

## **MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL**

Held on Wednesday 29<sup>th</sup> January 2020 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Tony Ring, Town Mayor  
Cllr Philip Day, Deputy Mayor  
Cllr Andy Briers  
Cllr Gareth Deboos  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Jeremy Heron  
Cllr Gloria O'Reilly  
Cllr Steve Rippon-Swaine  
Cllr Glenys Turner

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Hilary Edge  
Cllr Christine Ford  
Cllr Peter Kelleher  
Cllr Darren Loose

### **C/6410 PUBLIC PARTICIPATION**

There were no members of the public present.

### **C/6411 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Edge, Ford, Kelleher and Loose.

### **C/6412 DECLARATIONS OF INTEREST**

There were none.

### **C/6413 POLICE REPORT**

Sergeant Helen Mitchley presented her quarterly report on crime statistics. There had been a 13% increase in reported crime over the last 12 months for the Ringwood area (which includes Fordingbridge, Burley and Bransgore). This included an increase of 50 crimes in Ringwood South, the majority being violence without injury (domestic and minor assault), with a slight increase in vehicle offences. There was also an increase in drug possession, which had resulted from stop and search. In the last 3 months, there had been a 9% increase in crime, but there had been a reduction in the number of burglaries, shoplifting and criminal damage. A recent spate of dwelling burglaries across Hampshire had been linked and a warrant to search property had resulted in over 200 items being recovered.

She reported that they had been running nighttime operations to proactively patrol some of the more rural areas. This had resulted in deterring a break-in on the Bisterne Estate at the beginning of the month. Further operations were planned over the coming months. She hoped that there would be an uplift in the number of officers in the team soon; a new student officer would be starting independent patrol next week.

The Town Mayor asked if there had been an increase in the number of reports from members of the public. Sergeant Mitchley confirmed that there had been an increase in reporting of antisocial behaviour; youth related cannabis smoking; and low level drug use. However, they were not receiving any information on high level drug dealing, which was required to corroborate evidence in order to seek a warrant. She encouraged members of the public to continue to report any concerns.

The Town Mayor reported that he would be meeting the Chief Inspector with the local MP to discuss the number of drug related deaths over the past few years.

**C/6414  
MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 18<sup>th</sup> December 2019, having been circulated, be approved and signed as a correct record.

**C/6415  
STAFFING COMMITTEE**

Cllr Haywood presented the minutes of the Staffing Committee meeting held on 16<sup>th</sup> December 2019.

**RESOLVED:** That the minutes of the Staffing Committee meeting held on 16<sup>th</sup> December 2019 be received.

**C/6416  
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 8<sup>th</sup> January 2020.

**RESOLVED:** That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 8<sup>th</sup> January 2020 be received.

**C/6417  
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning, Town & Environment Committee meeting held on 10<sup>th</sup> January 2020.

**RESOLVED:** That the minutes of the Planning, Town & Environment Committee meeting held on 10<sup>th</sup> January 2020 be received.

**C/6418  
POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 15<sup>th</sup> January 2020.

**RESOLVED:** That the minutes of the Policy & Finance Committee meeting held on 15<sup>th</sup> January 2020, with the exception of F/5761, be received.

**C/6419**

**COUNCIL BUDGET AND PRECEPT 2020/21**

Members considered a recommendation from Policy and Finance Committee to approve the final budget and Precept for 2020/21 (F/5761 refers) (*Annex A*).

The Town Clerk explained that, in order to achieve a balanced budget, a 3% increase in Council Tax was proposed, which would increase the Band D equivalent from £94.14 to £96.96, with only £1,281 being drawn from the General Reserve.

Officers were concerned that if greater reliance was placed on Earmarked Reserves there was a risk that over time these could become depleted, leading to greater pressure on the budget. However, they were currently working on the annual Financial Risk Assessment, which would address this risk and propose mitigation for Members to approve. The Town Clerk and the Responsible Finance Officer were satisfied that the proposed budget was both prudent and balanced.

Cllr Heron recommended the budget to Members. He said that the Town Council delivers some of the most notable services in the town, which made a difference to residents' lives, such as well-maintained open spaces and cemetery, and flower beds on the roundabout. He felt that members of the public appreciated the services delivered at a very reasonable cost.

**RESOLVED:** 1) That the budget for 2020/21, set out in Appendix A, be approved;  
2) That the predicted balances of reserves and provisions, Appendix B, be noted;  
3) That the Precept of £519,907 be approved, resulting in a Council Tax of £96.96 for a Band D dwelling equivalent to an increase of 3% or £2.82 per annum.

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| <b>ACTION</b> <b>C Wilkins / R Fitzgerald</b> |
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**C/6420**

**WORKING PARTY TERMS OF REFERENCE**

Members considered the proposed terms of reference for the 'Ringwood VE Day 75<sup>th</sup> Anniversary Celebrations' Working Party (*Annex B*).

Cllr Day reported that the response from entertainers had been very positive and the event on 8<sup>th</sup> May stood to be a spectacular commemoration and celebration. It was noted that the first meeting of the Working Party would be held at 5.30pm on Thursday 30<sup>th</sup> January and the notes of these meetings would always be presented to the Recreation, Leisure and Open Spaces Committee, with the notes including a list of attendees.

**RESOLVED:** That the Terms of Reference for the Ringwood VE Day 75<sup>th</sup> Anniversary Celebrations Working Party be approved.

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| <b>ACTION</b> <b>C Wilkins / C Bennett</b> |
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**C/6421**

**COMMUNICATIONS TO BE RECEIVED**

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The Town Mayor reported the following:

- 1) He had attended a meeting with Yellow Buses, who were proposing to operate a new route between Christchurch and Ringwood during the summer.
- 2) It was hoped that works to the human sundial would commence in February.
- 3) He had attended a meeting with Go New Forest regarding promoting the town on its website. GNF had a plan to focus resources on through the year to support its members, and had asked what the Town Council's priorities were and how it would like to link in its own marketing. As the Council did not have a business plan or marketing strategy, Members agreed that the Town Council prepare a plan for Members' consideration.
- 4) He had received a copy of a report in response to the proposed Snails Lane site allocation in the New Forest District Local Plan.
- 5) He reported that Wessex Water had agreed to a meeting to discuss the Councils' concerns about the capacity of the sewerage infrastructure.
- 6) A letter had been sent to the Mayor of Maroondah in Victoria, Australia, which contains the township of Ringwood, to express sympathy and solidarity about the impact of the fires.

#### **C/6422**

#### **REPORTS FROM TOWN COUNCILLORS AND STUDENT ADVISORS**

Cllr Day had, along with other Members and officers, visited the CCTV control room in Lyndhurst. He had been impressed by the quality and coverage of the cameras, and by the dedication of the staff who work long shifts to monitor the 70 cameras across the district (7 of which are in Ringwood) 24 hours a day. It had been suggested and agreed that the lights on the camera at Carvers should be turned on occasionally to remind young people that the camera is operational. In addition, it was noted that the CCTV reports need to be more outcome related, and it was agreed that NFDC would be more proactive in reporting successes.

Cllr Haywood reported on the New Forest Association of Local Councils meeting he had attended, the notes of which had been previously circulated.

Cllr O'Reilly had received a complaint from residents of Bickerley Road that the NFDC waste collectors had been dragging green bags along the road between Handley Court and White Lion Courtyard, which resulted in damaged bags. Cllr Heron agreed to take this with up with the District Council.

#### **C/6423**

#### **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Councillor Thierry had submitted a written report (*Annex C*).

District Councillor Rippon-Swaine reported on changes to the textile recycling bins, which would now generate an income to be shared between charitable organisations within the district. A task and finish group had been set up to look at ways to reduce the impact of fireworks on animal welfare and vulnerable people, and they would be working with partners to promote awareness and look to see what other measures could be put in place. The work of the health and leisure task and finish group was ongoing. Monthly meetings were taking place with staff and customers regarding the future operation of the health and leisure centres.



District Councillor Heron reported that Cabinet would meet on 5<sup>th</sup> February, the agenda for which included the Council's Asset Maintenance and Replacement Programme; Capital Strategy; and the New Milton Neighbourhood Plan. He also referred to an event to be held in Lyndhurst on 13<sup>th</sup> February - The Rural Community Energy Fund - applying for a £40,000 grant.

**C/6424  
FORTHCOMING MEETINGS**

|                                   |         |  |
|-----------------------------------|---------|--|
| Recreation, Leisure & Open Spaces | 7.00pm  | Wednesday 5 <sup>th</sup> February 2020  |
| Planning, Town & Environment      | 10.00am | Friday 7 <sup>th</sup> February 2020     |
| Policy & Finance                  | 7.00pm  | Wednesday 19 <sup>th</sup> February 2020 |
| Full Council                      | 7.00pm  | Wednesday 26 <sup>th</sup> February 2020 |

There being no further business, the Town Mayor closed the meeting at 8.06pm.

APPROVED  
*26<sup>th</sup> February 2020*

TOWN MAYOR

**TOWN COUNCIL – 29<sup>th</sup> JANUARY 2020**  
**BUDGET 2020/2021**

**1. INTRODUCTION**

- 1.1** Policy & Finance Committee members considered a draft budget for 2020/21 at their meetings in December and January. The latter meeting of the Policy & Finance Committee recommended several changes which have been incorporated into the draft budget. This report sets out the revised proposals for the 2020/21 budget and consequent Precept and Council Tax for approval by Full Council.
- 1.2** This report also includes an update to the revised budget for 2019/20.

**2. REVISED BUDGET 2019/20**

- 2.1** Attached for the Council's consideration are the following documents:-

Appendix A – Draft summary Council budget, including actual spend 2017/18, and 2018/19, original and revised budgets 2019/20 and revised draft proposals for 2020/21.

Appendix B – Provisions at 1<sup>st</sup> April 2019, and estimated balances at 31<sup>st</sup> March 2020 and 2021, based on the revised budget 2019/20 and the updated proposals for 2020/21.

Appendix C – Summary of budget preparation assumptions, movements and balances.

- 2.2** In December, it was noted that planned expenditure in the current year has increased by £37,856. A further £15,586 was subsequently added to cover the costs of the replacement boardwalk for which approval was given at the December meeting of the Policy & Finance Committee, the costs of which will be met from Earmarked Reserves and Provisions.
- 2.3** It was also noted that income receipts were likely to increase by some £11,000, mainly due to increased revenue from trading activities and events. The revised income budget of £224,132 (excluding receipts such as CIL, taken directly to reserves) is unchanged although income from events has already exceeded the revised budget of £10,500 by £4,000.
- 2.4** The net expenditure, before transfers from reserves, has increased, therefore by £43,224. However, as much of this additional expenditure is to be funded from earmarked reserves, the revised budget requirement shows an increase of £10,147 which it will be met from the General Reserve.
- 2.5** For the current year, therefore, the net impact is an increase in the transfer from earmarked reserves and provisions of £33,077 whilst the transfer from the General Reserve will increase by £10,147. Total reserves are now anticipated to reduce by £49,815 to £443,721 by year end.

**3. DRAFT BUDGET 2020/21**

- 3.1** As in previous years, the draft budget has been prepared on an incremental basis. The original budget for 2019/20 has been adjusted for known and unavoidable changes, one off items approved for the current year have been removed and an

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estimate for inflation has been applied. The other committees have considered their budgets and a number of new bids which they proposed have been approved for inclusion by Policy & Finance Committee and included in this draft budget for consideration. In addition, a small number of proposals, including projects within the current project plan, have also been added for consideration, together with any funding available. An illustration of the underlying budget assumptions is included at Appendix C. This is based on an assumption that the Council Tax will be increased by 3% for 2020/21.

**3.2** A number of adjustments were made to the draft budget proposals following discussion at the December and January meetings of the Policy & Finance Committee. For the most part these covered budget provisions for unplanned or irregular expenditure which would be better met from reserves as and when needed, such as vandalism repairs, which will aid budget planning by smoothing out large variances in expenditure from year to year. In addition there is proposed a targeted reduction in the annual contribution to several of the earmarked reserves for which the current balances appear sufficient. These adjustments to the proposed budget have reduced the draft budget proposals by £23,478.

**3.3** The base budget proposed for 2020/21, before any new bids are considered, is therefore £507,688. This represents a decrease of £18,400 from the original budget, including new bids, for 2019/20. The reasons for this decrease are :

|  |                |
|--|----------------|
| • Removal of non-recurring items in 19/20 budget | £52,463        |
| • Reduced annual transfers to earmarked reserves | £12,900        |
| • Irregular expenditure to be met from reserves  | £ 9,773        |
| • Other budget savings                           |                |
| o Insurance                                      | £ 2,100        |
| o Increased interest earnings                    | £ 2,040        |
| o Christmas lights following tendering           | £ 1,340        |
| • reduced staffing costs                         | £ 6,000        |
| • Other miscellaneous savings identified         | <u>£ 805</u>   |
| Total Savings and Budget Reductions              | <b>£87,421</b> |

These decreases have been mitigated by the following budget increases:

|  |                 |
|--|-----------------|
| • Reduction in annual transfer from reserves | £54,463         |
| • Inflation of £9,743 of which:              |                 |
| o Pay inflation, 2.5%,                       | £10,985         |
| o Other non-pay inflation                    | £ 2,879         |
| o Income inflation                           | <u>£ -4,121</u> |
| Total net Inflation                          | <b>£ 9,743</b>  |
| • Other unavoidable budget increases         |                 |
| o Aggregate IT costs                         | £ 2,900         |
| o Members Allowances                         | £ 1,325         |
| o Environment Agency                         | <u>£ 590</u>    |
| Total other budget Increases                 | £ 4,815         |
| Total Budget Increases                       | <b>£69,021</b>  |

Net budget decrease **£18,400**

**3.4** Early indications are that the Council Tax base will increase by just under 1.5% for 2020/21, to 5361.8. The current band D equivalent Council Tax is £94.14 which would generate a precept of £504,760 in 2020/21. This would require a transfer from General reserves of £2,928 in order to achieve a balanced budget and before any of the new bids are considered. Each 1% increase in the Council Tax will generate an increase to the precept of just over £5,000. For every increase of £1 on the Council Tax, the precept will increase by £5,361.

**3.5** New bid proposals amounted to £30,500 of which £12,000 would be funded from earmarked reserves and additional income generated. These proposals were subsequently reduced as set out below. Nevertheless, the new bids, if they are all approved, will add a further £13,500 to the budget requirement and, in the absence of any additional alternative funding, would require a corresponding increase in subsidy from the General Reserve. If all the proposed bids are approved and the increase in the Council Tax is held at 3%, it will still be necessary to draw £1,281 from the General Reserve in order to balance the budget. The new bids are summarised in 3.6, below.

**3.6** New bids for consideration in the 2020/21 budget.

| New Bids:   | Proposed      | Revised<br>by P&F |
|---|---------------|-------------------|
|   | £             | £                 |
| • Policy & Finance Committee (all recurring bids) |               |                   |
| ○ Carvers Clubhouse - additional staffing         | 4,000         | 4,000             |
| ▪ (less additional net income)                    | -1,000        | -1,000            |
| ○ Youth Outreach Workers                          | 5,500         | 5,500             |
| ○ Town Council funded Christmas Tree              | 1,000         | 1,000             |
| ▪ Less financed from events reserve               |               | -1,000            |
| • Recreation, Leisure & Open Spaces Committee     |               |                   |
| ○ Poulner Lakes Access rd repairs (non recurring) | 2,000         | 2,000             |
| ○ Waste bin replacement programme (3 year prog)   | 2,000         | 2,000             |
| ○ Aerator refurbishment (non recurring)           | 5,000         | 5,000             |
| ○ Ash Grove fence replacement                     | 6,000         | 6,000             |
| ▪ Less financed from provisions                   | -11,000       | -11,000           |
| • Planning, Town & Environment Committee          |               |                   |
| ○ Support of REAL working party                   | 3,000         | 1,000             |
| ○ Improvements to A31 Roundabout                  | 2,000         | 0                 |
| <b>Total net new bids 2020/21</b>                 | <b>18,500</b> | <b>13,500</b>     |

**3.7** The budget proposals set out here would result in a net increase in reserves of £23,889 in 2020/21, before any irregular expenditure that may necessitate an additional transfer from reserves. The remaining balance on Earmarked Provisions and reserves would be £229,621 and the balance on the General Reserve would be £237,998, or approximately 46% of the budget requirement. A summary of proposed movements on reserves from April 2019 to March 2021 is included at Appendix B

## 4. FINANCIAL IMPLICATIONS

**4.1** The proposed budget is almost, but not quite, balanced, before any of the new bids are considered. There is a need, therefore, to either increase the precept and hence the Council Tax, or draw funds from the General Reserve (or a combination of the two).

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- 4.2 Many of the individual budgets have been shaved, frozen or cut for the last few years and there is consequently an increasing risk that the overall budget is vulnerable to any unexpected pressures. This may result in an increased reliance on the General Reserve to meet unexpected costs or cost increases.
- 4.3 The transfer of a number of elements of "irregular" spend from the budget will also place a greater reliance on Earmarked Reserves to meet unplanned expenditure such as building repairs, vandalism and so on. Consideration should be given to whether the current approach to building and maintaining earmarked reserves is sufficient to meet this additional burden, particularly as it is proposed to reduce the annual contribution to earmarked reserves by £12,900 in 2020/21.
- 4.4 There is a balance to be drawn between satisfying the ambitions of the Council for growth, calling on Council Tax payers to fund that growth (in addition to the base expenditure) and depleting the General Reserve. Note that continued use of the General reserve to fund the base budget is not sustainable.

## 5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members approve the draft budget.
- 5.3 Members approve a precept of £519,907 and consequent 3.0% increase in the Council Tax which will take the Band D equivalent Council Tax contribution for the Town Council to £96.96.

For any further information, please contact:

Rory Fitzgerald  
Finance Officer  
Tele: 01425 484723

or

Chris Wilkins  
Town Clerk  
Tele: 01425 484720

RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2019/20 AND  
DRAFT BUDGET 2020/21

Appendix A

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| 1 | 2   | 4                    | 5                    | 6                    | 7                      | 8              | 9                      | 10                  |
|---|---|----------------------|----------------------|----------------------|------------------------|----------------|------------------------|---------------------|
|   | Committee   | Actual<br>17/18<br>£ | Actual<br>18/19<br>£ | Budget<br>19/20<br>£ | Revised<br>Budget<br>£ | Inflation<br>£ | Known<br>Changes*<br>£ | Draft<br>20/21<br>£ |
|   | <b>Policy &amp; Finance</b>   |                      |                      |                      |                        |                |                        |                     |
|   | Expenditure   | 381,311              | 424,760              | 427,587              | 459,018                | 8,032          | -12,041                | 423,577             |
|   | Income  | -135,005             | -154,754             | -127,536             | -145,191               | -2,432         | -11,000                | -140,968            |
|   | <b>Net Expenditure</b>  | <b>246,306</b>       | <b>270,006</b>       | <b>300,051</b>       | <b>313,827</b>         | <b>5,600</b>   | <b>-23,041</b>         | <b>282,610</b>      |
|   | Transfers to Reserves   | 24,242               | 31,413               | 27,400               | 27,400                 | 0              | -10,900                | 16,500              |
|   | Transfers from Reserves   | -21,302              | -16,750              | -14,000              | -26,168                | 0              | 14,000                 | 0                   |
|   | Growth bids and adjustments (net of transfers from reserves and income) |                      |                      |                      |                        |                |                        | 8,500               |
|   | <b>Committee net expenditure</b>  | <b>249,246</b>       | <b>284,669</b>       | <b>313,451</b>       | <b>315,059</b>         | <b>5,600</b>   | <b>-19,941</b>         | <b>307,610</b>      |
|   | <b>Recreation &amp; Leisure</b>   |                      |                      |                      |                        |                |                        |                     |
|   | Expenditure   | 170,293              | 248,288              | 227,672              | 245,774                | 4,070          | -32,651                | 199,091             |
|   | Income  | -38,228              | -34,422              | -34,953              | -35,959                | -699           | 245                    | -35,407             |
|   | <b>Net Expenditure</b>  | <b>132,065</b>       | <b>213,866</b>       | <b>192,719</b>       | <b>209,815</b>         | <b>3,371</b>   | <b>-32,406</b>         | <b>163,684</b>      |
|   | Transfers to Reserves   | 18,400               | 16,900               | 19,900               | 19,900                 | 0              | -2,000                 | 17,900              |
|   | Transfers from Reserves   | -2,340               | -66,189              | -28,463              | -44,622                | 0              | 28,463                 | 0                   |
|   | Growth bids and adjustments (net of transfers from reserves and income) |                      |                      |                      |                        |                |                        | 4,000               |
|   | <b>Committee net expenditure</b>  | <b>148,125</b>       | <b>164,577</b>       | <b>184,156</b>       | <b>185,093</b>         | <b>3,371</b>   | <b>-5,943</b>          | <b>185,584</b>      |
|   | <b>Cemeteries</b>   |                      |                      |                      |                        |                |                        |                     |
|   | Expenditure   | 42,140               | 48,218               | 46,022               | 46,515                 | 1,048          | -1,207                 | 45,863              |
|   | Income  | -42,982              | -53,391              | -45,123              | -36,682                | -886           | -22                    | -46,031             |
|   | <b>Net Expenditure</b>  | <b>-842</b>          | <b>-5,173</b>        | <b>899</b>           | <b>9,833</b>           | <b>162</b>     | <b>-1,229</b>          | <b>-168</b>         |
|   | Transfers to Reserves   | 0                    | 0                    | 4,000                | 4,000                  | 0              | 0                      | 4,000               |
|   | Transfers from Reserves   | -230                 | -230                 | -230                 | -230                   | 0              | 0                      | -230                |
|   | Growth bids and adjustments (net of transfers from reserves and income) |                      |                      |                      |                        |                |                        | 0                   |
|   | <b>Committee net expenditure</b>  | <b>-1,072</b>        | <b>-5,403</b>        | <b>4,669</b>         | <b>13,603</b>          | <b>162</b>     | <b>-1,229</b>          | <b>3,602</b>        |
|   | <b>Allotments</b>   |                      |                      |                      |                        |                |                        |                     |
|   | Expenditure   | 13,818               | 11,751               | 12,314               | 12,330                 | 284            | -283                   | 12,316              |
|   | Income  | -5,051               | -4,901               | -5,202               | -5,200                 | -104           | 0                      | -5,306              |
|   | <b>Net Expenditure</b>  | <b>8,767</b>         | <b>6,850</b>         | <b>7,112</b>         | <b>7,130</b>           | <b>180</b>     | <b>-283</b>            | <b>7,010</b>        |
|   | Transfers to Reserves   | 0                    | 0                    | 0                    | 0                      | 0              | 0                      | 0                   |
|   | Transfers from Reserves   | 0                    | 0                    | 0                    | 0                      | 0              | 0                      | 0                   |
|   | Growth bids and adjustments (net of transfers from reserves and income) |                      |                      |                      |                        |                |                        | 0                   |
|   | <b>Committee net expenditure</b>  | <b>8,767</b>         | <b>6,850</b>         | <b>7,112</b>         | <b>7,130</b>           | <b>180</b>     | <b>-283</b>            | <b>7,010</b>        |
|   | <b>Planning, Town &amp; Environment</b>                                 |                      |                      |                      |                        |                |                        |                     |
|   | Expenditure   | 16,464               | 19,849               | 30,800               | 34,200                 | 430            | -12,748                | 18,482              |
|   | Income  | -1,100               | -1,850               | -1,100               | -1,100                 | 0              | 0                      | -1,100              |
|   | <b>Net Expenditure</b>  | <b>15,364</b>        | <b>17,999</b>        | <b>29,700</b>        | <b>33,100</b>          | <b>430</b>     | <b>-12,748</b>         | <b>17,382</b>       |
|   | Transfers to Reserves   | 0                    | 0                    | 0                    | 0                      | 0              | 0                      | 0                   |
|   | Transfers from Reserves   | -1,000               | -1,215               | -13,000              | -17,750                | 0              | 12,000                 | -1,000              |
|   | Growth bids and adjustments (net of transfers from reserves and income) |                      |                      |                      |                        |                |                        | 1,000               |
|   | <b>Committee net expenditure</b>  | <b>14,364</b>        | <b>16,784</b>        | <b>16,700</b>        | <b>15,350</b>          | <b>430</b>     | <b>-748</b>            | <b>17,382</b>       |
|   | <b>Total Base Expenditure</b>   | <b>624,026</b>       | <b>752,866</b>       | <b>744,396</b>       | <b>797,837</b>         |                |                        | <b>699,329</b>      |
|   | <b>Total Income</b>   | <b>-222,366</b>      | <b>-249,318</b>      | <b>-213,914</b>      | <b>-224,132</b>        |                |                        | <b>-228,812</b>     |
|   | <b>Total transfer to reserves</b>                                       | <b>42,642</b>        | <b>48,313</b>        | <b>51,300</b>        | <b>51,300</b>          |                |                        | <b>38,400</b>       |
|   | <b>Total Transfer from reserves</b>                                     | <b>-24,872</b>       | <b>-84,384</b>       | <b>-55,693</b>       | <b>-88,770</b>         |                |                        | <b>-1,230</b>       |
|   | <b>Total New Bids (net of income &amp; transfers)</b>                   |                      |                      |                      |                        |                |                        | <b>13,500</b>       |
|   | <b>Total Budget Requirement</b>   | <b>419,430</b>       | <b>467,477</b>       | <b>526,088</b>       | <b>536,235</b>         |                |                        | <b>521,188</b>      |
|   | <b>Precept</b>  | <b>468,223</b>       | <b>485,196</b>       | <b>497,549</b>       | <b>497,549</b>         |                |                        | <b>519,907</b>      |
|   | <b>Transfer to/-from General Reserve</b>                                | <b>48,793</b>        | <b>17,719</b>        | <b>-28,539</b>       | <b>-38,686</b>         |                |                        | <b>-1,281</b>       |



RINGWOOD TOWN COUNCIL  
BUDGET AND REVISED BUDGET 2019/20 AND  
DRAFT BUDGET 2020/21

Appendix A

| 1                                       | 2  | 4                    | 5                    | 6                    | 7                      | 8              | 9                      | 10                  |
|---|--|----------------------|----------------------|----------------------|------------------------|----------------|------------------------|---------------------|
|   | Description  | Actual<br>17/18<br>£ | Actual<br>18/19<br>£ | Budget<br>19/20<br>£ | Revised<br>Budget<br>£ | Inflation<br>£ | Known<br>Changes*<br>£ | Draft<br>20/21<br>£ |
| <b>Expenditure:</b>                     |  |                      |                      |                      |                        |                |                        |                     |
|   | Policy & Finance   | 381,311              | 424,760              | 427,587              | 459,018                | 8,032          | -12,041                | 423,577             |
|   | Recreation & Leisure                                     | 170,293              | 248,288              | 227,672              | 245,774                | 4,070          | -32,651                | 199,091             |
|   | Cemeteries   | 42,140               | 48,218               | 46,022               | 46,515                 | 1,048          | -1,207                 | 45,863              |
|   | Allotments   | 13,818               | 11,751               | 12,314               | 12,330                 | 284            | -283                   | 12,316              |
|   | Planning, Town & Environment                             | 16,464               | 19,849               | 30,800               | 34,200                 | 430            | -12,748                | 18,482              |
|   | <b>Council Total Expenditure</b>                         | <b>624,026</b>       | <b>752,866</b>       | <b>744,396</b>       | <b>797,837</b>         | <b>13,864</b>  | <b>-58,930</b>         | <b>699,329</b>      |
| <b>Income:</b>                          |  |                      |                      |                      |                        |                |                        |                     |
|   | Policy & Finance   | -135,005             | -154,754             | -127,536             | -145,191               | -2,432         | -11,000                | -140,968            |
|   | Recreation & Leisure                                     | -38,228              | -34,422              | -34,953              | -35,959                | -699           | 245                    | -35,407             |
|   | Cemeteries   | -42,982              | -53,391              | -45,123              | -36,682                | -886           | -22                    | -46,031             |
|   | Allotments   | -5,051               | -4,901               | -5,202               | -5,200                 | -104           | 0                      | -5,306              |
|   | Planning, Town & Environment                             | -1,100               | -1,850               | -1,100               | -1,100                 | 0              | 0                      | -1,100              |
|   | <b>Council Total Income</b>                              | <b>-222,366</b>      | <b>-249,318</b>      | <b>-213,914</b>      | <b>-224,132</b>        | <b>-4,120</b>  | <b>-10,777</b>         | <b>-228,812</b>     |
|   | <b>Council Net Expenditure before transfers</b>          | <b>401,660</b>       | <b>503,548</b>       | <b>530,481</b>       | <b>573,705</b>         | <b>9,743</b>   | <b>-69,707</b>         | <b>470,518</b>      |
| <b>Add Transfers to Provisions</b>      |  |                      |                      |                      |                        |                |                        |                     |
|   | Policy & Finance   | 24,242               | 31,413               | 27,400               | 27,400                 |                |                        | 16,500              |
|   | Recreation & Leisure                                     | 18,400               | 16,900               | 19,900               | 19,900                 |                |                        | 17,900              |
|   | Cemeteries   | 0                    | 0                    | 4,000                | 4,000                  |                |                        | 4,000               |
|   | Allotments   | 0                    | 0                    | 0                    | 0                      |                |                        | 0                   |
|   | Planning, Town & Environment                             | 0                    | 0                    | 0                    | 0                      |                |                        | 0                   |
|   | <b>Total transfers to provisions</b>                     | <b>42,642</b>        | <b>48,313</b>        | <b>51,300</b>        | <b>51,300</b>          |                |                        | <b>38,400</b>       |
| <b>Less Transfers from Provisions</b>   |  |                      |                      |                      |                        |                |                        |                     |
|   | Policy & Finance   | -21,302              | -16,750              | -14,000              | -26,168                |                |                        | 0                   |
|   | Recreation & Leisure                                     | -2,340               | -66,189              | -28,463              | -44,622                |                |                        | 0                   |
|   | Cemeteries   | -230                 | -230                 | -230                 | -230                   |                |                        | -230                |
|   | Allotments   | 0                    | 0                    | 0                    | 0                      |                |                        | 0                   |
|   | Planning, Town & Environment                             | -1,000               | -1,215               | -13,000              | -17,750                |                |                        | -1,000              |
|   | <b>Total transfers from Provisions</b>                   | <b>-24,872</b>       | <b>-84,384</b>       | <b>-55,693</b>       | <b>-88,770</b>         |                |                        | <b>-1,230</b>       |
|   | <b>Total Budget Requirement before new bids</b>          | <b>419,430</b>       | <b>467,477</b>       | <b>526,088</b>       | <b>536,235</b>         | <b>9,743</b>   | <b>-69,707</b>         | <b>507,688</b>      |
| <b>New Bids 2020/21 (net of income)</b> |  |                      |                      |                      |                        |                |                        |                     |
|   | Policy & Finance   |                      |                      |                      |                        |                |                        | 9,500               |
|   | Recreation & Leisure                                     |                      |                      |                      |                        |                |                        | 15,000              |
|   | Cemeteries   |                      |                      |                      |                        |                |                        | 0                   |
|   | Allotments   |                      |                      |                      |                        |                |                        | 0                   |
|   | Planning, Town & Environment                             |                      |                      |                      |                        |                |                        | 1,000               |
|   | <b>Less Funded from Provisions</b>                       |                      |                      |                      |                        |                |                        | <b>-12,000</b>      |
|   | <b>Council's Net Budget</b>                              | <b>419,430</b>       | <b>467,477</b>       | <b>526,088</b>       | <b>536,235</b>         |                |                        | <b>521,188</b>      |
|   | <b>Transfers from( - ) or to General Reserve</b>         | <b>48,793</b>        | <b>17,719</b>        | <b>-28,539</b>       | <b>-38,686</b>         |                |                        | <b>-1,281</b>       |
|   | <b>Council Precept (to be met by Council Tax Payers)</b> | <b>468,223</b>       | <b>485,196</b>       | <b>497,549</b>       | <b>497,549</b>         |                |                        | <b>519,907</b>      |
|   | <b>Council Tax Base</b>                                  | <b>5225.7</b>        | <b>5257.3</b>        | <b>5285.2</b>        | <b>5285.2</b>          |                |                        | <b>5,361.8</b>      |
|   | <b>Council Tax</b>                                       | <b>89.60</b>         | <b>92.29</b>         | <b>94.14</b>         | <b>94.14</b>           |                |                        | <b>96.96</b>        |

A



**RESERVES AND PROVISIONS - MOVEMENT & ESTIMATED BALANCES**  
1st April 2019 to 31st March 2021

|  | Actual<br>Balance<br>01/04/19<br>£ | Planned Transfers 2019/20 (revised): |                    |                       | Estimated<br>Balance<br>01/04/20<br>£ | Planned and Proposed Movements 2020/21: |                  |                |                          |                            | Estimated<br>Balance<br>31/03/21<br>£ |
|--|------------------------------------|--------------------------------------|--------------------|-----------------------|---------------------------------------|---|------------------|----------------|--------------------------|----------------------------|---------------------------------------|
|  |                                    | from<br>Revenue<br>£                 | to<br>Revenue<br>£ | Cash<br>Receipts<br>£ |                                       | from<br>Revenue<br>£                    | to revenue       |                | Capital<br>Receipts<br>£ | between<br>provisions<br>£ |                                       |
|  |                                    |                                      |                    |                       |                                       |   | base budget<br>£ | Growth<br>£    |                          |                            |                                       |
| <b><u>EARMARKED PROVISIONS</u></b>             |                                    |                                      |                    |                       |                                       |   |                  |                |                          |                            |                                       |
| I.T. & Equipment                               | 26,400                             | 4,500                                | -21,500            |                       | 9,400                                 | 4,500                                   |                  | 0              |                          |                            | 13,900                                |
| Gateway  | 28,567                             | 4,000                                |                    |                       | 32,567                                | 0                                       |                  | 0              |                          | -7,567                     | 25,000                                |
| Cemetery                                       | 10,000                             | 4,000                                |                    |                       | 14,000                                | 4,000                                   |                  | 0              |                          |                            | 18,000                                |
| Buildings Reserve                              | 8,000                              | 8,000                                |                    |                       | 16,000                                | 5,000                                   |                  | 0              |                          | 7,567                      | 28,567                                |
| Election                                       | 11,542                             | 2,900                                | -4,668             |                       | 9,774                                 | 1,500                                   |                  | 0              |                          |                            | 11,274                                |
| Vehicle & Machinery                            | 14,954                             | 13,000                               | -19,145            |                       | 8,809                                 | 11,000                                  |                  | -5,000         |                          |                            | 14,809                                |
| Play Equipment                                 | 10,480                             | 6,900                                | -3,022             |                       | 14,358                                | 6,900                                   |                  | -6,000         |                          |                            | 15,258                                |
| Memorials                                      | 3,000                              |                                      |                    |                       | 3,000                                 |   |                  | 0              |                          |                            | 3,000                                 |
| Christmas Lights                               | 10,397                             |                                      |                    |                       | 10,397                                |   |                  | 0              |                          | -10,397                    | 0                                     |
| Carvers Clubhouse                              | 21,551                             | 5,000                                |                    |                       | 26,551                                | 2,500                                   |                  | 0              |                          |                            | 29,051                                |
| Ringwood Events                                | 10,965                             |                                      |                    |                       | 10,965                                |   |                  | -1,000         |                          |                            | 9,965                                 |
| Memorial Lantern                               | 1,852                              |                                      |                    |                       | 1,852                                 |   |                  | 0              |                          |                            | 1,852                                 |
| Carvers Grounds                                | 11,300                             |                                      | -6,285             |                       | 5,015                                 |   |                  | 0              |                          |                            | 5,015                                 |
| Infrastructure & Open Spaces                   | 9,473                              | 3,000                                | -13,058            | 585                   | 0                                     | 3,000                                   |                  | 0              |                          | 10,397                     | 13,397                                |
| <b>Total Provisions</b>                        | <b>178,481</b>                     | <b>51,300</b>                        | <b>-67,678</b>     | <b>585</b>            | <b>162,688</b>                        | <b>38,400</b>                           | <b>0</b>         | <b>-12,000</b> | <b>0</b>                 | <b>0</b>                   | <b>189,088</b>                        |
| <b><u>RESERVES</u></b>                         |                                    |                                      |                    |                       |                                       |   |                  |                |                          |                            |                                       |
| Earmarked Reserves:                            |                                    |                                      |                    |                       |                                       |   |                  |                |                          |                            |                                       |
| Dev Contribs                                   | 5,203                              |                                      | -1,000             |                       | 4,203                                 |   | -1,000           | 0              |                          |                            | 3,203                                 |
| Cem Maint                                      | 1,670                              |                                      | -230               |                       | 1,440                                 |   | -230             | 0              |                          |                            | 1,210                                 |
| Dev Cons(CIL)                                  | 14,101                             |                                      | -7,862             | 16,756                | 22,995                                |   |                  | 0              | 0                        |                            | 22,995                                |
| Capital Receipts                               | 13,125                             |                                      |                    |                       | 13,125                                |   |                  | 0              | 0                        |                            | 13,125                                |
| Grants Unapplied                               | 0                                  |                                      | -9,000             | 9,000                 | 0                                     |   |                  | 0              | 0                        |                            | 0                                     |
| Loans Unapplied                                | 0                                  |                                      |                    |                       | 0                                     |   |                  | 0              | 0                        |                            | 0                                     |
| <b>Total Earmarked Reserves and Provisions</b> | <b>212,580</b>                     | <b>51,300</b>                        | <b>-85,770</b>     | <b>26,341</b>         | <b>204,451</b>                        | <b>38,400</b>                           | <b>-1,230</b>    | <b>-12,000</b> | <b>0</b>                 | <b>0</b>                   | <b>229,621</b>                        |
| <b>General Reserve</b>                         | <b>280,955</b>                     |                                      | <b>-41,686</b>     |                       | <b>239,269</b>                        | <b>0</b>                                | <b>-1,281</b>    |                |                          |                            | <b>237,988</b>                        |
| <b>Total Reserves</b>                          | <b>493,535</b>                     | <b>51,300</b>                        | <b>-127,456</b>    | <b>26,341</b>         | <b>443,721</b>                        | <b>38,400</b>                           | <b>-2,511</b>    | <b>-12,000</b> | <b>0</b>                 | <b>0</b>                   | <b>467,610</b>                        |

Note that the transfer from the general reserve of £-41,686 includes an additional £3,000 carried over from 2018/19 in respect of the local plan.



**Guidance Notes:**

Please use this sheet to input or model budget assumptions. The consequence of these assumptions will be reflected in the overall summary figures below and within the budget summary figures in the Budget Summary tab. You may only input figures to the boxes highlighted in green, thus: ■ The consequent band D equivalent council tax for 2020/21 is highlighted in orange below: ■

Inflation (RPI) is currently running at 2.1% (for the year to October 2019). CPIH is 1.5% for the same period.

Note that some costs and expenditure are linked to inflation, whereas some "non contractual" expenditure is more discretionary and inflationary cost increases may be absorbed by reducing spend, although this may not be without consequence. Other expenditure may be fixed with no inflationary adjustment required. Each expenditure component in the budget has been allocated an inflation type (1-6) which may be modelled on this page.

The Band D equivalent Council Tax for 2019/20 is: 94.14

**1 Inflation**

|   | %    | Type |
|---|------|------|
| - Pay                                   | 2.5% | 1    |
| - Utilities                             | 2.1% | 2    |
| - Other Expenditure                     | 2.0% | 3    |
| - Non contractual expenditure           | 0.0% | 4    |
| - Income                                | 2.0% | 5    |
| - Fixed expenditure (i.e. no inflation) | 0.0% | 6    |

A target Council Tax increase of : 3.0%

would increase the Council Tax to: 96.96

And require an additional transfer from reserves of: £0

which would reduce total reserves to £ 467,609 by March 2021 (given the assumptions in 1 - 3 on the left)

**2 Council Tax Base increase**

|   |         |
|---|---------|
|   | 1.45%   |
| Note, the Council Tax base for 2019/20 is | 5,285.2 |

An increase of 1.45% (assumption 2) will increase the Council Tax base to: 5,361.8

**3 Use of General Reserve**

|  |       |
|--|-------|
|  | £     |
|  | 1,281 |

The General Reserve is expected to be £239,269 at April 1st 2020. This transfer will reduce it to £237,988 by the year end

**Net Budget Requirement and consequent Band D equivalent Council Tax**

| Based on the above assumptions together with any proposed new bids and adjustments: | £       |
|---|---------|
| Base Budget 2020/2021   | 470,518 |
| Net transfers to/from earmarked reserves  | 37,170  |
| Growth Bids & Adjustments   | 26,500  |
| - Less funded from earmarked reserves (inc. borrowing)                              | -12,000 |
| - Less additional income generated  | -1,000  |
| Net Budget requirement  | 521,188 |
| Less funded from general reserve  | -1,281  |
| Sum to be funded from Council Tax Payers (Precept)                                  | 519,907 |

**Summary movement on reserves:**

|                                 | £              |
|---------------------------------|----------------|
| Opening reserves 1/4/2020:      |                |
| General Reserve                 | 239,269        |
| Earmarked Reserves & Provisions | 204,451        |
| <b>Total Reserves 1/4/2020</b>  | <b>443,721</b> |
| Planned transfers in            | 38,400         |
| Planned transfers out           | -1,230         |
| Plus Capital Receipts 20/21     | 0              |
| Less Funding for growth         | -12,000        |
| Less use of general reserve     | -1,281         |

Predicted reserves 31/3/2021

|                                     |                |
|-------------------------------------|----------------|
| General Reserve                     | 237,988        |
| Earmarked Reserves                  | 229,621        |
| <b>Predicted Reserves 31/3/2021</b> | <b>467,610</b> |

**Band D equivalent Council Tax 2020/21** 96.96

**The budget requirement and resulting precept, as modelled, represents an increase of 3.00 % in the Council Tax**

The Council Tax for 2019/20 is £94.14 per Band D Equivalent

**Working Party Terms of Reference**

1. Introduction and reason for report

- 1.1 At its meeting on 8<sup>th</sup> January the Recreation Leisure & Open Spaces Committee agreed in principle that the Council should lead the organization of a special event to mark the 75<sup>th</sup> Anniversary of VE Day which falls on 8<sup>th</sup> May 2020 (which has been designated a Bank Holiday). (Minute ref. OS/5943 refers.) Because several local community groups had expressed interest in being involved, the Committee considered that responsibility for the event would be better delegated to an *ad hoc* working party than left to Ringwood Events Team alone.
- 1.2 It is generally desirable that committees, sub-committees, working parties, etc, be given clear terms of reference to avoid doubt or confusion about their role and powers. So, member approval is needed for the draft terms of reference proposed for this body

2. Issues for decision and any recommendations

**Whether to approve the draft terms of reference for the VE Day Anniversary 2020 Event working party attached as Appendix A.**

***[RECOMMENDATION – Members are recommended to approve the draft terms of reference subject to any amendments considered desirable.]***

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Charmaine Bennett, Events Co-ordinator  
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Email: [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)



## **RINGWOOD VE DAY 75<sup>TH</sup> ANNIVERSARY CELEBRATIONS**

### **TERMS OF REFERENCE FOR A WORKING PARTY**

Ringwood Town Council has decided to establish a Working Party in connection with the Town's planned event to celebrate and commemorate the 75<sup>th</sup> anniversary of VE Day on 8<sup>th</sup> May 2020 ("the Event").

Membership of the Working Party shall be:

Those Councillors who are members of the Ringwood Events Team (Cllrs Briers, Day, Edge, Haywood, Heron, O'Reilly and Ring);

Charmaine Bennett, Ringwood Town Council's Event Co-ordinator;

Representatives from:

The Royal British Legion

Ringwood Church and Churches Together

Ringwood Rotary

Ringwood Round Table

Ringwood Ex Round Tablers' Club

Ringwood Carnival

Former Cllr and Mayor Mr Tim Ward

Mr James Stride

The terms of reference are as follows:-

To act as a "Task and Finish Group" in respect of the Event only;

Making suggestions for the overall format of the Event;

Assisting in the preparation of the Event, to include identifying participants, arranging publicity and assisting with legal requirements; and

Organising the arrangements "on the day" and immediately thereafter.

All members should note that this event is being organised and underwritten by Ringwood Town Council and to that end, the Working Party will report (through its Town Councillor members or one or more of them) to the Council's Recreation, Leisure and Open Spaces Committee, which (subject to Financial Regulations) will oversee and approve arrangements.

**No member of the Working Party other than Charmaine Bennett has the authority to enter into any contract or other financial commitment unless he or she has been specifically authorised by Ms Bennett, the Town Clerk or the Deputy Town Clerk and if they do so, they shall be personally liable for any costs incurred.**

# County Council - January 2020 Report

Councillor Michael Thierry - Ringwood Division

For further details - email: mthierry04@aol.com or telephone 07702 479095

## Highways England

A31 Awaiting up-date

## Hampshire County Council

**ET&E SELECT COMMITTEE** - Attended

Waste disposal up-date

(Figures reveal NFDC is a feeble performing waste collection authority)

Hampshire Highways up-date

**ADULT SERVICES BRIEFING** - Attended

New aids to assist home visit carers

**HAMPSHIRE LIBRARY SERVICE BRIEFING** - Attended

Hampshire Library closure review

**SOPLEY PARISH COUNCIL MEETING** - Attended

Footpath management issues

Recycling confusion

County expenditure

NFDC Planning questioned

**ELLINGHAM PARISH COUNCIL MEETING** - Attended

Flooding issues

NFDC proposed ward changes

**SALISBURY ROAD/HURST ROAD**

Verge protection measures introduced

**CHRISTCHURCH ROAD**

Flooding referral

**NOAULE LANE**

Vehicle usage survey concluded

**FOREST FORGE THEATRE** - Briefing

County Councillor's Grant to the Rotary Club Of Ringwood

Local Residents need to register to use amenity disposal site

## New Forest District Council

Responded to Ward change proposals

A town centre planning issue referred to Cllr Jeremy Heron

Rent issue from resident

## Monthly Councillors' Surgery

Briefing from a land developer

Re-cycling confusion

Commerical waste disposal charges