

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 18th June 2025 at 7.00pm

PRESENT: Cllr Mary DeBoos (Chair)
Cllr Peter Kelleher (Vice Chair)
Cllr Andy Briers
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Laura Smith, Finance Manager
Charmaine Bennett, Clubhouse and Events Manager
Nicola Vodden, Office Manager

ABSENT: Cllr Luke Dadford
Cllr John Haywood

F/6433 PUBLIC PARTICIPATION

A representative from Go New Forest addressed the Committee in relation to its work as the official tourist board for the New Forest. It was rebranded last year to 'The New Forest' and is looking to develop and grow a sustainable visitor economy by working with partners to promote Ringwood as a destination within the New Forest. As it's a non-profit making organisation, it relies on support from local Councils investing in membership and seeing the value of the marketing opportunity. The annual subscription fee is £300.

Members indicated a desire that an agenda item be included at a future Committee meeting before the Council next reviews its strategy.

ACTION C Wilkins

Members welcomed Laura Smith, the Council's newly appointed Finance Manager.

F/6434 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Dadford and Haywood.

F/6435 DECLARATIONS OF INTEREST

There were none.

F/6436 MINUTES OF THE PREVIOUS MEETINGS

RESOLVED: That the minutes of the meetings held on 21st and 28th May 2025 having been circulated, be approved and signed by the Chairman as a correct record.

Page 1 of 5
Chairman's initial

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F/6437

FINANCIAL REPORTS

Members considered the financial report presented as *Annex A*. The Town Clerk detailed transactions on the Imprest account over £1,000. Highlighting the payment to SSE, he explained that it's intended to put all energy purchases together to get better rates. It was noted that the payment for trees and guards at Carvers had been covered by a donation from RACE.

In relation to the statement of balances and transfer report, the format has been changed to reflect better the reality of how transfers are managed. Officers reconcile these figures monthly and Cllr M DeBoos verifies the figures quarterly. Note 1 details the anticipated transfer required in June. The previous inclusion of £50 VIC float had been an oversight and had been zeroed.

The CIL report had been updated to note the decisions made at the last meeting and has resulted in an unallocated balance of the reserve of £4,471.77. Comments had also been added to the schedule of anticipated infrastructure needs. In relation to item 6, additional pedestrian gate at North Poulner Play Area, the Committee thanked Cllr Thierry for his generous NFDC donation. An order had been placed with the contractor for the gate.

Budget comparison reports would resume from next month, with the new Finance Manager now in post. Members thanked the Town Clerk for managing the Council's finances in the interim.

RESOLVED: 1) That the list of payments made from the Imprest Account for May be received and authorised;
2) That the Statement of Town Council Balances be received and Inter Account Transfers report be noted;
3) That the report and levels of CIL reserves be noted.

ACTION C Wilkins / L Smith
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F/6438

END OF YEAR FORMALITIES 2024/25

Members received the Internal Audit Report 2024/25 (*Appendix 2*) and extended their thanks to the Finance Manager, who has now retired, for a wonderful result. There were no recommendations or actions required. It was suggested that next years' audit arrangements be reconsidered, as the current firm had been engaged for a number of years.

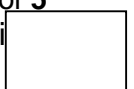
The auditor had completed page 3 of the Annual Governance & Accountability Return 2024/25 (AGAR). This gives members the assurance required to make the statements on Section 1 and Section 2 (pages 4 & 5) of the return which need to be approved by the Council at its meeting on 25th June. The remaining sections will be completed and the AGAR submitted to the external auditor, with the supporting documentation by the end of June deadline.

RECOMMENDED: 1) That the Internal Audit 2024/25 (*Annex B – Appendix 2*) be noted;
2) That the Annual Governance & Accountability return 2024/25 part 3 (*Annex B - Appendix 1*):-
 i. Section 1 - The Annual Governance Statement
 ii. Section 2 - The accounting statements for 2024/25
be approved.

ACTION C Wilkins / L Smith
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F/6439

VEHICLE AND MACHINERY REPLACEMENT PLAN



Members considered a recommendation from Recreation, Leisure and Open Spaces Committee on 4th June that the annual transfer of funds to the Vehicle and Machinery Replacement Reserve for the Council's budget for 2026-27 at the potentially necessary amount of £27,000 be noted (OS/6461 refers) (Annex C).

The Town Clerk reported the Grounds Manager had since proposed that the aerator attachment not be replaced. As this had been profiled into the suggested transfer figures, he indicated that whilst the required funding will need to increase year on year, there may not need to be such a steep increase as the modelling indicates. The loss of this equipment may have implications for the type of work which can be undertaken in future and the Grounds Manager has been asked to clarify the position, so it is fully understood. The transfer required will be discussed further as part of the budget setting process later in the year.

RESOLVED: That the annual transfer of funds to the Vehicle Machinery Replacement Reserve for the Council's budget for 2026-27 at the potentially necessary amount of £27,000 be noted.

ACTION C Wilkins / L Smith
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F/6440

ANNUAL REVIEW OF INSURANCE ARRANGEMENTS

Members received a verbal report from the Town Clerk on the arrangements for insurance cover in respect of all insurable risks. The Council is presently part way through a 3 - year contract with Zurich. A copy of the latest policy schedule was presented as *Annex D* and covers the main areas of cover and exclusions. Cover has been included for key person locum cover, the new skate ramp at North Poulner and the multi-use games area at Carvers. There is no cover for cyber risks and this may be an area which needs reviewing. Premises are insured on the basis of professional valuations provided by a chartered surveyor.

In answer to a question about the Council insurance cover for the allotments, the Council bears no responsibility and is not insured for damage caused by tenants to third parties. Requiring allotment tenants to have insurance had been discussed previously and whilst it would be well advised for them to have insurance, it is not insisted upon.

The Town Clerk was asked to confirm the position regarding interruption to business and whether this could relate to loss of rental income at 92 Southampton Road.

RESOLVED: That the verbal update on insurance arrangements be noted, subject to the building valuation figures being checked.

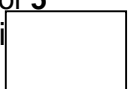
ACTION C Wilkins / L Smith
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F/6441

PUBLICATION SCHEME

The Freedom of Information Act requires that the Council has a publication scheme. This shows what information is routinely published and made available by the Council. The scheme was out of date and it has been updated using a template from the Information Commissioner's Office (ICO). It was noted that there was some ambiguity with the fees to be charged and that this should be standardised throughout the document.

RESOLVED: 1) That, subject to amendments regarding charges, the publication scheme be approved; and
2) That officers review the publication scheme periodically.



ACTION C Bennett

The Town Clerk left the meeting for the next agenda item, but indicated he was happy to assist the Council in principle.

F/6442

FOOTBALL PROJECT CONSULTANCY

Members discussed whether to retain the Town Clerk as a consultant for the Football Development Project, following his retirement. It was agreed in principle that it would be sensible and beneficial for there to be some arrangement to retain his services for continuity purposes and due to his knowledge of the project. This would provide the incoming Town Clerk with the opportunity to obtain required information and advice should it be needed.

RESOLVED: 1) That, following his retirement, the Town Clerk be retained on a consultancy basis for the purposes of the Football Development Project; and
2) That the details of the arrangement be delegated to the incoming Town Clerk in consultation with the Chair of Policy and Finance Committee meeting.

ACTION C Wilkins / C Bennett / Cllr M DeBoos

The Town Clerk returned to the meeting and was informed of the decision. The Committee thanked him for his flexibility in the matter and for continuing to support the Council beyond his retirement date.

F/6443

92 SOUTHAMPTON ROAD

The refurbishment of the property and grounds is complete and the agent has been instructed to re-let the property. The energy performance certificate has been commissioned and Cllr Georgiou is preparing an information pack for the Council, agent and the new tenant.

The committee thanked Cllr Georgiou and the Town Clerk for their extensive work on this which is much appreciated.

RESOLVED: That the verbal update be noted.

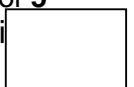
F/6444

PROJECTS (current and proposed)

The Town Clerk indicated that Cyber Essentials accreditation had been added to the proposed projects list and initial research had commenced. This may have implications for devices members use for council related business and there needs to be further consideration of this. Additional advice is being sought to see if the arrangements would be acceptable to members.

It was suggested, to ensure security, the Council should issue members with devices to be used solely for Council business, however others were conscious of the cost that would involve and the impracticalities of managing a separate device. This matter will be considered further and alongside the planned hardware replacement planned for staff devices.

RESOLVED: 1) That the update in respect of projects (*Annex F*) be noted; and
2) That options for hardware provision for members be researched, to inform a discussion of implications at a future meeting.



ACTION C Wilkins

**F/6445
COMMUNICATIONS**

RESOLVED: Nothing was raised.

There being no further business, the Chairman closed the meeting at 8:33pm.

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

RECEIVED
25th June 2025

APPROVED
23rd July 2025

TOWN MAYOR

COMMITTEE CHAIRMAN

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RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

18th June 2025

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			5628/1	£3,322.06	£0.00	£3,322.06	P&F	Public Works Loan Board	Principle 2500/1/2
			5628/2	£2,052.90	£0.00	£2,052.90	P&F	Public Works Loan Board	Interest 2500/1/1
DD 1	01/05/25	5628		£5,374.96	£0.00	£5,374.96		Public Works Loan Board	PW504419 2500/1/2
DD 5	01/05/25	5629		£332.80	£15.85	£316.95	P&F	British Gas	Greenways 08/03/35 - 07/04/25 2100/1
DD 2	01/05/25	5630		£247.00	£0.00	£247.00	RLOS	New Forest District Council	NFDC Rates Cemetery May 2025 3200/1/5
DD 3	01/05/25	5631		£195.00	£0.00	£195.00	RLOS	New Forest District Council	NFDC Rates Carvers Clubhouse May 2025 3802/1/6
DD 4	01/05/25	5632		£377.40	£0.00	£377.40	P&F	New Forest District Council	NFDC Rates Southampton Road May 2025 2100/3
			5633/1	£50.58	£8.43	£42.15	RLOS	UK Fuels Ltd	fuel for hand held machines (unleaded petrol) 3000/1/10
DD	07/05/25	5633	RTC806322	£50.58	£8.43	£42.15		UK Fuels Ltd	fuel for hand held machines 3000/1/10
DD 1	08/05/25	5634		£35.94	£5.99	£29.95	RLOS	Sky Business	05/05/25 - 04/06/25 3802/2/5
DD 2	08/05/25	5635		£101.26	£16.88	£84.38	RLOS	Yu Energy	Electricity April 2025 Clubhouse 3802/1/3
BP	12/05/25	5627		£1,700.00	£0.00	£1,700.00	P&F	Prudential	AVC April 2025 2600/1/3
BP	14/05/25	5625		£9,972.86	£0.00	£9,972.86	P&F	Hampshire County Council	Pension April 2025 2600/1/3
			5611/1	£150.00	£25.00	£125.00	RLOS	The Tree Management Company	removal of natural play area 3802/2/1
2500	15/05/25	5611	RTC806355	£150.00	£25.00	£125.00		The Tree Management Company	removal of natural play area 3802/2/1
2501	15/05/25	5612	RTC806312	£74.74	£10.45	£64.29	P&F	Fernhill Wholesale	Souvenirs for re-sale 2400/5/1
2502	15/05/25	5613	RTC806347	£36.00	£6.00	£30.00	P&F	Fernhill Wholesale	Souvenirs (tea towels) for re-sale = 6 2400/5/1
			5614/1	£1,622.45	£270.41	£1,352.04	RLOS	Northover Energy	1200 ltrs white diesel and additive (cemetery) 3000/1/10
2503	15/05/25	5614	RTC806337	£1,622.45	£270.41	£1,352.04		Northover Energy	1200ltrs white diesel and additive 3000/1/10
			5615/1	£15.17	£2.53	£12.64	P&F	Hampshire County Council	604604 TORK toilet rolls x 36 2000/3/4
			5615/2	£27.42	£4.57	£22.85	P&F	Hampshire County Council	816551 TORK Hand towels 2000/3/4
2504	15/05/25	5615	RTC806338	£42.59	£7.10	£35.49		Hampshire County Council	Caretaker supplies 2000/3/4
			5616/1	£32.92	£5.49	£27.43	P&F	Hampshire County Council	313444 Green bin 2000/3/4
			5616/2	£32.93	£5.49	£27.44	P&F	Hampshire County Council	312150 White bin 2000/3/4
			5616/3	£4.67	£0.78	£3.89	P&F	Hampshire County Council	611500 AA batteries - 10 pack 2000/1/8
2505	15/05/25	5616	RTC806367	£70.52	£11.76	£58.76		Hampshire County Council	Replacement bins x 4 for Gateway and batteries 2000/3/4

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
2506	15/05/25	5617	RTC806314	£100.00	£0.00	£100.00	P&F	Pitney Bowes	Franking machine - postage replenishment - to be downloaded from RTC's Pitney Bowes account - will show on next monthly statement issued by PB
		5618/1		£32.89	£5.48	£27.41	RLOS	screwfix	scruffs work plus multi pocket holster work shorts 32" w (operative)
2507	15/05/25	5618	RTC806351	£32.89	£5.48	£27.41		screwfix	Scruffs Worker Plus Multi-Pocket Holster Work Shorts Black 32" W
		5619/1		£7.19	£1.20	£5.99	RLOS	screwfix	1x flomasta plastic push-fit stop ends 22mm 2 pack
		5619/2		£4.09	£0.68	£3.41	RLOS	screwfix	1x hep20 plastic push-fit stop end 22mm
2508	15/05/25	5619	RTC806369	£11.28	£1.88	£9.40		screwfix	1 x Hep2O Plastic Push-Fit Stop End 22mm
		5620/1		£120.00	£0.00	£120.00	RLOS	Mike Coakley	1 x Flomasta Plastic Push-Fit Stop Ends 22mm 2 Pack
2509	15/05/25	5620	RTC806361	£120.00	£0.00	£120.00		Mike Coakley	locate and disconnect faulty strip light machine sheds carvers
		5621/1		£51.00	£8.50	£42.50	RLOS	Peter Noble Ltd	locate and disconnect faulty strip light machine sheds carvers
2510	15/05/25	5621	RTC806374	£51.00	£8.50	£42.50		Peter Noble Ltd	remove broken locking nut , replace with new locking nut and refitted tine
		5622/1		£102.00	£17.00	£85.00	RLOS	Peter Noble Ltd	remove broken locking nut , replace with new locking nut and refitted tine
2511	15/05/25	5622	RTC806363	£102.00	£17.00	£85.00		Peter Noble Ltd	major roller mower sharpen blades
2512	15/05/25	5623	RTC806340	£12,336.96	£2,056.16	£10,280.80	P&F	The Festive Lighting Company Limited	major roller mower sharpen blades
2513	15/05/25	5624		£670.33	£111.72	£558.61	RLOS	New Forest District Council	Year 1 40% Hire, Instal & Delivery charge
BP	19/05/25	5626		£10,248.24	£0.00	£10,248.24	P&F	Inland Revenue	Dog waste collection 01/04/25 - 30/09/25
DD	19/05/25	5636		£45.14	£7.52	£37.62	RLOS	3G	April 2025
DD	20/05/25	5639		£345.10	£57.52	£287.58	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	April 2025
		5640/1		£116.84	£0.00	£116.84	RLOS	Taste Vending Ltd	May 2025
2514	20/05/25	5640	RTC806289	£116.84	£0.00	£116.84		Taste Vending Ltd	coffee beans
2515	20/05/25	5641		£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	806258- replaces order. Coffee beans
									15/05/25 - 14/06/25

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no Order no	Gross	Vat	Net	Cttee	Details	Heading
2515	20/05/25	5642	£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/03/25 - 14/04/25 3802/3/1
2517	20/05/25	5643	£98.80	£16.47	£82.33	RLOS	Taste Vending Ltd	15/04/25 - 15/05/25 3802/3/1
		5644/1	£60.00	£10.00	£50.00	RLOS	Central Southern Security	set cctv app on mobile phones and laptop for carvers club house 3802/1/1
		5644/2	£60.00	£10.00	£50.00	RLOS	Central Southern Security	set up cctv app on mobile phones and laptop at cemetery 3200/2/1
2518	20/05/25	5644 RTC806346	£120.00	£20.00	£100.00		Central Southern Security	set up cctv apps on mobile phones and laptop for carvers club house and cemetery 3802/1/1
		5645/1	£4,680.00	£780.00	£3,900.00	P&F	MJS Landshaping	Patio replacement, drainage work and related groundworks at 92 Southampton Road 2501/7
2519	20/05/25	5645 RTC806304	£4,680.00	£780.00	£3,900.00		MJS Landshaping	Groundwork services 2501/7
		5646/1	£20.00	£0.00	£20.00	RLOS	H & W Creative Limited	To amend design for Carvers Skatepark sign and provide artwork for new sign for Poulner Skate Ramp 3000/2/16
2520	20/05/25	5646 RTC806371	£20.00	£0.00	£20.00		H & W Creative Limited	Safety sign for Poulner Skate Ramp 3000/2/16
		5647/1	£79.00	£13.17	£65.83	RLOS	Presto Plumbing and Heating Ltd	repairing broken water pipe to tap (southampton road allotments) 3300/2/1
2521	20/05/25	5647 RTC806375	£79.00	£13.17	£65.83		Presto Plumbing and Heating Ltd	repairing broken water pipe to tap 3300/2/1
2522	20/05/25	5648	£31.59	£5.26	£26.33	P&F	Itec	Gateway 30/04/25 2000/1/9
		5649/1	£315.00	£0.00	£315.00	P&F	SLCC Enterprises Ltd	Full membership of SLLC for Charmaine Bennett 2000/1/16
2523	20/05/25	5649 RTC806354	£315.00	£0.00	£315.00		SLCC Enterprises Ltd	Membership Charmaine Bennett 2000/1/16
2524	20/05/25	5650 RTC806359	£18.00	£3.00	£15.00	P&F	SLCC Enterprises Ltd	Linked to order 806359 Chat GPT 7/10/25 2310/2
2525	20/05/25	5651	£138.00	£23.00	£115.00	RLOS	Central Southern Security	Alarm fault tractor shed 3000/2/1
2526	20/05/25	5652	£90.00	£15.00	£75.00	RLOS	Insight Security & Facilities Ltd	April 2025 3000/2/1
2527	20/05/25	5653	£4,395.00	£0.00	£4,395.00	P&F	New Forest District Council	CCTV 6 Months 2400/15
2528	20/05/25	5654	£7.56	£1.26	£6.30	RLOS	Itec	Carvers Clubhouse 30/04/24 3802/2/2
2529	20/05/25	5655	£70.00	£0.00	£70.00	RLOS	New Forest District Council	Bickerley Green Licence 3100/5
2530	20/05/25	5656	£55.08	£9.18	£45.90	P&F	Pitney Bowes	Quarterly charge 2000/1/10
2531	22/05/25	5657	£37.80	£0.00	£37.80	RLOS	Source 4 Business	New Allots 09/10/24 - 22/04/25 5072563401 3300/1/1
2532	22/05/25	5658	£138.34	£0.00	£138.34	RLOS	Source 4 Business	Cemetery 09/10/24 - 22/04/25 5072563401 3200/1/2

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no Order no	Gross	Vat	Net	Cttee	Details	Heading
2533	22/05/25	5659	£59.07	£0.00	£59.07	RLOS	Source 4 Business Cemetery 18/10/24 - 14/04/25 5016181201	3000/1/8
2534	22/05/25	5660	£45.79	£0.00	£45.79	RLOS	Source 4 Business UK Allots 01/11/24 - 11/04/25	3300/1/1
2535	22/05/25	5661	£52.37	£0.00	£52.37	RLOS	Source 4 Business SR Allots 22/10/24 - 15/04/25 3443419602	3300/1/1
2536	22/05/25	5662	£164.47	£0.00	£164.47	RLOS	Water2Business Carvers 17/10/24 - 10/04/25 29946570	3802/1/4
2537	22/05/25	5663	£201.77	£0.00	£201.77	RLOS	Water2Business MP 01 16/10/24 - 10/04/25 6068153225	3000/1/8
2538	22/05/25	5664	£192.52	£0.00	£192.52	RLOS	Water2Business MP 02 16/10/24 - 10/04/25 0900134402	3000/1/8
DD	22/05/25	5698	£1,345.09	£64.05	£1,281.04	P&F	SSE Southern Electric 01/03/24 - 30/04/25	2000/1/1
BP	23/05/25	5676	£28,489.64	£0.00	£28,489.64	P&F	Salaries May 2025	2600/1/1
		5541/1	£293.92	£48.99	£244.93	RLOS	New Forest Ice Cream food for resale	3802/3/1
2539	27/05/25	5541 RTC806236	£293.92	£48.99	£244.93		New Forest Ice Cream food for resale	3802/3/1
		5542/1	£229.35	£38.23	£191.12	RLOS	New Forest Ice Cream food for resale	3802/3/1
2542	27/05/25	5542 RTC806279	£229.35	£38.23	£191.12		New Forest Ice Cream food for resale	3802/3/1
		5665/1	£302.25	£50.38	£251.87	RLOS	New Forest Ice Cream food for resale	3802/3/1
2540	27/05/25	5665 RTC806360	£302.25	£50.38	£251.87		New Forest Ice Cream food for resale	3802/3/1
		5666/1	£339.39	£56.56	£282.83	RLOS	New Forest Ice Cream 14 boxes of miscellaneous ice creams	3802/3/1
2541	27/05/25	5666 RTC806323	£339.39	£56.56	£282.83		New Forest Ice Cream Catering supplies	3802/3/1
		5667/1	£750.00	£125.00	£625.00	P&F	Ringwood Fabrics Cleaning window blinds and installaing curtain rails	2501/7
2543	27/05/25	5667 RTC806344	£750.00	£125.00	£625.00		Ringwood Fabrics Refurbishment work at 92 Southampton Road	2501/7
		5668/1	£23.39	£3.90	£19.49	RLOS	Elliott Brothers Ltd 2.4m sleeper for raised bedding boarder cemetery	3000/5/9
2544	27/05/25	5668 RTC806383	£23.39	£3.90	£19.49		Elliott Brothers Ltd 2.4m sleeper for raised bedding boarder cemetery	3000/5/9
		5669/1	£123.00	£20.50	£102.50	RLOS	Alecta Technical Solutions water boiler descale	3802/1/1
2545	27/05/25	5669 RTC806392	£123.00	£20.50	£102.50		Alecta Technical Solutions water boiler descale	3802/1/1
		5677/1	£120.67	£0.00	£120.67	RLOS	VE Day 80 Ltd flag	3100/5
Lloyds CC May 25 1	28/05/25	5677 RTC806309	£120.67	£0.00	£120.67		VE Day 80 Ltd flag for ve day	3100/5
		5678/1	£43.68	£7.28	£36.40	P&F	Amazon Supply of wheelie bin numbers 0-9	2400/5/1
		5678/2	£3.98	£0.66	£3.32	P&F	Amazon Labels	2000/1/8

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC May 25 2	28/05/25	5678	RTC806316	£47.66	£7.94	£39.72		Amazon	Wheelie bin numbers for re-sale and labels 2400/5/1
Lloyds CC May 25 3	28/05/25	5679	RTC806319	£48.00	£8.00	£40.00	RLOS	Williams Monumental	20 litres hypochloric acid 3200/2/2
		5680/1		£7.00	£0.00	£7.00	RLOS	Land Registry	title docs 3802/2/1
Lloyds CC May 25 4	28/05/25	5680	RTC806330	£7.00	£0.00	£7.00		Land Registry	Ttile deeds for carvers ind park paid on credit card 3802/2/1
Lloyds CC May 25 5	28/05/25	5681	RTC806353	£48.81	£0.00	£48.81	P&F	Indeed UK Operations Ltd	Advertising for both Finance Manager and Clubhouse & Events Manager 2000/1/17
Lloyds CC May 25 7	28/05/25	5682		£264.00	£44.00	£220.00	P&F	Microsoft	18/03/25 - 17/04/25 2000/1/15
Lloyds CC May 25 8	28/05/25	5683		£177.12	£29.52	£147.60	P&F	Microsoft	18/03/25 - 17/04/25 2000/1/15
Lloyds CC May 25 9	28/05/25	5684	RTC806313	£81.00	£13.50	£67.50	P&F	Wessex Photographic	Customised frame for Community Award scroll - paid with NV credit card £40 deposit paid 9.4.25 2200/1/5
		5685/1		£49.85	£0.00	£49.85	RLOS	Iceland	food for resale 3802/3/1
Lloyds CC May 25 10	28/05/25	5685	RTC806301	£49.85	£0.00	£49.85		Iceland	food for resale paid on credit card 3802/3/1
		5686/1		£12.34	£2.06	£10.28	RLOS	Amazon	workpro cut off wheels 20 pack for andle grinder (credit card \\\\\\\\\\\0 3000/3/1
		5686/2		£18.29	£3.05	£15.24	RLOS	Amazon	mido flap disc 20 pcs for angle grinder (credit card) 3000/3/2
		5686/3		£8.18	£1.36	£6.82	RLOS	Amazon	malayas magnetic extention bit holder 10 pcs (credit card) 3000/3/1

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no Order no	Gross	Vat	Net	Cttee	Details	Heading
Lloyds CC May 25 11	28/05/25	5686 RTC806345	£38.81	£6.47	£32.34		Amazon	WORKPRO Cut Off Wheels 20-Pack, 115mm Metal and Stainless Steel Cutting Wheel, 1.2mm Thin Metal Cutting Discs for Angle Grinder MIDO Professional Abrasive Flap Discs 115mm 20 PCS 40/60/80/120 Assorted Grit Grinding Disc for Angle Grinder Type 27 Aluminum Oxide Flap Disc for Sanding Metal Stainless Steel Wood MALAYAS Magnetic Extension Bit Holder,10PCS 6.35mm Magnetic Extension Extend Socket Drill Bit Holder Socket
PAY	28/05/25	5687	£9.35	£0.00	£9.35	P&F	Lloyds Bank	Service charges May 2025
DD	28/05/25	5688	£166.97	£7.95	£159.02	P&F	British Gas	08/04/25 - 07/05/25
		5692/1	£59.99	£10.00	£49.99	RLOS	Argos	Motorola E14 64GB mobile phone
Lloyds CC May 25 12	28/05/25	5692 RTC806343	£59.99	£10.00	£49.99		Argos	Mobile phone for clubhouse - paid ofr on NV credit card
		5693/1	£14.95	£2.49	£12.46	P&F	Tooled-Up.Com	Portwest WX2 Work trousers - paid for by credit card - NV
		5693/2	£4.95	£0.82	£4.13	P&F	Tooled-Up.Com	Delivery
Lloyds CC May 25 13	28/05/25	5693 RTC806339	£19.90	£3.31	£16.59		Tooled-Up.Com	Work clothes for caretaker
		5694/1	£200.52	£23.49	£177.03	RLOS	Booker	food for resale
Lloyds CC May 25 14	28/05/25	5694 RTC806300	£200.52	£23.49	£177.03		Booker	food for resale order number 88663146 paid on credit card
		5695/1	£192.42	£22.08	£170.34	RLOS	Booker	food for resale
Lloyds CC May 25 15	28/05/25	5695 RTC806341	£192.42	£22.08	£170.34		Booker	food for resale order 88894328 paid on credit card
		5696/1	£302.66	£37.87	£264.79	RLOS	Booker	Food and drink for resale
Lloyds CC May 25 16	28/05/25	5696 RTC806332	£302.66	£37.87	£264.79		Booker	Catering supplies for resale (paid for on credit card)
		5697/1	£186.13	£20.72	£165.41	RLOS	Booker	Miscellaneous food supplies for resale

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

A

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
Lloyds CC May 25 17	28/05/25	5697	RTC806324	£186.13	£20.72	£165.41		Booker	Catering supplies for resale (paid for on credit card)	3802/3/1
		5699/1		£103.56	£17.26	£86.30	PT&E	SSE Southern Electric	AGR0219078 Continuous	4000/1/2
		5699/2		£151.98	£7.24	£144.74	PT&E	SSE Southern Electric	AGR0219079 Dusk to Dawn	4000/1/2
DD	29/05/25	5699		£255.54	£24.50	£231.04		SSE Southern Electric	Carvers Street Lighting	4000/1/2
		5670/1		£10,450.45	£1,741.74	£8,708.71	RLOS	Grass and Grounds Ltd	10 trees and guards	3802/2/4
2546	30/05/25	5670	RTC806389	£10,450.45	£1,741.74	£8,708.71		Grass and Grounds Ltd	to provide 10 trees and guards on carvers recreation ground, replaces order 806257 due to 2 guards arriving later in year	3802/2/4
NFDC Tfr2	30/05/25	5689		£1.39	£0.00	£1.39	P&F	Lloyds Bank	NFDC Tfr1 May 2025 Credit card charges	2000/1/18
		5690/1		£5.54	£0.00	£5.54	RLOS	New Forest District Council	Purchases for resale	3802/3/1
		5690/2		£7.79	£0.74	£7.05	RLOS	New Forest District Council	Events expenditure	3100/5
NFDC Tfr2	30/05/25	5690		£13.33	£0.74	£12.59		New Forest District Council	NFDC Tfr2 05/05/25	3802/3/1
		5691/1		£5.20	£0.00	£5.20	RLOS	New Forest District Council	Purchases for resale	3802/3/1
		5691/2		£18.99	£0.00	£18.99	RLOS	New Forest District Council	Ant bait	3802/1/5
NFDC Tfr2	30/05/25	5691		£24.19	£0.00	£24.19		New Forest District Council	NFDC Tfr 2 12/05/25	3802/3/1
		5610/1		£0.00	£0.00	£0.00	P&F	Amazon	313444 Green bin	2000/3/4
		5610/2		£0.00	£0.00	£0.00	P&F	Amazon	312150 White bin	2000/3/4
		5610/3		£0.00	£0.00	£0.00	P&F	Amazon	611500 AA batteries - 10 pack	2000/1/8
0	31/05/25	5610	RTC806352	£0.00	£0.00	£0.00		Amazon	Replacement bins x 4 for Gateway and batteries - Should be HCC as supplier - will put the balance here to zero.Order 806367 replaces	2000/3/4
		5637/1		£227.12	£10.82	£216.30	RLOS	Utility Warehouse	Energy	3200/1/1
		5637/2		£37.80	£6.30	£31.50	RLOS	Utility Warehouse	Phone & Broadband	3000/1/6
		5637/3		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3200/1/1
DD 1	31/05/25	5637		£267.32	£17.52	£249.80		Utility Warehouse	UW Cemetery April 2025	3200/1/1
		5638/1		£125.42	£5.97	£119.45	RLOS	Utility Warehouse	Energy	3000/1/1
		5638/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	Club	3000/1/1
DD 2	31/05/25	5638		£127.82	£6.37	£121.45		Utility Warehouse	UW Sports Pavilion April 2025	3000/1/1
		5700/1		£21.60	£3.60	£18.00	Counc	Ringwood Town Council	Keys Crow allotments	10000

Paid Expenditure Transactions

Start of year 01/04/25

paid between 01/05/25 and 31/05/25

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
Petty Cash May 2025	31/05/25		5700/2	£19.95	£3.33	£16.62	Counc	Ringwood Town Council	Stones for grave maintenance	10000
			5700/3	£10.90	£0.00	£10.90	Counc	Ringwood Town Council	Milk tea etc	10000
			5700/4	£24.99	£4.17	£20.82	Counc	Ringwood Town Council	Splitter	10000
			5700/5	£4.40	£0.73	£3.67	Counc	Ringwood Town Council	Parking RF	10000
			5700	£81.84	£11.83	£70.01		Ringwood Town Council	Petty Cash May 2025	10000
Total				£100,910.41	£6,008.09	£94,902.32				

POLICY AND FINANCE COMMITTEE 18TH JUNE 2025

ACCOUNT BALANCES & TRANSFERS

<u>Account Name</u>	<u>Predicted 31-May-25</u>	<u>Transfers during May-25</u>	<u>Actual at 31-May-25</u>	<u>Predicted Movement in June 2025</u>	<u>Predicted 30-Jun-25</u>
	£	£	£	£	£
Imprest (Current) Account	46,892	50,000	67,553	-25,000	42,553
Business Account	20,838		20,873	30	20,903
Investment Account	555,000	-50,000	505,000	-25,000	480,000
Petty Cash - Imprest	114		108	-30	78
Petty Cash - Carvers Clubhouse	50		50		50
VIC Change Float	50		0		0
Information Desk Float	75		75		75
TOTALS	623,019	0	593,659	-50,000	543,659

Note: Imprest and Business Accounts are with Lloyds Bank plc and the Investment Account is with CCLA

Notes:

- | | | |
|---|---|---------------|
| 1 | Imprest Account | £ |
| | Anticipated net expenditure to end June | 50,000 |
| | Anticipated transfers out in June | 0 |
| | Anticipated transfers in during June | -25,000 |
| | Net anticipated movement on imprest account | 25,000 |
| 2 | Investment Maturity | |
| | No investments due to mature | |
| 3 | The bank accounts were reconciled at 31st May | |
| 4 | The former VIC Change Float has been set to zero following its amalgamation with the Petty Cash - Imprest | |

Monthly CIL Reserve report to Policy & Finance Committee

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

Less funds applied 2024/25:

Columbarium/Memorial Wall - F/6248 22 Nov. 2023 £2,944.03

Carvers MUGA - F/6320 19 June 2024 £6,807.00

Total funds applied 2024/2025 -£9,751.03

Balance held in reserves at 31st March 2025 £35,157.64

Plus receipts:

Consent No.: 20/10976 £1,402.06

Consent No.: 23/10467 £1,353.07

Total receipt April 2025 £2,755.13

less agreed allocations:

Carvers MUGA - F/6365 20 Nov. 2024 (additional up to) £10,000.00

Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure
in 2024/25 fully funded from alternative grants received) £2,710.00

Bus shelters - F/6423 21 May 2025 £1,081.00

Poulner Lakes road upgrade - F/6423 21 May 2025 £15,000.00

Upper Kingston fence - F/6423 21 May 2025 £4,650.00

 -£33,441.00

Unallocated balance as at 18th June 2025 £4,471.77

Notes:

The balance at 1st March 2025 takes into account expenditure incurred in previous financial years. Expenditure incurred in 2024/25 has also now been transferred from the reserve. The agreed allocation amounts takes these transfers into account and so cancelling any project would not therefore necessarily release the entire allocation back to the unallocated balance.

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

A prioritised schedule of infrastructure projects that may depend on CIL funding appears in the Needs sheet

Schedule of Anticipated Infrastructure Needs

Description	Item No.	Estimated cost (if known)				Notes
		Mandatory			Discretionary/ Uncertain	
		Immediate	1-5 years	5+ years		
Re-paint footbridge at Jubilee Gardens	1	£5,000	-	-	-	Contingent on securing tenure
Access road re-surfacing at Poulner Lakes	2	£15,000	-	-	-	Allocated May 2025
Cemetery - New provision for cremated remains	3	-	TBA	-	-	
Access road maintenance at Crow Arch Lane Allotments	4	-	TBA	-	-	
Access and boundary works at Southampton Road Allotments	5	-	-	-	TBA	
Additional pedestrian gate at North Poulner Play Area	6	-	-	-	£425	Proceeding but without CIL or other RTC funding
Boundary wall repairs at Dr Little's Garden	7	-	TBA	-	-	
Replacement footbridge over Lin Brook	8	-	-	-	TBA	
Boundary fence at Upper Kingston Allotments	9	£4,650	-	-	-	Allocated May 2025
Bus shelter repairs and replacements	10	£1,081	£18,000	-	-	Immediate need allocated May 2025



Ringwood Town Council

Internal Audit Report

Annual Governance and Accountability Return (AGAR) 2024/25 Part 3

21 May 2025

Prepared by: Karen Ross

FINAL REPORT

1. Introduction

1.1 The scope of this review was to ensure that adequate control exists over the internal control objectives specified under points A-O of the Annual Governance and Accountability Return (AGAR) 2024/25 Part 3.

1.2 We are grateful to Chris Wilkins, Jo Hurd and Rory Fitzgerald and the office team for their assistance during the course of the audit.

2. Objectives

2.1. This review has sought to assess the effectiveness of controls in place focusing on those designed to mitigate risk in achieving the following key objectives:

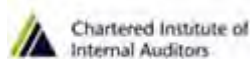
- A. Appropriate accounting records have been properly kept throughout the financial year;
- B. The Town Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for;
- C. The Town Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these;
- D. The precept or rates requirement resulted from an adequate budgetary process; process against the budget was regularly monitored; and reserves were appropriate;
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for;
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for;
- G. Salaries to employees and allowances to Members were paid in accordance with the Authority's approvals, and PAYE and NI requirements were properly applied;
- H. Asset and investments registers were complete and accurate and properly maintained;
- I. Periodic and year-end bank account reconciliations were properly carried out;

- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded;
- K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt (This section has been confirmed as not applicable);
- L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation;
- M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations;
- N. The authority complied with the publication requirements for the prior year AGAR; and
- O. The Town Council has met its responsibilities as a trustee.

3. Circulation List

3.1. This document has been circulated to the following:

Chris Wilkins, Town Clerk & Acting RFO
Jo Hurd, Deputy Town Clerk



The Southern Internal Audit Partnership conforms to the IIA's professional standards and its work is performed in accordance with the International Professional Practices Framework (*endorsed by the IIA*).

4. Summary Findings

Assurance Opinion	
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

Management Actions	
High	0
Medium	0
Low	0
Total	0

Key Observations
<p>Areas assessed to be working well/controls are effective</p> <ul style="list-style-type: none"> Detailed financial results comparing year-to-date actuals against budget are compiled and reported to the Policy & Finance Committee monthly in a format which provides an audit trail to original transactions within the Council's Financial Information System (Edge). The current Financial Regulations were adopted in July 2024. Testing of a sample of twenty points within the Financial Regulations found them all to be fully compliant. Payments to suppliers were supported by invoices and authorised via Edge workflows with VAT appropriately accounted for. Testing of expenditure via petty cash found that floats had been balanced and transactions were coded and posted to Edge in a timely manner. VAT returns can be substantiated to transactional level within Edge; the RFO is responsible for ensuring returns are submitted within HMRC's deadlines, quarters 1,2 3 & 4 submissions were returned in a timely manner.

- Sales invoices were raised in compliance with the Council's current charging policies and correctly coded with VAT appropriately accounted for.
- Allotments were found to have an appropriately signed tenancy agreement, there is a register of tenants, and staff are able to identify any debtors, who are monitored.
- For burials there is formal burial register, it was found to be up-to-date with interments and memorials appropriately evidenced. Testing confirmed that fees have been charged at the correct approved rate and have been recovered within a reasonable time. RTC also retain copies of Burial /Cremation certificates.
- Hall hire has an effective diary system for bookings identifying the hirer and hire times and we were able to cross-reference to sampled invoices raised.
- Ringwood Town Council has insurance against public liability risks as part of its general insurance policy with Zurich Municipal. The policy covers: land, buildings, public, employers' and hirers', liability, fidelity / employees (including Councillors) liability, business interruption and cyber security.
- The Town Council is required to carry out an annual Financial Risk Assessment. A full financial risk review was presented to the Policy and Finance Committee in September 2024. This risk assessment identifies risks in several areas, together with controls that have been implemented to manage that risk. A number of these controls are covered by Financial Regulations which were adopted in July 2022 and are subject to annual reviews (in July 2023 & July 2024).
- Annual playground inspections are carried out by The Play Inspection Company as well as weekly inspections by the Grounds Team. Risk assessments have also been undertaken for Grounds and Catering Teams.
- A draft budget setting out the 2024/25 precept was presented to the Policy & Finance Committee and then Full Council by January 2024. The precept for 2025/26 was presented in January 2025. Year-to-date actuals against budget were reported to the Policy and Finance Committee at each meeting, along with executive summaries, summaries of cash-book movements and transfers to and from reserves. General reserves have been maintained in line with guidelines, with additional commentary provided as necessary.
- Testing of payroll transactions found that the specialist company contracted (TC Group) paid salaries to employees and allowances to Members which were in accordance with the Authority's approvals. PAYE and NI requirements and were properly applied. Salaries were also found to be paid to the employee/allowances to Member's in a timely manner. Internal controls around these processes and the subsequent posting of anonymised payroll costs to Edge are robust.
- The RFO maintains a comprehensive fixed asset register with additions and disposals updated as required. A record is made of the last time each asset was checked.
- RTC has loan liabilities and have three PWLB annuity loans. The total outstanding debt has been verified to the DMO (UK Debt

Management Office) website.

- Bank statements are reconciled by the RFO monthly and testing of all reconciliations agreed to the cash book summary presented to the Policy and Finance Committee. Cross-referencing of the year-end reconciliations confirmed they agreed to bank statements and the year-end cashbook. For additional scrutiny there is an arrangement in place for a Councillor to review reconciliations and statements following each Policy and Finance Committee meeting and sample checks confirmed Councillor signed off.
- Budgets and budget monitoring reports have been prepared on the correct income and expenditure accounting basis, as will the final accounting statements, and figures such as debtors and creditors on the final balance sheet can be substantiated to transactional level by Edge reports.
- RTC publishes information on a free to access website which was found to be up to date at the time of the internal audit in accordance with the relevant legislation and has an email account that belongs to the Council and to which the Council has access.
- The Council complied with point M of Part 3 of the AGAR which relates to providing for the exercise of public rights as required by the Accounts and Audit Regulations.
- There was evidence that the Council complied with point N of Part 3 of the AGAR which relates to the publication requirements of the 2023/24 AGAR as per related guidance notes by the dates specified, with all relevant documentation published on the Council's website.
- The Council acts as trustee for two charities and filed the relevant Charity Commission returns in a timely manner.

Areas where the framework of governance, risk management and control could be improved

- No issues have been identified.

Appendix 1 – Definitions of Assurance Levels

We use the following levels of assurance and prioritisations in our audit reports:

Assurance Opinion	Framework of governance, risk management and management control
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
Reasonable	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
Limited	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

Annual Governance and Accountability Return 2024/25 Form 3

APPENDIX 1

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

E Ringwood Town Council

www.ringwood.gov.uk ER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

02/04/2025 – 21/05/2025

E KAREN ROSS AL AUDITOR

Signature of person who carried out the internal audit

[Signature]

REQUIRED

Date

21/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Ringwood Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.ringwood.gov.uk

Section 2 – Accounting Statements 2024/25 for

Ringwood Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	634,461	639,190	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	610,429	643,525	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,328,089	752,396	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	467,469	515,614	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	46,436	61,478	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,419,884	791,126	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	639,190	666,893	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	699,968	493,494	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,629,881	6,977,614	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	785,654	761,006	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Ringwood Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Income and Expenditure Account

Unaudited

B

31/03/24 £		31/03/25 £
	INCOME	
2,328,089.06	Income	752,395.98
0.00	Interest on Investments	0.00
610,429.00	Precept	643,525.00
<u>2,938,518.06</u>	INCOME TOTAL	<u>1,395,920.98</u>
	EXPENDITURE	
2,933,791.74	Expenditure	1,368,218.20
0.00	General Administration	0.00
-3.11	S. 137 Payments	0.00
	Capital reduction long term borrowing	0.00
<u>2,933,788.63</u>	EXPENDITURE TOTAL	<u>1,368,218.20</u>
259,040.35	Balance as at 01/04/24	288,391.56
<u>2,938,518.06</u>	Add Total Income	<u>1,395,920.98</u>
3,197,558.41		1,684,312.54
<u>2,933,788.63</u>	Deduct Total Expenditure	<u>1,368,218.20</u>
0.00	Stock Adjustment	0.00
24,621.78	Transfer to/ from reserves	-79,167.72
<u>288,391.56</u>	Balance as at 31/03/25	<u>236,926.62</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

B

31/03/24

£

31/03/25

£

Current assets

610,446.92	Investments	360,810.06
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
181,532.11	VAT Recoverable	4,415.01
153,000.26	Debtors	239,610.75
8,652.05	Payment in Advance	8,609.29
89,520.70	Cash in Hand & at Bank	132,683.79
1,043,152.04	TOTAL CURRENT ASSETS	746,128.90
1,043,152.04	TOTAL ASSETS	746,128.90

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
398,964.47	Creditors	73,233.48
4,997.24	Receipts in Advance	6,002.31
403,961.71	TOTAL CURRENT LIABILITIES	79,235.79
639,190.33	TOTAL ASSETS LESS CURRENT LIABILITIES	666,893.11
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
639,190.33	NET ASSETS	666,893.11

Represented by

288,391.56	General Fund	236,926.62
14,765.46	Developer Contribution s106	13,805.46
29,030.47	Developer Contribution CIL	35,157.64
500.00	Cemetery Maintenance	270.00
18,942.34	Capital Receipts	18,942.34
4,540.00	Grants Unapplied	72,339.15
25,600.00	IT & Systems Provision	28,300.00
25,000.00	Gateway Building Provision	25,000.00
26,032.72	Cemetery Provision	27,032.72
39,167.00	Buildings Repair Provision	51,533.97
0.00	Elections Provision	5,000.00
33,883.43	Machinery Renewal Provision	51,546.10
15,615.93	Play equipment Provision	22,515.93
0.00	Memorials Provision	0.00
0.00	Christmas Lights Provision	10,282.50
32,017.24	Carvers Clubhouse Provision	3,988.49

Consolidated Balance Sheet

Unaudited

B

31/03/24 £		31/03/25 £
2,480.00	Carvers Grounds Dev Provision	175.20
13,172.12	Ringwood Events Reserve	18,152.12
17,370.17	Infrastructure & Open Spaces	15,370.77
0.00	Memorial Lantern Fund	0.00
3,383.07	Neighbourhood Plan	3,383.07
19,568.99	Key Deposits	19,612.99
1,289.72	Budget underspends retained for use in following year	3,000.00
23,959.47	Football Development Project Reserve	0.00
1,406.04	Open Spaces Security Measures	1,406.04
3,074.60	Carvers Sheds Feasibility	0.00
0.00	Loans Unapplied	0.00
0.00	Grounds Maintenance Contract fees paid in advance	3,152.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/> 639,190.33		<hr/> 666,893.11
350,798.77	Reserves total excluding general fund and liabilities	429,966.49
0.00	Reserves total of liabilities e.g. deposits	0.00
288,391.56	General fund total	236,926.62
<hr/> 639,190.33		<hr/> 666,893.11
	Notes:	
0.00	Long Term Borrowing	0.00

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer



Replace in 2025-26	Replace in next 4 years	Replace 4 years+
--------------------	-------------------------	------------------

Updated: 4th June 2025

Vehicles

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	subsequent replacement year	Estimated Replacement Cost Oct 2023 (gross)	Estimated disposal proceeds (selected)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model and notes
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	2031-32		£35,000.00	£7,500.00	£27,500.00	Will consider EV and alternatives to outright purchase in planned replacement year
Large tractor	John Deere 5085M	Jul-15	£30,500.00	2028-29		£59,950.00	£15,000.00	£44,950.00	May replace with slightly lower spec.
Medium Tractor	Kubota M4062	Dec-19	£27,300.00	2032-33		£39,500.00	£5,000.00	£34,500.00	
Front-deck ride-on mower	Kubota F3890	Apr-18	£16,346.00	2025-26	2033-34	£34,380.00	£9,000.00	£25,380.00	John Deere 1570
Ride-on tractor mower	John Deere X750	May-16	£10,200.00	2025-26	2033-34	£15,950.00	£4,500.00	£11,450.00	John Deere X940
Small van	Volkswagen Caddy	Aug-20	£2,500.00	2028-29		£15,000.00	£2,500.00	£12,500.00	Replace with EV and consider alternatives to outright purchase in planned replacement year

Machinery

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year		Estimated Replacement Cost	Estimated disposal proceeds (R/A)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Wood-chipper	Timber Wolf TW PTO/150H	Jul-15	£5,500.00	2027-28		£12,595.00	£4,500.00	£8,095.00	Higher spec probably needed
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	2026-27		£6,650.00	£900.00	£5,750.00	
Roller-mower attachment #2	Major Swift	May-18	£5,500.00	2028-29		£5,500.00	£500.00	£5,000.00	
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	2029-30		£3,295.00		£3,295.00	
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	2032-33		£7,000.00	£700.00	£6,300.00	
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	N/A	N/A	N/A	N/A	N/A	Not to be replaced
Aerator	Weidenmann XP6/160	2007	£16,250.00	2027-28		£24,000.00	£2,000.00	£22,000.00	Consider need before replacing
Boom sprayer attachment	Team Club	Jul-21	£4,793.00	2033-34		£6,000.00		£6,000.00	
Walk-behind sprayer	Supaturf Evenspray Professional	Jul-20	£943.59	2033-34		£1,188.00		£1,188.00	
Slitter	Twose	2005	£983.00	2033-34		£2,000.00		£2,000.00	
Spring tine harrow attachment	Twose	2005	£1,300.00	2030-31		£1,300.00		£1,300.00	
Battery-powered hand tools #1	Various	2023	£5,910.00	2028-29	2032-33	£5,910.00		£5,910.00	Estimated replacement schedule
Batteries for hand tools #1	Various	2023	£4,010.00	2028-29	2032-33	£5,110.00		£5,110.00	Estimated replacement schedule
Powered hand tools #2	Various	N/A	N/A	2025-26	2029-30	£3,000.00		£3,000.00	Petrol or electric to be decided
Batteries for hand tools #2	Various	N/A	N/A	2025-26	2029-30	£600.00		£600.00	If electric chosen

Current Total Book Value: £172,885.59

Total net Replacement Cost: £231,828.00 @ 2023-24 prices, or £23182.8 per year for 10 years

- Notes
- 1

This document takes effect as approval of the replacements indicated in the current financial year, enabling officers to action these accordingly. It is a contingent statement of expectations only in respect of later planned replacements which may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2

Only items which are expected to cost roughly £1,000 or more to replace have been included.
- 3

Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4

The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve required to sustain the predicted balance needed and so manage financial risk.
- 5

Inflation assumptions :

yr 1-3

4.0%

yr 4-6

3.0%

yr 7-10

2.5%

No inflation has been applied to the annual contribution to reserves.

Vehicles

Type
Tipper Truck
Large tractor
Medium Tractor
Front-deck ride-on mower
Ride-on tractor mower
Small van

Machinery

Type
Wood-chipper
Roller-mower attachment #1
Roller-mower attachment #2
Twin-axle trailer
30-inch cylinder mower
Walk-behind litter vacuum
Aerator
Boom sprayer attachment
Walk-behind sprayer
Slitter
Spring tine harrow attachment
Battery-powered hand tools #1
Batteries for hand tools #1
Powered hand tools #2
Batteries for hand tools #2

Inflation factor (2023-24 base):

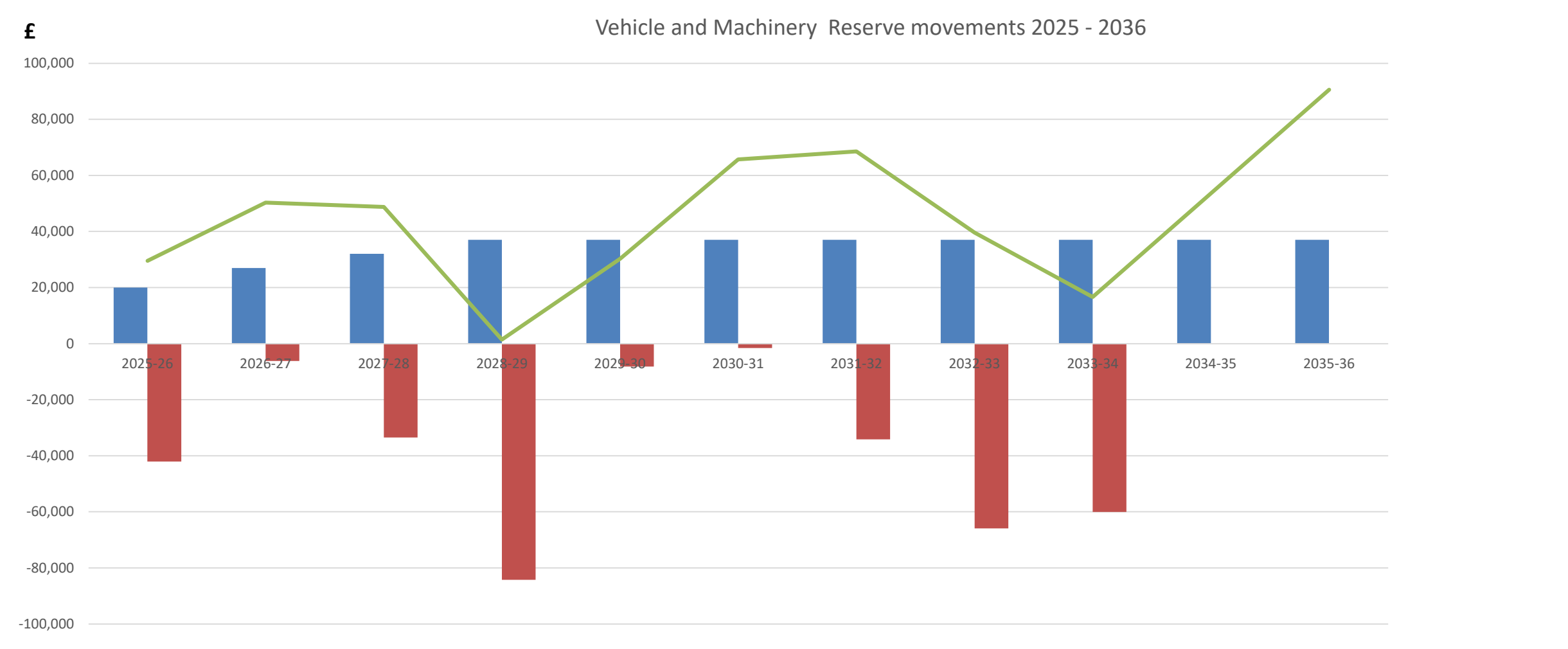
Forecast replacement costs

2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37
£	£	£	£	£	£	£	£	£	£	£	£
			44,950			27,500					
25,380							34,500				
11,450			12,500					25,380			
								11,450			
		8,095									
	5,750		5,000	3,295			6,300				
		22,000									
									6,000		
									1,188		
									2,000		
					1,300						
			5,910				5,910				
			5,110				5,110				
3,000				3,000							
600				600							
40,430	5,750	30,095	73,470	6,895	1,300	27,500	51,820	46,018	0	0	0
1.04	1.0816	1.114048	1.14746944	1.18189352	1.21144086	1.24172688	1.27277005	1.30458931	1.33720404	1.37063414	1.40489999
42,047	6,219	33,527	84,305	8,149	1,575	34,147	65,955	60,035	0	0	0

Total
335,959

Financial Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 51,546.10	£ 29,498.90	£ 50,279.70	£ 48,752.43	£ 1,447.85	£ 30,298.69	£ 65,723.82	£ 68,576.33	£ 39,621.38
Planned transfer in	£ 20,000.00	£ 27,000.00	£ 32,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00
Additional transfers in	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds									
Transfers out (planned purchases) net	-£ 42,047.20	-£ 6,219.20	-£ 33,527.27	-£ 84,304.58	-£ 8,149.16	-£ 1,574.87	-£ 34,147.49	-£ 65,954.94	-£ 60,034.59
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
End of year reserve balance	£ 29,498.90	£ 50,279.70	£ 48,752.43	£ 1,447.85	£ 30,298.69	£ 65,723.82	£ 68,576.33	£ 39,621.38	£ 16,586.79

Election years in purple



Mr Chris Wilkins
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720448923
Insured	Ringwood Town Council
Business	Parish / Town Council
Period of Insurance	
From	12 th June 2025
To	30 th September 2025
and any other period for which cover has been agreed.	
Adjustment Premium	£ 0.00

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	154606447
Long term agreement active until	01 st October 2027
Preparation Date	12 th June 2025
Prepared by	Ms Caroline Hopgood
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Greenways, Address, 71 Christchurch Road, Ringwood, Hampshire, BH24 1DH	£825,825.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Workshop & Store, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£113,190.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cricket Pavilion, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£300,300.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Carvers Club House, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£900,900.00	N/A	£20,042.14	£0.00	£1,457.73	£5,266.75	£0.00	£392.51	£0.00
5. Bowls Pavilion, Address, Carvers, Ringwood, Hampshire, BH24 1JD	£427,350.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Cemetery	£128,276.42	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Toilets, Address, Carvers, Ringwood, Hampshire, BH24 1DH									
7. Offices, Address, Former Mortuary, Ringwood, Hampshire, BH24 1DH	£64,138.99	N/A	£1,575.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8. Ringwood Gateway, Address, The Furlong, Ringwood, Hampshire, BH24 1DH	£0.00	N/A	£33,430.11	£0.00	£23,679.66	£0.00	£0.00	£0.00	£0.00
9. Garage, Address, Cemetery, Ringwood, Hampshire, BH24 1DH	£36,659.42	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Ex Caretakers House, Address, 92 Southampton Road, Ringwood, Hampshire, BH24 1JD	£352,275.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 8

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 9, 10

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 9 & 10

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 8

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£100,000	24	N/A		£125,000	24

For Premises: 8

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 9, 10

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£25,495.68	£100
War Memorial	£46,348.08	£100
Play Equipment	£147,802.34	£100
Sports Equipment	£9,162.84	£100
Flower Tubs	£5,934.39	£100
Queen Victoria Jubilee Lamp	£22,986.62	£100
Town Clock	£13,359.33	£100
Regalia	£6,825.44	£100
Garden Machinery and 2 x Storage Containers	£100,424.01	£100
CCTV	£12,537.70	£100
Bridge over the millstream (steel and wood footbridge)	£315,524.93	£100
Coffee Machine	£4,795.98	£100
Leased photocopier A1C20435 and the serial number is CN9AVEK0H2	£3,063.35	£100
DM60 / RK722 franking machine	£1,379.99	£100
XEROX ALTALINK C8145V - 3774665209	£27,696.90	£100
XEROX VERSALINK C415V - 5370410331	£1,682.10	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander**Sum Insured**

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor vehicles

Insured Vehicle: All as described in
Persons Entitled to Drive: the Certificate of
Limitation as to Use: Motor Insurance

Cover: Section 23

A. Comprehensive

Excess : Section 23

Amount	Description
£ 150	Accidental Damage , Fire , Windscreen , Theft total loss
£ 250	Theft
£ Nil	Third party

Additional to any other **excess** which applies

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus,
Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity:

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity guarantee

Persons Guaranteed:
All **members** and **employees**

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Chris Wilkins, Laura Smith	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£60,000.00	£60,000.00	£60,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£60,000.00	£60,000.00	£60,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£60,000.00	£60,000.00	£60,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£60,000.00	£60,000.00	£60,000.00	£100,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000	£125,000	£125,000	£125,000
8. Temporary Total Disablement	£600.00 per week	£600.00 per week	£600.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	<p>Key Personnel Cover Extension.</p> <p>The following activities are excluded:</p> <ul style="list-style-type: none"> a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus 			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Information available from Ringwood Town Council under the Freedom of Information Act model publication scheme

Ringwood Town Council has adopted the Information Commissioner's Model Publication Scheme (2009), which commits the Council to make certain information routinely available to the public.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC or 10p per copy
Postal and email address Contact details for Town Clerk and Council members	As above	

Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	As above	
Staffing structure	As above	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC or 10p per copy
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	As above	
All items of expenditure above £100	As above (available on website or requested from Town Clerk)	
Financial Standing Orders and Regulations	As above	

Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Members' allowances and expenses	As above	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum (hard copy or website)		
Annual governance statement in format included in the Annual Return form	Details can be found on the website www.ringwood.gov.uk	FOC
Strategic Plan	Details can be found on the website www.ringwood.gov.uk	FOC
Annual Report to Parish or Community Meeting	Details can be found on the website www.ringwood.gov.uk	FOC
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum (hard copy or website)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Details can be found on the website www.ringwood.gov.uk	FOC
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	As above	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	As above	
Responses to consultation papers	Available in hard copy from Town Clerk	10p per copy
Responses to planning applications	Details can be found on the website www.ringwood.gov.uk	FOC
Bye-laws	Available in hard copy from Town Clerk	10per copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (hard copy or website)		
Policies and procedures for the conduct of Council business:	Details can be found on the website www.ringwood.gov.uk	FOC

<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	As above	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data</p>	Hard copy available from Town Clerk	10p copy

protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC
Assets register, including details of public land and building assets	As above	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy from Town Clerk	10p per copy
Register of members' interests	Details can be found on the website www.ringwood.gov.uk	FOC

	Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	
Register of gifts and hospitality	As above	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (hard copy or website; some information may only be available by inspection)		
Allotments	Details can be found on the website www.ringwood.gov.uk Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT	FOC

Burial grounds and closed churchyards	As above	
Community centres and village halls	As above	
Parks, playing fields and recreational facilities	As above	
Seating, litter bins, clocks, memorials and lighting	As above	
Bus shelters	Hard copy available from Town Clerk	10p per copy
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	<p>Details can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
Additional Information Information not itemised in the lists above		

Quarterly newsletter	<p>Information can be found on the website www.ringwood.gov.uk</p> <p>Information not available on the website can be requested from: Town Clerk Ringwood Town Council Ringwood Gateway The Furlong Ringwood BH24 1AT</p>	FOC
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Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

		(quote the actual statute)
Other		

* the actual cost incurred

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks due to be carried out June 2025 and annual flail in August 2025, followed by annual stream clearance by volunteers. 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	Working with NFDC and HCC to move the project forward. Consultation with stakeholders to be arranged, prior to wider public consultation.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed, as well as asbestos survey on brick shelters and repairs to Southampton Road shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:							
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	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		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)	The house and garden have been re-furbished. The house is being cleaned in readiness for re-letting. Safety certificates are awaited.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.	
Recreation, Leisure & Open Spaces Committee							
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)	
RLOS5	Cemetery development	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. The panel appointed to consider alternative developments met on 4th June.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.	

RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors are preparing the documents required to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	Completed	The official opening of the new facility was held on 29 May.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024 Completed June 2025	The task and finish group presented its final report at the RLOS meeting on 4th June and its documents were approved.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	A contract for the main elements has been awarded and signed following a public tender. The funding agreement with Veolia Environmental Trust has also been signed and consent to start granted. An order has been placed and the work is expected to be done before the start of the schools' summer holiday.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (90% from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024. Completed May 2025	Installation has been completed and the handover documents received.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS29	Additional gate at North Poulner Play Area	Coomenced May 2025	Committee agreed in principle subject to external funding fully covering the cost. Quote obtained. Funds awaited.	Installation of a pedestrian gate at the one entrance (of three) presently without one	Town Clerk	£425. Application made to Cllr Thierry for funding from one of the discretionary funds available to him as a district and county cllr.

Staffing Committee

None

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	<u>Progress / Status</u> Stage reached	Estimated cost	Funding sources	
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Full Council

None

Planning Town & Environment Committee

Roundabout under A31	Planting and other environmental enhancements			Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project			
Lynes Lane re-paving	Ringwood Society proposal				Floated as possible future project			
Rear of Southampton Road	Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches				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

Cyber Essentials	Reviewing our IT equipment, software, policies and operations with a view to acquiring Cyber Essentials qualification	Town Clerk		Discussed at committee on 21st May	Initial research commenced	Unknown	To be decided	
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Recreation, Leisure & Open Spaces Committee

Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None		None	Need identified. Awaiting funding.	Unknown	To be decided	
Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	Town Clerk		Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided	
War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk		None	Need identified. Awaiting funding.	c. £4,000	To be decided	
Bickerley tree-planting	Planting a row of trees alongside the through path	None		None	Need identified. Awaiting funding.	Unknown	To be decided	

Staffing Committee

None

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC1	Long Lane Football Facilities Development	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
PTE4	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	
	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.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.

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