Previously, the Independent Review panel had recommended a basic allowance equivalent to 12.5% of that paid by the District Council.
- 1.6 A copy of the report is appended.

2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS

- 2.1 For 2023/24 and for the current year to date, Ringwood Town Council has been paying a basic members allowance of £900 per annum. Currently thirteen members are in receipt of the allowance at a total cost of £11,700 per annum.
- 2.2 The District Council increase brings their allowance to £7,888 per annum. The Independent Remuneration Panel recommends a Parish allowance based on 5% of that for the District Council. This is a marked reduction from their previous recommendation of 12.5% and would imply an allowance of £394, a reduction of £506 per annum.
- 2.3 The Town Council does not have to follow the District Council increase nor is it required to follow the recommendations of the Independent Remuneration Panel but it 'must have regard to' the recommendations when setting any allowance that it chooses to pay.
- 2.6 The average pay award for the officers of the town council, which was settled in November, worked out very close to the predicted figure of 3.9%. The settlement was based on a fixed sum and the percentage increase is therefore heavily skewed towards the lower pay scales.
- 2.7 It was assumed in preparing the budget for 2024/25 that the increase in officer pay and member allowances would both be 3.9%. An increase in the allowance of this amount would raise the allowance by

£35.10 and cost £456 per annum assuming that all Councillors are in receipt of the allowance.

- 2.8 A lower increase of 2.5%, in line with that approved by the District Council for their members, would increase costs by £293 per annum.
- 2.9 The members allowance paid by RTC is currently equivalent to 11.4% of the NFDC allowance. Any increase in the members allowance will widen the disparity between the amount recommended by the remuneration panel and that paid by the Town Council.

3. Recommendations

- 3.1 Members are asked to consider whether any adjustment to the members allowance is appropriate and if so, by how much allowances should be adjusted.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk



**REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
NEW FOREST DISTRICT PARISH AND TOWN COUNCILS**

NOVEMBER 2024

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Report from the Parish and Town Councils Independent Remuneration Panel November 2024

1. Introduction

The Parish Remuneration Panel was convened by New Forest District Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on **22nd and 23rd October 2024** to review the allowances for New Forest District Council and the members of the panel are set out below:

The Panel comprised the following members:

- Julia Abbott- Retired Academic Professional and local resident of Hampshire
- Roger Farrall- Former senior Local Government Officer and local resident of Hampshire
- Martin James- Retired Human Resources Specialist and local resident of Hampshire
- Mark Palmer- Director: Development & Governance, South East Employers (Chair)

The Panel met virtually via MS Teams. The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Seventeen Parish and Town Councils responded to the questionnaire, no Parish or Town Council met the Panel as part of the review. The questionnaire responses are attached as Appendix 1.

The Panel thanks the four Councils who responded to the questionnaire. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by New Forest District Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 5% of the recommended Basic Allowance for New Forest Council.

The recommended Basic Allowance for New Forest District Council for 2025/26 is £7,888; 5% of this is **£394**. This should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish Independent Remuneration Panel and can be for any amount up to 100 percent of the Basic Allowance paid by New Forest District Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance should be up to 10% of New Forest District Council's recommended Basic Allowance. The recommended Basic Allowance is £7,888; 10% of this is £789. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommended that travel and subsistence for Parish and Town Councils should be at the same rates paid to New Forest District Council Members. **The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations. Subsistence rates should be paid in line with New Forest District Councillors.**

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in line with the indexation applied to Members Allowances at New Forest District Council, namely linked to staff salary increases of New Forest District Council employees.

Withdrawal of Allowances

The Panel recommends that where a member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Forgoing Allowances

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021)):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish Councillors and the public.

Implementation

The Panel recommends the changes to the Basic Allowance and Chair’s Allowance should be implemented from April 2025.

**Mark Palmer
Chair of the Independent Remuneration Panel
November 2024**

POLICY & FINANCE COMMITTEE

19th March 2025

Committee Terms of Reference

1. Introduction and reason for report

- 1.1 This Council has established several committees, sub-committees and working parties. Good governance requires that these be provided with terms of reference and, where appropriate, delegated powers, which should be regularly reviewed. The Council has delegated to the Committee the task of reviewing the relevant documents annually.
- 1.2 The documents were reviewed by this committee last March and a further review is therefore due.

2. Background information and options

- 2.1 A bundle of the current terms of reference and delegated powers accompanies this report. Those relating to the Open Spaces Management Review Task & Finish Group are relatively new. The rest are no more than years old. Officers have no changes to recommend.

3. Issues for decision and any recommendations

Members are invited to:

- 3.1 Note this report; and**
- 3.2 Approve the terms of reference and delegated powers subject to any changes members may approve.**

For further information, contact:

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

RINGWOOD TOWN COUNCIL**PLANNING, TOWN AND ENVIRONMENT COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - b) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
 - c) Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
 - d) Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the District Council.
 - e) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
 - f) To be responsible for all matters relating to the provision and control of street lighting
 - g) Oversight of the preparation of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
 - h) Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan

- i) Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park
- 3) The Committee shall also have the following subsidiary functions:
- a) To advise the Council on its response to climate change and other threats to the environment, the well-being of people in Ringwood or the town's economy.
 - b) To advise the Council on its responses to planning policy documents affecting the civil parish of Ringwood or any part of it and proposed by any competent authority.
 - c) To consider and make recommendations to the Policy & Finance Committee on the use of Community Infrastructure Levy (CIL) or other developer contributions received by the Council.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
 - B. The CIL reserve shall not be considered as being within the Committee's remit in this context; and
 - C. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

TERMS OF REFERENCE

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Advising the Council on the budget proposals of all committees and the level of the precept required for each year
 - b) Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
 - i) revisions to budget figures;
 - ii) virements between budget headings;
 - iii) transfers to or from reserves.
 - c) Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, its system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
 - d) Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
 - e) Advising the Council on the level of allowances to be payable to Councillors
 - f) Overseeing all Council business of a legal nature including:
 - i) the acquisition or disposal of any freehold or leasehold interests in land;
 - ii) the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
 - iii) the conduct of any dispute, claim or proceedings of any kind.
 - g) Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
 - h) Managing the Council's Grant Aid scheme

- i) Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- j) Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- k) Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal
- l) Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- m) Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- n) The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the interests of the town and necessary without delay, notwithstanding the fact that ordinarily the matter would have been referred to another committee or the Council for determination.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
- iii. To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
- iv. To revise the Council's budget or approve a virement between budget headings;
- v. To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
- vi. To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and

- vii. To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL**RECREATION, LEISURE AND OPEN SPACES COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
 - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
 - a) Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
 - b) Management and control of the Council's statutory and non-statutory allotments.
 - c) Management and control of the Cemetery and closed churchyard.
 - d) Maintenance of public seats and bus shelters in the ownership of the Council.
 - e) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
 - f) Management of trees and tree safety on all sites owned or managed by the Council.
 - g) Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
 - h) Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
 - i) Management of such youth services as are provided by the Council from time to time
 - j) The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
 - k) Management of any fishing rights owned by the Council.
 - l) Recommending fees and charges relating to facilities or services within its remit to the Policy and Finance Committee.
 - m) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
 - n) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.

- o) Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 3) The Committee shall also have the following subsidiary functions:
 - a) To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
 - b) To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.
 - c) To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - B. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: 30th March 2022

RINGWOOD TOWN COUNCIL

STAFFING COMMITTEE

The Staffing Committee shall comprise four councillors appointed by the Council and shall report its proceedings, decisions and recommendations directly to meetings of the Council. Meetings of the Staffing Committee shall be clerked by the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk.

TERMS OF REFERENCE

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
 - i) The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).
 - ii) The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - iii) The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - iv) Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - v) The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - vi) The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.

2. The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

DELEGATED POWERS

The following powers are delegated to the committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

- A. To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment

processes and the settling of job descriptions, person specifications and contractual terms).

- B. To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - C. To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - D. To dismiss any employee of the Council.
 - E. To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - F. To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - G. To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
 - H. To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.
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Adopted: 25th September 2019

RINGWOOD TOWN COUNCIL**RECREATION, LEISURE AND OPEN SPACES COMMITTEE****EVENTS MANAGEMENT SUB-COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Sub-Committee is to over-see the planning and organisation of public events on behalf of the Council by officers, councillors and other volunteers and to report all relevant matters and issues requiring a member decision to the Recreation, Leisure & Open Spaces Committee.
- 2) The matters within the Sub-Committee's remit are the following: -
 - a) Preparing an annual programme of public and civic events (including such related matters as the town centre Christmas illuminations, display tree, etc.) and considering proposals for the addition of any event to that programme, or the removal of an event from it or the postponement or cancellation of any event previously included.
 - b) Overseeing the work of the Events Manager, including reviewing the Job Description and Person Specification relating to the role, reviewing the Terms and Conditions of Employment relating to the role (and making recommendations for any changes), receiving reports, advice and guidance from the Events Manager or other relevant officers and holding the officers to account for the performance of their duties relating to public and civic events.
 - c) Monitoring agreed budgets relating to public and civic events, overseeing the procurement of contracts for the supply of goods or services for such events, approving items of expenditure (within the delegated powers specified below only) and approving sponsorship arrangements.
 - d) Overseeing the preparation of and approving event management plans and risk assessments, with particular reference to the satisfactory discharge of the Council's health and safety obligations and the prudent management of financial risk.
 - e) Managing any other aspects of the planning and organisation of the Council's public and civic events that are not delegated to the Events Manager or other officers.
- 3) The Sub-Committee's remit shall not, however, extend to considering or giving directions on the detailed arrangements for individual events or other matters delegated to the Events Manager or other officers to decide in consultation with individual sub-committee members or other councillors, volunteer helpers or other organisations.
- 4) In discharging its functions, the Sub-Committee shall
 - a) Comprise four councillors appointed by the Recreation, Leisure and Open Spaces Committee (who alone shall have power to vote on any matter requiring a decision) and the Events Manager;
 - b) Have power to co-opt additional non-voting members as it shall deem fit;
 - c) Meet as it shall decide whether in person or using videoconferencing technology, provided that:

- i) meetings in person shall not take place in licensed premises;
 - ii) the quorum for any meeting shall be three voting members; and
 - iii) notes of its proceedings shall be prepared and approved;
- d) Elect a Chairman who shall:
- i) in the event of a tie on any matter put to a vote before the Sub-Committee cast an additional vote to resolve the matter; and
 - ii) present a report on its proceedings to each meeting of the Recreation, Leisure and Open Spaces Committee (such report to be written or verbal as the Chairman shall decide)

DELEGATED POWERS

The following powers are delegated to the Sub-Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to the planning or organisation of public or civic events to the Events Manager or other officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in the Events Reserve PROVIDED that:
 - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
 - B. In any single financial year commencing on 1st April no more than 50% of the reserve balance at the start of that year may be used.

RINGWOOD TOWN COUNCIL

TERMS OF REFERENCE

CARVERS WORKING PARTY

1. To oversee the Council's youth provision and co-ordination arrangements and to advise the Town Council and its relevant committees on:-
 - i) Initiatives taken, through research and consultation, to determine the suitability of the existing provision;
 - ii) Proposals for altering, enhancing or replacing the existing facilities so that future provision more closely matches young people's aspirations;
 - iii) Young people's preferences for the location, the form of construction and the facilities to be provided;
 - iv) The management of Carvers Clubhouse and any other relevant facilities, including relevant staff;
 - v) Possible partnership arrangements with other organisations that would assist the Council in meeting its overall objectives for the provision of youth facilities; and
 - vi) Action to be taken to identify sources of funding for capital and revenue costs and arrangements to be made to submit applications for that funding.
2. To oversee the development and implementation of plans for the addition and improvement of recreational facilities of all kinds at Carvers Recreation Ground.
3. The quorum for meetings of this Working Party shall be three members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved: 3rd May 2023

RINGWOOD TOWN COUNCIL**TERMS OF REFERENCE****THRIVING MARKET PLACE WORKING PARTY**

1. To oversee the development and implementation of plans for public realm improvements and the creation of a more pedestrian friendly public space in Ringwood Market Place, as outlined in Policy R3 of the emerging Ringwood Neighbourhood Plan and the accompanying Strategic Masterplan.
2. To liaise with officers and members of New Forest District Council and Hampshire County Council as necessary.
3. To liaise with the market rights owner, local businesses and any other relevant stakeholders, and carry out public consultation on proposals.
4. To report progress to each meeting of the Planning, Town & Environment Committee and make recommendations on proposals and/or action required.
5. The quorum for meetings of this Working Party shall be three members.
6. The voting members of this Working Party shall be the Deputy Town Clerk (or Town Clerk in her absence) and such councillors as shall be appointed to voting membership of it by the Council.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved: 1st December 2023



Ringwood Town Council

Ringwood Neighbourhood Plan Steering Group – Terms of Reference

Reports to: Ringwood Town Council (via Planning, Town & Environment Committee)

Administration by: Town Clerk and Deputy Town Clerk

General purpose

To plan and organise the production of a Neighbourhood Development Plan (NP) for Ringwood.

Constitution and rules

1. The Ringwood Neighbourhood Plan Steering Group (the Group) is constituted as a working party by the Planning, Town & Environment Committee (the Committee) of Ringwood Town Council (the Council). The Committee may appoint up to four (4) current members of the Council and up to eight (8) other persons to membership of the Group. In addition, the Town Clerk and Deputy Town Clerk for the time being shall be members of the Group *ex officio*. The Council's Code of Conduct shall apply to all persons appointed to membership of the Group (*see further detail on Conduct and Interests below*).
2. Primary responsibility for managing all aspects of the neighbourhood planning process in Ringwood will rest with the Group. No formal powers are delegated to the Group by the Council so any matters requiring a formal decision of the Council shall take the form of recommendations, agreed upon at a meeting of the Group, which will then be considered in accordance with the Council's Scheme of Delegation and processes (i.e. they may be implemented by Council officers under delegated powers or be referred to a Council committee for consideration and ratification).
3. The Group shall elect one of its members as Chair. The Group will decide when and where it meets. The quorum for any meeting of the Group at which a recommendation is agreed shall be five (5) members. Any recommendations agreed shall be recorded in writing.
4. The Chair of the Group will, if so required from time to time, attend meetings of the Committee, to provide reports on the progress of the plan and the proceedings of the Group and to answer questions from committee members.
5. The Council will act as the funds-holding body for the plan project. Grants and other monies received for use in the project will be remitted to the Council and all expenditure incurred in connection with the project shall be paid by the Council. The

Council's Financial Regulations and other proper practices shall apply to all monies so received or spent.

6. The Group shall be dissolved automatically if and when a Neighbourhood Plan for Ringwood is formally "made" and may be suspended or dissolved at any time by resolution of the Committee.

Specific functions and objectives

- To work with consultants O'Neill Homer on the agreed Project Plan and Action Plan, and to adhere to the timetable so far as is practicably possible.
- To agree a project communication, consultation and engagement strategy.
- To oversee the setting up of working groups to lead on different themes.
- To manage the gathering of evidence necessary to inform each of the issues within the scope of the Plan.
- To identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- To actively support and promote the preparation of the Ringwood Neighbourhood Plan throughout the duration of the project.

Conduct and interests

The Steering Group will follow the Council's Code of Conduct. Whilst Members as individuals will be accountable to their parent organisations (if relevant), the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine expertise;
- Be clear when individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to parent organisations (if relevant);
- Assist parent organisations to bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict, this must be declared before the business is discussed and the Steering Group member should leave the room for that item.

Although the Town Clerk and Deputy Town Clerk are both appointed to membership of the Group, there is no expectation that they will both attend all its meetings or be equally involved in all its proceedings. Rather, Council officers will provide such support as the Group needs (and which cannot be provided more cheaply or conveniently in other ways) from time to time.

RINGWOOD TOWN COUNCIL**COMMUNICATIONS PLAN TASK AND FINISH GROUP****TERMS OF REFERENCE**

1. The primary functions of the Communications Plan Task and Finish Group shall be:
 - a. To advise the Town Council and its relevant committees on:-
 - i) The preparation and approval of a Communications Plan intended to improve how the Town Council engages with local residents and businesses (including but not necessarily limited to press releases, consultations, newsletters, email distribution lists and use of the Council's website and social media accounts); and
 - ii) The future of the Council's Student Advisor Scheme and alternative options for engaging with teenage residents
2. The voting members of this Group shall be the Town Clerk, the Deputy Town Clerk and such councillors as shall be appointed to voting membership of it by the Council. The quorum for meetings of the Group shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.

Approved: 27th September 2023

RINGWOOD TOWN COUNCIL**CHRISTMAS LIGHTS PROCUREMENT WORKING PARTY****TERMS OF REFERENCE**

1. The primary functions of the Christmas Lights Procurement Working Party shall be:
 - a. To advise the Town Council and its relevant committees on:-
 - i) All aspects of the town centre Christmas illuminations (including but not limited to their type, design, extent and duration); and
 - ii) All aspects of the process for procuring the Christmas illuminations (to include but not limited to the contract type, term, price and other provisions and the type of tender or other suitably fair and competitive procurement process);
 - and
 - b. To oversee the implementation of whatever procurement process is adopted and the performance of the contract in its initial year of operation.
2. The voting members of this Working Party shall be the Town Clerk, the Events Manager and such councillors as shall be appointed to voting membership of it by the Recreation, Leisure & Open Spaces Committee. The quorum for meetings of the working party shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.
2. To agree the award of contracts on behalf of the Council which relate to Christmas illuminations (provided the full cost of these does not exceed agreed budgets).

Approved: 7th June 2023

RINGWOOD TOWN COUNCIL**OPEN SPACES MANAGEMENT REVIEW TASK AND FINISH GROUP****TERMS OF REFERENCE**

1. The primary functions of the Open Spaces Management Review Task and Finish Group shall be:
 - a. To identify and list every parcel of land which is owned, leased or managed by the Town Council and has not been built upon (“the Open Spaces”)
 - b. To identify for each Open Space the purpose to which it has been appropriated or for which it is currently used
 - c. To investigate how each Open Space is currently maintained and managed and how these might be changed to secure ecological or public amenity benefits or reduce the workloads of Council staff (provided that other possible financial benefits from changes are outside the remit of this review and shall not be considered)
 - d. To make such recommendations to the Town Council or a relevant committee as are thought fit for the following:-
 - i) changes to the basis on which any Open Space is owned, leased or managed,
 - ii) the formal appropriation of an Open Space to a defined use or purpose
 - iii) informal changes to the use or purpose of an Open Space (not amounting to an appropriation);
 - iv) changes to the arrangements for the management or maintenance of any Open Space; and
 - v) the preparation and adoption of a written management plan for any Open Space.
2. The voting members of this Group shall be the Town Clerk, the Grounds Manager and such councillors as shall be appointed to voting membership of it by the Council. The quorum for meetings of the Group shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.

Approved:

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
No live projects						
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation in first quarter of 2025 yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The planned re-furbishment prior to re-letting was delayed by a damaging break-in but has now started.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. A panel has been appointed to consider alternative developments when officer time is available.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.

RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors have been instructed to implement an agreement to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	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 costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in hand.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	A public tender for the main elements is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Installation has been booked with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Benches now received and awaiting installation.	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

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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				
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	

PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

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