

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 21st September 2022 at 7.00pm

PRESENT: Cllr Jeremy Heron (Chairman)
Cllr Andy Briers
Cllr Philip Day
Cllr Rae Frederick (*ex-officio*) (from 7.05pm)
Cllr Peter Kelleher

IN ATTENDANCE: Chris Wilkins, Town Clerk
Rory Fitzgerald, Finance Manager
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Gareth Deboos (*ex-officio*)
Cllr John Haywood
Cllr Gloria O'Reilly
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Glenys Turner

F/6070 PUBLIC PARTICIPATION

There were four members of the public present.

A representative from Ringwood Bowling Club asked Members to consider a statement drawn up in relation to renewal of the lease (agenda item 18) and answered questions on proposed clauses to be considered in the private part of the agenda.

Cllr Frederick joined the meeting during this item.

F/6071 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Deboos, Haywood, O'Reilly, Rippon-Swaine and Turner.

F/6072 DECLARATIONS OF INTEREST

Although they were not declarable pecuniary interests, Cllr Heron highlighted a personal connection with The Tree Management Company (transactions 2832 and 2833) and a connection with one of the directors of Elliotts Brothers Ltd, albeit in relation to another company (transactions 2834 and 2843).

Cllr Day declared a pecuniary interest in relation to payments to Lacey's solicitors as he is a partner in the firm (transactions 2850 and 2851).

F/6073 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 20th July 2022, having been circulated, be approved and signed by the Chairman as a correct record.

Page 1 of 7
Chairman's initials

**F/6074
GRANT AID**

Members considered two Grant Aid applications (*Annex A*).

Crowe Hill Women's Institute

The President and Treasurer for Crowe Hill WI presented the application and gave further detail on the refurbishment of the hall and how that has been funded. Members wished to support the application and awarded the amount requested.

Citizens Advice New Forest

There was no one in attendance at the meeting to present the application and this was unfortunate. A mix of view were aired in relation to the application. This is an important service, which is accessible to Ringwood residents, and given the cost-of-living increases people are facing, there is likely to be an increase in demand for the services and advice provided. By majority, it was agreed to award the amount requested to help fund and expand what's offered.

RESOLVED: 1) That, in exercise of the Power of General Competence, a grant of £600 be awarded to Crowe Hill WI towards the costs of insulating the hall; and
2) That, in exercise of the Power of General Competence, a grant of £1,000 be awarded to Citizen Advice New Forest towards funding of the service provided.

ACTION C Wilkins / R Fitzgerald
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**F/6075
FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex B*. The Finance Manager provided details of payments, in excess of £1,000, from the Imprest account for July and August. He reported that the next instalment of the precept was expected and authority was sought to invest the funds with CCLA. Interest on investments was far exceeding expectations due to the increase in interest rates.

Referring to his detailed report, the Finance Manager reported income and expenditure was broadly on track, however there were some black clouds on the horizon.

Payroll is running slightly ahead of budget due to seasonal variations and additional hours for the Queen's Platinum Jubilee event and this should even out over time. However, the employers' pay offer has been announced with at least a flat rate increase of £1,925 per full time equivalent (RTC has 13.8 f.t.e.). This will add £26,600 before employers' pension and National Insurance contributions are included, adding an additional 5+% to the pay bill. The imminent increase to NI contributions may be delayed but this will result in only a marginal decrease.

Energy costs are expected to increase rapidly and to the end of August for RTC sites the budget has been used, projections are that an additional £4,500 will be required if costs do not change dramatically. This does not include the shared costs for the Gateway building.

Legal costs incurred have exhausted the original budget provision and officers requested the committee review the provision. A decision was made in principle in light of advice provided but no budget set. Members indicated they were minded to agree this, however wished to

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refer to the Council for consideration and ratification. The Town Clerk indicated he would prepare a report for that meeting.

Overall budget - Officers conveyed their alarm at the figures presented and requested provision to be made for the changing factors under this year's budget and in anticipation of next year's budget, suggesting that there could be a case for an excruciating 10% increase to Council Tax.

They asked if a different approach to the budget setting process should be adopted this year and requested Members be more engaged in the process and at a far earlier stage, so that when proposals are brought forward, there has already been a certain level of scrutiny exercised. Small savings would not have the impact required.

Members were invited to volunteer to assist officers in looking at the budgets more closely and identify prudent and sensible ways of reducing the burden on tax-payers, areas of service to be looked at, those which they do not wish to cut back on and the level of increase in precept. Cllrs Day and Heron put themselves forward.

A discussion followed regarding the purpose of the General Reserve and the level considered prudent for this. It was noted that using it to absorb the impact of shocks is entirely appropriate but that it would not be right or sustainable to use it to offset budget deficits in the long term.

Referring to para 5.3 of the report it was noted that the VAT status of the recreation land off Long Lane had changed so that although VAT remains recoverable, all supplies (including rent and hire charges) are now subject to VAT. A VAT consultant had been engaged to advise on the football facilities development project and all project partners had accepted the longer-term tax implications, to ensure recoverability of the VAT on the capital outlay and make it affordable.

Referring to para 6 of the report, which provides detail on staff costs and events reserve, the Finance Manager requested Members review the amount of contribution to Ringwood events staff costs and this was set at £5,000 for this year.

RESOLVED: 1) That the list of payments made on Imprest Account for July and August be received and authorised;
2) That the total amount of Petty Cash payments for July of 44.57 and August of £48.81 be noted;
3) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised; and
4) That the Finance Manager's budgetary control report (Period 5) be received and the budget position and projected balance of reserves be noted.
5) That a small group of Councillors work with officers on the budget setting process and provide guidance on budget preparation for 2023/4, particularly in relation to a target for Council Tax;
6) That the amount of contribution towards Ringwood events staff costs be increased to £5,000

RECOMMENDED TO COUNCIL: That the budget provision for legal fees be reviewed and amended and consideration be given to future reporting against this budget.

ACTION R Fitzgerald



**F/6076
SMALL TOOLS BUDGET**

The committee considered and approved a recommendation from Recreation, Leisure and Open Spaces Committee on 7th September in relation to the small tools budget (OS/6189).

RESOLVED: That the small tools budget be increased by £600.

ACTION R Fitzgerald

**F/6077
USE OF COMMON SEAL**

The Town Clerk sought approval for the Council's Common Seal to be used to execute the counterpart deed of surrender of the lease of the football club that is being replaced as part of the football development project.

RESOLVED: That the use of the Council's Common Seal to be approved for this purpose.

ACTION C Wilkins

**F/6078
CEMETERY DEVELOPMENT**

The committee considered and approved a recommendation from Recreation, Leisure and Open Spaces Committee on 7th September in relation to the Columbarium project (OS/6190 refers).

RESOLVED: That the shortfall of £6,000 for the Columbarium project be funded from CIL receipts.

ACTION R Fitzgerald

**F/6079
EXTERNAL AUDITOR APPOINTMENT**

Members considered the Town Clerk's report (*Annex C*) and recommendation therein and accepted that the costs of procuring an external auditor independently would very likely negate any benefit of doing so.

RESOLVED: 1) That the report be noted; and
2) That no action be taken to opt out of the default external auditor appointment arrangements.

ACTION C Wilkins / R Fitzgerald
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**F/6080
INSURANCE POLICY RENEWAL**

Members considered the Finance Manager's report (*Annex D*) on progress made in obtaining quotes for the renewal of the Council's insurance due at the end of September. He provided an update on the situation since his report was circulated and indicated the benefits of securing a longer-term arrangement.

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RESOLVED: That the Council's insurance be renewed with a 5-year term, as per the quote outlined, however authority is delegated to officers to agree alternative cover if a better option is identified.

ACTION C Wilkins / R Fitzgerald

**F/6081
COUNCILLOR EMAIL ACCOUNTS AND DEVICES**

Members considered the Town Clerk report (*Annex E*), discussed the options presented and associated costs. Concerns were expressed and the inconveniences of having multiple email accounts and devices highlighted, however the difficulties and risks in not separating personal from council business was understood.

RESOLVED: 1) That each Councillor be provided with an official email account for use on their own device; and
2) That further information be sought on the costs involved in providing the accounts, setting up, training and support.

ACTION C Wilkins

**F/6082
FINANCIAL RISK ASSESSMENT**

The Finance Manager explained the annual risk assessment and management arrangements had been reviewed and updated (*Annex F*). Risks identified last year related to the pandemic and lockdown and had largely receded. This year, risks related to the economy and inflationary pressures and had been adjusted accordingly.

RECOMMENDED TO THE COUNCIL:-

That the updated Financial Risk assessment be noted.

ACTION C Wilkins / R Fitzgerald

**F/6083
COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS**

Members considered the Finance Manager's report on CIL (*Annex G*). He indicated that, given the decision to apply CIL receipts to the Columbarium project, earlier in the meeting (*F/6078 refers*), the balance of uncommitted funds would reduce to £9,500.

RESOLVED: That the position in respect of CIL receipts be noted.

ACTION R Fitzgerald

**F/6084
EXTERNAL AUDIT 2021/22**

The Finance Manager reported that the external audit report 2021/22 had not been received from the auditors. It is a requirement to be published on the Council's website by the end of the month. Should it not be received by then, a note will be added explaining the reason it is not available.

RESOLVED: 1) That the position regarding the external audit report be noted; and

Page 5 of 7
Chairman's initials

2) That if the external report is received in time, it be presented at the Council meeting on 28th September

ACTION C Wilkins / R Fitzgerald

F/6085

PROJECTS (current and proposed)

PF7 – Financial Procedures Manual – The manual has been prepared and a revised version. The Finance Manger explained it is a live document and will be reviewed periodically. The project will be moved to the completed section of the projects report.

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

ACTION C Wilkins

F/6085

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 were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature

F/6086

BOWLING CLUB LEASE RENEWAL

Members considered the Town Clerk's report (*Confidential Annex I*) and the statement prepared by representatives from Ringwood Bowling Club. Decisions in principle were provided to guide the Council's representatives in conducting further negotiations on the new lease.

RESOLVED: That Council representatives apply the decisions in principle when continuing to negotiate terms of Ringwood Bowling Club lease renewal.

ACTION C Wilkins

In accordance with Standing Orders, Members considered and agreed the meeting could continue beyond 9.00pm.

F/6087

GREENWAYS LEASE TERMS

Members considered the Town Clerk's report (*Confidential Annex J*) and gave directions to officers as to the extent of their discretion in resolving matters required to secure completion of the lease.

RESOLVED: That officers be given discretion to resolve matters and facilitate completion of the lease.

ACTION C Wilkins

F/6088

FLEXIBLE WORKING REQUEST

Members considered a recommendation from the Staffing Committee on 14th September to support a request for flexible working to be supported. They discussed the impact his may have on Council business.

RESOLVED: That the request for flexible working be approved on the basis of an initial trial period to be reviewed after 6 months, with a view to this becoming permanent unless there is serious detriment to the Council.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 9.21pm.

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

RECEIVED
28th September 2022

APPROVED
19th October 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

2022/23 GRANTS DEFERRED

	Meeting	Min Ref	Reason deferred

2022/23 GRANTS REJECTED

	Meeting	Min Ref	Reason Rejected
Homestart Hampshire	18/05/22	F/6033	Generic application.



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	Crowe Hill Women Institutes
Charity Registration Number (if appropriate)	229786
Postal Address for the organisation (if there is one)	BH24 3DZ
Please tick to confirm that contact details have been provided on page 1	<input checked="" type="checkbox"/>

Details of Grant Request

Amount requested	£ £600 + fitting
What is the purpose of the grant?	Glass fibre insulation for our Women Institutes Hall at Crowe Hill Ringwood
How would the people of Ringwood benefit from your receiving this grant?	The hall needs refurbished for our members and the community of Crow and the local area.

How many Ringwood people would benefit?	Our members 25 and Hangersley W.I
Total cost of project	£ £7600

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Information about your Organisation

Membership:	What facilities do you provide? Hiring of hall for local community
Subscription: £15/hr	
Names of competing or similar organisations	Women Institutes
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: £7284.90	Annual income: £3776	
Other sponsoring bodies and amounts donated by them		£3000.00
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.		

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	

WI name
Charity number (if registered)
Federation

CROWE HILL
229786
HAMPSHIRE



FINANCIAL STATEMENT

For the period

from 1/4/21

to 31/3/2022

Section A

Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	328 =		Meeting expenses	210 =	
Subscriptions (WI share)	4322		Committee Members' expenses		
Gift Aid			Pooling of fares / expenses		
Publications			Publications		
Activities & events	52 =	80 =	Activities & events		130 =
WI Fundraising	147-40	20 =	WI fundraising		
Interest received			Insurance		
Paid into current account					
Paid into deposit account		2-76			
Grants and donations	180-30	787-50	Donations made	20 =	172-50
Other income	111-85		Other payments		
WI-owned hall - total receipts	625 =	27 =	WI-owned hall - total payments	1424-59	2042-51
Total Receipts	1876-55	917-26	Total Payments	1654-59	2345-01

A3 Restricted funds included in total receipts			A4 Restricted funds included in total payments		
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Total Receipts less Total Payments (Surplus/Deficit for the year)

A5 Total cash funds brought forward from last year (equals last year's total at B1)

A6 Total cash funds carried forward at this year end

A7 Total restricted funds at year end included in total cash funds above

221 - 96
6404 - 66
6626 - 62

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The main purposes of the Women's Institute organisation are:

(a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;

(b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;

(c) to advance health for the public benefit; and

(d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

CROWE HILL

Section B

Statement of assets and liabilities at the year end

B1 Cash funds

		Total	Last year
		£	£
B1.1	Final bank balance as per Account Book, including uncleared items	6626-62	871 6404-66
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	6651-62	6437-16
	Plus amounts paid in but not cleared		
	Less cheques written but not cleared		
	Less any cheques still uncleared from last year	25 =	32-50
	Total (enter total at B1.1)	6626-62	6404-66
B1.3	Savings / deposit account balance	-	-
B1.4	Petty cash in hand	-	-
B1.5	Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over - enter as a negative amount	-	-
	Total cash funds	6626-62	6404-66

B2 Investments (if any)

B3 Other monetary assets (e.g. any money owed to the WI)

B4 Other assets held by the WI

e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*
W.I. HALL PLUS CONTENTS AND LAND.		

* cost / value should only be completed if meaningful information is available

B5 Liabilities

Payments due immediately but not paid, or due at a future date, e.g. loans

	Date due (optional)*	Amount due (optional)*

* amount / date due should only be completed if meaningful information available

Signed on behalf of all the trustees (WI Committee members)

Signature

Name

Date of approval

2/4/2022

President

2/4/2022

Treasurer

Independent financial examiner's initials:

If payment by BACS is not available,
please advise us.

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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	£ 1000
What is the purpose of the grant?	Any funding will help the CANF to continue to provide such services as specialised debt advice, attending food larders, having digital champions available in Ringwood Library and the CANF being available in Ringwood to offer help and support. It will also enable them to expand these services to meet the residents needs for the future and particularly during this difficult time.

<p>How would the people of Ringwood benefit from your receiving this grant?</p>	<p>During 2021-2022 the CANF has helped 324 clients with 1220 issues of which Benefits and Tax Credits and Utilities and Communications were the top two.</p> <p>A Financial Inclusion Advisor, funded by the Trussell Trust but operating through the CANF, has been working with referrals from the food bank volunteers in Ringwood, Fordingbridge and Verwood. In the first two months (July/August) over 45 clients have been helped with financial outcomes of nearly £30k. This could cover replacement white goods, rehousing, support for energy costs, applications for bus passes amongst other things..</p>
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<p>How many Ringwood people would benefit?</p>	<p>All Ringwood residents in the Ringwood Town Council Wards who need help, support and advice.</p>
<p>Total cost of project</p>	<p>£ 1000</p>

Information about your Organisation

<p>Membership:</p>	<p>What facilities do you provide?</p>
<p>Subscription: £0</p>	<p>Citizens Advice New Forest aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community.</p> <p>The CANF attends the weekly food larder at Ringwood Leisure Centre held on Fridays. It runs a Financial Inclusion Case project with Ringwood food bank and has an experienced advisor dedicated to helping Ringwood clients four days a week, operating at food bank locations, the library and is able to carry out home visits for very vulnerable clients. Digital Champions are available in Ringwood Library Wednesdays 10.00am - 12.00pm and Citizens Advice New Forest is permanently based in Ringwood Library Tuesdays, Wednesdays and Fridays for face to face drop ins and booked appointments. In addition, the CANF runs a number of specialist projects which support Ringwood clients.</p> <p>The CANF also provides:</p> <ul style="list-style-type: none"> i) Specialist debt advice through our Money Advice Service Debt Advice Project. ii) Advice and information to people affected by cancer, through our partnership with Hampshire Macmillan Citizens Advice Service. iii) Through Healthwatch Hampshire providing information, advice, signposting and referrals relating to health and social care services. iv) Specialist employment advice. v) Financial Inclusion Case Worker working with Ringwood Food Larder vi) HAF outreach vii) University of Southampton cost of living research project <p>The CANF will be reintroducing its Pensionwise service in Ringwood Library from October 2022 which gives free Pension advice face to</p>

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	face from a trained advisor.
Names of competing or similar organisations	The CANF works in Partnership with Age Concern, New Forest Disability, Community First, Basics Bank, Youth and Families Matter, Social Prescribers, Ringwood Food Bank, Learning in Libraries as well as the NFDC and DWP Housing and Homelessness Team.
Please tick to confirm that payment details have been provided on page 1	✓

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £	
Other sponsoring bodies and amounts donated by them	NFDC	£ 185,000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We intend to apply to all parish and town councils across the New Forest wherever the CANF supports local residents.	

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	

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

21st September 2022

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD 010722 1	01/07/22	2792		£63.61	£3.03	£60.58	P&F	British Gas	Greenways 08/05/22 - 07/06/22 2100/1
DD 010722 2	01/07/22	2793		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse July 2022 3802/1/6
DD 010722 3	01/07/22	2794		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery July 2022 3200/1/5
DD 010722 4	01/07/22	2795		£356.40	£59.40	£297.00	P&F	CF Corporate Finance Ltd	01/07/22 - 30/09/22 2000/1/9
		2796/1		£111.38	£18.56	£92.82	RLOS	UK Fuels Ltd	Fuel for small hand held 3000/1/10
DD 060722	06/07/22	2796	RTC804669	£111.38	£18.56	£92.82		UK Fuels Ltd	Fuel for small hand held machines. 3000/1/10
		2710/1		£27.60	£4.60	£23.00	RLOS	Letters & Logos Ltd	2 Signs For Cemetery 3200/2/1
1038	12/07/22	2710	RTC804581	£27.60	£4.60	£23.00		Letters & Logos Ltd	2 signs for Cemetery. 3200/2/1
		2776/1		£920.00	£0.00	£920.00	P&F	Trevor Spencer	Window frame repairs 2100/2
1035	12/07/22	2776	RTC804566	£920.00	£0.00	£920.00		Trevor Spencer	Repairs at Greenways look at file for copy of invoice (email) 2100/2
		2777/1		£79.20	£13.20	£66.00	RLOS	Letters & Logos Ltd	Road signage for event 3100/5
1036	12/07/22	2777	RTC804577	£79.20	£13.20	£66.00		Letters & Logos Ltd	Printed materials for events 3100/5
		2778/1		£39.28	£6.55	£32.73	RLOS	New Milton Sand & Ballast	soil for goal repairs 3000/2/9
1037	12/07/22	2778	RTC804621	£39.28	£6.55	£32.73		New Milton Sand & Ballast	Soil for goal repairs. 3000/2/9
		2780/1		£138.00	£23.00	£115.00	RLOS	Peter Noble Ltd	Repairs to front deck roller 3000/3/2
1039	12/07/22	2780	RTC804647	£138.00	£23.00	£115.00		Peter Noble Ltd	Repairs to front deck roller. 3000/3/2
		2781/1		£273.00	£45.50	£227.50	RLOS	Peter Noble Ltd	New Starter Motor for Kubota mower. 3000/3/2
1040	12/07/22	2781	RTC804649	£273.00	£45.50	£227.50		Peter Noble Ltd	New Starter Motor for Kubota mower. 3000/3/2
		2782/1		£28.80	£4.80	£24.00	RLOS	Letters & Logos Ltd	correx boards 3802/2/7
1041	12/07/22	2782	RTC804663	£28.80	£4.80	£24.00		Letters & Logos Ltd	2 correx boards to promote the skate jam 3802/2/7
		2783/1		£30.60	£5.10	£25.50	RLOS	Peter Noble Ltd	Bio-fuel for diesel tank 3000/1/10
1042	12/07/22	2783	RTC804668	£30.60	£5.10	£25.50		Peter Noble Ltd	Bio- Fuel for diesel tank. 3000/1/10
		2784/1		£31.06	£5.18	£25.88	RLOS	Tampen & Tampen	dishwasher detergent 3802/1/1
1043	12/07/22	2784	RTC804672	£31.06	£5.18	£25.88		Tampen & Tampen	Hard water dishwasher cleaner, 2 x 5l 3802/1/1
		2785/1		£345.00	£0.00	£345.00	RLOS	Mike Coakley	Fixed Wiring Testing Carver's pavilion. 3000/2/2
		2785/2		£345.00	£0.00	£345.00	RLOS	Mike Coakley	Fixed Wiring Testing at Carvers Sheds. 3000/2/1
		2785/3		£345.00	£0.00	£345.00	RLOS	Mike Coakley	Fixed Wiring Testing at Cemetery. 3200/2/1
		2785/4		£345.00	£0.00	£345.00	RLOS	Mike Coakley	Fixed Wiring Testing at Clubhouse 3802/1/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1044	12/07/22	2785	RTC804674	£1,380.00	£0.00	£1,380.00		Mike Coakley	Fixed Wiring inspections, on Carver's Clubhouse Carver's Pavilion Carver's Sheds and Ringwood Cemetery Buildings.	3000/2/2
		2786/1		£420.00	£70.00	£350.00	RLOS	Pete Best	Emergancy Tree Work at Kick Park.	3000/2/11
1045	12/07/22	2786	RTC804677	£420.00	£70.00	£350.00		Pete Best	Emergancy tree work at Kick Park, to take down 2 trees that had split apart and were leaning dangerously towards the gateway into Kick Park.	3000/2/11
		2787/1		£62.71	£10.45	£52.26	RLOS	Tudor Environmental	Shears for trimming round posts	3000/3/1
1046	12/07/22	2787	RTC804676	£62.71	£10.45	£52.26		Tudor Environmental	Shears for trimming round posts etc.	3000/3/1
		2788/1		£800.00	£0.00	£800.00	P&F	Karl Hopper T/A IT4 Dorset	1000 Support points	2000/1/12
1047	12/07/22	2788	RTC804686	£800.00	£0.00	£800.00		Karl Hopper T/A IT4 Dorset	IT support services	2000/1/12
		2789/1		£808.00	£0.00	£808.00	P&F	South Coast Hire Group	AV equipment and staffing for jubilee cost increased CB email 280622	2400/14
		2789/2		£900.00	£0.00	£900.00	P&F	South Coast Hire Group	stage and cover	2400/14
1048	12/07/22	2789	RTC804422	£1,708.00	£0.00	£1,708.00		South Coast Hire Group		2400/14
		2790/1		£432.00	£72.00	£360.00	RLOS	Letters & Logos Ltd	promotional boards	3100/3
1049	13/07/22	2790	RTC804599	£432.00	£72.00	£360.00		Letters & Logos Ltd	Promotional materials	3100/3
		2791/1		£83.86	£13.98	£69.88	RLOS	Letters & Logos Ltd	banner for jubilee	3100/3
1049	13/07/22	2791	RTC804661	£83.86	£13.98	£69.88		Letters & Logos Ltd	banner for events	3100/3
BGC	14/07/22	2797		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees July 2022	2400/19
BP	14/07/22	2798		£8,732.66	£0.00	£8,732.66	P&F	Hampshire County Council	June 2022	2600/1/3
DD 180722 1	18/07/22	2799		£85.94	£4.09	£81.85	P&F	SSE Southern Electric	Market Place Qtr2 2022/23	2000/1/1
		2800/1		£200.14	£29.02	£171.12	RLOS	Booker	food for resale	3802/3/1
Lloyds CC 180722 2	18/07/22	2800	RTC804665	£200.14	£29.02	£171.12		Booker	Paid on credit card, food for resale 74435974	3802/3/1
		2801/1		£229.46	£22.67	£206.79	RLOS	Booker	food for re-sale	3802/3/1
Lloyds CC 180722 2	18/07/22	2801	RTC804625	£229.46	£22.67	£206.79		Booker	Food for re-sale Carvers Clubhouse - paid on credit card 74302960	3802/3/1
		2802/1		£23.00	£0.00	£23.00	RLOS	New Forest District Council	sticker for trade waste	3802/1/1
Lloyds CC 180722 3	18/07/22	2802	RTC804707	£23.00	£0.00	£23.00		New Forest District Council	stickers for trade waste paid on credit card	3802/1/1

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			2803/1	£12.50	£2.08	£10.42	RLOS	Amazon	Dishwasher limescale remover	3802/1/1
Lloyds CC 180722 4	18/07/22	2803	RTC804645	£12.50	£2.08	£10.42		Amazon	Dishwasher limescale remover paid on credit card	3802/1/1
			2804/1	£12.99	£0.00	£12.99	RLOS	Ringwood Surplus Store	Bin for clubhouse	3802/1/1
Lloyds CC 180722 5	18/07/22	2804	RTC804648	£12.99	£0.00	£12.99		Ringwood Surplus Store	Paid on credit card	3802/1/1
Lloyds CC 180722 7	18/07/22	2806		£26.99	£0.00	£26.99	RLOS	Ringwood Surplus Store	Plastics	3802/1/1
Lloyds CC 180722 8	18/07/22	2807		£2.03	£0.00	£2.03	RLOS	Sainsburys		3802/2/1
			2808/1	£35.00	£0.00	£35.00	RLOS	New Forest District Council	2 trade waste bags	3802/1/1
Lloyds CC 180722 11	18/07/22	2808	RTC804662	£35.00	£0.00	£35.00		New Forest District Council	trade waster bags for clubhouse, paid on credit card	3802/1/1
			2809/1	£11.00	£0.00	£11.00	RLOS	Gasago Ltd	gas	3100/3
Lloyds CC 180722 12	18/07/22	2809	RTC804698	£11.00	£0.00	£11.00		Gasago Ltd	paid on credit card- for beacon	3100/3
			2810/1	£13.68	£2.28	£11.40	P&F	Amazon	10m 4K HDMI lead	2000/3/4
Lloyds CC 180722 13	18/07/22	2810	RTC804679	£13.68	£2.28	£11.40		Amazon	10 metre 4K HDMI lead to replace faulty one in the Forest Suite (to connect to the projector screen) - will appear on NV credit card	2000/3/4
Lloyds CC 180722 14	18/07/22	2811		£218.16	£36.36	£181.80	P&F	Microsoft	June 2022	2000/1/5
Lloyds CC 180722 15	18/07/22	2812		£36.00	£6.00	£30.00	P&F	Microsoft	June 2022	2000/1/5
			2813/1	£141.97	£23.66	£118.31	RLOS	Online Turf, North West Turf Ltd.	Turf for repairs to goalmouths 10 Acre.	3000/2/5
Lloyds CC 180722 16	18/07/22	2813	RTC804680	£141.97	£23.66	£118.31		Online Turf, North West Turf Ltd.	Credit Card Payment - turf for repairs to goalmouths at 10 acre	3000/2/5
DD	19/07/22	2814		£91.37	£15.23	£76.14	RLOS	Worldpay	June 2022	3802/3/1
			2815/1	£11.78	£1.96	£9.82	P&F	Hampshire County Council	Toilet rolls 9x4 (case of 36)	2000/3/4
1050	19/07/22	2815	RTC804699	£11.78	£1.96	£9.82		Hampshire County Council	Toilet rolls for Gateway	2000/3/4
			2816/1	£600.00	£100.00	£500.00	P&F	TC Group	One off charge for Payroll Set Up	2310/1

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			2816/2	£696.00	£116.00	£580.00	P&F	TC Group	Payroll Services for Quarter 1 (April to June 2022) including discount for non processing of BACS	2310/1
1051	19/07/22	2816	RTC804719	£1,296.00	£216.00	£1,080.00		TC Group	New Payroll Set Up and Payroll Services	2310/1
			2817/1	£102.00	£17.00	£85.00	RLOS	Central Southern Security	Faulty door sensor.	3000/2/1
1052	19/07/22	2817	RTC804729	£102.00	£17.00	£85.00		Central Southern Security	Alarm callout at Carvers, Faulty door sensor had to be replaced.	3000/2/1
			2818/1	£301.20	£50.20	£251.00	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
			2818/2	£-1.93	£-0.32	£-1.61	RLOS	New Forest Ice Cream	C/N	3802/3/1
1053	19/07/22	2818	RTC804646	£299.27	£49.88	£249.39		New Forest Ice Cream	ice cream for resale	3802/3/1
1054	19/07/22	2819		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	Monthly rent 15/7/22 - 14/8/22	3802/3/1
			2820/1	£14.99	£2.50	£12.49	RLOS	Itec	Carvers Clubhouse	3802/2/2
			2820/2	£46.38	£7.73	£38.65	P&F	Itec	Gateway	2000/1/9
1055	19/07/22	2820		£61.37	£10.23	£51.14		Itec	June 2022	3802/2/2
			2821/1	£16.97	£2.83	£14.14	RLOS	Itec	Carvers Clubhouse	3802/2/2
			2821/2	£19.25	£3.21	£16.04	P&F	Itec	Gateway	2000/1/9
1056	19/07/22	2821		£36.22	£6.04	£30.18		Itec	July 2022	3802/2/2
			2822/1	£102.88	£0.00	£102.88	P&F	Pitney Bowes	Postage	2000/1/10
1057	19/07/22	2822	RTC804675	£102.88	£0.00	£102.88		Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by Pitney Bowes	2000/1/10
			2823/1	£84.00	£14.00	£70.00	P&F	Concentrate Limited	General updates to RTC website	2000/1/14
1058	19/07/22	2823	RTC804695	£84.00	£14.00	£70.00		Concentrate Limited	Updates to RTC website	2000/1/14
			2824/1	£168.00	£28.00	£140.00	RLOS	Concentrate Limited	web editing page and gallery	3100/3
1058	19/07/22	2824	RTC804681	£168.00	£28.00	£140.00		Concentrate Limited	To edit the RTC website to create a gallery of images from the Jubilee	3100/3
1058	19/07/22	2825		£84.00	£14.00	£70.00	P&F	Concentrate Limited	Bi-Monthly commitment	2000/1/14
			2826/1	£183.60	£30.60	£153.00	RLOS	SCS Spreader & Sprayer Testing Ltd	Mot on the new sprayer.	3000/3/2
1059	19/07/22	2826	RTC804684	£183.60	£30.60	£153.00		SCS Spreader & Sprayer Testing Ltd	Mot on the new sprayer.	3000/3/2

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DD	20/07/22	2827		£312.73	£52.12	£260.61	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	June 2022 Calls 2000/1/11
DD	22/07/22	2828		£261.98	£43.66	£218.32	RLOS	BNP Parabis	Quarterly photocopier charge 3802/2/1
DD 220722 2	22/07/22	2829		£8,203.98	£0.00	£8,203.98	P&F	Inland Revenue	June 2022 2600/1/2
DD	25/07/22	2830		£25,933.11	£0.00	£25,933.11	P&F	Salaries	July 2022 2600/1/1
		2831/1		£114.00	£19.00	£95.00	RLOS	The Play Inspection Company	Annual Inspection 3000/1/9
1060	25/07/22	2831	RTC804501	£114.00	£19.00	£95.00		The Play Inspection Company	Outdoor Annual Inspection - wooden seating/play area adjacent Carvers Clubhouse 3000/1/9
		2832/1		£660.00	£110.00	£550.00	RLOS	Newlands Training	Tractor Mounted Sprayer, Training and Assesment. 3002/1
1061	25/07/22	2832	RTC804582	£660.00	£110.00	£550.00		Newlands Training	Staff training Tractor mounted sprayer. 3002/1
		2833/1		£750.00	£125.00	£625.00	RLOS	The Tree Management Company	To cut back branches. 3000/2/11
1062	25/07/22	2833	RTC804659	£750.00	£125.00	£625.00		The Tree Management Company	To cut back branches that are overhaning and touching two houses. 3000/2/11
		2834/1		£55.68	£9.28	£46.40	RLOS	Elliott Brothers Ltd	8 bags postfix. 3000/2/9
		2834/2		£27.31	£4.55	£22.76	RLOS	Elliott Brothers Ltd	2 BAGS COLD TAR. 3200/2/5
		2834/3		£30.07	£5.01	£25.06	RLOS	Elliott Brothers Ltd	Waste Pipe and fittings for Cemetery toilets. 3200/2/1
1064	25/07/22	2834	RTC804732	£113.06	£18.84	£94.22		Elliott Brothers Ltd	8 BAGS POSTFIX, TO REPAIR GROUNDWORK THAT WAS DAMAGED DUE TO ATTEMPTED BREAK-IN. 2 BAGS COLD TAR, TO REPAIR Cemetery Carpark. Waste Pipe and fittings for Cemetery Toilets damaged by landrover at attempted break-in. 3000/2/9
		2835/1		£55.95	£9.32	£46.63	RLOS	Charmaine Bennett	items from Decathlon 3802/2/1
		2835/2		£145.91	£24.32	£121.59	RLOS	Charmaine Bennett	refund items from decathlon 3802/2/1
1065	25/07/22	2835	RTC804730	£201.86	£33.64	£168.22		Charmaine Bennett	Refund for items purchased from Decathlon for summer holidays multi sports 3802/2/1
		2836/1		£730.17	£121.69	£608.48	RLOS	E G Coles	400 hour service on the Kubota Tractor 3000/3/2
1066	25/07/22	2836	RTC804733	£730.17	£121.69	£608.48		E G Coles	400 hour Service on the Kubota Tractor. 3000/3/2

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			2837/1	£341.87	£48.91	£292.96	RLOS	Ringwood Motor Company Ltd	MOT and Service V W Van. 3000/3/2
1067	25/07/22	2837	RTC804739	£341.87	£48.91	£292.96		Ringwood Motor Company Ltd	MOT and Service V W Van. 3000/3/2
			2838/1	£13.18	£2.20	£10.98	RLOS	screwfix	Metal cutting discs. 3000/3/1
			2838/2	£7.97	£1.33	£6.64	RLOS	screwfix	Flapper Sanding Discs 3000/3/1
1068	25/07/22	2838	RTC804740	£21.15	£3.53	£17.62		screwfix	Metal Cutting Blades. Flapper sanding discs. 3000/3/1
1069	25/07/22	2839		£36.00	£6.00	£30.00	RLOS	Insight Security & Facilities Ltd	June 2022 3000/2/1
			2840/1	£28.66	£4.78	£23.88	RLOS	Hampshire County Council	604422 Toilet rolls 3802/2/2
1071	25/07/22	2840	RTC804726	£28.66	£4.78	£23.88		Hampshire County Council	Toilet rolls - Carvers 3802/2/2
			2869/1	£14.99	£2.50	£12.49	RLOS	Amazon	credit card rolls 3802/2/1
Lloyds CC July 22 1	25/07/22	2869	RTC804736	£14.99	£2.50	£12.49		Amazon	till roll for clubhouse paid on credit card 3802/2/1
			2870/1	£324.89	£39.41	£285.48	RLOS	Booker	food for resale 3802/3/1
Lloyds CC july 22 2	25/07/22	2870	RTC804750	£324.89	£39.41	£285.48		Booker	food for resale paid on credit card 3532888 3802/3/1
			2871/1	£6.10	£1.02	£5.08	RLOS	Amazon	till rolls 3802/3/1
Lloyds CC July 22 3	25/07/22	2871	RTC804752	£6.10	£1.02	£5.08		Amazon	Till rolls paid on credit card 3802/3/1
			2872/1	£10.99	£1.83	£9.16	RLOS	Canva	monthly subscription to marketing website 3802/2/1
Lloyds CC Jul 22 4	25/07/22	2872	RTC804751	£10.99	£1.83	£9.16		Canva	subscription to marketing website July paid on credit card 3802/2/1
			2873/1	£15.99	£0.00	£15.99	RLOS	Argos	memory stick CCTV 3802/1/2
			2873/2	£8.50	£0.00	£8.50	RLOS	Argos	padlock 3802/2/1
Lloyds CC July 22 6	25/07/22	2873	RTC804725	£24.49	£0.00	£24.49		Argos	Padlock and memory stick 3802/1/2
			2874/1	£134.00	£22.33	£111.67	RLOS	Newitt and Co Ltd	storage box jumbo 3802/2/3
			2874/2	£9.95	£1.66	£8.29	RLOS	Newitt and Co Ltd	delivery 3802/2/2
Lloyds CC July 22 9	25/07/22	2874	RTC804703	£143.95	£23.99	£119.96		Newitt and Co Ltd	Storage container for sports equipment at Clubhouse 3802/2/3
			2875/1	£378.60	£53.61	£324.99	RLOS	Booker	food for resale 3802/3/1

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Lloyds CC July 22 10	25/07/22	2875	RTC804700	£378.60	£53.61	£324.99		Booker	food for resale 74569557 paid on credit card	3802/3/1
		2876/1		£72.40	£0.00	£72.40	RLOS	Iceland	food for resale	3802/3/1
		2876/2		£-4.05	£0.00	£-4.05	RLOS	Iceland	Iceland refund	3802/3/1
Llds CC Jul 22 11/12	25/07/22	2876	RTC804701	£68.35	£0.00	£68.35		Iceland	food for resale paid on credit card	3802/3/1
Lloyds CC July 22 7	25/07/22	2877		£8.00	£0.00	£8.00	RLOS	Paperchase	Lloyds CC July 2022	3802/2/1
Lloyds CC July 22 13	25/07/22	2878		£27.60	£0.00	£27.60	PT&E	Google	June 2022	4000/1/6
		2879/1		£40.00	£0.00	£40.00	RLOS	Hampshire County Council	Consent for Christmas display	3100/2
Lloyds CC July 22	25/07/22	2879	RTC804710	£40.00	£0.00	£40.00		Hampshire County Council	Lighting consent fee	3100/2
Lloyds CC July 22 15	25/07/22	2880		£218.16	£36.36	£181.80	P&F	Microsoft	July 2022	2000/1/5
Lloyds CC July 22 16	25/07/22	2881		£36.00	£6.00	£30.00	P&F	Microsoft	July 2022	2000/1/5
		2841/1		£175.00	£0.00	£175.00	RLOS	Mad4Animals	animal show community event	3802/2/1
1072	27/07/22	2841	RTC804639	£175.00	£0.00	£175.00		Mad4Animals	Provide educational fun session in summer holidays, to be paid in week leading up to event (22 July)	3802/2/1
		2842/1		£60.00	£0.00	£60.00	P&F	Nicola Vodden	Contribution towards glasses for DSE use	2310/3
1073	27/07/22	2842	RTC804745	£60.00	£0.00	£60.00		Nicola Vodden	Contribution towards glasses required for DSE use	2310/3
		2843/1		£12.70	£2.12	£10.58	RLOS	Elliott Brothers Ltd	3 bags building sand.	3200/2/5
1074	27/07/22	2843	RTC804744	£12.70	£2.12	£10.58		Elliott Brothers Ltd	3 bags of building sand Cemetery maintenance.	3200/2/5
PAY	28/07/22	2856		£33.30	£0.00	£33.30	P&F	Lloyds Bank	Bank charges July 2022	2000/1/18
NFDC Tfr4 511684	28/07/22	2863		£5.14	£0.00	£5.14	RLOS	New Forest District Council	NFDC Tfr4 511684 Café sales 20/06/22	3802/3/1
NFDC Tfr4 503814	28/07/22	2864		£16.78	£1.27	£15.51	RLOS	New Forest District Council	NFDC Tfr4 503814 Café sales 04/07/22	3802/3/1
NFDC Tfr4 503879	28/07/22	2865		£14.54	£0.00	£14.54	RLOS	New Forest District Council	NFDC Tfr4 503814	3802/3/1
		2844/1		£478.80	£79.80	£399.00	RLOS	Arien Designs Limited	New sign panel	3000/2/6

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			2844/2	£762.00	£127.00	£635.00	RLOS	Arien Designs Limited	New sign oak frame	3000/2/6
1075	29/07/22	2844	RTC804533	£1,240.80	£206.80	£1,034.00		Arien Designs Limited	New sign for the Bickerley	3000/2/6
			2911/1	£55.00	£0.00	£55.00	P&F	Information Commissioners Office	Registration fee	2000/1/16
DD 4	29/07/22	2911	RTC804641	£55.00	£0.00	£55.00		Information Commissioners Office	Annual registration fee (collected by direct debit on 1 July)	2000/1/16
			2860/1	£86.06	£4.10	£81.96	RLOS	Utility Warehouse	Energy	3000/1/1
			2860/2	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 300722 1	30/07/22		2860	£88.46	£4.50	£83.96		Utility Warehouse	UW Sports Pavilion June 2022	3000/1/1
			2861/1	£55.60	£2.65	£52.95	RLOS	Utility Warehouse	Energy	3200/1/1
			2861/2	£31.91	£5.32	£26.59	RLOS	Utility Warehouse	Mobile	3000/1/6
			2861/3	£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
			2861/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 300722 2	30/07/22		2861	£121.11	£13.57	£107.54		Utility Warehouse	UW Cemetery June 2022	3200/1/1
			2862/1	£394.30	£18.78	£375.52	RLOS	Utility Warehouse	Energy	3802/1/3
			2862/2	£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
			2862/3	£32.20	£5.37	£26.83	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
			2862/4	£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 300722 3	30/07/22		2862	£455.90	£29.05	£426.85		Utility Warehouse	UW Carvers Clubhouse June 2022	3802/1/3
Petty Cash July 2022	31/07/22		2882	£44.57	£0.00	£44.57	Counc	Ringwood Town Council	Petty Cash July 2022	10000
			2899/1	£132.87	£0.00	£132.87	RLOS	Decathlon	footballs basketballs etc	3802/2/2
			2899/2	-£127.67	£0.00	-£127.67	RLOS	Decathlon	Refund less P&P	3802/2/2
Lloyds CC Jul 22 17	31/07/22		2899	£5.20	£0.00	£5.20		Decathlon	Sports equipment for summer paid on credit card	3802/2/2
Closing posting	31/07/22		2936	-£7.00	£0.00	-£7.00	Counc	Lloyds Bank	Client Account Reconciling balance to close account	10111
			2937/1	£10.99	£1.83	£9.16	RLOS	Canva	subscription for marketing	3802/2/1
Lloyds	31/07/22		2937	£10.99	£1.83	£9.16		Canva	Monthly subscription June 2022	3802/2/1
			2130/1	£0.00	£0.00	£0.00	P&F	New Forest District Council	Quarterly parking clock - JH Paid PC Oct 2021	2600/1/4

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	01/08/22	2130	RTC804232	£0.00	£0.00	£0.00		New Forest District Council	Quarterly parking clock - JH	2600/1/4
DD 010822 1	01/08/22	2884		£193.00	£0.00	£193.00	RLOS	New Forest District Council	Rates Carvers Clubhouse August 2022	3802/1/6
DD 010822 2	01/08/22	2885		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery August 2022	3200/1/5
DD	02/08/22	2886		£290.00	£0.00	£290.00	RLOS	DVLA	Annual tax WR08 WWJ	3000/3/2
		2845/1		£35.70	£5.95	£29.75	RLOS	Comax UK Ltd	cups for clubhouse	3802/3/1
		2845/2		£20.98	£3.50	£17.48	RLOS	Comax UK Ltd	lids	3802/3/1
1076	08/08/22	2845	RTC804624	£56.68	£9.45	£47.23		Comax UK Ltd	cups and lids	3802/3/1
		2846/1		£129.00	£21.50	£107.50	RLOS	Comax UK Ltd	parasol	3802/2/1
		2846/2		£59.99	£10.00	£49.99	RLOS	Comax UK Ltd	concrete base for parasol	3802/2/1
1077	08/08/22	2846	RTC804671	£188.99	£31.50	£157.49		Comax UK Ltd	replacement base and parasol for clubhouse	3802/2/1
		2847/1		£17.71	£2.95	£14.76	RLOS	Comax UK Ltd	1000 Paper bags	3802/3/1
		2847/2		£44.97	£7.50	£37.47	RLOS	Comax UK Ltd	1000 Paper cups	3802/3/1
1078	08/08/22	2847	RTC804763	£62.68	£10.45	£52.23		Comax UK Ltd	Catering supplies	3802/3/1
		2848/1		£834.00	£139.00	£695.00	PT&E	Defib Store Ltd	Defibrillator	4000/1/1
		2848/2		£12.00	£2.00	£10.00	PT&E	Defib Store Ltd	Delivery	4000/1/1
1079	08/08/22	2848	RTC804764	£846.00	£141.00	£705.00		Defib Store Ltd	Defibrillator	4000/1/1
		2849/1		£330.00	£55.00	£275.00	RLOS	R M Smith Fencing Limited	To supply and fix new 6x6 slam post, new round post, and fix an extended field gate latch	3000/2/10
1080	08/08/22	2849	RTC804692	£330.00	£55.00	£275.00		R M Smith Fencing Limited	New posts and alterations to pedestrian gate to Raymond Brown Nature Reserve Reference: Q.23843	3000/2/10
		2850/1		£600.00	£100.00	£500.00	P&F	Laceys Solicitors	Second interim invoice for legal services	2400/21
1081	08/08/22	2850	RTC804682	£600.00	£100.00	£500.00		Laceys Solicitors	Supply of legal services	2400/21
		2851/1		£960.00	£160.00	£800.00	P&F	Laceys Solicitors	Supply of legal services	2400/21
1082	08/08/22	2851	RTC804759	£960.00	£160.00	£800.00		Laceys Solicitors	Supply of legal services	2400/21
		2852/1		£100.00	£0.00	£100.00	RLOS	Geoffrey Hopkinson	piper at beacon event	3100/3
1083	08/08/22	2852	RTC804618	£100.00	£0.00	£100.00		Geoffrey Hopkinson		3100/3
		2853/1		£7.46	£1.24	£6.22	P&F	Hampshire County Council	598359 Viakal limescale remover	2000/3/4
		2853/2		£17.24	£2.87	£14.37	P&F	Hampshire County Council	570174 Domestos bleach (case of 9)	2000/3/4

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			2853/3	£11.38	£1.90	£9.48	P&F	Hampshire County Council	579076 Finish dishwasher tablets (box of 110)	2000/3/4
1084	08/08/22	2853	RTC804667	£36.08	£6.01	£30.07		Hampshire County Council	Cleaning supplies - Gateway (rechargeable)	2000/3/4
			2854/1	£44.42	£7.40	£37.02	P&F	Hampshire County Council	836053 Foot rest x 3	2000/1/4
1085	08/08/22	2854	RTC804673	£44.42	£7.40	£37.02		Hampshire County Council	Foot rest	2000/1/4
			2855/1	£20.10	£3.35	£16.75	P&F	Hampshire County Council	816100 Blue hand towels x 5000	2000/3/4
			2855/2	£11.03	£1.84	£9.19	P&F	Hampshire County Council	598128 Carex - 5 litres	2000/3/4
			2855/3	£23.27	£3.88	£19.39	P&F	Hampshire County Council	819050 A4 paper - 5 reams	2000/1/8
1086	08/08/22	2855	RTC804757	£54.40	£9.07	£45.33		Hampshire County Council	Caretaker supplies:- Hand towels and handsoap - rechargeable Stationery:- A4 paper	2000/3/4
			2858/1	£1,854.77	£0.00	£1,854.77	P&F	New Forest District Council	Rates during vacancy to 31 July	2100/2
1087	09/08/22	2858	RTC804765	£1,854.77	£0.00	£1,854.77		New Forest District Council	Business Rates	2100/2
			2859/1	£161.88	£26.98	£134.90	P&F	Pitney Bowes	Franking machine ink DM60	2000/1/10
			2859/2	£5.94	£0.99	£4.95	P&F	Pitney Bowes	Delivery charge	2000/1/10
1089	09/08/22	2859	RTC804713	£167.82	£27.97	£139.85		Pitney Bowes	Franking machine ink x 2 This will appear on RTC's PB Purchase Power Invoices & Transactions Account Original price each is £79.95, but £25 discount (so I have raised PO so that cost of each ink is minus £12.50 i.e. £67.45)	2000/1/10
			2866/1	£145.16	£24.19	£120.97	RLOS	screwfix	Polycarbonate sheets for strimming protection	3000/1/4
			2866/2	-£26.99	-£4.50	-£22.49	RLOS	screwfix	Credit open reel tape measure	3000/1/2
1090	09/08/22	2866	RTC804756	£118.17	£19.69	£98.48		screwfix	Polycarbonate sheets for strimming protection on buildings.	3000/1/4
			2867/1	£40.05	£6.67	£33.38	RLOS	Ian Dods	Replace damaged lock on container	3200/2/1
1091	09/08/22	2867	RTC804741	£40.05	£6.67	£33.38		Ian Dods	TO REPLACE LOCK ON CONTAINER DAMAGED BY ATTEMPTED BREAK IN.	3200/2/1
			2868/1	£234.00	£39.00	£195.00	RLOS	Central Southern Security	Callout and repairs to alarm system after attempted break-in	3200/2/1
1092	09/08/22	2868	RTC804766	£234.00	£39.00	£195.00		Central Southern Security	Callout and repairs to alarm system after attempted break-in.	3200/2/1
BGC	12/08/22	2888		£159.90	£26.65	£133.25	P&F	Austin & Wyatt	Fees August 2022	2400/19

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BGC	12/08/22	2889		£48.75	£0.00	£48.75	P&F	Austin & Wyatt	Smoke safety check	2100/3
1093	15/08/22	2883		£8,018.71	£0.00	£8,018.71	P&F	Hampshire County Council	Pension July 2022	2600/1/3
DD	15/08/22	2887		£382.22	£18.20	£364.02	P&F	SSE Southern Electric	Qtr 1 2022/23 Unmetered	2000/1/1
		2890/1		£359.00	£0.00	£359.00	RLOS	New Forest District Council	a box of waste bags	3802/1/1
		2890/2		£23.00	£0.00	£23.00	RLOS	New Forest District Council	recycling bags	3802/1/1
1094	16/08/22	2890	RTC804664	£382.00	£0.00	£382.00		New Forest District Council	a box of waste bags for Clubhouse and recycling bags	3802/1/1
		2891/1		£140.00	£23.33	£116.67	RLOS	Ringwood and Verwood Glass	bolts on front doors	3802/1/2
1095	16/08/22	2891	RTC804748	£140.00	£23.33	£116.67		Ringwood and Verwood Glass	Fixing bolts to the front doro at Carvers for additional security	3802/1/2
		2892/1		£391.88	£65.31	£326.57	RLOS	New Forest Ice Cream	Ice Cream for Resale	3802/3/1
1096	16/08/22	2892	RTC804761	£391.88	£65.31	£326.57		New Forest Ice Cream	Ice Cream for Resale	3802/3/1
		2893/1		£228.00	£38.00	£190.00	RLOS	RFS Technology	alarm fire maintenaceand support renewal	3802/1/1
		2893/2		£67.20	£11.20	£56.00	RLOS	RFS Technology	standby battery	3802/1/1
1097	16/08/22	2893	RTC804772	£295.20	£49.20	£246.00		RFS Technology		3802/1/1
		2894/1		£2.76	£0.46	£2.30	RLOS	screwfix	Cable Ties For Open Spaces	3000/2/9
1098	16/08/22	2894	RTC804580	£2.76	£0.46	£2.30		screwfix	Cable Ties for open spaces.	3000/2/9
1099	16/08/22	2895		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	July 2022	3000/2/1
		2896/1		£10.64	£1.77	£8.87	RLOS	Itec	Carvers Clubhouse	3802/2/2
		2896/2		£13.62	£2.27	£11.35	P&F	Itec	Gateway	2000/1/9
1100	16/08/22	2896		£24.26	£4.04	£20.22		Itec	August 2022	3802/2/2
		2897/1		£406.04	£67.67	£338.37	RLOS	New Forest Ice Cream	ice cream for resale	3802/3/1
1011	16/08/22	2897	RTC804727	£406.04	£67.67	£338.37		New Forest Ice Cream	for resale	3802/3/1
		2898/1		£336.00	£56.00	£280.00	P&F	Concentrate Limited	Bi-monthly security updates - RTC site - August 2022 to March 2023	2000/1/14
		2898/2		£336.00	£56.00	£280.00	RLOS	Concentrate Limited	Bi-monthly security updates - Carvers site - August 2022 to March 2023	3802/2/1
		2898/3		£571.20	£95.20	£476.00	P&F	Concentrate Limited	Website Updates (both sites) - 8 hours purchased in advance	2000/1/14
		2898/4		£84.00	£14.00	£70.00	RLOS	Concentrate Limited	July security update for Carvers site	3802/2/1

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
1102	16/08/22	2898	RTC804760	£1,327.20	£221.20	£1,106.00		Concentrate Limited	Website Services - Security Updates and Development Updates 2000/1/14
1103	17/08/22	2900		£454.36	£21.64	£432.72	P&F	Smartest Energy	Net of £6467.46 - £6013.10 = £454.36. Ok to pay balance re RF 17/08/22 2100/2
		2907/1		£159.00	£0.00	£159.00	RLOS	TV Licensing	TV license 3802/2/1
Lloyds CC J/A 2022 1	17/08/22	2907	RTC804737	£159.00	£0.00	£159.00		TV Licensing	Clubhouse license paid on credit card 3802/2/1
Lloyds J/A 2022 2	17/08/22	2908		£27.60	£0.00	£27.60	PT&E	Google	July 2022 4000/1/6
		2909/1		£31.48	£5.25	£26.23	RLOS	Toolstation Ltd	Man Hole Cover. 3200/2/5
Lloyds J/A 2022 3	17/08/22	2909	RTC804742	£31.48	£5.25	£26.23		Toolstation Ltd	Paid by Credit Card Man hole cover to replace a broken one in Cemetery. 3200/2/5
DD	19/08/22	2904		£98.91	£16.48	£82.43	RLOS	Worldpay	August 2022 3802/3/1
DD	19/08/22	2905		£314.99	£52.50	£262.49	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	July 2022 calls 2000/1/11
		2901/1		£200.00	£0.00	£200.00	RLOS	H & W Creative Limited	design work for carvers clubhouse inc summer 3802/2/1
1104	22/08/22	2901	RTC804773	£200.00	£0.00	£200.00		H & W Creative Limited	3802/2/1
		2902/1		£186.00	£31.00	£155.00	RLOS	Cleansing Service Group Ltd	service of pump station on rec ground 3802/1/1
1105	22/08/22	2902	RTC804776	£186.00	£31.00	£155.00		Cleansing Service Group Ltd	Service of single pump station at Clubhouse 3802/1/1
		2903/1		£320.00	£0.00	£320.00	RLOS	New Forest First Aid Training	2 day First Aid training course x 2 3002/1
1106	22/08/22	2903	RTC804735	£320.00	£0.00	£320.00		New Forest First Aid Training	2-day First Aid course for groundsteam :- Paul and Barney (Thurs 17th and Fri 18th Nov 22) (£160 per person) ok to pay in advance but do not need to receipt (RF email 16/08/22) 3002/1
DD	22/08/22	2906		£6,551.91	£0.00	£6,551.91	P&F	Inland Revenue	July 2022 2600/1/2
1108	23/08/22	2910		£24.90	£4.15	£20.75	RLOS	screwfix	Payment for Coach bolts - previously credited in full (1033 27/06/22 C/n 1266664688 - see trans 2736) 3000/2/9
		2912/1		£145.00	£0.00	£145.00	P&F	Shadow Design	Cemetery Booklet design and print qty 250 2000/1/8
1109	23/08/22	2912	RTC804517	£145.00	£0.00	£145.00		Shadow Design	2000/1/8
		2913/1		£1,800.00	£300.00	£1,500.00	RLOS	Rubicon Industries Ltd	ringwood skate jam 2022 3802/2/7

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
1110	23/08/22	2913	RTC804723	£1,800.00	£300.00	£1,500.00		Rubicon Industries Ltd	Ringwood Skate Jam 2022	3802/2/7
		2914/1		£30.00	£5.00	£25.00	RLOS	Letters & Logos Ltd	tennis court signs	3802/2/1
1111	23/08/22	2914	RTC804717	£30.00	£5.00	£25.00		Letters & Logos Ltd	tennis court signs	3802/2/1
		2915/1		£40.32	£6.72	£33.60	RLOS	Letters & Logos Ltd	swing board posters	3802/2/1
1112	23/08/22	2915	RTC804785	£40.32	£6.72	£33.60		Letters & Logos Ltd	two printed posters for clubhouse	3802/2/1
		2916/1		£89.54	£14.92	£74.62	RLOS	Letters & Logos Ltd	flyers for summer programme	3802/2/1
1113	23/08/22	2916	RTC804714	£89.54	£14.92	£74.62		Letters & Logos Ltd	flyers for summer programme	3802/2/1
		2917/1		£90.72	£15.12	£75.60	RLOS	Letters & Logos Ltd	correx boards	3802/2/1
1113	23/08/22	2917	RTC804715	£90.72	£15.12	£75.60		Letters & Logos Ltd	correx boards to promote summer programme	3802/2/1
		2918/1		£36.00	£6.00	£30.00	RLOS	Letters & Logos Ltd	A0 poster	3802/2/1
1113	23/08/22	2918	RTC804716	£36.00	£6.00	£30.00		Letters & Logos Ltd	A0 poster for summer programme	3802/2/1
DD	25/08/22	2919		£26,429.42	£0.00	£26,429.42	P&F	Salaries	August 2022	2600/1/1
DD	26/08/22	2920		£60.99	£0.00	£60.99	P&F	Lloyds Bank	Bank Charges August 2022	2000/1/18
		2921/1		£250.00	£0.00	£250.00	RLOS	Ethical Activities Cic	Activity Day summer 2022	3802/2/1
1114	30/08/22	2921	RTC804722	£250.00	£0.00	£250.00		Ethical Activities Cic	Summer activity day	3802/2/1
		2922/1		£353.60	£0.00	£353.60	RLOS	Everyone's Adventure	battlefield live event	3802/2/1
1115	30/08/22	2922	RTC804787	£353.60	£0.00	£353.60		Everyone's Adventure	Battlefield live event	3802/2/1
		2923/1		£125.00	£0.00	£125.00	RLOS	A & K Entertainment	family magic show	3802/2/1
1116	30/08/22	2923	RTC804704	£125.00	£0.00	£125.00		A & K Entertainment	Family show at Carvers as part of summer programme	3802/2/1
		2924/1		£101.43	£4.83	£96.60	RLOS	Utility Warehouse	Energy	3000/1/1
		2924/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 310822 1	30/08/22	2924		£103.83	£5.23	£98.60		Utility Warehouse	UW Sports Pavilion July 2022	3000/1/1
		2925/1		£422.61	£20.12	£402.49	RLOS	Utility Warehouse	Energy	3802/1/3
		2925/2		£27.00	£4.50	£22.50	RLOS	Utility Warehouse	Mobile	3000/1/6
		2925/3		£31.32	£5.22	£26.10	RLOS	Utility Warehouse	Phone & Broadband	3802/2/5
		2925/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3802/1/3
DD 310822 2	31/08/22	2925		£483.33	£30.24	£453.09		Utility Warehouse	UW Carvers Cubhouse July 2022	3802/1/3

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/07/22 and 31/08/22

B

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		2926/1		£44.30	£2.11	£42.19	RLOS	Utility Warehouse	Energy
		2926/2		£32.41	£5.40	£27.01	RLOS	Utility Warehouse	Mobile
		2926/3		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	Phone & Broadband
		2926/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club
DD 310822 3	31/08/22	2926		£110.31	£13.11	£97.20		Utility Warehouse	UW Cemetery July 2022
NFDC Tfr5	31/08/22	2930		£28.66	£0.18	£28.48	RLOS	New Forest District Council	NFDC Tfr5 Café sales 11/7/22
NFDC Tfr5	31/08/22	2931		£24.37	£0.70	£23.67	RLOS	New Forest District Council	NFDC Tfr5 Café sales 8/8/22
NFDC Tfr5	31/08/22	2932		£45.30	£0.00	£45.30	RLOS	New Forest District Council	NFDC Tfr5 Café sales 15/8/22
NFDC Tfr5	31/08/22	2933		£45.43	£0.00	£45.43	RLOS	New Forest District Council	NFDC Tfr5 Café sales 25/7/22
NFDC Tfr5	31/08/22	2934		£44.91	£0.00	£44.91	RLOS	New Forest District Council	NFDC Tfr5 Café sales 1/8/22
Petty Cash Aug 2022	31/08/22	2935		£48.81	£0.00	£48.81	Counc	Ringwood Town Council	Petty Cash August 2022
Total				£118,429.06	£3,569.11	£114,859.95			

POLICY AND FINANCE COMMITTEE 21st SEPTEMBER 2022**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted 31-Aug-22	Actual at 31-Aug-22	Predicted Movement	Proposed Transfers		Predicted 30-Sep-22
	£	£	£	Cash Out £	Cash In £	£
Imprest (Current) Account	83,829	101,056	226,975	-250,000	250,000	78,031
Business Account	56,553	61,555				61,555
Investment Accounts	950,000	950,000				1,200,000
Greenways Rent Deposit	0	0				0
Petty Cash - Imprest	150	107				107
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	1,090,707	1,112,893	226,975	-250,000	250,000	1,339,868

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

21/09/22

21/09/22

Investment Accounts	CCLA	Instant access
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Notes:

- | | |
|--|--|
| 1 Imprest Account | £ |
| Anticipated net expenditure to end September | 50,000 |
| 2nd instalment of precept due 30th September | -276,975 |
| Net anticipated movement on imprest account | -226,975 |
| 2 Investment Maturity | |
| No investments due to mature | |
| 3 | The bank accounts were reconciled as at 31st August 2022 |
| 4 | A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays. The balance is £50.00. |
| 5 | A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk. |
| 6 | The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc |

REPORT TO POLICY & FINANCE COMMITTEE – 21st September 2022

BUDGETARY CONTROL Period 5 – April to August 2022

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with the budget monitoring report for the first five months of the year 2022-23.
- 1.2 It has been previously reported that the budget approved in January required a transfer from the General Reserve of £7,441 in order to balance. Since then some additions to the budget have been approved and at the July meeting it was agreed to add two significant additional capital schemes. The purchase of land at Forestside gardens and the Football Development project will increase overall expenditure but both will be funded from reserves, grants and borrowing and so will have little impact on the revenue budget. However, the earlier additions in respect of legal fees and consultants' fees will increase the planned drawdown from the General Reserve by £6,075. The current approved budget may therefore be summarised as follows:

1.3	Original	post July P&F
	£	£
Expenditure	808,927	3,104,850
Plus transfers to earmarked reserves	38,400	38,400
Less Income	-243,568	-2,177,068
Less transfers from earmarked reserves	<u>-42,369</u>	<u>-398,717</u>
Net budget requirement	561,390	567,465
Funded by:		
Council Tax	553,949	553,949
Plus transfer from the General Reserve	<u>7,441</u>	<u>13,516</u>
	561,390	567,465

- 1.4 Note that the increase in planned income of £1,933,500 will be a combination of grant funding and borrowing, the timing of which is uncertain. The borrowing will attract additional debt charges but these will be covered by additional lease rental income. Similarly, the increase in the transfer from earmarked reserves includes £29,898 in respect of Forestside Gardens (CIL) and £326,500 in respect of the football development project. This is based on 75% of the receipts currently held by the Town Council being applied this year, but this, too, is dependent on progress on the project and the timing of the borrowing.
- 1.5 Reserves stood at £618,049 at the 1st of April including rent & key deposits and the sums held in respect of the carried over underspends and receipts held in advance. Additional sums have been added to reserves in the current year, as detailed in sect. 7. These plans will now see a net transfer from reserves of £373,833, with a projected balance of £680,501 at year end. An updated schedule of planned and actual movements on reserves is included at Appendix 2.
- 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 approved income and expenditure budgets for the year as described above. The net budget deficit reported represents the net transfers to and from reserves per paragraph 1.5. The summary comparison report is presented Committee by committee and reflects the new budget structure with Events and Carvers Clubhouse budgets now included within Recreation, Leisure and Open Spaces Committee.

2. INCOME & EXPENDITURE TO THE END OF AUGUST 2022

- 2.1 Total receipts to the end of August amount to £825,630 but this includes £442,858 in respect of grants and other unbudgeted capital receipts and £276,975 precept. Income received to date against the budget therefore amounts to £105,798, which is slightly more than 43% of the original predicted figure for the year. For the purposes of this comparison, the additional planned capital receipts have been excluded as they will distort the picture. Income received to date therefore is

generally in line with predictions. However, this total figure masks some variances. Activities income, whilst performing well in some areas, is showing disappointing returns for Cricket and football receipts are expected to fall significantly (see Football Development Project, below). Rental income will be lower than planned this year because of the continuing vacancy of the 1st floor at Greenways although it is likely that this will be resolved soon. Allotments invoices were sent out at the end of August and receipts are expected to increase rapidly.

- 2.2 Income generation is performing well in trading activities, notably Carvers Clubhouse although expenditure has also increased. Cemetery income is performing well with more than 50% of the predicted amount received in 5 months (but previous experience shows that this is not a predictor for the rest of the year). Events are discussed in more detail below, but the Queen's jubilee event generated more than £5,000 where no income had been expected, although expenditure was also somewhat higher than planned. Interest receipts have increased considerably because of both the recent interest rate rises and the additional funds received and invested in respect of the football development project. Interest received to the end of August amounts to £3,153 against an original budget of just £500 and interest receipts are currently running at a little over £1,000/month.
- 2.3 Expenditure to the end of August totalled £347,108. 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 £14,665 making expenditure to the end of August £361,773. However, this includes expenditure of £29,848 on land acquisition at Forestside Gardens which was approved after the original budget was agreed. Excluding this reduces expenditure to date against the budget to £331,925. This is 41% of the original annual budget, which is broadly in line with predictions assuming linear spend.
- 2.4 Whilst expenditure is, in aggregate, in line with budget predictions, there are some concerning issues which have been noted previously but which are now becoming more certain. The payroll budget for the Town Council is £491,345 for the year based on a predicted pay award of 3.5%. Pay costs to date amount to £205,456 which, with 3.5% added, amounts to £212,646, an overspend to date against the budget, assuming linear spend, of £7,900. Two thirds of this is accounted for by the events staff budget for which additional hours were worked to deliver the Queen's Jubilee event. Other payroll budget variances can be explained by seasonal effects (more overtime in summer covering staff leave, for example) and the Jubilee event attracted additional income that matches the overspend. However, the national pay award offer has been announced, and whilst it has not yet been accepted, it is safe to assume that the eventual settlement will not be any lower than that currently offered. The offer is for a flat rate increase of £1,925 per full time equivalent (fte) employee. The Town Council has 13.83 ftes so this will add £26,623 to the pay bill. Employer's pension contributions and National Insurance contributions will add a further 20.2% and 15.05% respectively, bringing the additional cost to just over £36,000 or about 7.6% on the current pay costs. (there will be some additional costs because of overtime, but also some reductions because of the impact of NI thresholds). The original budget made allowance for an increase of 3.5% which would have cost £16,600, so this award, if approved, will add a further £19,400 to the budgeted pay costs.
- 2.5 The second area of concern is the rapidly increasing cost of energy. The Town Council has some protection in that the costs of the Gateway are shared amongst the three partners, HCC, NFDC and the Town Council, but the costs of energy at other council owned sites will have to be borne by the Town council alone. Total energy budgets for the year and spend to date are as follows:

	Budget £	Spend to August 2021 £
Carvers Clubhouse	2,105	1,769
Greenways (vacant property)	0	734
Sports Pavilion	746	415
Cemetery (former morgue)	724	402
Total	3,575	3,320

With no further increase in the cost of energy, or increase due to a cold winter, the projected overspend would be £4,400. The actual overspend is likely to be somewhat higher and this excludes any increase in the share of Gateway energy costs that the Town Council will have to pay.

- 2.6 A third concern is the mounting cost of legal support for a particular issue that members asked to be addressed. The initial approved budget provision of £3,500, to be met from the general reserve, has now been exceeded with costs to date of £2,800 and a further commitment of £2,500. Costs are

likely to reach as much as £30,000 in the current year, far exceeding the approved budget. Members are asked to decide how much additional budget provision should be made available for this issue.

- 2.6 There are a number of other, smaller expenditure variances and these will all be analysed in detail as part of the revised budget setting process. Nevertheless, it is very likely that the increased pay costs, energy costs and legal costs alone will add around £50,000 to net costs and reduce the general reserve accordingly.

3. REVISED BUDGET & BUDGET PREPARATION 2023/24

- 3.1 The process for revising the current year budget and preparing a draft budget for 2023/24 has begun. During September the RFO will be meeting with budget managers to discuss budget pressures and savings opportunities. However, achieving a balanced budget for 2023/24 will be much more challenging than in previous years.
- 3.2 The 2023/24 budget will be prepared, as in previous years, on an incremental basis. Existing budgets will be rolled forward, adjusted for known changes and an estimate of inflation applied. Account will also be taken of actual spend in previous years to determine whether the size of the budget is appropriate.
- 3.2 Members are requested to consider what changes, if any, they would suggest to the current budget plans, together with an indication of the budget preparation parameters that may be used for modelling purposes. This will include inflation estimates, changes to charging policies and reduction or elimination of budgets. It will also be very helpful to have an indication from members of what percentage increase in the Council Tax charge for a Band D property for the new financial year would be considered acceptable.
- 3.3 A revised budget proposal, together with a preliminary draft budget will be presented to the October meeting of this Committee for discussion and further development.

4. GROWTH & CAPITAL PROJECTS

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

	Budget	Spend to August
• Carvers Clubhouse replacement benches	£1,600	£0
• Buildings Surveys	£2,000	£1,900
• Carvers Playpark bench replacement	£1,000	£0
• Memorial tree and Bench	£2,100	£300
• Carvers Strategic Plan	£10,000	£738
• Support for the REAL working party	<u>£1,000</u>	<u>£472</u>
Total	£17,700	£3,410

- 4.2 Most of the carried over underspends from last financial year, totalling £11,716 have been applied, with spend in these areas to the end of August amounting to £10,425. The project to install signage at the Bickerley is in hand with £1,034 of the budget of £1,200 spent, whilst the youth activities programme has incurred expenditure to date of £1,733 against the budget of £2,380. All of these items are funded from earmarked reserves.

5. FOOTBALL DEVELOPMENT PROJECT

- 5.1 The football development project will provide an all weather pitch and ancillary infrastructure at the Council's playing fields at Long Lane. The outline estimated costs and sources of funding were provided in June. The estimated project costs are £3,014,556 of which £9,625 was spent in 2021/22. A further £2,023 has been incurred in the current year to the end of August.
- 5.2 The project timings remain uncertain, but for budget planning purposes, it is assumed that 75% of the costs will fall in 2022/23 with the balance falling in 2023/24. The capital budget has been

amended to reflect this. The costs will be met from a combination of grants, developer's contributions and borrowing, the timing of which remain to be agreed. For planning purposes it has been assumed that the capital expenditure will be matched by a combination of developers contributions held by the Council, (75% of £435,330) with the balance being met by grants and borrowing.

5.3 Some of the preliminary steps have already been taken. The Town Council has taken the option to tax on the site which means that any future "supplies" (in practice, leases) will no longer be exempt but rather subject to VAT at the standard rate. However, this is necessary to ensure that the Council will also be able to recover VAT on the significant costs of the project. In order for this to happen, the current lease has been surrendered. This means that income from the lease has now ceased and future revenue will match the debt repayments arising from the PWLB loan which is being processed. As a result, there will be a reduction in net revenue from the Long Lane sports ground.

5.4 Further updates will be provided as the project progresses.

6. RINGWOOD EVENTS

6.1 The Town council approved a series of budgets to enable community events in the Town. The total budget allocated was £25,482 made up of £5,482 for an events coordinator, £10,000 for the Jubilee celebrations and £5,000 each for the Christmas lights switch on and the annual Fireworks display. These events are, in turn, expected to deliver £15,000 in revenue income from ticket sales and sponsorship. It is further planned to transfer £5,000 from the events reserve to support the Queens Jubilee. The budgets are flexible in that additional income will enable additional spend.

6.2 The remaining balance of £5,482 (the staff cost) is to be shared between the events reserve and the general reserve. At the April meeting of this Committee, it was agreed that the Town Council underwrite up to £4,000 of the staff costs in 2021/21 with this figure being reviewed for 2022/23, and the balance being met from the events reserve. Following the 1st event, the Queen's Jubilee, costs were £12,311 whilst receipts, including grant receipts received in 2021/22 and held in reserves, came to £9,146, a net cost of £3,165. (The budgets had assumed a net cost of £5,000 for this event.) Staff costs have also been somewhat higher than predicted with £6,919 incurred to date against a budget for the year of £5,482.

6.3 To date, Ringwood Events have incurred costs of £27,550. This includes almost £7,500 on the fireworks event for which advance payments are required. Income to date amounts to £10,570. The net cost to date of £16,980 compares unfavourably with the planned budget for the year of £10,482, but this is largely due to events later in the year incurring costs before income is received.

6.4 No date has been announced for the Coronation of King Charles III but this is not likely to be sooner than next summer. Nevertheless, the Town Council will need to plan for a civic celebration of the Coronation and make provision for the net cost, which is likely to be similar to the jubilee costs of around £5,000, plus any additional staff costs. Much of this will be met from the events reserve given that sufficient funds remain.

6.5 The events reserve stood at £16,768 at the start of the year. This included £3,970 of advance receipts for the Jubilee and Christmas events. The current budget plans also include transfers from this reserve of £10,380 in support of young person's events, the Queen's Jubilee and the Town Christmas Tree. This will leave a balance on the events reserve of £2,418 before any surplus or deficit on the remaining events is transferred. In order to determine how much should be transferred, Members are invited to review the contribution towards the Events staff budget for 2022/23.

7. RESERVES & BALANCES

7.1 The opening reserves balance was £618,049 at the 1st of April. This was made up of Earmarked Reserves of £298,687, Customer deposits of £15,121 and a General Reserve of £304,241. Additional receipts of £435,330 in respect of the football development project, £2,842 in respect of CIL, £3,067 in respect of Developer's Contributions, £1,119 in respect of Covid, "re-opening of the High Street safely" grant and £500 in respect of the disposal of redundant equipment have been

received as at the 31st August. A further £34 has been received for key deposits. Rent deposits have reduced by £2,637.50 on the return of the Community First deposit, and income of £3,970 received in 2021/22 in respect of the Jubilee event has been applied to that event.

- 7.2 A planned net transfer from Earmarked Reserves of £3,969 was approved in January, but this figure has now been increased to £364,286 with the addition of the Football development Project, the purchase of Forestside gardens and the application of receipts taken in advance. The predicted closing balance is now therefore £377,259.
- 7.3 It was noted above that to balance the budget in the current year, a transfer from the General Reserve of £13,516 is required. However, whilst most income and expenditure budgets are tracking close to plan, the pay award together with energy price increases and additional legal expenses are likely to increase this draw on the general reserve by £50,000 to around £63,500. This would reduce the balance of the general reserve to around £241,000 which is less than 44% of the annual precept.
- 7.4 Total reserves at year end will depend largely on progress on the football development project for which significant funds are held in reserves by the Town Council.
- 7.5 A schedule of the planned and actual movements to date on reserves is included at Appendix 2.

8. RECOMMENDATIONS

It is **recommended** that Members:-

- 8.1 note the budget monitoring position.
- 8.2 note the projected balances of Reserves.
- 8.3 review and determine the amount of budget provision for legal costs.
- 8.4 provide guidance on budget preparation for 2023/24, in particular a target Council Tax.
- 8.5 give consideration to the amount of contribution towards Ringwood events staff costs.

For further information please contact:

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Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Policy & Finance					
Income					
200	Revenue Income	£121,081.00	£442,858.31	£486,691.35	-£77,247.96
280	Carvers Club House Income	£0.00	£0.00	-£24.00	-£24.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£121,081.00</u>	<u>£442,858.31</u>	<u>£486,667.35</u>	<u>-£77,271.96</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
2000	Establishment	£108,947.00	£0.00	£38,631.42	£70,315.58
2100	Maintenance	£38,002.00	£0.00	£7,554.12	£30,447.88
2200	Democratic Process (members Costs)	£12,340.00	£0.00	£4,286.60	£8,053.40
2210	Grants	£9,900.00	£0.00	£4,000.00	£5,900.00
2300	Employee Costs- Allocated Office Staff	£107,814.00	£0.00	£43,454.50	£64,359.50
2310	Employee overhead Costs	£3,007.00	£0.00	£1,645.00	£1,362.00
2400	Other	£44,822.00	£0.00	£11,384.88	£33,437.12
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£29,848.00	£0.00	£29,847.95	£0.05
2600	Wages Control Account	£0.00	£0.00	-£14,664.58	£14,664.58
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£386,226.00</u>	£0.00	<u>£141,912.84</u>	<u>£244,313.16</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Recreation, Leisure & Open Spaces					
Income					
300	Revenue Income (RLOS)	£32,507.00	£0.00	£13,699.79	-£18,807.21
310	Events	£15,000.00	£0.00	£6,669.69	-£8,330.31
320	Cemetery Income	£40,550.00	£0.00	£21,029.57	-£19,520.43
330	Allotment Income	£5,465.00	£0.00	£76.64	-£5,388.36
350	Capital Income	£1,933,500.00	£0.00	£0.00	-£1,933,500.00
380	Carvers Clubhouse	£18,865.00	£0.00	£14,659.45	-£4,205.55
Total Income		<u>£2,045,887.00</u>	£0.00	<u>£56,135.14</u>	<u>-£1,989,751.86</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance	
Expenditure					
3000	Recreation & Leisure (Other)	£64,014.00	£0.00	£23,058.36	£40,955.64
3001	RL&OS -Employee Costs	£149,525.00	£0.00	£60,925.45	£88,599.55
3002	Employee Costs	£2,750.00	£0.00	£1,425.00	£1,325.00
3100	Events	£20,000.00	£0.00	£20,631.77	-£631.77
3101	Events - Employee Costs	£5,482.00	£0.00	£6,918.87	-£1,436.87
3200	Cemetery	£9,503.00	£0.00	£4,138.13	£5,364.87
3201	Cemetery -Employee Costs	£49,502.00	£0.00	£20,134.24	£29,367.76
3300	Allotments	£2,415.00	£0.00	£491.49	£1,923.51
3301	Allotments -Employee Costs	£16,042.00	£0.00	£6,636.70	£9,405.30
3350	Capital Expenditure	£2,272,100.00	£0.00	£2,323.25	£2,269,776.75
3801	Youth Services Employee costs	£55,248.00	£0.00	£22,840.35	£32,407.65
3802	Carvers Clubhouse	£30,510.00	£0.00	£20,506.40	£10,003.60
Total Expenditure		<u>£2,677,091.00</u>	£0.00	<u>£190,030.01</u>	<u>£2,487,060.99</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

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

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Expenditure				
4000 Planning, Town & Environment	£17,367.00	£0.00	£5,539.39	£11,827.61
4001 Employee Costs	£24,166.00	£0.00	£9,618.86	£14,547.14
4050 Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Expenditure	<u>£41,533.00</u>	£0.00	<u>£15,158.25</u>	<u>£26,374.75</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Council Income					
100	Precept	£553,949.00	£0.00	£276,974.50	-£276,974.50
102	Interest Business A/c	£0.00	£0.00	£2.98	£2.98
110	Client Deposits	£0.00	£0.00	£0.00	£0.00
Total Income		<u>£553,949.00</u>	£0.00	<u>£276,977.48</u>	<u>-£276,971.52</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2022/23	Reserve Movements	Actual Net	Balance
Expenditure					
10000	Petty Cash - Office	£0.00	£0.00	£0.00	£0.00
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£7.00	-£7.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>£7.00</u>	<u>-£7.00</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2022/23	Reserve Movements	Actual Net	Balance
Total Income	£2,731,017.00	£442,858.31	£825,629.97	
Total Expenditure	£3,104,850.00	£0.00	£347,108.10	
Total Net Balance	-£373,833.00		£478,521.87	

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2022 to 31st March 2023

B

	Actual Balance 01/04/22 £	Planned and Proposed Movements 2022/23:					Estimated Balance 31/03/23 £
		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
			base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>							
I.T. & Equipment	18,400	4,500		0			22,900
Gateway	25,000	0		0			25,000
Cemetery	19,533	4,000		0			23,533
Buildings Reserve	33,567	5,000	-200	-2,000			36,367
Election	11,042	1,500		0			12,542
Vehicle & Machinery	22,572	11,000		0			33,572
Play Equipment	3,031	6,900		-1,000			8,931
Memorials	0			0			0
Christmas Lights	0			0			0
Carvers Clubhouse	29,525	2,500	-1,042	-1,600	500		29,883
Ringwood Events	16,768		-11,970	-2,380			2,418
Memorial Lantern	1,354			0			1,354
Carvers Grounds	11,300			0			11,300
Infrastructure & Open Spaces	12,685	3,000		-10,000			5,685
Neighbourhood Plan	6,473		-5,473	0			1,000
Football development Project	0			-326,500	435,330		108,830
Budget Underspends retained for use in 2022/23*	8,243		-8,243				0
Total Provisions	219,495	38,400	-26,928	-343,480	435,830	0	323,316
<u>RESERVES</u>							
Earmarked Reserves:							
Dev Contribs	3,213		-1,000	0	3,067		5,280
Cem Maint	980		-230	0			750
Dev Cons(CIL)	51,449			-31,048	2,842		23,243
Capital Receipts	20,334			0	0		20,334
Grants Unapplied	3,217		0	0	1,119		4,335
Loans Unapplied	0			0	0		0
Total Earmarked Reserves and Provisions	298,687	38,400	-28,158	-374,528	442,858	0	377,259
General Reserve	304,241	0	-13,516			0	290,725
Key Deposits	15,121		-2,638		34		12,517
Total Reserves & Customer Deposits	618,049	38,400	-44,312	-374,528	442,892	0	680,501

POLICY & FINANCE COMMITTEE

21st September 2022

External Audit

1. Introduction and reason for report

- 1.1 The Council has another opportunity to opt-out of the external auditor appointment arrangements and a decision is needed on whether to exercise this.

2. Background, Options and Implications

- 2.1 The Council is subject both to 'internal audit' and 'external audit'. The internal auditor is appointed by the Council. The external auditor is appointed by Smaller Authorities Audit Authority Limited (SAAA). Under the relevant legislation, SAAA appoints external auditors for 5-year terms with the current term ending in the 2026-27 financial year. SAAA is now beginning the process of appointment for the following term. We have the power to opt-out and make our own appointment arrangements instead but, if we desire to exercise that right, must give written notice to SAAA by 28 October 2022.

- 2.2 If we opt-out, we would have to appoint an external auditor ourselves following a procedure compliant with the legislation. This would be a highly technical process that a small authority like us would find very demanding. The costs in terms of officer time and attention, specialist outside assistance etc. would almost certainly negate any benefit.

- 2.3 Even though officers have had some concerns about the speed of recent external audits and their value for money, the firm recommendation is that the Council should not exercise the right to opt-out. Officers' views and recommendation might change in future if an opportunity arose to join with a large number of other authorities in making alternative arrangements (but there is no immediate prospect of this).

3. Issues for decision and any recommendations

Members are invited to note this report and are recommended to take no action to opt-out of the default external auditor appointment arrangements.

For further information, contact:

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REPORT TO POLICY & FINANCE COMMITTEE – 21st SEPTEMBER 2022**RENEWAL OF TOWN COUNCIL INSURANCE****1. BACKGROUND**

The Town Council insurance cover is provided by Zurich Insurance plc. This cover has been in place since October 2015 and covers buildings, vehicles, plant, equipment and other assets as well as public liability. The insurance cover also covers a range of other risks such as employer liability, employee fidelity, loss of money and so on.

Whilst the market has been tested in previous years to ensure that the existing cover remains good value for money, a full retendering process has not been undertaken.

2. INSURANCE RENEWAL 2022

A number of insurance providers have been approached and invited to submit quotes for insurance cover for the Town Council. This includes companies that have expressed an interest previously and others that were known to be active in the public sector insurance market.

The insurance companies approached include the current provider, Zurich along with WPS (now James Hallam Ltd) who previously provided cover for the Town Council and Gallagher Insurance brokers (cover provided by Came & Company). Aviva, General Accident and Municipal Mutual (MMI – underwritten by NFU Mutual) were also contacted but none provide insurance cover for local authorities.

At the time of writing, however, only one company has submitted a costed quote for cover although two others are expected to furnish quotes imminently. It is proposed, therefore, that the RFO provide a further update at the meeting on the 21st with the details of the quotes received so that a decision on renewal may be taken.

4.1 RECOMMENDATION

It is **recommended** that:-

- 4.1 Members consider the quotes received and recommendation of Officers at the meeting on the 21st of September.

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POLICY & FINANCE COMMITTEE

21st September 2022

Official Email Accounts and Devices

1. Introduction and reason for report

- 1.1 At the committee meeting on 18th May officers were directed to “investigate and report on options for the provision of official email accounts for councillors” (see minute ref. F/6037). This report contains the outcome of that research.

2. Background, Options and Implications

- 2.1 Councillors’ use of unofficial email accounts can lead to problems in several ways:
 - 2.1.1 The council might find it impossible to comply with a lawful request to disclose, correct, or delete personal data held in such accounts and thus be in breach of its legal obligations;
 - 2.1.2 Councillors might find it impossible to accord council officers access to personal data (for which the council is legally responsible) held in such accounts without also unintentionally revealing other personal, privileged or confidential data to which those officers have no right of access and should not see; and
 - 2.1.3 The mixing of council business with councillors’ personal or private business affairs can cause confusion and uncertainty about the extent of councillors’ role and responsibilities.
- 2.2 If the council arranges official email accounts for councillors who are then careful to use them for all their Town Council business (and only that business), problems may still arise if councillors use personal devices for this purpose.
 - 2.2.1 Again, the council might find it impossible to comply fully with a lawful request to disclose, correct, or delete personal data held on such devices and thus be in breach of its legal obligations;
 - 2.2.2 If any of the devices lack sufficient access security or anti-virus protection, or include out-of-support products, or are shared with others, the security of data on them is compromised; and
 - 2.2.3 Again, councillors might find it impossible to accord council officers access to personal data (for which the council is legally responsible) held on such devices without also unintentionally revealing login details or other personal, privileged or confidential data to which those officers have no right of access and should not see.
- 2.3 The council’s IT support provider has considered the latest guidance from the Information Commissioner’s Office along with other documents relating to compliance with central government codes on public information security and ISO27001 (the international standard on how to manage information security). His findings are presented in the paper attached as Appendix 1.
- 2.4 The least expensive response to these concerns would be for each councillor to be provided with an official email account for use on their own device which is checked (and adapted as necessary) by the council’s IT support provider. As Appendix 1 makes clear, this would require information about the devices being collated and considered. If this identified security deficiencies, difficult questions

about liability for the cost of replacement devices, upgrades or adaptations might well arise.

- 2.5 Issuing official "@ringwood.gov.uk" email addresses to each councillor would require 14 "E1" licences from Microsoft (in addition to those already arranged for some staff) at a cost of £7.50 per month each (£105 per month in total, £1,260 per year).
- 2.6 It is impossible to estimate the cost of the support provider's time in dealing with councillor's own devices (until further information about these is collated) but with 14 councillors to consider it is likely to be significant.
- 2.7 Appendix 2 sets out options and costs for providing devices to councillors as well as email accounts. It concludes with a discussion of a third, even more secure option. The "E5" licences this would require would be an alternative not an addition to the "E1" licences mentioned in para. 2.5 above. The "SonicWall" mentioned is the firewall which protects the computer network used by council staff and the council's wi-fi networks and virtual private network for remote working.
- 2.8 Any changes to current arrangements will have budgetary implications. Depending on the preferred choice it might be appropriate (necessary even) to defer implementation until after March 2023 so the funding can be planned in the next budget round.

3. Issues for decision and any recommendations

Members are asked to note this report and the appendices and to decide what changes to current arrangements should be made and when. Doing nothing is not recommended.

For further information, contact:

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Device they are using only has one user, strongly recommended

Recommend creating a second account on their device just for town council work.

Device must have paid antivirus or supplied by broadband provider is a strong must. (Free one's do protect but not recommended to use).

Device must have password, pin, pattern, face recognition or fingerprint logging security.

Advice keeps away from other work device.

Device connected to a business that's not related to Town Council or free VPN connections, strongly advice to keep away.

If the device is locked to an email account, my cloud supplier helps for remote wipe.

The device OS or version is in support with Manufacturer or creator.

- Microsoft Windows 10/11.
- Android version 10 or newer.
- iOS Version 14 or newer.
- Chromebook only just come out.
- Older version will breach guidelines

OS Expire dates when not supported

- Windows 10 Expires October 2025
- Windows 11 Expires TBA
- Apple device – iPhone link: [iPhone models compatible with iOS 15.5 – Apple Support \(UK\)](#)

iPad link: [iPad models compatible with iPadOS 15.5 – Apple Support \(UK\)](#)

- Android Versions link: [Android OS | endoflife.date](#)

Microsoft normally change versions of OS every 5-7 years

Apple release a new version every year and support 4 generations of devices.

Android releases new version every year and support 4 generations of OS

Google hasn't released their policy on version yet

Councillors using Town Council Equipment.

They must use the office 365 cloud system for access the council data and email. This means they can access this via the web portal, Office 365 App on devices as this will keep data off their devices. If they wish to use offline apps, councillors must accept remote wipe on their device and when their term is up, MUST destroy any data that has been stored on their device that relates to the Town Council Day to day workings. Therefore, I recommend having a second account.

Regarding saving on 3rd party storage and printing. Councillors must need to have reasons why before saving or printing any data. Must be destroyed when it isn't required.

Basic information

Councillor Name:

Make:

Model:

OS/Version:

Type of device:

Antivirus/Security:

Age of device:

Is this your main device:

Any other users (If so, how many)

Is your account securely protected?

Do use you this device for any other work than personal use?

Do any other users use you this device for any other work than personal use?

How is your anti-virus being purchase?

Does this device connect to any free Wi-Fi hot spots or multiple wireless sites?

Do you use VPN service?

Android Option 1 costs

Lenovo K10 10.3" IPS 64GB Tablet - Black	Price £124.99 +vat	14
	Total	£1749.86 +vat

Android Option 2 costs

Samsung Galaxy Tab A8 10.5" 32GB WiFi Tablet - Graphite	Price £185.47 +vat	14
	Total	£2596.58 +vat

iPad Option costs

Apple iPad 9th 10.2" 64GB Wi-Fi Tablet - Silver	Price £257.50 +vat	14
	Total	£3605.00+v

Windows Laptop full laptop

ASUS ExpertBook B1 B1500CDA, AMD Ryzen 3 3250U up to 3.5GHz, 8GB DDR4, 256GB M.2 NVME SSD, 15.6" Full HD, AMD Radeon, Windows 10 Home Laptop	£279.13 +vat	14
Asus Nereus 15 Inch Carry Case	£9.15 +vat	14
	Total	£4035.92 +vat

Windows Internet only

Asus X415 Pentium 7505 4GB 128GB SSD 14" Win10 Home S Laptop - X415EA-EB741TS Laptop locked	£191.65	14
	Total	£ 2683.10

Chromebook – Internet only

ASUS Chromebook 12 C223NA Celeron N3350 4GB 32GB eMMC 11.6" Chromebook	£175.82	14
	Total	£2461.48

Internet only means no data is stored on the device so no offline working can be done.

Setup Costs

ESET per member is £15 +vat

Setup each device for each member would be £60 per Member

Training members, I am happy to do this in the forest suite for 2 hrs for £120.

Hyper Server setup

This is where members can use their own devices doesn't matter what they have got if the SonicWall pass them. This is what HCC and NFDC use on their systems for their members back in 2016, It is the highest security level setup.

New HP Server Gen 10	1x	£5018 +Vat
Windows Server 2022	1x	£681 +Vat
SonicWall SSL VPN x 15 User	1x	£409 +Vat
Office 365 E5 1yr Subscription for 14 users	1x	£5611.20 +vat
ESET Lic 1yr Subscription for 14 users	1x	£196 +vat
Setup Costs	8 Hours	£480
Cost to setup a member's	2 Hours	£120

This setup means Councillors access a webpage and opens a virtual desktop but to keeps costs low Members must have an E5 Office 365 License as this comes with windows 10 and full office. Members will need to have a mobile phone for security and training. The cost of setting up Member's, training in clued on how they work. At the council office..

REPORT TO POLICY & FINANCE COMMITTEE – 21st SEPTEMBER 2022

FINANCIAL RISK ASSESSMENT

1. Background

- 1.1 The Town Council is required to carry out an annual Financial Risk Assessment. The risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2016 and subsequently reviewed in July 2022.
- 1.2 The risk assessment was last carried out in February 2022. Since then, whilst risks associated with the global Covid pandemic have declined, the economic outlook has become much less certain with steep rises in inflation and energy costs in particular.

2. Financial risk Assessment 2022/23

- 2.1 The Town council implemented a new Financial Management system in April 2019 and subsequently added modules to manage Cemeteries and Allotments. The ensuing adjustments to financial procedures have now become embedded and the systems appear to be working well.
- 2.2 Most of the changes were managed within the framework of Financial Regulations and as such, did not require any change to the risk assessment as the risks have previously been identified and managed. The internal audit of the 2021/22 accounts identified no weaknesses in the financial control system.
- 2.4 Further, since the last review, the Covid pandemic has declined and eased some of the financial risks that the pandemic brought such as falling income and changes to expenditure. The indirect risks associated with changes to office practices and an increasing reliance on home working and reduction in face-to-face contact have been managed with suitable control measures in place to preserve the integrity of the financial systems.
- 2.5 The recent sharp increase in inflation, however, poses some additional risks. Budget projections were based on a less pessimistic forecast of inflation and whilst some provision was made for anticipated price increases, it is plain that these will be insufficient, and the Council will have to draw on reserves to maintain a balanced budget.
- 2.6 The risk assessment has been further expanded to cover risks around Council assets, the wider use of credit cards as a purchasing mechanism and the specific risks of large capital projects.
- 2.6 These risks have been addressed in the revised risk assessment, Appendix 1.

3. RECOMMENDATION

It is **recommended** that: -

- 3.1 The updated Financial Risk Assessment be noted.

For further information please contact:

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RINGWOOD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT 2022/23

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

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Financial	Poor Financial Management	Scheme of Delegation defines responsibilities for the financial affairs of the Council. Maintain & review Financial Regulations and Standing Orders. Maintain an effective budgetary control and financial reporting system. Commission annual independent internal audit and act upon any recommendations. Continue development of an internal finance procedures manual as a staff training aid.	Low	Medium	2
Financial	Failure to set a precept and a balanced budget	Ensure that the precept is determined following scrutiny of the detailed requirements for all income and expenditure budgets. Ensure that presentation to Committee of budget proposals follows an agreed timetable. The Annual budget agreed and approved by full Council by the end of January each year.	Low	Medium	2
Financial	Adequacy of Reserves to meet necessary unplanned expenditure	Reserves equivalent to 10% of annual budgeted spend available for immediate use. Maintain General Reserve at 50% of the annual precept. Carry out an annual review of reserves and maintain balances of earmarked reserves & Provisions according to the Reserves Policy.	Medium	Medium	4
Financial	Actual income and/or expenditure deviating from budget	Annual budget identifies staff members responsible for each budget heading. Effective credit control process in place. RFO monitors actual performance against budget and produces monthly budget comparison reports to Policy & Finance Committee from end of Q1. Additional inflationary risks mitigated by reserves	High	Medium	6
Financial	Capital Project costs deviating from budget	Capital projects subject to detailed budget monitoring. Independent advice sought in preparation of capital project budgets. Regular stage reviews of progress and performance against budget to be presented to members.	Medium	Medium	4
Financial	Reduction/Loss of Income	Inflation and the impact on the cost of living puts income at risk. Regular monitoring of income and effective credit control. Annual review of charges to ensure achievable income targets. Maintenance of appropriate reserves to cover any significant and unanticipated loss of income.	Medium	Medium	4
Financial	Failure to maintain an effective payments system	Financial Regulations assign responsibilities for control of expenditure. RFO establishes clear payment processes supported by appropriate documentation and monitors compliance. Separation of duties in initiating and authorizing expenditure. Order approval required before order placement or commitment. Goods receipted before payment.	Low	Low	1
Financial	Control of Payroll and Pension costs	All overtime payments pre-authorized by Clerk. Council agree pay scales and progression. Payroll outsourced to specialist payroll contractor. RFO	Low	Medium	2

Appendix 1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
		monitors spend against budgets and prepares annual payroll budgets on a zero based approach. Payments only to bone fide employees. Monthly returns to HMRC and HCC (pensions)			
Financial	Failure to ensure proper use of funds under specific powers (e.g. s137)	Ensure that all expenditure under specific powers is separately recorded in the General Ledger when required. Ensure that statutory limits on such expenditure are not breached. Ensure that grant applications are complete and fully supported prior to submission to Council for approval and that all approvals are recorded in Council minutes.	Low	Low	1
Financial	Risk of claims from other parties as a result of providing a service	Undertake risk assessment before providing any new service. Committee approval of business case required before any new and/or commercial venture is undertaken. Ensure that appropriate insurance cover is in place.	Low	Low	1
Financial	Loss of money through phishing scams, CEO fraud bogus account details change, or other fraud	Financial Regulations and payment processes instituted by RFO. All payments to authorised recipients. Expenditure only against agreed budgets and according to authorised and receipted orders. Restricting access to Finance software. Bank reconciliations to ensure that all transactions correspond with those duly authorised in the General Ledger. Maintain awareness of scam and fraud techniques.	Low	High	3
Financial	Loss of money through theft or misappropriation	Determine responsibility for cash at all locations. Issue numbered receipts for all income. Ensure that effective arrangements are in place for prompt recording and banking of all cash received. Carry out monthly bank reconciliation. Ensure that the Council holds adequate fidelity guarantee insurance. Ensure that secure arrangements are in place for all monies held pending banking. Reconcile petty cash monthly with all expenditure backed by receipts and allocated against approved budgets.	Low	Medium	2
Financial	Incorrect or inappropriate use of Council Credit Cards	Monthly statements checked by the RFO to ensure that expenditure is against approved orders. Accounts settled in full each month. Use of credit cards subject to Council Financial regulations and standing orders. Cards subject to a modest credit limit. Cards only to be used where the standard ordering system cannot be used.	Low	low	1

Risk	Hazard	Controls	Probability	Impact	Risk weighting
Assets	Protection of Assets	All assets over a prescribed de minimis level recorded in an asset register and that register audited at least bi-annually.	Low	low	1
Assets	Security of buildings	Buildings fitted with alarms and/or CCTV as appropriate. Adequate insurance cover maintained against loss through theft or vandalism.	Medium	Medium	4
Assets	Maintenance of Assets	Buildings to be subject to a planned maintenance schedule. An earmarked buildings reserve fund to be maintained to cover any unplanned buildings repairs or maintenance costs. Vehicles, plant and machinery to be regularly serviced and replaced at end of life.	Low	low	1

REPORT TO POLICY & FINANCE COMMITTEE – 21st SEPTEMBER 2022

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2022, the Town Council held a balance of £51,448.73. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2022/23

- 2.1 Additional CIL receipts of £2,842.48 have been received in the current year to the end of August. The balance of CIL receipts therefore currently stands at £54,291.21.
- 2.2 CIL receipts have been applied in the current year towards the cost of land purchase at Forest Side Gardens, £29,847.95, F/6062 and new signage at the Bickerley, £1,034, OS/6139. The balance of CIL funds remaining is therefore £23,409.26.
- 2.3 However provision was also made in the 2021/22 budget to use £8,000 of CIL receipts to fund development of a Columbarium. This project has not yet started. There also remains an outstanding commitment to complete work on a project which began in earlier years, that is, improvements at Carvers Grounds for which £440 of the approved budget of £10,000 remains outstanding. This project has now been superseded and the earmarked funds are no longer required.
- 2.4 A further receipt of funds is anticipated during the second half of the year but there is no indication yet of the amount that might be expected.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £23,409.26 of which £8,000 has been earmarked for the Columbarium project. There remains an uncommitted balance of £15,409.26.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

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Current Projects Update

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

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (phase 1 works scheduled for completion in 2023)	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Work on the artificial turf pitch is scheduled to start in September.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only

Planning Town & Environment Committee

PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out by end August and stream clearance scheduled for 29th September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Site visit held with NFDC & HCC on 10/08/2022 and Workshop now to be arranged to consider desires and opportunities in more detail.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage. Additional funds required to progress.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of all control measures needed will be assessed and factored into the next budget round. Staff time only
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial version is now in use by officers	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete on 1st October)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	The Council's IT support provider has advised on options. A full report will be presented to the committee meeting in September.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements will be reviewed at the Policy & Finance Committee meeting on 21st September.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease will be considered at the committee meeting on 21st September.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress	Winding-up process and requirements are being researched.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed by Christmas.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only

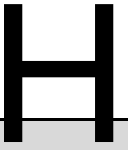
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and is starting work.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has been purchased and will be installed after Carnival.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	The external consultant had consulted relevant staff and prepared a draft report with provisional findings (which are subject to possible appeals). These will be considered at the meeting on the 14th.	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update



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

Planning Town & Environment Committee

	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions

Policy & Finance Committee

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

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

	None						
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Closed Projects Report

No.	Name	Description	Outcome	Notes
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Full Council

Planning, Town & Environment Committee

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

Policy & Finance Committee

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

Recreation, Leisure & Open Spaces Committee

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

Staffing Committee

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