

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 23rd October 2024 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chairman)
Cllr Andy Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou (*from 7.20pm*)
Cllr James Swyer
Cllr Glenys Turner
Cllr Becci Windsor

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager
Cllr Michael Thierry

ABSENT: Cllr John Haywood
Cllr Peter Kelleher

**F/6345
PUBLIC PARTICIPATION**

There were no members of the public present.

**F/6346
APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Haywood and Kelleher and the Finance Manager.

**F/6347
DECLARATIONS OF INTEREST**

There were none.

**F/6348
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 18th September 2024, having been circulated, be approved and signed by the Chairman as a correct record.

**F/6349
FINANCIAL REPORTS**

Members considered the financial reports presented as *Annex A*. It was agreed that the petty cash agenda item be removed in future as the information is detailed in the Imprest transaction report.

The balance and transfers report requested retrospective approval of the transfer of funds from the investment account and it was reported that the VIC float, which also features, but is no longer required, would be amalgamated into the office petty cash.

The budget monitoring report 2024 / 25 presented a bleak picture in terms of the projected demand on the General Reserve, due to the predicted budget shortfall at year end. This is mostly due to the decline in non-precept income; 1) loss in rental income from 92 Southampton Road, 2) decline in interest received on investments and 3) a decline in the demand for cemetery services. In respect of rental income, the position may improve, should it be decided to refurbish the property and re-let without delay and cemetery income may pick up, as demand is unpredictable.

The Town Clerk reported that the pay settlement for 2024/25 had been agreed and this is in line with the prediction which was built into this years' budget. It was not known what impact the imminent Autumn Budget and Spending Round 2024 would have, but should Employers' National Insurance Contributions increase, this would add unexpected pressure to the Council's pay budget.

He also reported that the Finance Manager had given notice of his intention to retire and recruitment to the role would proceed. Members could consider the way the committee operates and whether it remains the same. They were also asked to consider the reports presented, the detailed narrative provided and if changing the format in any way would assist them in understanding to financial information better. For example, should they be more focused on deviations from budget, flagging highest priorities, Councillors concerns, impact on strategic goals, risks and changes to risks.

It was highlighted that overall, the predicted shortfall for 2024 / 25 was over £37,000 and in the absence of cuts this will reduce the General Reserve to £216,000, which is lower than the amount considered prudent for this size of council. The Policy and Finance Committee budget had been reviewed and the only discretionary expenditure is 'grants', so the Committee may be faced with a decision with regard to the next round of the Grant Aid Scheme in March 2025 and the next years' grants budget, as an alternative to funding the budget deficit from reserves.

RESOLVED: 1) That the list of payments made from the Imprest Account for September be received and authorised;
2) That Cllr M DeBoos' verification and signing of bank reconciliations and statements for September be noted;
3) That the total amount of Petty Cash payments for September of £69.58 be noted;
4) That the Statement of Town Council Balances be received and Inter Account Transfers report be authorised;
5) That the Finance Manager's budgetary control report be received; and
6) That the budget monitoring position be noted and balance of reserves be noted.

ACTION R Fitzgerald

**F/6350
BUDGET REPORT**

Members considered the Finance Managers report on the revised budget 2024/25 and draft Council and Committee budgets for 2025/26 (Annex B). The first draft budget for 2025/26 is in the early stage of preparations with the aim of achieving a balanced budget.

Cllr Georgiou joined the meeting at 7.20pm.

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The Town Clerk explained that the General Reserve will take a hit this year due to the reported budget deficit expected. This is not sustainable and balancing of the budget for 2025/26 will be challenging. There are options to cut annual contributions to earmarked reserves, however this is not ideal as it may store up problems for the future. This has not been considered in detail at this stage. The Finance Manager had asked for an early steer of what Members considered to be an acceptable level of increase to Council Tax or a cap to which he could work towards, but they flagged a reluctance to do that in favour of setting realistic budgets for the year to avoid overspending.

Looking at the inflation assumptions on page 3 of the report, even small changes in pay inflation would have a significant effect (not so much the other areas). If inflation assumption is set too low, and it is higher the pay budget will overspend, but if the assumption is set higher, it is harder to balance the budget and there is more pressure on the Council Tax increase.

It was agreed that the impact of the Chancellor’s Budget needs to be understood, particularly with regard Employer’s NI contributions.

The Finance Manager had circulated the sandbox to Members so that they could assess the impact on the budget of changing variables. This includes detailed analyses of expenditure. Members were invited to contact the Finance Manager should they need directions on the use of the sandbox or further clarification of what expenditure is included under headings.

- RESOLVED:** 1) That the revised budget for 2024 / 25 be approved;
2) That the impact of the Budget be assessed and incorporated into the draft budget for 2025/26; and
3) That Members use the sandbox to assess the impact changes to the variable have on the budget and contact the Finance Manager accordingly, if any questions arise.

ACTION R Fitzgerald

**F/6351
RESERVES POLICY**

The Town Clerk presented the Reserves Policy (*Annex C*). In order to improve the budget position, highlighted earlier in the meeting, the annual contributions to earmarked reserves could be adjusted. There were risks associated with this but it might be that reducing amounts transferred to certain reserves would be less risky than others.

It was noted that £1,000 contribution to the Columbarium could be removed as this project was unlikely to be viable. Other than this, Members did not review the Policy at this meeting, as decisions will be interlinked with settling the budget, but they were asked to take time to assess levels of reserves and contributions to them more closely, and make suggestions where they thought these could be reduced.

- RESOLVED:** That Members look at options for reducing contributions to earmarked reserves to help with the budget deficit.

ACTION R Fitzgerald

**F/6352
TREASURY MANAGEMENT**

Members considered the Finance Manager’s report. The strategy and policy remained substantially unchanged from previous years.

RECOMMENDED: That the Investment Strategy & Policy (*Annex D*) be endorsed.

ACTION R Fitzgerald / C Wilkins

F/6353

GRANT AWARD BY VEOLIA ENVIRONMENTAL TRUST

Members considered the Town Clerk's report (*Annex E*). He explained it would be a while before the funding agreement would be ready, but there will be a need to specify the name of the person who will in due course be signing it. Members were content not to see the funding agreement in advance of it being signed and to delegate signing of the documents to the Town Clerk, given that if there were any risks they would be highlighted.

RESOLVED: That approval of the terms and signing of the Funding Agreement for the Veolia Environmental Trust grant award be delegated to the Town Clerk.

ACTION C Wilkins

F/6354

MILLENNIUM CLOCK REPAIR

Members considered the Town Clerk's report (*Annex F*) and issues for decision therein. The initial recommendation to repair was agreed when the costs of repair were thought to be lower than now reported. However, quotes received since indicate a significant escalation of the costs and they were asked to consider the matter in light of this.

A wide range of views were expressed and consideration was given to the anticipated budget deficit which was discussed earlier in the meeting. The repair could be funded from the infrastructure and open spaces reserve, however there are many other items which this fund would need to provide for. It was also noted that the Council should be mindful when receiving gifts which would in the long run require maintenance and repairs, the cost of which would fall to the Council.

One option suggested was to set the time at 12 noon, however, even this would involve a significant fee when Members were keen to minimise expenditure. Given the current financial position, the cost involved could not be justified and it was agreed to take no action at this time.

RESOLVED: That no action be taken to repair the Millennium Clock at this time

F/6355

PROJECTS (current and proposed)

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

F/6356

EXCLUSION OF THE PRESS AND PUBLIC

The Town Clerk explained that the next item required confidentiality as quotes had to be obtained for the various options being considered and some of this information was provided in confidence. To enable the report to be presented to Members he requested exclusion of the press and public. This was agreed.

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to

Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

F/6357
92 SOUTHAMPTON ROAD

Members considered the Town Clerk's options report (*Confidential Annex H*) in respect of 92, Southampton Road.

At a previous meeting, it had been reported that vacant possession had been obtained and, as this was unlikely to occur again for some time, this would be an opportunity to consider options for the property. A factual report was requested in terms of realistic costs and associated length of payback on the investment.

From the information obtained, the clear recommendation was to refurbish and re-let. In respect of the figures presented, Members requested that the Finance Manager confirm the costs of this option, particularly with regard to the inflationary aspects.

Thanks were extended to Cllrs G DeBoos and Frederick and officers for the work in creating the options document.

RESOLVED: 1) That Option 1 of the report be approved and 92, Southampton Road be refurbished and re-let without delay; and
2) That officers arrange for essential repairs and maintenance required to be undertaken and this be funded from the Buildings Reserve.

ACTION C Wilkins / R Fitzgerald
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There being no further business, the Chairman closed the meeting at 8.09pm

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

RECEIVED
20th October 2024

APPROVED
20th November 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

23rd October 2024

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/09/24 and 30/09/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			4972/1	£51.00	£8.50	£42.50	P&F	Letters & Logos Ltd	Update to Mayor's board in foyer of	2200/1/5
2182	02/09/24	4972	RTC805907	£51.00	£8.50	£42.50		Letters & Logos Ltd	To supply and fit black cut vinyl lettering for the Mayors board at Ringwood TC offices "Cllr R Frederick 2024" and an additional 1 off "2024" to go after DeBoos entry.	2200/1/5
			4973/1	£59.04	£9.84	£49.20	RLOS	Letters & Logos Ltd	60 Town Council Crest Stickers for Town Council no parking cones.	3000/2/9
2183	02/09/24	4973	RTC805936	£59.04	£9.84	£49.20		Letters & Logos Ltd	60 Town Council crest Stickers for Town Council no parking Cones.	3000/2/9
			4974/1	£54.94	£9.16	£45.78	RLOS	Hampshire County Council	2 cases of hand towels for Cemetery	3200/1/4
2184	02/09/24	4974	RTC805972	£54.94	£9.16	£45.78		Hampshire County Council	2 cases of hand towels for Cemetery.	3200/1/4
			4975/1	£15.16	£2.53	£12.63	P&F	Hampshire County Council	604604 Toilet rolls x 36	2000/3/4
			4975/2	£27.47	£4.58	£22.89	P&F	Hampshire County Council	816100 Handtowels x 5000	2000/3/4
2184	02/09/24	4975	RTC805976	£42.63	£7.11	£35.52		Hampshire County Council	Cleaning supplies for Gateway	2000/3/4
			4976/1	£1,699.20	£283.20	£1,416.00	RLOS	Northover Energy	1200 litres of diesel 1 bottle of additive	3000/1/10
			4976/2	£20.45	£3.41	£17.04	RLOS	Northover Energy	1 BOTTLE OF ADDITIVE	3000/1/10
2185	02/09/24	4976	RTC805981	£1,719.65	£286.61	£1,433.04		Northover Energy	1200 Litres of diesel. 1 bottle of additive.	3000/1/10
			4977/1	£10.15	£1.69	£8.46	RLOS	Elliott Brothers Ltd	1 bag of cement for memorial repairs in the Cemetery	3200/2/9
2186	02/09/24	4977	RTC805990	£10.15	£1.69	£8.46		Elliott Brothers Ltd	1 bag cement for memorial repairs in Cemetery.	3200/2/9
2187	02/09/24	4978		£11.80	£1.97	£9.83	P&F	Itec	Gateway August 2024	2000/1/9
DD1	02/09/24	4997		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers September 2024	3802/1/6
DD 2	02/09/24	4998		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery September 2024	3200/1/5
DD 3	02/09/24	4999		£249.43	£0.00	£249.43	P&F	New Forest District Council	NFDC Rates S/Road September 2024	2100/3
			5000/1	£104.05	£17.34	£86.71	RLOS	UK Fuels Ltd	58 litres fuel for hane held machines	3000/1/10
DD	04/09/24	5000	RTC805967	£104.05	£17.34	£86.71		UK Fuels Ltd	58 Litres fuel for hand held machines	3000/1/10
DD	05/09/24	5001		£32.34	£0.00	£32.34	RLOS	Sky Business	051024 - 041124	3802/2/5
DD	09/09/24	5002		£255.88	£42.65	£213.23	RLOS	Yu Energy	August 2024	3802/1/3
DD	10/09/24	5003		£364.86	£60.81	£304.05	P&F	Siemens	Quarterly Lease	2000/1/9

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/09/24 and 30/09/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	16/09/24	5012		£9,161.47	£0.00	£9,161.47	P&F	Hampshire County Council	Pension August 2024 2600/1/3
FPO	16/09/24	5042		£1,700.00	£0.00	£1,700.00	P&F	Prudential	AVC payment September 2024 2600/1/3
DD	16/09/24	5043		£48.74	£8.12	£40.62	RLOS	3G	Groundsmens phones August 2024 3000/1/6
		4980/1		£41,322.56	£6,887.09	£34,435.47	RLOS	Knights Brown Construction Limited	Football pavilion interim invoice nr. 16 3350/10
2188	17/09/24	4980	RTC805987	£41,322.56	£6,887.09	£34,435.47		Knights Brown Construction Limited	Construction services 3350/10
		4981/1		£18,317.92	£3,052.99	£15,264.93	RLOS	PCH Associates Ltd	Interim fee for services relating to the new football pavilion 3350/10
2189	17/09/24	4981	RTC805971	£18,317.92	£3,052.99	£15,264.93		PCH Associates Ltd	Architectural services 3350/10
		4982/1		£19,705.54	£3,284.26	£16,421.28	RLOS	Tiger Turf (UK) Ltd	3G ATP construction final payment 3350/10
2190	17/09/24	4982	RTC805988	£19,705.54	£3,284.26	£16,421.28		Tiger Turf (UK) Ltd	Construction services 3350/10
		4983/1		£883.20	£147.20	£736.00	RLOS	Robert Thorne & Sons	Poles to finish making Dragons teeth for the Bickerley. To be funded from reserves. 3000/2/6
2191	17/09/24	4983	RTC805742	£883.20	£147.20	£736.00		Robert Thorne & Sons	Poles to finish making Dragons teeth for the Bickerley. To be Funded from reserves. 3000/2/6
		4984/1		£6.00	£1.00	£5.00	P&F	Fernhill Wholesale	Postcards 2400/5/1
		4984/2		£12.00	£2.00	£10.00	P&F	Fernhill Wholesale	Magnets 2400/5/1
		4984/3		£14.40	£2.40	£12.00	P&F	Fernhill Wholesale	Mugs 2400/5/1
2192	17/09/24	4984	RTC805774	£32.40	£5.40	£27.00		Fernhill Wholesale	Supplies for VIC re-sale 2400/5/1
		4985/1		£2,062.50	£343.75	£1,718.75	RLOS	The Tree Management Company	to fell 5 scots pines. remove deadwood over highghway from 1 corsican pine and 2 lime trees. 3000/2/11
2193	17/09/24	4985	RTC805975	£2,062.50	£343.75	£1,718.75		The Tree Management Company	To fell 5 scots pines, to remove deadwood over highway on 1 corsican pine and 2 lime trees. 3000/2/11
		4986/1		£12.00	£2.00	£10.00	RLOS	Letters & Logos Ltd	date stickers for skate jam 3802/2/1
2194	17/09/24	4986	RTC805982	£12.00	£2.00	£10.00		Letters & Logos Ltd	date stickers for skate jam 3802/2/1
		4987/1		£75.02	£0.00	£75.02	RLOS	Taste Vending Ltd	coffee beans and syrup 3802/3/1
2195	17/09/24	4987	RTC805992	£75.02	£0.00	£75.02		Taste Vending Ltd	coffee beans 3802/3/1
		4988/1		£228.50	£0.00	£228.50	RLOS	H & W Creative Limited	design work- family fun day 3802/2/4

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/09/24 and 30/09/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			4988/2	£76.14	£0.00	£76.14	RLOS	H & W Creative Limited design work d-day	3100/8
			4988/3	£114.21	£0.00	£114.21	RLOS	H & W Creative Limited design work carvers summer activities	3802/2/1
			4988/4	£38.07	£0.00	£38.07	RLOS	H & W Creative Limited design work under 1s	3802/2/4
			4988/5	£19.04	£0.00	£19.04	RLOS	H & W Creative Limited design work events RWW	3100/2
			4988/6	£19.04	£0.00	£19.04	RLOS	H & W Creative Limited DESIGN WORK FIREWORKS	3100/1
2196	17/09/24	4988	RTC805995	£495.00	£0.00	£495.00		H & W Creative Limited Replaces order 805894 design work for family fun day, skate jam, d-day, carvers and other events	3802/2/4
			4989/1	£10.22	£1.70	£8.52	P&F	Hampshire County Council 613415 Wall clock	2000/1/5
2197	17/09/24	4989	RTC805989	£10.22	£1.70	£8.52		Hampshire County Council Replacement wall clock	2000/1/5
2198	17/09/24	4990		£12.44	£2.07	£10.37	RLOS	Itec Carvers August 2024	3802/2/2
			4991/1	£4,112.00	£0.00	£4,112.00	RLOS	Nick Buxton QS Services Ltd Quantity surveying services connected with the football pavilion contract	3350/10
2199	17/09/24	4991	RTC806005	£4,112.00	£0.00	£4,112.00		Nick Buxton QS Services Ltd Quantity surveying services	3350/10
			4992/1	£240.00	£40.00	£200.00	PT&E	Daniel Shutler To flail a section of hedge on the south of Barrack Lane to assist with flood mitigation measures	4000/1/7
2200	17/09/24	4992	RTC805985	£240.00	£40.00	£200.00		Daniel Shutler Addition to annual flail of Crow Stream	4000/1/7
			4993/1	£600.00	£100.00	£500.00	PT&E	Daniel Shutler To carry out annual flail from Elm Tree to Sandford Copse in August 2024	4000/1/7
2200	17/09/24	4993	RTC805923	£600.00	£100.00	£500.00		Daniel Shutler Crow Stream Annual Flail	4000/1/7
			4994/1	£60.00	£0.00	£60.00	P&F	Nicola Vodden Contribution towards glasses for DSE use	2310/3
2201	17/09/24	4994	RTC806016	£60.00	£0.00	£60.00		Nicola Vodden Eye Sight Examination 30 July 2024 Reimbursement Claim	2310/3
2202	17/09/24	4995	RTC806009	£3,024.00	£504.00	£2,520.00	P&F	BDO LLP External Audit of Ringwood Town Council 2023-24	2000/1/19
			4996/1	£400.00	£0.00	£400.00	RLOS	Judith A Cowan Health surveillance for grounds maintenance staff	3002/2
2204	17/09/24	4996	RTC805822	£400.00	£0.00	£400.00		Judith A Cowan Occupational health services	3002/2
DD	18/09/24	5047		£57.61	£2.74	£54.87	P&F	British Gas Greenways 08/08/24 - 30/08/24	2100/1
DD	20/09/24	5013		£7,788.41	£0.00	£7,788.41	P&F	Inland Revenue August 2024	2600/1/2

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/09/24 and 30/09/24

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD	20/09/24	5048		£321.18	£53.53	£267.65	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	September 2024 calls 2000/1/11
		5004/1		£360.00	£60.00	£300.00	RLOS	The Play Inspection Company	To carry out inspections of 4 sites: Carvers,, Toad Corner and Ash Grove Playgrounds, and Skate Park 3000/1/9
2205	24/09/24	5004	RTC805810	£360.00	£60.00	£300.00		The Play Inspection Company	Annual Playground Safety Inspections 3000/1/9
		5005/1		£381.34	£63.56	£317.78	RLOS	New Forest Ice Cream	food for resale 3802/3/1
2206	24/09/24	5005	RTC806020	£381.34	£63.56	£317.78		New Forest Ice Cream	for resale 3802/3/1
2207	24/09/24	5006	RTC806023	£400.00	£0.00	£400.00	P&F	Rotary Club of Ringwood	Award of discretionary grant approved P&F 18/9/23 2210/1
2208	24/09/24	5007	RTC806024	£250.00	£0.00	£250.00	P&F	Forest Forge Theatre Group	Award of discretionary grant P&F 18/09/23 2210/1
2209	24/09/24	5008	RTC806025	£500.00	£0.00	£500.00	P&F	Ringwood Veteran's Hub (RVH)	Award of discretinary grant, P&F 18/09/24 2210/1
2210	24/09/24	5009	RTC806026	£250.00	£0.00	£250.00	P&F	Avon Valley Concerts	Award of discretionary grant P&F 18/09/24 2210/1
2211	24/09/24	5010	RTC806027	£500.00	£0.00	£500.00	P&F	Ellingham & Ringwood Rugby Club	award of Discretionary Grant P&F 18/09/24 2210/1
2212	24/09/24	5011	RTC806028	£600.00	£0.00	£600.00	P&F	Stronger Together Across Ringwood & Fordingbridge	Award of discretionary grant, P&F 18/09/24 2210/1
DD	25/09/24	5015		£28,549.63	£0.00	£28,549.63	P&F	Salaries	September 2024 2600/1/1
PAY	27/09/24	5014		£15.85	£0.00	£15.85	P&F	Lloyds Bank	Bank charges September 2024 2000/1/18
		5044/1		£169.58	£8.08	£161.50	RLOS	Utility Warehouse	Energy 3000/1/1
		5044/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/1
DD 1	30/09/24	5044		£171.98	£8.48	£163.50		Utility Warehouse	UW Sports Pavilion August 2024 3000/1/1
		5045/1		£117.08	£5.58	£111.50	RLOS	Utility Warehouse	Energy 3200/1/1
		5045/2		£23.00	£3.83	£19.17	RLOS	Utility Warehouse	Mobile 3000/1/6
		5045/3		£34.20	£5.70	£28.50	RLOS	Utility Warehouse	Phone & broadband 3000/1/6
		5045/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3200/1/1
DD 2	30/09/24	5045		£176.68	£15.51	£161.17		Utility Warehouse	UW Cemetery August 2024 3200/1/1
		5046/1		£1.46	£0.24	£1.22	RLOS	Utility Warehouse	Mobile 3000/1/6
		5046/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club 3000/1/6
DD 3	30/09/24	5046		£3.86	£0.64	£3.22		Utility Warehouse	UW Grundsomens mobiles August 2024 3000/1/6

Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/09/24 and 30/09/24

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			5049/1	£77.65	£12.94	£64.71	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
			5049/2	£128.15	£6.10	£122.05	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn	4000/1/2
DD	30/09/24		5049	£205.80	£19.04	£186.76		SSE Southern Electric	August 2024	4000/1/2
			5050/1	£386.53	£43.18	£343.35	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Sept 24 1	30/09/24		5050 RTC805965	£386.53	£43.18	£343.35		Booker	food for resale paid on credit card 86188188	3802/3/1
			5051/1	£351.76	£48.67	£303.09	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Sept 24 2	30/09/24		5051 RTC805969	£351.76	£48.67	£303.09		Booker	food for resale paid on credit card	3802/3/1
			5052/1	£375.57	£50.50	£325.07	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Sept 24 3	30/09/24		5052 RTC806036	£375.57	£50.50	£325.07		Booker	food for resale	3802/3/1
			5053/1	£259.04	£41.77	£217.27	RLOS	Booker	food for resale	3802/3/1
Lloyds CC Sep 24 4	30/09/24		5053 RTC806037	£259.04	£41.77	£217.27		Booker	food for resale, inv number 3590555	3802/3/1
Lloyds CC Sep 24 6	30/09/24		5054	£237.60	£39.60	£198.00	P&F	Microsoft	18/08/24 - 17/09/24	2000/1/15
Lloyds CC Sep 24 7	30/09/24		5055	£177.12	£29.52	£147.60	P&F	Microsoft	18/08/24 - 17/09/24	2000/1/15
			5056/1	£44.03	£7.34	£36.69	RLOS	Amazon	label maker and labels	3802/2/1
Lloyds CC Sep 24 8	30/09/24		5056 RTC805958	£44.03	£7.34	£36.69		Amazon	label maker	3802/2/1
			5057/1	£5.89	£0.98	£4.91	RLOS	Amazon	ball pump parts	3802/2/1
Lloyds CC Sep 24 9	30/09/24		5057 RTC806040	£5.89	£0.98	£4.91		Amazon	ball pump parts	3802/2/1
			5058/1	£16.59	£2.77	£13.82	P&F	In-Excess	2X1 timber for stakes on Gateway Gardens	2000/3/4
			5058/2	£23.76	£3.96	£19.80	P&F	In-Excess	Creditcard Payment for gateway Gardens Edging	2000/3/4
Lloyds CC Sep 24 10	30/09/24		5058 RTC805963	£40.35	£6.73	£33.62		In-Excess	Credit Card Payment. Gravel board Timber for Gateway Gardens edging 2x1 Timber for Stakes for Gateway Gardens	2000/3/4
			5059/1	£26.35	£0.00	£26.35	RLOS	Facebook Ads	to promote family fun festival	3802/2/4
Lloyds CC Sep 24 11	30/09/24		5059 RTC806038	£26.35	£0.00	£26.35		Facebook Ads	to promote family fun festival	3802/2/4

Paid Expenditure Transactions

Start of year 01/04/24

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paid between 01/09/24 and 30/09/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Lloyds CC Sep 24 12	30/09/24	5060		-£72.90	-£12.15	-£60.75	P&F	SLCC Enterprises Ltd	Refund re 4873	2310/2
		5061/1		£8.50	£1.42	£7.08	P&F	Amazon	Rubber bands No16 1.5 x 63 mm x 2000	2000/1/8
Lloyds CC Sep 24 13	30/09/24	5061	RTC805977	£8.50	£1.42	£7.08		Amazon	Stationary - to be paid on NV credit card	2000/1/8
Lloyds CC Sep 24 14	30/09/24	5062	RTC805980	£92.00	£0.00	£92.00	RLOS	Hampshire County Council	Consent for xmas light dispay 2024	3100/2
Lloyds CC Sep 24 15	30/09/24	5063		£7.99	£0.00	£7.99	RLOS	Audible UK	Payment to be refunded	3802/2/1
		5064/1		£12.35	£0.00	£12.35	Counc	Ringwood Town Council	Milk, coffee etc	10000
		5064/2		£6.25	£0.00	£6.25	Counc	Ringwood Town Council	Dishwasher tablets	10000
		5064/3		£29.98	£5.00	£24.98	Counc	Ringwood Town Council	Shackles for Carvers	10000
		5064/4		£11.00	£0.00	£11.00	Counc	Ringwood Town Council	Long service cards	10000
		5064/5		£10.00	£0.00	£10.00	Counc	Ringwood Town Council	UK50 Allotment key refund	10000
Petty Cash Sept 2024	30/09/24	5064		£69.58	£5.00	£64.58		Ringwood Town Council	Petty Cash September 2024	10000
Total				£148,214.53	£15,310.32	£132,904.21				

POLICY AND FINANCE COMMITTEE 23rd OCTOBER 2024**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted 30-Sep-24	Actual at 30-Sep-24	Predicted Movement	Proposed Transfers		Predicted 30-Nov-24
	£	£	£	Cash Out £	Cash In £	£
Imprest (Current) Account	75,382	342,762	-456,147		175,000	61,615
Business Account	50,603	75,610			-25,000	50,610
Investment Accounts	655,000	430,000	275,000	-150,000		555,000
Petty Cash - Imprest	96	130				130
Petty Cash - Carvers Clubhouse	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	781,256	848,677	-181,147	-150,000	150,000	667,530

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

23/10/24

23/10/24

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

Notes:

- | | |
|---|--------------------|
| 1 Imprest Account | £ |
| Anticipated net expenditure to end November (2 months) | 100,000 |
| Football Development Project (2 inv due in October) | 109,729 |
| Less Q2 VAT due end of October | -28,582 |
| Transfer to CCLA approved in September, actioned 2nd-3rd October
(additional CIL receipt of £14,000 anticipated but not confirmed) | 275,000 |
|
Net anticipated movement on imprest account |
456,147 |
- 2 Investment Maturity**
No investments due to mature
- 3** The bank accounts were reconciled at 30th September
- 4** A nominal account has been implemented to reflect the float of £75.00 held by the Information Desk.
- 5** The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 23rd OCTOBER 2024
BUDGETARY CONTROL Quarter 2 – April to September 2024

1. BACKGROUND

- 1.1 The purpose of this report is to provide Members with a budget monitoring report for the first half of the financial year 2024-25.
- 1.2 In January of this year, the Council approved a net budget of £643,525, including planned transfers to and from earmarked reserves. The expenditure budget includes £235,000 in respect of capital schemes and £6,040 in respect of equipment replacement. Of this, £87,407 will be funded from earmarked reserves and the balance from grants anticipated during the year. These projects will be monitored separately as the year progresses. The net budget of £643,525 is to be funded from Council Tax. Note however that there will be some additional expenditure resulting from slippage from 2023/24, that is not included in the approved budget, but this will be entirely funded from specific earmarked reserves held for this purpose.
- 1.3 The approved budget for 2024/25 may be summarised as follows:

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

- 1.4 A revised budget, based on performance to date and known changes, is being prepared. Early indications are that, without remedial action, there will be a budget deficit of around £40,000.
- 1.5 Reserves stood at £639,190 at the 1st of April including rent & key deposits. The revised plans will see a reduction of £130,890 before any additional receipts, or calls on reserves, are considered. Members should note, however, that additional receipts of £42,048 have been received or pledged to date and a further £14,000 in respect of CIL is anticipated in October. An updated schedule of planned and actual movements on reserves is included at Appendix 2. Note that there are several incomplete capital schemes from earlier years which may incur expenditure in the current year, but any such expenditure will be met from reserves.
- 1.6 A summary income & expenditure comparison report is included at Appendix 1. This compares actual income and expenditure for the new year to date, together with outstanding commitments, with the approved income and expenditure budgets for the year as described in 1.3 above. The net budget deficit reported, of £49,585 is the figure before transfers to and from reserves are taken into account.

2. INCOME & EXPENDITURE TO THE END OF SEPTEMBER 2024

- 2.1 Total income recorded to the end of September amounts to £891,534 but this includes £643,525 precept together with £41,666 in respect of CIL, grant income and other payments all of which have been taken to reserves, and £63,960 in respect of the football project which has been used to defray expenditure. Income recorded to date against the revenue budget therefore amounts to £139,383, or 44.6% of the predicted figure for the year, which represents an under-recovery of £16,867 assuming a linear pattern. Note, this figure includes due and unpaid transactions, that is, invoices that have been raised but which have not yet been settled.
- 2.2 This under-recovery is almost entirely due to lower than predicted cemetery receipts which are some £10,500 below the anticipated figure half way through the year, and given a linear budget profile and the loss of rental income for 92 Southampton road has reduced income to date by around £5,000. If the trend on cemetery receipts continues and Southampton Road remains un-let, the income shortfall for the year will be around £33,000. Note that last year the cemetery income recovered somewhat in the last quarter of the year. All other variances are explained by timing differences and at this stage give no cause for concern.
- 2.3 Expenditure to the end of September totalled £673,211. 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 £14,916 making expenditure to the end of September £658,295. Excluding capital expenditure in respect of the football project and equipment purchases funded from reserves reduces this to £451,940 which is 48.9% of the annual revenue budget. This is very small underspend is entirely explained by the delayed 2024/25 pay settlement.
- 2.4 The underspend amounts to around £10,200 and £11,000 of this is explained by reduced payroll costs pending settlement of the annual pay award on the assumption that the pay award will be at the level estimated when the budget was created. Other variances are due to timing differences There are however, some emerging budget pressures including required expenditure on vehicle and machinery maintenance which is expected to add around £4,500 to costs this year. Similarly, the vacancy of 92 Southampton Road will add to costs as we are now liable for utilities and rates in addition to property maintenance.
- 2.5 It now seems likely that a combination of reduced revenue receipts combined with unavoidable cost pressures will result in a budget shortfall of possibly as much as £40,000. Measures are being taken to reduce expenditure elsewhere to meet these pressures, but it remains likely that it will be necessary to call on the general reserve to meet the budget shortfall.

3. GROWTH & CAPITAL PROJECTS

- 3.1 The Council did not approve any new growth or capital items for 2024/25 but there are a few capital projects which were approved in earlier years which will incur expenditure in 2024/25. There is also a new scheme, the “Thriving Market Place” which is funded by grant money which has been received. All the expenditure incurred on these projects will be met from earmarked reserves and grants. The spend for the year to date is as follows:

	Budget	Spend to Sept.
• Football Development Project	£235,000	£202,662
• Carvers Recreation Ground Improvements	£ 4,000	£ 90
• Machinery/equipment purchase	£ 6,040	£ 0
• Columbarium	£ 26,250	£ 2,650
• Thriving Market Place	<u>£ 0</u>	<u>£ 10,000</u>

Total £267,290 £ 215,402

- 3.2 Members should note that the approved budget for the football project for 2024/25 was approved in January before the outturn for 2023/24 was known. Whilst there is no overall change to the costs of the project, there has been some slippage and this will inevitably mean additional expenditure in 2024/25, all of which will be funded from grants or reserves held for this purpose. The projected spend in the current year will be revised in due course. It should also be noted that as we approach the end of the contract, some of the funding is being withheld and the Town Council is carrying a short term deficit of around £260,000 (plus VAT). Whilst the funding is expected to be received, this deficit reduces the Town Council balances held with the CCLA and hence interest earned.

4. RESERVES & BALANCES

- 4.1 At the end of 2023/24 the total balance on reserves was £619,621. A further £19,569 was held in the form of rent & key deposits on behalf of tenants, sports clubs and allotment holders. Total opening reserves were therefore £639,190. Predicted expenditure will reduce reserves by £158,248 (This includes the application of funds put aside to meet carried over expenditure from 2023/24).
- 4.2 Additional receipts totalling £69,206 are anticipated, of which £41,660 has been received to date. This includes an anticipated, but unconfirmed, additional CIL receipt of £14,000.
- 4.3 The preliminary budget outturn forecast suggests a budget shortfall of £37,626 which will have to be covered by the general Reserve and this is now expected to reduce to £216,831 by year end.
- 4.4 The revised schedule of reserves, together with planned movements for the year, is illustrated at Appendix 2. Note that the predicted closing balance of £555,235 assumes that the football project is substantially completed, that all of the funds held on behalf of the project are exhausted and that all of the outstanding funding that has been pledged has been received.

5. REVISED BUDGET 2024/25 & BUDGET 2025/26

- 5.1 A draft revised budget has been tabled separately along with a preliminary draft of next years budget. A copy of the budget model has been made available to members of this Committee so that various budget assumptions can be modelled along with the impact on the precept and council tax.

6. RECOMMENDATIONS

It is **recommended** that: -

- 6.1 The budget monitoring position is noted.
- 6.2 Members note the balances of Reserves.
- 6.3 Members give further consideration to the development of the 2025/26 budget.

For further information please contact:

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For further information please contact:

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Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

APPENDIX 1

	2024/25	Reserve Movements	Actual Net	Balance
INCOME				
Policy & Finance				
280	Carvers Club House Income	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00
Total Policy & Finance		£0.00	£0.00	£0.00
Recreation, Leisure & Open Spaces				
300	Revenue Income (RLOS)	£27,068.00	£4,728.00	£17,971.46
310	Events	£28,000.00	£0.00	£5,245.00
320	Cemetery Income	£37,922.00	£0.00	£8,382.07
330	Allotment Income	£6,400.00	£0.00	£92.31
350	Capital Income	£153,633.00	£0.00	£66,960.00
380	Carvers Clubhouse	£26,500.00	£0.00	£16,463.67
Total Recreation, Leisure & Open Spaces		£279,523.00	£4,728.00	£115,114.51
Planning, Town & Environment				
400	Income	£1,100.00	£10,000.00	£11,100.00
Total Planning, Town & Environment		£1,100.00	£10,000.00	£11,100.00
Council				
100	Precept	£643,525.00	£0.00	£643,525.00
102	Interest Business A/c	£0.00	£0.00	£163.28
110	Client Deposits	£0.00	£0.00	£0.00
200	Revenue Income	£185,511.00	£26,938.24	£121,631.60
Total Council		£829,036.00	£26,938.24	£765,319.88
Total Income		#####	£41,666.24	£891,534.39
				-£259,790.85

Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

		2024/25	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Policy & Finance					
2000	Establishment	£126,482.00	£0.00	£54,570.51	£71,911.49
2100	Maintenance	£43,833.00	£0.00	£47,885.97	£-4,052.97
2200	Democratic Process (members Costs)	£14,722.00	£0.00	£6,352.65	£8,369.35
2210	Grants	£5,200.00	£0.00	£2,500.00	£2,700.00
2300	Employee Costs- Allocated Office Staff	£122,411.00	£0.00	£56,061.22	£66,349.78
2310	Employee overhead Costs	£4,345.00	£0.00	£2,241.04	£2,103.96
2400	Other	£39,905.00	£0.00	£6,916.97	£32,988.03
2500	Capital Financing	£61,478.00	£0.00	£30,739.16	£30,738.84
2501	Capital	£0.00	£0.00	£100.00	£-100.00
2600	Wages Control Account	£0.00	£0.00	£-14,915.69	£14,915.69
2801	Carvers Employee Costs	£0.00	£0.00	£0.00	£0.00
2802	Carvers Club House- Expenditure	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy & Finance		£418,376.00	£0.00	£192,451.83	£225,924.17
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£63,504.00	£0.00	£34,279.31	£29,224.69
3001	RL&OS -Employee Costs	£181,843.00	£0.00	£85,887.72	£95,955.28
3002	Employee Costs	£2,080.00	£0.00	£828.00	£1,252.00
3100	Events	£23,312.00	£0.00	£13,182.53	£10,129.47

Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance	
3101	Events - Employee Costs	£16,736.00	£0.00	£7,934.58	£8,801.42
3200	Cemetery	£9,097.00	£0.00	£5,603.24	£3,493.76
3201	Cemetery -Employee Costs	£59,706.00	£0.00	£28,014.39	£31,691.61
3300	Allotments	£2,549.00	£0.00	£648.79	£1,900.21
3301	Allotments -Employee Costs	£20,294.00	£0.00	£9,471.97	£10,822.03
3350	Capital Expenditure	£235,000.00	£0.00	£205,401.60	£29,598.40
3801	Youth Services Employee costs	£58,069.00	£0.00	£32,844.00	£25,225.00
3802	Carvers Clubhouse	£38,388.00	£0.00	£31,830.95	£6,557.05
Total Recreation, Leisure & Open Spaces		£710,578.00	£0.00	£455,927.08	£254,650.92
Planning, Town & Environment					
4000	Planning, Town & Environment	£3,034.00	£0.00	£2,158.83	£875.17
4001	Employee Costs	£27,256.00	£0.00	£12,673.32	£14,582.68
4050	Capital Expenditure	£0.00	£0.00	£10,000.00	-£10,000.00
Total Planning, Town & Environment		£30,290.00	£0.00	£24,832.15	£5,457.85
Council					
10000	Petty Cash - Office	£0.00	£0.00	£0.02	-£0.02
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£0.00	£0.00
Total Council		£0.00	£0.00	£0.02	-£0.02
Total Expenditure	#####	£0.00	£673,211.08	£486,032.92	

Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions. Includes commitments.

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

	2024/25	Reserve Movements	Actual Net	Balance
Total Income	#####	£41,666.24	£891,534.39	-£259,790.85
Total Expenditure	#####	£0.00	£673,211.08	£486,032.92
Total Net Balance	-£49,585.00		£218,323.31	

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

	Actual Balance 01/04/24 £	Planned and Proposed Movements 2024/25:				Capital & Other Receipts £	between provisions £	Estimated Balance 31/03/25 £
		from Revenue £	to revenue					
			base budget £	Growth £				
<u>EARMARKED PROVISIONS</u>								
I.T. & Equipment	25,600	2,700					28,300	
Gateway	25,000	0					25,000	
Cemetery	26,033	1,000					27,033	
Buildings Reserve	64,502	5,500		-1,908	1,158		69,252	
Election	0	5,000					5,000	
Vehicle & Machinery	33,883	20,000		-36,000			17,883	
Play Equipment	15,616	6,900					22,516	
Memorials	0	0					0	
Christmas Lights	0	0					0	
Carvers Clubhouse equipment reserve	6,682	1,000	-500	-2,748			4,435	
Ringwood Events	13,172	1,999	-3,000	-2,748			9,424	
Memorial Lantern	0	0					0	
Carvers Grounds	2,480	0		-90			2,390	
Carvers Sheds Feasibility	3,075						3,075	
Infrastructure & Open Spaces	17,370	3,000		-750			19,620	
Open Spaces Security Measures	1,406						1,406	
Neighbourhood Plan	3,383	0					3,383	
Football development Project	23,959	0		-23,959			0	
Budget Underspends retained for use in 2022/23*	35,225	0		-35,225			0	
Total Provisions	297,387	47,099	-3,500	-103,427	1,158	0	238,717	
<u>RESERVES</u>								
Earmarked Reserves:								
Dev Contribs	14,765		-1,000	-10,000	10,000		13,765	
Cem Maint	500		-230				270	
Dev Cons(CIL)	29,030			-22,717	21,935		28,249	
Capital Receipts	18,942						18,942	
Grants Unapplied	4,540			-20,635	31,385		15,290	
Loans Unapplied	0						0	
Budget Underspends retained for use in 2022/23*				-1,576	4,728		3,152	
Total Earmarked Reserves and Provisions	365,165	47,099	-4,730	-158,355	69,206	0	318,385	
General Reserve	254,457			-37,626		0	216,831	
Key & Rent Deposits	19,569			-150	600		20,019	
Total Reserves & Customer Deposits	639,190	47,099	-4,730	-196,131	69,806	0	555,235	

POLICY & FINANCE COMMITTEE – 23rd OCTOBER 2024
REVISED BUDGET 2024/2025 & DRAFT BUDGET 2025/26

1. INTRODUCTION

- 1.1 The Town Council is required to approve an annual income and expenditure budget for the Town Council. The budget will be further developed over the next three months and a recommendation to Council on its overall budget and precept for 2025/26 will be made at the meeting of this committee in January 2025.
- 1.2 This preliminary draft budget has been initially derived from the current revenue budget with adjustments for known pressures and changes. Some modest assumptions have been made about likely inflation and changes to the Council tax base and these are set out below.
- 1.3 A revised draft revised budget for the current year is also included. This has been developed following discussions with budget managers on likely activity to year end together with analysis of spend to date as previously reported to this Committee. The draft budget 2025/26 & original and revised budgets 2024/25 are summarised at Appendix 1.
- 1.4 Individual Committee budgets have been drawn from this draft budget and will be submitted to each Committee during the next round of meetings. Feedback from those meetings will be considered for incorporation in further iterations of the budget and before the budget is finalised. This committee's own budget is discussed below and the detailed Policy & Finance revised budget 2024/25 and proposed budget 2025/26 is included at Appendix 2.

2. POLICY & FINANCE COMMITTEE BUDGET

- 2.1 The Town Council approved a net budget of £246,067 for this Committee for 2024/25. This covers a range of central establishment costs, democratic costs, grants, debt charges and other costs which do not fall under the other committees. The gross expenditure budget as originally approved, was £418,378 of which around 30% were employee costs. Income generated includes that from property and ground rental and investment income.
- 2.2 Expenditure in year has increased by £43,226 because of slippage of the Gateway costs from 2023/24. A provision was made in reserves for the estimated cost which was £34,897 leaving an increase in net expenditure of £8,329. There have been some modest budget savings in respect of CCTV and Christmas lights which have been offset by additional costs of legal fees incurred in respect of illegal encampments.
- 2.3 Income for the year is expected to reduce by £15,588. This is almost entirely due to the loss of rental income in respect of Southampton Road. Interest receipts may also reduce marginally because of reduced balances invested and the likelihood of reduced interest rates.
- 2.4 The increased expenditure and reduced income will increase the net budget for Policy and Finance for 2024/25 by £61,357. However, some £34,897 of this will be funded from earmarked reserves leaving a budget increase of £26,460 to be funded from the general reserve.
- 2.5 For 2025/26 expenditure is predicted to increase by 11,000, from the original 2024/25 budget. This increase is driven by inflation, £6,000 (given the inflation

assumptions described below), additional running costs of 92 Southampton Road and Gateway recharges of £2,500.

- 2.6 Income is predicted to fall by around £24,000 compared with the current year original budget. This is largely due to reduced interest on investments, £10,000 together with the reduced rental income.
- 2.7 The net effect of these budget proposals is an increase in this committee's budget of £33,860 or 13.8%.

3. REVISED TOWN COUNCIL BUDGET 2024-25

3.1 The revised budget has been developed to include revised projections to year end and known changes. Overall Income will increase by around £89,000 with the increase entirely due to additional projected receipts of £122,00 in connection with the football project. There are some significant income reductions, most notably cemetery receipts which are now predicted to reduce by some £19,000 and the loss of rent for 92 Southampton road which will reduce income by £11,000. Other income targets are broadly on target to achieve the original budget projections.

3.2 Expenditure is now expected to increase by £193,000. This increase is mainly due to the following:

- Additional Gateway costs carried over from 2023/24 £45,000
- Football project £65,000
- Other Capital projects £37,000
- Grounds Maintenance Equipment £30,000
- Carvers Clubhouse additional grant funded exp. £ 7,000
- Thriving Market Place, (Grant Funded) £10,000

All of this additional expenditure will be met from earmarked reserves or additional grant income and does not impact the budget requirement. Current budget monitoring shows that other expenditure is broadly in line with the revised budget.

3.3 The original budget was balanced with no requirement to transfer funds from the general reserve to meet expenditure. However, the latest projections to year end suggest that there will now be a requirement to draw around £37,000 from the General Reserve to balance the budget.

4. DRAFT BUDGET 2025-26

4.1 As in previous years, the draft budget for next year has been created on an incremental basis using the current year as a starting point. However, the salary budgets have been created from scratch based on people in post at the beginning of September. It should be noted that the pay settlement for 2024/25 has yet to be agreed but a provision of 3.9% was made when setting the budget in January.

4.2 The draft budget has been further adjusted to take into account a number of known changes and budgets have been reduced where spend over the last few years has revealed opportunities to do so. This draft also includes capital expenditure of £218,000 and equipment replacement of £19,760 all of which will be funded from earmarked reserves or grants that have been pledged though not yet received.

- 4.3** At present there is just one growth item that has been put forward for consideration. This for a subscription to Breakthrough Communications, a company that assists parish and town councils with communications and GDPR/FOI compliance at a cost of £1,164 per annum.
- 4.3** This first iteration of the proposed budget also includes some preliminary estimates of inflation. RPI has reduced to 2.7% for the year to September, down from 3.5% for the year to August. CPI has similarly reduced to 1.7% from 2.2%. There remains an element of catch up to be considered in that budget increases approved in previous years, particularly with respect to utilities, were below actual price increases. For the purposes of the Town Council budget, the initial following inflation assumptions have been adopted:

ASSUMPTIONS:

Inflation	%
- Pay	2.0%
- Utilities	1.5%
- Other Expenditure	1.5%
- Non contractual expenditure	0.0%
- Income	2.5%
- Fixed expenditure (i.e. no inflation)	0.0%
Council Tax Base increase	0.50%

Note that some income and expenditure budgets require individual inflation adjustments, due to individual contract terms and conditions.

- 4.4** The impact of inflation on costs and revenue is as follows. For every 1% increase in each inflation factor, the impact on the budget requirement in £ and Council Tax in % is as follows:

	Budget requirement	Council Tax
• Pay	£5,985	0.9%
• Utilities	£165	<0.1%
• Other Exp	£624	0.1%
• Non Contract	£799	0.1%
• Income	£544	<0.1%
• Tax Base	-----	1.0%

Note that whilst changes to the Council Tax Base will not alter the budget requirement, an increase of 1% will generate additional precept of £6,435, all other things being equal.

- 4.5** Proposed increases to prices for a range of Council services will be submitted to RLOS for approval. For the moment a 2.5% increase in revenue has been assumed for those income streams for which we are able to adjust the price.
- 4.6** Any increase in the Council Tax base will reduce the Council Tax levied on individual homes. The tax base for the new year will not be notified until December or January but there was an increase of 0.49% last year, following

0.18% the year before. A modest increase of 0.5% has been assumed for 2025/26 although it is possible that there might be a reduction rather than an increase.

- 4.7 The draft budget includes planned contributions to earmarked reserves. These contributions are set out in the reserves policy which has been submitted for discussion at this meeting. Work is continuing on revising the policy, particularly with respect to vehicles, plant and equipment, but for the purposes of this budget, it has been assumed that there will be no change to the annual planned contribution to reserves of £45,100.
- 4.8 The result of these assumptions, applied to the base budget as set out in Appendix 1 is that a Council Tax increase of 9.26% would be required to avoid any call on the General Reserve. A table of reserve movements covering both years, from April 2024 to March 2026 is included at Appendix 3.
- 4.9 Work will continue to identify savings to reduce this increase. Members should note that 1% on the Council tax is equivalent to £6,467 and each additional £1,000 on the precept will add 18.1p to the Band D equivalent Council tax.

5. RECOMMENDATIONS

In order to progress development of the budget for 2025/26 members are asked to:

- 5.1 consider the revised budget 2024/25 and draft budget for 2025/26 for this Committee (Appendix 2) and whether there are any further opportunities for budget savings.
- 5.2 approve the revised budget for 2024/25.
- 5.3 consider inflation and what inflation assumptions should be applied to the draft budget for 2025/26.
- 5.4 provide guidance on the use of general reserves to support the budget requirement and indicate a target Council Tax.

For further information please contact:

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RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2024/25 AND
DRAFT BUDGET 2025/26

B

1	2	4	5	6	7	8	9	10	11
Committee	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	0	Budget 24/25 £	Revised 24/25 £	Inflation £	Known Changes* £	Budget 25/26 £
Policy & Finance									
Expenditure	333,478	346,301	411,888		418,378	464,147	6,027	14	429,437
Income	-120,533	-118,043	-133,528		-185,511	-169,923	-1,324	25,625	-161,210
Net Expenditure	212,945	228,258	278,360		232,867	294,224	4,703	25,639	268,227
Transfers to Reserves	14,000	16,900	14,000		16,200	16,200	0	0	14,700
Transfers from Reserves	-6,146	-1,732	-37,841		-3,000	-40,555	0	0	-3,000
Growth bids and adjustments (net of transfers from reserves and income)									1,164
Committee net expenditure	220,799	243,426	254,519		246,067	269,869	4,703	25,639	281,091
Recreation & Leisure									
Expenditure	219,923	244,177	1,069,677		482,427	612,573	4,112	13,468	486,314
Income	-33,984	-38,289	-517,390		-180,700	-302,548	-251	0	-177,318
Net Expenditure	185,939	205,888	552,287		301,727	310,025	3,861	13,468	308,996
Transfers to Reserves	17,900	27,452	17,900		26,900	26,900	0	0	26,900
Transfers from Reserves	-14,654	-33,684	-365,598		-87,407	-97,922	0	0	-89,416
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	189,185	199,656	204,589		241,220	239,003	3,861	13,468	246,480
Events									
Expenditure	6,679	17,892	51,702		40,048	40,748	335	0	40,702
Income	-3,085	-32,425	-35,311		-28,000	-30,000	0	0	-28,000
Net Expenditure	3,594	-14,533	16,391		12,048	10,748	335	0	12,702
Transfers to Reserves	0	7,940	0		0	1,999	0	0	0
Transfers from Reserves	-4,529	0	-10,823		-2,048	-2,748	0	0	-2,702
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	-935	-6,593	5,568		10,000	10,000	335	0	10,000
Cemeteries									
Expenditure	42,913	51,123	63,343		68,802	69,066	1,295	753	69,874
Income	-36,240	-51,314	-41,041		-37,922	-19,332	-896	11,238	-27,609
Net Expenditure	6,673	-191	22,302		30,880	49,734	398	11,991	42,265
Transfers to Reserves	4,000	4,000	2,500		1,000	1,000	0	0	1,000
Transfers from Reserves	-230	-5,141	-230		-230	-230	0	0	-230
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	10,443	-1,332	24,572		31,650	50,504	398	11,991	43,035
Allotments									
Expenditure	11,725	13,246	19,577		22,844	22,494	432	0	20,715
Income	-5,374	-5,585	-5,954		-6,400	-6,400	-160	0	-6,560
Net Expenditure	6,351	7,661	13,623		16,444	16,094	272	0	14,155
Transfers to Reserves	0	0	0		0	0	0	0	0
Transfers from Reserves	0	0	0		0	0	0	0	0
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	6,351	7,661	13,623		16,444	16,094	272	0	14,155
Carvers Clubhouse									
Expenditure	57,346	83,005	100,991		96,456	102,806	0	0	97,942
Income	-3,494	-23,123	-26,274		-26,500	-26,200	0	0	-26,500
Net Expenditure	53,852	59,882	74,717		69,956	76,606	0	0	71,442
Transfers to Reserves	2,500	2,500	2,500		1,000	1,000	0	0	2,500
Transfers from Reserves	-2,026	0	-2,841		-1,000	-10,631	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	54,326	62,382	74,376		69,956	66,976	0	0	72,942
Planning, Town & Environment									
Expenditure	25,600	32,964	37,993		30,289	40,806	570	530	41,023
Income	-9,225	-16,299	-5,850		-1,100	-1,100	0	0	-1,100
Net Expenditure	16,375	16,665	32,143		29,189	39,706	570	530	39,923
Transfers to Reserves	0	3,473	0		0	0	0	0	0
Transfers from Reserves	-1,120	-450	-6,016		-1,000	-11,000	0	0	-1,000
Growth bids and adjustments (net of transfers from reserves and income)									0
Committee net expenditure	15,255	19,688	26,127		28,189	28,706	570	530	38,923

RINGWOOD TOWN COUNCIL
 BUDGET AND REVISED BUDGET 2024/25 AND
 DRAFT BUDGET 2025/26

B

Total Base Expenditure	697,664	788,708	1,755,171	1,159,243	1,352,640		1,186,007
Total Income	-211,934	-285,078	-765,348	-466,133	-555,503		-428,297
Total transfer to reserves	38,400	62,265	36,900	45,100	47,099		45,100
Total Transfer from reserves	-28,705	-41,007	-423,349	-94,685	-163,085		-97,348
Total New Bids							1,164
Less funded from earmarked reserves							0
Total Budget Requirement	495,424	524,888	603,374	643,525	681,151		706,626
Precept	497,549	519,907	553,949	643,525	643,525		706,626
Covid Relief grant		4,071	4,071	0	0		
Transfer to/-from General Reserve	2,125	-910	-45,354	0	-37,626		0

2	3	4	5	6	7	8	9		10	11	
Description	Budget Manager	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	Budget 24/25 £	Revised 24/25 £	Inflation		Known Changes* £	Budget 25/26 £	
							Type	%			£
EXPENDITURE-Establishment											
--utilities	RF	713	794	160	0	300	2	1.5%	0	200	200
--Insurance Premium	RF	14,850	9,529	10,485	11,678	11,678	3	1.5%	175	-178	11,675
--Health & Safety	CW	187	2,013	5,320	5,195	5,432	4	0.0%	0		5,195
--Office Equipment	NV	30	48	12	100	50	6	0.0%	0		100
--Furniture	NV	0	75	0	0	0	4	0.0%	0		0
--Books & Publications	NV	30	123	34	100	500	6	0.0%	0	100	200
--Stationery	NV	337	394	508	650	650	6	0.0%	0		650
--Photocopy/scanner	JH	1,066	1,514	1,542	2,215	1,500	3	1.5%	33	-700	1,548
--Postage	NV	560	691	649	700	500	3	1.5%	11	-100	611
--Telephone & Fax	CW	3,227	3,128	3,137	3,300	3,300	3	1.5%	50		3,350
--Computer Maintenance	CW	2,424	1,600	806	3,000	1,500	3	1.5%	45	-1,000	2,045
--G.I.S. Mapping	CW		1,083	450	687	450	3	1.5%	10		698
--Web Site Maintenance	JH	2,806	4,357	1,286	1,750	1,750	3	1.5%	26	-400	1,376
--Computer equipment/s-ware	CW	5,394	5,502	5,245	5,000	6,500	4	0.0%	0	1,500	6,500
--Subscriptions	JH	3,143	1,278	1,238	1,766	1,250	3	1.5%	26	-266	1,527
--Adverts	JH		230	80	200	200	6	0.0%	0		200
--Bank Charges	RF	362	452	513	800	850	3	1.5%	12	50	862
--Audit	RF	3,150	3,175	3,200	3,950	4,285	3	1.5%	59	335	4,344
--Travel Expense	CW	154	0	67	200	100	6	0.0%	0	-100	100
--Office Exps Gtwy	NV	20	393	37	100	100	3	1.5%	2		102
--Hospitality/Refreshments	NV	19	145	181	200	200	6	0.0%	0		200
Caretaker Gtwy-Rechargeable	CW	13,759	14,487	16,271	18,696	18,696	1	2.0%	374		19,748
Cleaning Gtwy-Rechargeable	CW	88	258	80	0	50	1	2.0%	0		0
Info Officers Gtwy-Rechargeable	CW	52,007	55,306	59,606	64,560	64,560	1	2.0%	1,291		72,277
Supplies Gtwy-Rechargeable	NV	1,370	1,518	1,355	1,635	2,000	3	1.5%	25		1,659
Total Establishment		105,695	108,093	112,262	126,482	126,401			2,139	-559	135,165
Maintenance											
--Vandalism	CW	16	220		0	0	4	0.0%	0		0
--Gateway	CW	33,158	32,219	34,279	42,927	88,680	3	1.5%	644	2,527	46,098
--Buildings Surveys	CW			1,900	750	500					750
--Greenways	CW	2,451	3,189	10,776	0	2,000	4	0.0%	0		0

--92 Southampton Road	CW	531	377	530	156	2,500	4	0.0%	0	2,945	3,101
Total Maintenance		36,156	36,005	47,485	43,833	93,680			644	5,472	49,949
Employee Costs											
--Allocated Office Staff	CW	103,206	115,790	98,761	110,516	110,516	1	2.0%	2,210		110,614
--Allocated Groundstaff	CW	4,443	4,575	10,362	11,895	11,895	1	2.0%	238		12,386
--Payroll Outsourcing	JH	1,300	983	3,060	2,936	2,772	3	1.5%	44	-296	2,684
--Staff Training	CW	777	567	496	1,300	1,300	4	0.0%	0		1,300
--Eye Tests	CW	0	110	395	109	120	4	0.0%	0		109
--HR Consultancy	CW	2,241	0	0	0		3	1.5%	0		0
--Other employee costs	CW		1,034			850				150	150
Total Employee Costs		111,966	123,059	113,074	126,756	127,453			2,492	-146	127,244

B

B

2	3	4	5	6	7	7	9		10	11
Description	Budget Manager	Actual	Actual	Actual	Budget	Revised	Inflation		Known Changes*	Budget
		20/21	21/22	21/22	24/25	Budget	Type	%		
		£	£	£	£	£			£	£
Members Costs										
--Mayoral Regalia	CW	0		12	0	13	4	0.0%	0	0
--Election Expenses	CW	0	1,732	0	0		4	0.0%	0	0
--Members Allowances	CW	8,395	9,089	9,435	12,132	12,132	1	2.0%	243	12,148
--Mayor's Allowance Allocated	CW	0		0	1,040	1,000	6	0.0%	0	1,040
--Civic Expenses	CW	125	225	760	1,000	1,000	6	0.0%	0	1,000
--Members' Training	CW	0	90	0	350	200	6	0.0%	0	350
--Members Travel & Subsist	CW	0	0	0	200	100	6	0.0%	0	200
Total Members Costs		8,521	11,136	10,207	14,722	14,445			243	0
Grants										
--Discretionary grants	CW	9,078	4,100	9,900	5,200	5,200	4	0.0%	0	5,200
Total Grants		9,078	4,100	9,900	5,200	5,200			0	5,200
Other										
--CCTV	CW	8,790	8,790	8,790	11,693	8,790	3	1.5%	175	-2,693
--Car Park Clock Refurbishment	CW				0		4	0.0%	0	0
--Legal Fees	CW		1,512	18	0	2,000	4	0.0%	0	0
--Consultants Fees	CW	250		3,308	2,500	1,700	4	0.0%	0	2,500
--92 Southampton Road Agents fee	CW	1,451	1,698	1,599	1,560	200	3	1.5%	23	-560
--Legal Fees - Dispute	CW			21,087	0					0
--Christmas Lights Instal & Stor	CW	19,900	17,575	15,995	20,726	18,500	3	1.5%	311	-1,500
--Christmas tree purchase & installa	CB		2,580	3,990	3,000	3,000				3,000
--Millenium Clock (car park)	CW				270	750	4	0.0%	0	270
--Visitor Info Cntr - Purchases	CW		72	137	0	50	6	0.0%	0	0
--Visitor Information Centre	CW		0	2,642	0		1	2.0%	0	0
--Jubilee Lamp	CW	126	135		156	400	4	0.0%	0	156
--Bad Debts Write Off	RF				0		4	0.0%	0	0
--Ringwood Market - Advertising	CW				0		4	0.0%	0	0
--Support for Town Twinning	CW				0		4	0.0%	0	0
Total Other		30,516	32,362	57,566	39,906	35,390			510	-4,753

B

Debt Charges										
--Interest	RF	11,792	11,136	10,458	9,758	9,758	6	0.0%	0	9,758
--Loan Repaid	RF	19,754	20,410	21,088	21,788	21,788	6	0.0%	0	21,788
--New Borrowing 2022/23	RF				29,932	29,932				29,932
--New Borrowing 2023/24									0	
Total Debt Charges		31,546	31,546	31,546	61,478	61,478			0	61,478
Total Revenue Expenditure		333,478	346,301	382,040	418,378	464,047			6,027	14
Capital Expenditure										
--Gateway Project	RF	0			0	0	6	0.0%	0	0
--Carvers Clubhouse	RF				0	0	6	0.0%	0	0
--Computer Hardware	RF				0	0	6	0.0%	0	0
--Land Purchases	RF			29,848	0	100	6	0.0%	0	0
Total Capital Expenditure		0	0	29,848	0	100			0	0
COMMITTEE EXPENDITURE		333,478	346,301	411,888	418,378	464,147			6,027	14

2	3	4	5	6	7	8	9		10	11
Description	Budget Manager	Actual 20/21 £	Actual 21/22 £	Actual 21/22 £	Budget 24/25 £	Revised Budget £	Inflation		Known Changes* £	Budget 25/26 £
							Type	%		
REVENUE INCOME										
--Insurance Premium Income	CW	-605	-4,775	-420	0		6	0.0%	0	0
--Interest Received	RF	-882	-427	-17,280	-25,000	-23,000	6	0.0%	0	10,000
--Rent: Ground Floor Greenways	CW	-17,566	-18,487	-23,164	-17,765	-29,000	6	0.0%	0	-11,689
--Rent: 1st Floor Greenways	CW	-14,075	-5,151	-14	-11,689	0	6	0.0%	0	11,689
--Southampton Road Rent	CW	-13,200	-13,350	-13,500	-13,500	-1,791	6	0.0%	0	13,500
--Long Lane Football ground rent	CW				-29,932	-29,932	6	0.0%	0	
--VIC Sales	CW	-75	-175	-252	0	-200	6	0.0%	0	0
--Recharge to NFDC	RF	-73,400	-74,878	-77,829	-86,625	-84,000	3	1.5%	-1,299	2,625
--Market Stall Income	CW	-280	-800	-920	-1,000	-2,000	5	2.5%	-25	-500
--Misc Income and Donations	RF	-450		-149						
Total Revenue Income		-120,533	-118,043	-133,528	-185,511	-169,923			-1,324	25,625
TOTAL COMMITTEE INCOME		-120,533	-118,043	-133,528	-185,511	-169,923			-1,324	25,625
		212,945	228,258	278,360	232,867	294,224			4,703	25,639
Transfer To Provisions										
--Transfer To Provisions	RF	14,000	16,900	14,000	16,200	16,200				14,700
Total Transfer To Provisions		14,000	16,900	14,000	16,200	16,200			0	14,700
Transfer From Provisions										
--Trans From Provs (Rev)	RF	-6,146	-1,732	-7,993	-3,000	-39,055				-3,000
--Trans From Provs (Cap)	RF	0		-29848	0	-1,500			0	0
Total Transfer From Provisions		-6,146	-1,732	-37,841	-3,000	-40,555			0	-3,000
TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		220,799	243,426	254,519	246,067	269,869			4,703	25,639

RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES

1st April 2024 to 31st March 2026

B

	Actual Balance 01/04/24 £	Transfers 2024/25 :				Balance 01/04/25 £	Planned and Proposed Movements 2025/26:					Estimated Balance 31/03/26 £
		from Revenue £	to Revenue £	Cash Receipts £	between provisions £		from Revenue £	to revenue		Capital & Other Receipts £	between provisions £	
								base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>												
I.T. & Equipment	25,600	2,700	0			28,300	2,700		0			31,000
Gateway	25,000	0	0			25,000	0		0			25,000
Cemetery	26,033	1,000				27,033	1,000		0			28,033
Buildings Reserve	64,502	5,500	-1,908	1,158		69,252	5,500	0	0			74,752
Election	0	5,000				5,000	5,000		0			10,000
Vehicle & Machinery	33,883	20,000	-36,000			17,883	20,000		-19,760			18,123
Play Equipment	15,616	6,900				22,516	6,900		0			29,416
Memorials	0	0	0			0	0		0			0
Christmas Lights	0	0	0			0	0		0			0
Carvers Clubhouse equipment reserve	6,682	1,000	-3,248			4,435	1,000	-1,000	0			4,435
Ringwood Events	13,172	1,999	-5,748			9,424	0	-5,702	0			3,722
Memorial Lantern	0	0	0	0		0	0		0			0
Carvers Grounds	2,480	0	-90			2,390	0		0			2,390
Carvers Sheds feasibility	3,075		0			3,075			0			3,075
Infrastructure & Open Spaces	17,370	3,000	-750			19,620	3,000		0			22,620
Open Space Security Measures	1,406		0			1,406			0			1,406
Neighbourhood Plan	3,383	0	0			3,383	0		0			3,383
Football development Project	23,959	0	-23,959			0	0		0			0
Budget Underspends retained for use in 2024/25*	35,225	0	-35,225			0	0	0	0			0
Total Provisions	297,387	47,099	-106,927	1,158	0	238,717	45,100	-6,702	-19,760	0	0	257,355
<u>RESERVES</u>												
Earmarked Reserves:												
Dev Contribs	14,765		-11,000	10,000		13,765		-1,000	0			12,765
Cem Maint	500		-230			270		-230	0	0		40
Dev Cons(CIL)	29,030		-22,717	21,935		28,248						28,248
Capital Receipts	18,942			0		18,942			0	0		18,942
Grants Unapplied	4,540		-20,635	31,385		15,290			-68,080	68,080		15,290
Loans Unapplied	0					0			0	0		0
Maintenance contract fees in advance (Ellingham PC)	0		-1,576	4,728		3,152		-1,576				1,576
Total Earmarked Reserves and Provisions	365,165	47,099	-163,085	69,206	0	318,385	45,100	-9,508	-87,840	68,080	0	334,217
General Reserve	254,457		-37,626			216,831	0	0			0	216,831
Key & Rent Deposits	19,569		-150	600		20,019						20,019
Total Reserves & Customer Deposits	639,190	47,099	-200,861	69,806	0	555,234	45,100	-9,508	-87,840	68,080	0	571,066



A description of the reserves maintained by Ringwood Town Council and how they will be managed

General principles guiding the management of reserves:

1. Annual budgets should make adequate provision for expected recurrent expenditure without recourse to reserves.
2. Significant expenditure of a non-recurrent or capital nature (whether planned or unplanned) should be met from either a suitable ear-marked provision that has been built up over time or a loan repayable over time, in order to spread the cost over an appropriate number of financial years, thus avoiding either unfair calls upon local council tax-payers in any one year or excessive fluctuations in the precept.
3. Receipts of a capital nature and/or for specific or restricted purposes should be treated in a manner that fully respects the Nolan principles of accountability and openness.
4. This document should be **consulted**
 - Before funds are transferred from or added to any reserve;
 - When an Annual Financial Risk Assessment is undertaken;
 - When an Annual Governance Statement and Accounting Statements are considered; and
 - When a Budget is being considered and before a Precept is agreed.
5. This document should be **reviewed**
 - Before an existing reserve is re-named, re-purposed, reduced to nil, closed or merged with another reserve;
 - Before a new reserve is created;
 - When a significant change in the financial risks facing the Council occurs; or
 - When a significant change in the Council's assets or plans occurs.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management
Ear-marked provisions and reserves				
I.T. & Equipment Fund	£2,700	£25,600	To meet the cost of completely replacing/updating the computers, telephones and related equipment when obsolete or at the end of life.	The last major upgrade in FY 2019/20 cost £35,000, met from this reserve. New technology is expected to reduce this to £30,000. Annual contributions of £2,700 to bring the reserve back to this level by 2026
Gateway Fund	£0	£25,000	To meet expected future demands for contributions towards the costs of major repairs or capital works to The Gateway council offices building. Original contribution to building costs was £300,000. Our contribution to major repairs or capital works is not expected to exceed £25,000	We will maintain the Gateway Fund at £25,000. Further contributions to this fund have been suspended.
Burial Grounds Fund	£1,000	£26,033	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works to memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	This fund is expected to be completely applied towards the Columbarium project Thereafter contributions of £1,000pa to build and maintain reserve of £10,000
Elections Fund	£5,000	£0	To meet expected future demands for contributions towards the costs of elections to membership of the council (both predictable and non-predictable) (not currently expected to exceed £20,000)	Annual contributions of £5,000 from FY 2024-25 to achieve a target balance of £20,000 in an election year
Vehicle & Machinery Fund (currently under review)	£20,000	£33,883	To meet the cost (currently estimated at £240,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	We will monitor funds against projected investment to achieve a consistent call on the revenue account.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management
Play Equipment Fund	£6,900	£15,616	To meet the cost of replacing/updating or conducting major repairs to children’s play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every 3 years (currently estimated at £40,000 per cycle)	We plan to make annual contributions of £6,900 to achieve a total of £40,000 by FY 2027/28.
Carvers Clubhouse Equipment Fund	£1,000	£6,682	To meet the capital costs of any equipment purchases, replacements or enhancements.	Annual contribution of £1,000 from 2024/25
Ringwood Events Fund		£13,172	<ol style="list-style-type: none"> 1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood. 2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood. 	<p>Surpluses generated by events will be transferred into this fund. Deficits incurred by events will be met from this fund.</p> <p>Grants or donations from other organisations into this fund will be accepted.</p>
Buildings Reserve	£5,500	£64,502	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at Greenways, Carvers Clubhouse or 92 Southampton Road (not currently expected to exceed £75,000)	We will transfer £5,500 each year into this fund to achieve a total of £75,000 by FY 2030-31, at which point contributions will be reconsidered and possibly suspended until funds are applied.
Carvers Recreation Ground Fund		£2,480	To Develop a masterplan for the entire site	We plan to draw these funds in 2023-24 and 2024-25 for the development of the strategic plan. Contributions in later years will be assessed in light of development plans yet to be agreed.
Carvers Sheds Feasibility		£3,075	To fund the “feasibility study” for redeveloping the sheds as a hub for the grounds team	As above.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management
Infrastructure & Open Spaces Fund	£3,000	£17,370	To meet the costs of: <ul style="list-style-type: none"> replacement of or major repairs to infrastructure (benches, bus-shelters boardwalks, notice-boards, etc.); or major tree works or other environmental works or enhancements not covered by annual budgets. 	We will transfer £3,000 unless and until the fund total reaches £24,000 at which point contributions will be reconsidered and possibly suspended until funds are applied.
Neighbourhood Plan		£3,383	This fund was created to preserve an unspent balance on the revenue account, for which the planned spend will occur in subsequent years.	This fund is expected to be fully applied by FY2024-25
Open Space Security Measures		£1,406	This fund was created during 2023/24 with a transfer of £1,500 from the general fund.	This is a fund available to urgently protect sites and prevent unauthorised encampments
Football development Project		£23,959	This fund was created during 2022/23 to hold grants, developer's contributions and other funds held on behalf of the football development project at Long Lane	This fund will be fully exhausted by the football development project, expected to complete in 2025-26
Budget Underspends for use in 2024/25		£35,225	This reserve was created to allow a limited number of specific budget underspends to be available for use in the following year.	The reserve will be fully exhausted during 2024-25
Capital reserves				
Developer Contributions		£14,765	Contributions received towards the cost of facilities and infrastructure pursuant to planning obligations entered into under section 106 Town & County Planning Act 1990. A further contribution of £10,000 was received in 2023/24 in respect of Crow Stream flood prevention	Officers will bring forward proposals for making use of these funds when suitable opportunities become apparent.
Cemetery Maintenance		£500	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about 2026-27)

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management
Community Infrastructure Levy		£29,030	The Town Council's share of CIL receipts collected by NFDC and remitted half-yearly.	Councillors will make proposals for use of these funds for decision by the Council (or a committee under relevant delegated powers).
Capital Receipts		£18,942	Proceeds from past sales of Council-owned assets (currently standing at £18,942). It is proposed that the balance of this reserve be transferred to the vehicle replacement fund	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£4,540	Unused balances from grants received currently standing at £4,540 with a further £31,385 anticipated in 2024-25	Miscellaneous grants held in this fund until applied to defray expenditure.
Loans Unapplied		£0	A temporary holding fund for loans received but not used	If and when loan monies are received in future they will be transferred into this fund to the extent that they have not been spent for the required purpose at the relevant FY end and transferred out when they are so spent.
General reserve				
General reserve		£254,457	<ol style="list-style-type: none"> 1. Default recipient of funds under-spent from annual budgets. 2. Default source of funds for over-spends on annual budgets. 3. Provision against all risks and contingencies not covered by an ear-marked or capital reserve. 	When agreeing annual budgets and setting precepts or when adjusting reserve balances in year we will aim to ensure that the expected balance of the general reserve at the financial year end will be roughly equivalent to 50% of the precept set for that year.
Other Balance Sheet Reserves				

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/24	Purpose(s)/Function(s)	Management
Rent and allotments deposits		£19,569	This reserve is a device to account for rent, ground condition and key deposits held on behalf of tenants and other key holders. The funds are not available to the Council as they represent a deferred liability.	Any deposits received or repaid during the year will be transferred to or from this reserve.

Adopted: xx 2024

REPORT TO POLICY & FINANCE COMMITTEE – 23rd OCTOBER 2024

RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT

1. BACKGROUND

- 1.1 The Town Council has a treasury management policy which was last updated in November 2023. The policy governs the way in which Council funds are managed.
- 1.2 The cash balances held by the Council at the end of March 2024 amounted to £699,967 and with the first instalment of the precept later in April, cash balances increased to around £885,000. Whilst this is below the peak achieved in 2023/24 as a result of the football project, cash balances remain reasonably healthy.
- 1.3 A working balance of between £50,000 and £100,000 is maintained in the main imprest account with a further target of £50,000 held in an interest bearing instant access business account, but the bulk of funds which are not immediately required are currently invested with the CCLA.
- 1.4 The Treasury Management policy has been in place for just over 5 years and this report summarises the performance in that time and makes recommendations for some amendments to the Treasury Management Policy.

2. INVESTMENTS WITH THE CCLA

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £13.9 billion
- 2.2 The Town Council began investing funds with the CCLA at the end of 2018/19. In that year, funds had generated interest payments of £1,508. In the first full year using the CCLA facility, interest receipts of £3,353 were generated.
- 2.3 Interest rates have increased from historically very low levels and the CCLA continues to provide a return on investment at levels that the banks will not match. Interest generated in 2023/24 increased to £42,714, up from £17,280 in the previous year and just £427 in the year before that. However, with recent reductions in cash balances and the predicted reduction in interest rates, the prediction for the current year is that interest receipts will drop to £23,000.
- 2.4 Interest on funds held in the business instant access account with Lloyds Bank is very modest by comparison and amounted to £447 in 2023/24.
- 2.5 As a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.
- 2.6 It was previously noted that the CCLA have an additional facility, the Local Authority Property Fund, in which funds are invested for growth in the longer term. The LAPF may offer a higher, if riskier, return on investment. However, consideration of such a scheme is only permitted by the treasury management policy if tied to a wider investment strategy in pursuit of specific planned future capital projects.
- 2.7 The LAPF is not recommended at this time but, whilst it is outside the parameters of the current treasury management policy, it may be a useful facility in future to help grow funds for a specific purpose.

3. Treasury Management Policy Statement

- 3.1 The current treasury management policy statement was approved in 2021 and updated in 2022 to allow the RFO delegated authority to transfer funds of up to £100,000 between accounts. This was to allow for payments on the football development project which may require settlement before approval to move necessary funds could be sought from this committee. This delegated authority is to be reviewed on completion of the project.
- 3.2 No further changes to the treasury management policy statement are being proposed at this time.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members endorse the Treasury Management Policy.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

Chris.wilkins@ringwood.gov.uk

POLICY & FINANCE COMMITTEE

23rd October 2024

Grant Award by Veolia Environmental Trust

1. Introduction and reason for report

At the meeting of this committee on 19th June members resolved that the Council would act as “contributing third party” if a bid for grant support made to Veolia Environmental Trust proved successful (See minute ref. F/6320.) The bid was successful and award of the grant is to be confirmed by way of a “funding agreement” which will need to be signed on behalf of the council.

2. Background information and options

Officers are required to provide (via an online portal) particulars to enable the funding agreement described above to be generated for signature. Among these particulars are details of the “authorised signatory” who will sign on behalf of the council. The agreement can also be expected to include terms relating to how the funds awarded are released and to be used, reporting and monitoring arrangements and other matters.

3. Issues for decision and any recommendations

3.1 Are members content to delegate to the Town Clerk authority to sign the Funding Agreement on behalf of the Council?

3.2 Do members wish to see a full copy of the Funding Agreement (or receive a fuller report on its principal terms) before it is signed or are you content to delegate approval of the agreement terms to the Town Clerk as well?

For further information, contact:

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

POLICY & FINANCE COMMITTEE

23rd October 2024

Millennium Clock

1. Introduction and reason for report

At the Recreation, Leisure & Open Spaces Committee meeting on 4th September members resolved that “an immediate repair of the Millennium Click be commissioned up to the value of £750 + VAT and that this be funded from the infrastructure reserve”. (See Report F to that meeting and minute ref. OS/6392.) Officers have since learned that the cost may significantly exceed the agreed limit and seek further guidance about this work and its funding.

2. Background information and options

2.1 In accordance with Financial Regulations, officers applied to three suitable contractors to quote for the work. The responses are summarized below (VAT is excluded and the potential contractors have been anonymized for reasons of commercial confidentiality):

2.1.1 Contractor A has quoted a site visit fee of £680 plus the cost of any parts required. In the worst-case scenario the cost including parts could be as much as £1,530). This contractor is willing to negotiate a maintenance contract at a fixed annual cost (to be determined) if engaged to undertake the current repair. To avoid wasting a site visit and the corresponding fee, it would seem prudent to allow for this worst case if Contractor A is preferred.

2.1.2 Contractor B advises that repair is uneconomic and is only willing to quote to replace the entire mechanisms. Two options are offered:

2.1.2.1 Option 1 - replace both synchronous drive motors for both faces and commission, for £1,985; or

2.2.2.2 Option 2 – as above but with fully automated system which resets for daylight saving time, power cuts etc, for £2,940.

This contractor further advises that the new movement would be guaranteed for 3 years and have an expected lifespan of 25 years. Furthermore, “the system quoted is a fully sealed maintenance free system and requires no annual servicing or maintenance tasks”.

2.1.3 Contractor C failed to respond.

2.2 The advice and proposals from Contractor A and Contractor B are so different from each other that officers are struggling to identify a fair basis for comparison. We could invite further contractors to quote but that might only add to the confusion. Alternatively, we could seek independent advice but that would undoubtedly cost and still leave the clock requiring repair or replacement.

3. Issues for decision and any recommendations

3.1 Should one of the quotations be accepted and if so, which and on what terms?

3.2 If a quotation is to be accepted should the cost be funded from the Infrastructure Reserve or some other source?

For further information, contact:

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

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion is being demolished. A formal opening ceremony/open day has been arranged.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFNPA and is now part of the NFDC Development Plan and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers will be held on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders. Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet considering allocating a share of £4.5 million CIL funds on 02/10/2024.
	Greening Ringwood	In progress		Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked through with intention of bringing report with recommendations to cttee in November.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. HCC working on design.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. Details about possible alternatives to re-letting are being obtained and will be reported to committee before any further repairs are commissioned or re-letting agreed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Four workstreams with lead councillors for each agreed and in progress.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. The draft planning application is being revised and will be submitted as soon as practicable.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim. The project is being re-appraised alongside the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Draft surrender report and application have been prepared for submission to Environment Agency once their requirements have been clarified. It is currently expected that this will be done by the end of October.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers are consulting the Anglers' Association about the proposal.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group members met for the first time on 4th September. A list of sites with relevant information was approved and next steps agreed.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Notice of award of grant from Veolia Environmental Trust received. Officers attended briefing on 17 Sept. Publicity is being arranged and officers are beginning work on delivering the project.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)

Staffing Committee

None



Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
	None						
Planning Town & Environment Committee							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report



No.	Name	Description	Outcome	Notes
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Full Council

FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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Planning, Town & Environment Committee

	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.

RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

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