

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

POLICY & FINANCE COMMITTEE

Dear Member

9th July 2020

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 15th July 2020** at 7.00 pm and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. The meeting will start in Zoom at 6.45pm. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk. Members of the press or public who would like to participate or simply observe the meeting will need to tell us in advance by contacting Chris Wilkins, Town Clerk by no later than 12noon on Tuesday 14th July 2020 and will then receive an email explaining how you to participate or observe.

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 17th June 2020

5. FINANCIAL REPORTS (*Report A attached*):

- a. To receive and authorise list of payments made on Imprest Account for June
- b. To note Cllr Heron's verification and signing of bank reconciliations and statements and to nominate a Councillor to undertake this in future
- c. To note the total that there were no Petty Cash payments for June
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers

- e. To receive the Finance Manager's budgetary monitoring report
- f. To present the internal audit report 2019/20 and recommend to Full Council for approval – report to follow

6. REVISED BUDGET

To consider a revised budget to re-balance the loss of income caused by the pandemic (*Report B*)

7. PROTECTING OPEN SPACES FROM UNAUTHORISED ENCAMPMENTS

To consider a recommendation from Recreation, Leisure and Open Spaces Committee on 1st July 2020 (*OS/5982 refers*) that delegated authority and a budget of £5,000 be provided to enable to Town Clerk to take protective measures in respect of unauthorised encampments.

8. ANNUAL REVIEW OF INSURANCE ARRANGEMENTS

To note the Town Clerk's report which confirms arrangements for insurance cover in respect of all insurable risks (*Report C*)

9. GROUNDS DEPARTMENT VAN

To consider the Town Clerk's report (*Report D*)

10. PROJECTS

To receive an update in relation to projects (*Report E*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Jeremy Heron (Chairman)
Cllr Steve Rippon-Swaine (Vice Chairman)
Cllr Andrew Briers
Cllr Philip Day
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring

Student Advisors

Copied by e-mail to other members for information



RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING



15th July 2020

Paid Expenditure Transactions

between 01/06/20 and 30/06/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
SO	01/06/20	960		£80.00	£0.00	£80.00	P&F	TLC Online	June 2020 2000/1/14
DD	01/06/20	961		£409.00	£0.00	£409.00	RLOS	New Forest District Council	Rates Cemetery June 2020 3200/1/5
DD	01/06/20	962		£193.00	£0.00	£193.00	P&F	New Forest District Council	Rates Carvers C/House june 2020 2802/1/6
		966/1		£6,938.19	£0.00	£6,938.19	P&F	Public Works Loan Board	PWLB May 2020 Principle 2500/1/2
		966/2		£3,459.80	£0.00	£3,459.80	P&F	Public Works Loan Board	PWLB May 2020 Interest 2500/1/1
DD	01/06/20	966		£10,397.99	£0.00	£10,397.99		Public Works Loan Board	May 2020 2500/1/2
		900/1		£1,000.00	£0.00	£1,000.00	P&F	Citizens Advice Award	Grant 2210/1
33	03/06/20	900	RTC803627	£1,000.00	£0.00	£1,000.00		Citizens Advice Award	Grant 2210/1
34	04/06/20	901		£80.02	£0.00	£80.02	P&F	Bournemouth Water Business Services	Greenways 6/10/19-30/4/20 2000/1/2
35	04/06/20	902		£127.12	£0.00	£127.12	P&F	Bournemouth Water Business Services	Carvers C/House 17/10/19-30/04/20 2802/1/4
36	04/06/20	903		£263.88	£0.00	£263.88	RLOS	Bournemouth Water Business Services	Cemetery 10/10/19-30/04/20 3200/1/2
37	04/06/20	904		£575.51	£0.00	£575.51	RLOS	Bournemouth Water Business Services	UK Allotments 19/10/19-30/04/20 3300/1/1
38	04/06/20	905		£425.75	£0.00	£425.75	RLOS	Bournemouth Water Business Services	SR Allotments 19/10/19-30/04/20 3300/1/1
39	04/06/20	906		£90.48	£0.00	£90.48	RLOS	Bournemouth Water Business Services	Carvers 1 18/10/19-30/04/20 3443419604 3000/1/8
40	04/06/20	907		£30.67	£0.00	£30.67	RLOS	Bournemouth Water Business Services	Carvers 2 18/10/19-30/04/20 3000/1/8
41	05/06/20	922		£114.00	£19.00	£95.00	RLOS	The Tree Management Company	To remove a over hanging branch that was in a dangerous condition in Pocket Park. 3000/2/11
42	06/06/20	923		£33.95	£5.66	£28.29	RLOS	Screwfix	Wheels for trolley on woodchipper,fixings for Cemetery office. 3000/3/2
		945/1		£2,700.00	£450.00	£2,250.00	RLOS	Oakley Landscapes	Labour 3350/4
43	08/06/20	945	RTC803634	£2,700.00	£450.00	£2,250.00		Oakley Landscapes	Pocket Park Boardwalk part labour charge 3350/4
		946/1		£600.00	£100.00	£500.00	P&F	The Urban Greening Co	Green roof maintenance at Gateway - May 2020 2000/3/4
44	08/06/20	946	RTC803626	£600.00	£100.00	£500.00		The Urban Greening Co	Green roof maintenance at Gateway - May 2020 2000/3/4
DD	08/06/20	965		£510.48	£24.31	£486.17	P&F	British Gas	Greenways 7/2/20-13/5/20 2100/1
		947/1		£280.70	£46.78	£233.92	P&F	Central Computer Management Ltd	Payroll processing RTC Quarterly 01.04.2020 - 30.06.2020 2310/1
45	10/06/20	947	RTC803595	£280.70	£46.78	£233.92		Central Computer Management Ltd	Payroll processing RTC Quarterly 01.04.202 - 30.06.2020 2310/1

Paid Expenditure Transactions

between 01/06/20 and 30/06/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
46	10/06/20	948		£115.86	£19.31	£96.55	RLOS	Peter Noble Ltd	5 litres 2-stroke oil. 2 rolls of 3 mil strimmer line 15 Meatal cutting dics.	3000/3/2
46	10/06/20	949		£426.82	£71.14	£355.68	RLOS	Peter Noble Ltd	oil Leak on roller mower,to look for fault and repair.	3000/3/2
46	10/06/20	950		£53.88	£8.98	£44.90	RLOS	Peter Noble Ltd	2 rolls of paper toweling 1 tub hand wipes cleaning materials.	3000/1/2
46	10/06/20	951		£290.53	£48.42	£242.11	RLOS	Peter Noble Ltd	Strip down and repair gear box Major roller mower.	3000/3/2
46	10/06/20	952		£540.40	£90.07	£450.33	RLOS	Peter Noble Ltd	To replace solinoid on John Deere ride on mower and 2 gr	3000/3/2
DD	10/06/20	964		£43.65	£7.28	£36.37	RLOS	UK Fuels Ltd	May 2020	3000/1/10
BGC	12/06/20	967		£156.60	£26.10	£130.50	P&F	Austin & Wyatt	June 2020	2400/19
47	13/06/20	953		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	Coffee machine rental for carvers clubhouse	2802/2/1
48	13/06/20	954		£82.24	£13.71	£68.53	RLOS	Travis Perkins	Ballest for seats in Toad Corner Carvers and KickPark and 4 bags of cement.	3000/2/9
49	13/06/20	955		£1,012.49	£168.75	£843.74	RLOS	Peter Noble Ltd	To Service John Deere Tractor labour and parts February 2020.	3000/3/2
		956/1		£606.83	£101.14	£505.69	RLOS	Peter Noble Ltd	Service on Front Deck Kubota	3000/3/2
50	13/06/20	956	RTC803514	£606.83	£101.14	£505.69		Peter Noble Ltd	Service on front deck Kubota	3000/3/2
51	13/06/20	957		£36.76	£6.13	£30.63	RLOS	Peter Noble Ltd	Hand wipes for Carvers, Loctite glue.	3000/1/2
52	15/06/20	958		£374.11	£62.35	£311.76	RLOS	Spaldings	24 x solid tines for aerator.	3000/3/2
53	15/06/20	959		£85.48	£14.25	£71.23	RLOS	Eco Sustainable Solutions	soil for fordingbridge pitches 10 acre pitches and repairs to toad corner playpark.	3000/5/5
BP	16/06/20	963		£6,067.57	£0.00	£6,067.57	P&F	Hampshire County Council	Pensions - May 2020	2600/1/3
54	16/06/20	968		£40.18	£6.70	£33.48	RLOS	Screwfix	Saefty boots for Barney, coach screws for seats Toad corner and Kick Park.	3000/1/5
		969/1		£2.05	£0.34	£1.71	P&F	Hampshire County Council	826701 - drawing pins	2000/1/8
		969/2		£5.26	£0.88	£4.38	P&F	Hampshire County Council	786203 - magnets	2000/1/8
		969/3		£7.97	£1.33	£6.64	P&F	Hampshire County Council	819748 - A4 laminating sheets	2000/1/8
		969/4		£98.16	£16.36	£81.80	P&F	Hampshire County Council	819906 - A4 white paper (box of 5 reams)	2000/1/8
		969/5		£6.08	£1.01	£5.07	P&F	Hampshire County Council	762641 - clear wallets	2000/1/8
		969/6		£4.94	£0.82	£4.12	P&F	Hampshire County Council	832153 - A4 lined pads	2000/1/8
		969/7		£7.34	£1.22	£6.12	P&F	Hampshire County Council	805336 - labels	2000/1/8
55	16/06/20	969	RTC803628	£131.80	£21.96	£109.84		Hampshire County Council	split/part order	2000/1/8
		970/1		£8.22	£1.37	£6.85	P&F	Hampshire County Council	598128 Carex 5 litre bottle	2000/1/5

Paid Expenditure Transactions

between 01/06/20 and 30/06/20

Start of year 01/04/20

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
			970/2	£16.85	£2.81	£14.04	P&F	Hampshire County Council	816100 Single fold blue paper towels	2000/1/5
56	16/06/20	970	RTC803632	£25.07	£4.18	£20.89		Hampshire County Council	Handwash and paper towels for Gateway	2000/1/5
TFR	17/06/20	971		£30.00	£0.00	£30.00	P&F	CCLA Investment Management Ltd	Transfer charge	2000/1/18
			975/1	£19.19	£3.20	£15.99	P&F	Freeola Ltd	Renewal of SSL Certificate for ringwood.gov.uk from 02/06/2020	2000/1/14
Lloyds CC	17/06/20	975	RTC803612	£19.19	£3.20	£15.99		Freeola Ltd	SSL Certificate	2000/1/14
			978/1	£143.88	£23.98	£119.90	P&F	Zoom Video Communications Inc	Video-conferencing software licence	2000/1/15
Lloyds CC	17/06/20	978	RTC803601	£143.88	£23.98	£119.90		Zoom Video Communications Inc	Annual software licence	2000/1/15
			979/1	£45.96	£0.00	£45.96	P&F	Cartridge Shop (UK) Ltd	HP27 and HP28 Black and Colour Ink Cartridge Multipack	2000/1/15
Lloyds CC	17/06/20	979	RTC803650	£45.96	£0.00	£45.96		Cartridge Shop (UK) Ltd	Ink cartridges for HP printer at Cemetery	2000/1/15
			892/1	£1,421.40	£236.90	£1,184.50	P&F	Clyde & Co Claims LLP	Fees on services rendered - VAT only	2000/1/3
			892/2	-£1,184.50	£0.00	-£1,184.50	P&F	Clyde & Co Claims LLP	Fees on services rendered - VAT payment only.	2000/1/3
59	19/06/20	892	RTC803597	£236.90	£236.90	£0.00		Clyde & Co Claims LLP	VAT payment only	2000/1/3
DD	19/06/20	972		£14.15	£0.00	£14.15	P&F	Worldpay	June 2020	2802/2/4
57	19/06/20	973		£98.80	£16.47	£82.33	P&F	Taste Vending Ltd	June 2020	2802/2/1
58	19/06/20	974		£360.00	£60.00	£300.00	RLOS	Pete Best	To take down dangreous tree at North Poulner Playpark as it was breaking ground and had become unstable.	3000/2/11
PAY	19/06/20	985		£12.50	£0.00	£12.50	Counc	Lloyds Bank	June 2020	10111
DD	22/06/20	980		£4,992.53	£0.00	£4,992.53	P&F	Inland Revenue	May 2020	2600/1/2
DD	23/06/20	981		£312.17	£52.03	£260.14	P&F	Elite Business Systems UK Ltd (EBS Telecoms)/BT Openreach	June 2020	2501/3
			982/1	£125.60	£20.93	£104.67	RLOS	The Sign Maker	1 x cast aluminium plaque 6"x4" curved corners background colour brown Postage	3200/2/9
60	23/06/20	982	RTC803600	£125.60	£20.93	£104.67		The Sign Maker	1 x cast aluminium plaque 6"x4" - Gogan	3200/2/9
DD	25/06/20	986		£21,646.35	£0.00	£21,646.35	P&F	Salaries	June 2020	2600/1/1
PAY	26/06/20	987		£15.70	£0.00	£15.70	P&F	Lloyds Bank	June 2020	2000/1/18
DD	29/06/20	988		£5.29	£0.00	£5.29	P&F	Barclay Card	June 2020 Twinkl	2802/2/1



Paid Expenditure Transactions

between 01/06/20 and 30/06/20

Start of year 01/04/20



Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
		976/1		£46.53	£2.22	£44.31	RLOS	Utility Warehouse	UW Sports Pavilion May 2020	3000/1/1
		976/2		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Sports Pavilion May 2020	3000/1/1
DD	30/06/20	976		£48.93	£2.62	£46.31		Utility Warehouse	Sports Pavilion May 2020	3000/1/1
		977/1		£30.00	£5.00	£25.00	RLOS	Utility Warehouse	UW Cemetery May 2020	3000/1/6
		977/2		£31.20	£5.20	£26.00	RLOS	Utility Warehouse	UW Cemetery May 2020	3200/1/6
		977/3		£33.38	£1.59	£31.79	RLOS	Utility Warehouse	UW Cemetery May 2020	3200/1/1
		977/4		£2.40	£0.40	£2.00	RLOS	Utility Warehouse	UW Cemetery May 2020	3200/1/1
DD	30/06/20	977		£96.98	£12.19	£84.79		Utility Warehouse	UW Cemetery May 2020	3000/1/6
		990/1		£24.00	£4.00	£20.00	P&F	Hampshire Association Of Local Councils	Officers Update for Chris Wilkins and Rory Fitzgerald - 2 April 2020	2310/2
63	30/06/20	990	RTC803659	£24.00	£4.00	£20.00		Hampshire Association Of Local Councils	Training	2310/2
64	30/06/20	991		£225.12	£37.52	£187.60	RLOS	E G Coles	To service Kubota Tractor.	3000/3/2
		992/1		£10.00	£1.67	£8.33	P&F	Community First New Forest	Renewal of membership from 01/04/2020	2000/1/16
65	30/06/20	992	RTC803583	£10.00	£1.67	£8.33		Community First New Forest	Renewal of Membership	2000/1/16
66	30/06/20	993		£18.00	£3.00	£15.00	RLOS	Insight Security & Facilities Ltd	Alarm at Carvers Sheds.	3000/2/1
67	30/06/20	994		£2,700.00	£450.00	£2,250.00	RLOS	Oakley Landscapes	Final bill Danny Cracknell Pocket Park	3350/4
68	30/06/20	995		£537.58	£89.60	£447.98	RLOS	New Forest District Council	Dog waste collection.	3000/6/1
69	30/06/20	996		£26.39	£4.40	£21.99	RLOS	Eco Sustainable Solutions	soil for making good Playparks as per playground inspection recommendations.	3000/2/16
70	30/06/20	998		£48.68	£8.11	£40.57	RLOS	Elliott Brothers Ltd	1x 8x2 4.6 1x 6x2 4.6 wood for Cemetery Gardens.	3200/2/5
Total				£59,896.32	£2,359.31	£57,537.01				

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	30-Jun-20			30-Jun-20	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	104,513	104,918	-120,000		100,000	84,918
Business Account	11,549	11,544			40,000	51,544
Investment Accounts	550,000	550,000		-140,000		410,000
Greenways Rent Deposit	10,713	10,700				10,700
Petty Cash - Imprest	100	156				156
Petty Cash - Carvers Clubhouse	100	100				100
VIC Change Float	50	50				50
Information Desk Float	75	75				75
TOTAL BANK BALANCES	677,100	677,543	-120,000	-140,000	140,000	557,543

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

PROPOSED TRANSFER AUTHORISATIONS:

DATE

15th July 2020

15th July 2020

Investment Accounts	CCLA	Instant access
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Notes:

- 1 **Imprest Account** £
Anticipated net expenditure to end September (3 months) 120,000
transfer to CCLA (approved May P&F)

Net Movement on imprest account **120,000**
- 2 **Investment Maturity**
No investments due to mature
- 3 The bank accounts were reconciled as at 30th June 2020
- 4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
- 5 With reference to the Greenways Rent Deposit Account b) 1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228
- 6 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
- 7 A nominal account has been implemented to reflect the float held by the Information Desk.
- 8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

REPORT TO POLICY & FINANCE COMMITTEE – 15th JULY 2020**BUDGETARY CONTROL QUARTER 1 – End of JUNE 2020****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first quarter of the year 2020-21.
- 1.2 Income and expenditure to the end of June has been compared against the budget forecast which was approved at the January meeting of this Committee.
- 1.3 Both income and expenditure are below levels that we would normally expect at this point in the year, due to the Covid pandemic. In response to this, a draft revised budget has been also been prepared.

2. INCOME & EXPENDITURE APRIL 2020 to MAY 2020

- 2.1 Expenditure to the end of June totalled £143,289. A further £10,702 is due to HCC and Inland Revenue in respect of pension and tax contributions for June, so the total expenditure is £153,991 against a budget of £748,624 including approved growth. Expenditure is therefore 20.6% of budget or around 4.4% below the level we would expect at this point in the year. As previously reported the variance is mainly due to timing differences with some large payments expected later in the year. There remains however a growing underspend on pay costs (£103,397 against a budget to date of £111,097). Whilst a third of this is attributable to the delay in implementing the April 2020 pay award, most is due to staff vacancies and reductions in overtime.
- 2.2 It is perhaps still too early in the year to draw any wider conclusions about the spend to date. The Covid pandemic is likely to reduce costs in the short term as some work is delayed or even cancelled but it is not expected to have a significant impact on Town Council expenditure overall as most costs are fixed in the short term.
- 2.3 The same cannot be said for income budgets. It is very likely that much of the sports activity will reduce and the consequent income, both from the hire of facilities and consequent grounds maintenance, will fall as a result.
- 2.4 Income received to date, excluding the precept and CIL stands at £22,165, or just 9.6% of the budget. Whilst this represents an improvement on the position at the end of May, suggesting that some is attributable to delays in processing invoices, there is an underlying drop in income, particularly sports and activities related income. Around 36% of the income recorded to date is in respect of cemeteries, but even here, the total revenue generated is only 17.5% of anticipated income for the year, a shortfall to date of over £3,000.
- 2.5 Income will be monitored carefully over the coming months, but it is very likely that receipts will fall below budget plans.

3. Reserves

- 3.1 Reserves at 1st April were £495,883.20. (This figure is slightly greater than previously reported because of adjustments to year end debtors and creditors which have emerged during preparation of the final accounts for 2019/20)
- 3.2 The budget makes provision for a net transfer to reserves of £23,889. This is very likely to reduce given current circumstances but will be monitored carefully during the year. The reserves movements for 2019-20 and 2020-21 are included at Appendix 2.

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4. FINANCIAL IMPLICATIONS

- 4.1 It is still too early in the year to draw any firm conclusions from the spend against budget to date, however the current issues around Covid 19 are very likely to impact income generation disproportionately. Total income for the year was budgeted at just over £230,000 and so any shortfall may be comfortably covered by the balance on the general reserve of £279,923.

5. RECOMMENDATION

It is **recommended** that:-

- 5.1 The budget position is noted.

For further information please contact:
Rory Fitzgerald, Finance Manager or
Tel: 01425 484723
rorry.fitzgerald@ringwood.gov.uk

For further information please contact:
Chris Wilkins, Town Clerk
Tel: 01425 484720
Chris.wilkins@ringwood.gov.uk

Financial Budget Comparison

Comparison between 01/04/20 and 08/07/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
INCOME					
Policy & Finance					
200	Revenue Income	£132,298.00	£0.00	£10,994.91	-£121,303.09
280	Carvers Club House Income	£12,170.00	£0.00	£0.00	-£12,170.00
999	Suspense	£0.00	£472.74	£365.23	£365.23
Total Policy & Finance		£144,468.00	£472.74	£11,360.14	-£133,107.86
Recreation, Leisure & Open Spaces					
300	Revenue Income (RLOS)	£35,408.00	£0.00	£1,591.31	-£33,816.69
320	Cemetery Income	£45,531.00	£0.00	£8,007.27	-£37,523.73
330	Allotment Income	£5,306.00	£0.00	£33.41	-£5,272.59
Total Recreation, Leisure & Open Spaces		£86,245.00	£0.00	£9,631.99	-£76,613.01
Planning, Town & Environment					
400	Income	£1,100.00	£0.00	£1,100.00	£0.00
Total Planning, Town & Environment		£1,100.00	£0.00	£1,100.00	£0.00
Council					
100	Precept	£0.00	£0.00	£259,953.50	£259,953.50
102	Interest Business A/c	£0.00	£0.00	£1.46	£1.46
110	Client Deposits	£0.00	£0.00	£71.03	£71.03
Total Council		£0.00	£0.00	£260,025.99	£260,025.99
Total Income		<u>£231,813.00</u>	<u>£472.74</u>	<u>£282,118.12</u>	<u>£50,305.12</u>

Financial Budget Comparison

Comparison between 01/04/20 and 08/07/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Policy & Finance					
2000	Establishment	£103,390.00	£0.00	£20,337.35	£83,052.65
2100	Maintenance	£34,158.00	£0.00	£486.17	£33,671.83
2200	Democratic Process (members Costs)	£11,448.00	£0.00	£2,156.05	£9,291.95
2210	Grants	£7,000.00	£0.00	£2,118.50	£4,881.50
2300	Employee Costs- Allocated Office Staff	£120,689.00	£0.00	£25,272.22	£95,416.78
2310	Employee overhead Costs	£2,343.00	£0.00	£628.92	£1,714.08
2400	Other	£48,580.00	£0.00	£1,459.00	£47,121.00
2500	Capital Financing	£31,546.00	£0.00	£15,772.95	£15,773.05
2501	Capital	£0.00	£0.00	£785.13	-£785.13
2600	Wages Control Account	£0.00	£0.00	-£10,701.90	£10,701.90
2801	Carvers Employee Costs	£54,611.00	£0.00	£6,802.54	£47,808.46
2802	Carvers Club House-	£19,614.00	£0.00	£4,478.48	£15,135.52
9999	Suspense	£0.00	£0.00	£31.99	-£31.99
Total Policy & Finance		£433,379.00	£0.00	£69,627.40	-£363,751.60
Recreation, Leisure & Open Spaces					
3000	Recreation & Leisure (Other)	£68,550.00	£0.00	£16,898.86	£51,651.14
3001	RL&OS -Employee Costs	£143,537.00	£0.00	£33,886.05	£109,650.95
3002	Employee Costs	£2,000.00	£0.00	£0.00	£2,000.00
3200	Cemetery	£9,142.00	£0.00	£2,515.85	£6,626.15
3201	Cemetery -Employee Costs	£36,718.00	£0.00	£8,706.13	£28,011.87
3300	Allotments	£2,307.00	£0.00	£1,382.84	£924.16
3301	Allotments -Employee Costs	£10,009.00	£0.00	£2,150.74	£7,858.26
3350	Capital Expenditure	£0.00	£0.00	£4,500.00	-£4,500.00
Total Recreation, Leisure & Open Spaces		£272,263.00	£0.00	£70,040.47	-£202,222.53

Financial Budget Comparison

Comparison between 01/04/20 and 08/07/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance	
Planning, Town & Environment					
4000	Planning, Town & Environment	£1,858.00	£0.00	£137.24	£1,720.76
4001	Employee Costs	£16,624.00	£0.00	£3,538.02	£13,085.98
4050	Capital Expenditure	£0.00	£0.00	£0.00	£0.00
Total Planning, Town & Environment		£18,482.00	£0.00	£3,675.26	-£14,806.74
Council					
10000	Petty Cash - Office	£0.00	£0.00	-£91.99	£91.99
10001	Petty Cash - Youth	£0.00	£0.00	£0.00	£0.00
10002	Petty Cash - Visitor Information Centre	£0.00	£0.00	£0.00	£0.00
10003	Petty Cash - Information Desk	£0.00	£0.00	£0.00	£0.00
10110	Deposit Refunds	£0.00	£0.00	£0.00	£0.00
10111	Bank Charges	£0.00	£0.00	£37.50	-£37.50
Total Council		£0.00	£0.00	-£54.49	-£54.49
Total Expenditure		£724,124.00	£0.00	£143,288.64	£580,835.36
Total Income		£231,813.00	£472.74	£282,118.12	£50,305.12
Total Expenditure		£724,124.00	£0.00	£143,288.64	£580,835.36
Total Net Balance		-£492,311.00		£138,829.48	

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

	Actual Balance 01/04/19 £	Planned Transfers 2019/20 (revised):			Estimated Balance 01/04/20 £	Planned and Proposed Movements 2020/21:					Estimated Balance 31/03/21 £
		from Revenue £	to Revenue £	Cash Receipts £		from Revenue £	to revenue		Capital Receipts £	between provisions £	
							base budget £	Growth £			
<u>EARMARKED PROVISIONS</u>											
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		-6,000			13,809
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	2,392			13,357			-1,000			12,357
Memorial Lantern	1,852				1,852			0			1,852
Carvers Grounds	11,300				11,300			0			11,300
Infrastructure & Open Spaces	9,473	3,000	-7,112	585	5,946	3,000		0		10,397	19,343
Total Provisions	178,481	53,692	-55,447	585	177,311	38,400	0	-13,000	0	0	202,711
<u>RESERVES</u>											
Earmarked Reserves:											
Dev Contribs	5,203		-420		4,783		-1,000	0			3,783
Cem Maint	1,670		-230		1,440		-230	0			1,210
Dev Cons(CIL)	14,101		-11,556	16,756	19,301			0	0		19,301
Capital Receipts	13,125				13,125			0	0		13,125
Grants Unapplied	0				0			0	0		0
Loans Unapplied	0				0			0	0		0
Total Earmarked Reserves and Provisions	212,580	53,692	-67,653	17,341	215,960	38,400	-1,230	-13,000	0	0	240,130
General Reserve	280,955		-1,032		279,923	0	-1,281				278,642
Total Reserves	493,535	53,692	-68,685	17,341	495,883	38,400	-2,511	-13,000	0	0	518,772

POLICY & FINANCE COMMITTEE – 15th JULY 2020
DRAFT REVISED BUDGET 2020/2021

1. INTRODUCTION

- 1.1 The Covid 19 pandemic has had a significant impact upon the operation of the Town Council. At the June meeting of this committee members requested a preliminary assessment of the likely impact of the pandemic on Council finances. This report sets out revised predictions for the 2020/21 budget together with proposals to meet the challenges for consideration by this Committee and subsequent submission to Full Council.

2. APPROVED BUDGET 2020/21

- 2.1 The 2020/21 budget was approved in January. In essence the budget headlines are:

	£
Expenditure - base	699,329
Expenditure - growth	26,500
Less Income - base	- 228,812
Less Income - growth	-1,000
Plus Net transfer to earmarked reserves	25,170
Less Transfer from General Reserve	<u>-1,281</u>
Precept	519,906

- 2.2 Reserves at the 1st of April 2020 stood at £495,883 of which £215,960 was held in earmarked reserves and the balance of £279,923 was held in the General Reserve.

3. REVISED BUDGET PREDICTIONS AT JULY 2020

- 3.1 Income and expenditure to the end of June is reported in detail in the budget monitoring report, but in essence, at the end of Quarter 1, just over 20% of the planned budget expenditure has been incurred, whilst less than 10% of the planned income, excluding the precept, has been achieved. Some of this is due to timing delays, but it is clear that the Town Council is unlikely to achieve income targets for the year.

- 3.2 Income risks are summarised as follows:

Earned income is derived from a range of activities of the Council. Within this committee, the largest source of income is in respect of service and buildings recharges to NFDC of around £70,000 which is reasonably secure. Rental income from Greenways and Southampton Road properties account for £41,367 and again, there is no indication yet that this income is at risk. However, the remaining income from events, £15,000, Carvers Clubhouse, £9,670 and VIC and market stall income is all at risk. So too is the predicted return on investments with the CCLA following the drop in interest rates. In total, this committee is likely to suffer a fall in predicted income of £22,900.

B

Within Recreation & Leisure Committee, the main sources of income for grounds maintenance are derived from schools contracts, £15,215, sports activities, £11,665 and other grounds maintenance £8,528. All of this income is at risk, not least because the grounds staff have been unable to carry out much of their scheduled work this year to date. It is likely that this income will reduce by around £16,600.

Cemeteries were predicted to generate just over £46,000 this year and whilst receipts to date have been somewhat lower than predicted, it is not yet clear whether this is due to timing delays or an underlying reduction in service demand. Nevertheless, receipts to the end of Q1 are running at just 70% of budgeted revenue and so it would be prudent to expect a drop of around 20% or £9,000 in planned income for the year. Allotments are expected to generate around £5,300 for the year with invoices due to go out at the end of September. It is not expected that this income will be significantly impacted by the Covid pandemic.

3.3 Income increases.

It is possible that some additional income may materialise but any that does is likely to be in connection with specific additional spend and so no additional income is assumed.

3.4 Expenditure Savings :

Reduced activity will deliver some expenditure savings, principally in staff overtime, some utilities and fuel costs whilst a range of discretionary spend is likely to be below budgeted expectations. It is unlikely that the Visitor Information centre will operate at anything like normal and it may not open at all. Savings for the year are likely to be around 3.75% of the budget or £16,700. Other expenditure budgets are expected to see reductions of £21,350.

3.5 Expenditure Increases:

Increased expenditure is likely to manifest itself in two main areas, the cost of adaptations to allow socially distant interactions with the public and within the workplace, and the additional costs associated with remote working such as software licences. Fortunately recent investment in IT has proved invaluable in enabling office based staff to continue working from home, however additional expenditure has been incurred, £120 for Zoom licences, e.g. A figure of £10,000 is proposed for additional spend on adaptations and costs in connection with remote working.

3.5 There are a number of other expenditure increases which have emerged since the original budget was approved in January and therefore need to be reflected in the revised budget. These include the purchase of an aerator and a van as part of the equipment replacement programme, to be funded from earmarked reserves, and a contribution of £1,050 towards tree planting at Poulner Lakes, should a request for grant funding be successful.

4. FINANCIAL IMPLICATIONS

4.1 Income is likely to drop, as a result of the pandemic, by around £48,500 for the year whilst net expenditure will fall by around £27,000 after transfers from earmarked reserves have been taken into account. A draft revised budget has been compiled, Appendix A.

- 4.2 The disproportionate loss of income in comparison with the reduced spend will inevitably mean a larger draw on the general reserve than was originally planned. The additional draw on the general reserve is likely to be in the region of £21,500.
- 4.3 No account has yet been taken of any changes in the precept and it has been assumed that this funding is secure.

5. RECOMMENDATIONS

- 5.1 Subject to any amendments made at this meeting, **it is recommended that:-**
- 5.2 Members consider the draft revised budget and any further amendments or adjustments.
- 5.3 Members submit the proposed budget, with any further changes, to Full Council for discussion, approval and adoption.

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 2020/21**

Appendix A

B

1	2	3	4	5	6	7	8
	Description	Original 19/20 £	Revised 19/20 £	Inflation £	Known Changes* £	Original 20/21 £	Revised 20/21 £
Expenditure:							
	Policy & Finance	427,587	459,018	8,032	-12,041	423,577	416,287
	Recreation & Leisure	227,672	245,774	4,070	-32,651	199,091	208,261
	Cemeteries	46,022	46,515	1,048	-1,207	45,863	44,483
	Allotments	12,314	12,330	284	-283	12,316	11,941
	Planning, Town & Environment	30,800	34,200	430	-12,748	18,482	18,857
	Council Total Expenditure	744,396	797,837	13,864	-58,930	699,329	699,829
Income:							
	Policy & Finance	-127,536	-145,191	-2,432	-11,000	-140,968	-119,068
	Recreation & Leisure	-34,953	-35,959	-699	245	-35,407	-18,807
	Cemeteries	-45,123	-36,682	-886	-22	-46,031	-37,031
	Allotments	-5,202	-5,200	-104	0	-5,306	-5,306
	Planning, Town & Environment	-1,100	-1,100	0	0	-1,100	-1,100
	Council Total Income	-213,914	-224,132	-4,120	-10,777	-228,812	-181,312
	Council Net Expenditure before transfers	530,481	573,705	9,743	-69,707	470,518	518,518
Add Transfers to Provisions							
	Policy & Finance	27,400	27,400			16,500	16,500
	Recreation & Leisure	19,900	19,900			17,900	17,900
	Cemeteries	4,000	4,000			4,000	4,000
	Allotments	0	0			0	0
	Planning, Town & Environment	0	0			0	0
	Total transfers to provisions	51,300	51,300			38,400	38,400
Less Transfers from Provisions							
	Policy & Finance	-14,000	-26,168			0	-1,000
	Recreation & Leisure	-28,463	-44,622			0	-12,000
	Cemeteries	-230	-230			-230	-230
	Allotments	0	0			0	0
	Planning, Town & Environment	-13,000	-17,750			-1,000	-1,000
	Total transfers from Provisions	-55,693	-88,770			-1,230	-14,230
	Total Budget Requirement before new bids	526,088	536,235	9,743	-69,707	507,688	542,688
New Bids 2020/21 (net of income)							
	Policy & Finance					9,500	0
	Recreation & Leisure					15,000	0
	Cemeteries					0	0
	Allotments					0	0
	Planning, Town & Environment					1,000	0
	Less Funded from Provisions					-12,000	0
	Council's Net Budget	526,088	536,235			521,188	542,688
	Transfers from(-) or to General Reserve	-28,539	-38,686			-1,281	-22,781
	Council Precept (to be met by Council Tax Payers)	497,549	497,549			519,907	519,907
	Council Tax Base	5285.2	5285.2			5,361.8	5,361.8
	Council Tax	94.14	94.14			96.96	96.96

RINGWOOD TOWN COUNCIL
BUDGET AND REVISED BUDGET 2020/21

Appendix A

B

1	2	3	4	5	6	7	8
	Committee	Original 19/20 £	Revised 19/20 £	Inflation £	Known Changes* £	Original 20/21 £	Revised 20/21 £
	Policy & Finance						
	Expenditure	427,587	459,018	8,032	-12,041	423,577	416,287
	Income	-127,536	-145,191	-2,432	-11,000	-140,968	-119,068
	Net Expenditure	300,051	313,827	5,600	-23,041	282,610	297,220
	Transfers to Reserves	27,400	27,400	0	-10,900	16,500	16,500
	Transfers from Reserves	-14,000	-26,168	0	14,000	0	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)					8,500	
	Committee net expenditure	313,451	315,059	5,600	-19,941	307,610	312,720
	Recreation & Leisure						
	Expenditure	227,672	245,774	4,070	-32,651	199,091	208,261
	Income	-34,953	-35,959	-699	245	-35,407	-18,807
	Net Expenditure	192,719	209,815	3,371	-32,406	163,684	189,454
	Transfers to Reserves	19,900	19,900	0	-2,000	17,900	17,900
	Transfers from Reserves	-28,463	-44,622	0	28,463	0	-12,000
	Growth bids and adjustments (net of transfers from reserves and income)					4,000	
	Committee net expenditure	184,156	185,093	3,371	-5,943	185,584	195,354
	Cemeteries						
	Expenditure	46,022	46,515	1,048	-1,207	45,863	44,483
	Income	-45,123	-36,682	-886	-22	-46,031	-37,031
	Net Expenditure	899	9,833	162	-1,229	-168	-168
	Transfers to Reserves	4,000	4,000	0	0	4,000	4,000
	Transfers from Reserves	-230	-230	0	0	-230	-230
	Growth bids and adjustments (net of transfers from reserves and income)					0	
	Committee net expenditure	4,669	13,603	162	-1,229	3,602	3,602
	Allotments						
	Expenditure	12,314	12,330	284	-283	12,316	11,941
	Income	-5,202	-5,200	-104	0	-5,306	-5,306
	Net Expenditure	7,112	7,130	180	-283	7,010	6,635
	Transfers to Reserves	0	0	0	0	0	0
	Transfers from Reserves	0	0	0	0	0	0
	Growth bids and adjustments (net of transfers from reserves and income)					0	0
	Committee net expenditure	7,112	7,130	180	-283	7,010	6,635
	Planning, Town & Environment						
	Expenditure	30,800	34,200	430	-12,748	18,482	18,857
	Income	-1,100	-1,100	0	0	-1,100	-1,100
	Net Expenditure	29,700	33,100	430	-12,748	17,382	17,757
	Transfers to Reserves	0	0	0	0	0	0
	Transfers from Reserves	-13,000	-17,750	0	12,000	-1,000	-1,000
	Growth bids and adjustments (net of transfers from reserves and income)					1,000	0
	Committee net expenditure	16,700	15,350	430	-748	17,382	16,757
	Total Base Expenditure	744,396	797,837			699,329	699,829
	Total Income	-213,914	-224,132			-228,812	-181,312
	Total transfer to reserves	51,300	51,300			38,400	38,400
	Total Transfer from reserves	-55,693	-88,770			-1,230	-14,230
	Total New Bids (net of income & transfers)					13,500	
	Total Budget Requirement	526,088	536,235			521,188	542,688
	Precept	497,549	497,549			519,907	519,907
	Transfer to/-from General Reserve	-28,539	-38,686			-1,281	-22,781

POLICY & FINANCE COMMITTEE

15th July 2020

C

Annual Review of Insurance Arrangements

1. Introduction and reason for report

- 1.1 Councils are recommended to review and confirm once every year their arrangements for insurance cover in respect of all insurable risks. This Council has delegated this task to this committee. Officers propose that this be a standing item at the July meeting. The Council's policy renewal date is 1st October so review in July will allow officers time to implement any changes and negotiate with the insurers as necessary before the renewal.

2. Background information and options

- 2.1 The review has several purposes. To enable members to check and be assured that insurance cover is in place in respect of all relevant insurable risks. To enable members to ask questions of officers about the cover. To enable members to give officers instructions to seek changes to the cover if necessary. To enable members to satisfy themselves that the cover offers good value for money.
- 2.2 The Council's current policy is with Zurich Insurance. Details of the cover are set out in the policy schedule which (in view of its length) is being circulated separately to members as an email attachment only.
- 2.3 To secure better terms the Council has negotiated a "Long term Agreement" with Zurich. In return for a lower initial premium and only small annual increases in the premium, the Council is committed to renewing the cover with Zurich up to and including the year commencing 1st October 2021.
- 2.4 Over the last year or two some insurers have been encouraging town and parish council to take out 'Cyber Insurance'. Having examined the terms on which such cover is currently offered, officers do not consider it good value for money.

3. Issues for decision and any recommendations

The Committee is recommended to note this report.

For further information, contact:

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

Rory Fitzgerald, Finance Manager
Direct Dial: 01425 48472
Email: rory.fitzgerald@ringwood.gov.uk

POLICY & FINANCE COMMITTEE**15th July 2020****Grounds department van****1. Introduction and reason for report**

- 1.1 In the course of various previous discussions members have expressed support in principle for the acquisition of a small trade van. Officers now seek further guidance on how to take this matter forward.

2. Background information and options

- 2.1 Restrictions currently prevailing on the use of vehicles for work purposes have greatly complicated the work of the grounds department, strengthening the business case for an additional vehicle.
- 2.2 Members previously expressed a strong interest in considering electric-powered vehicles for acquisitions of this kind in future.
- 2.3 The grounds foreman has been able to obtain some information about the costs of new vehicles powered by petrol or diesel but suppliers have been either unable or reluctant to provide prices for electric-powered options. (See attachments)

3. Issues for decision and any recommendations

The Committee is invited to guide officers on the following points:

- 3.1 Is the preference for an electric-powered vehicle so strong that members wish to delay the acquisition until options for one of these become available and can be fully-assessed?
- 3.2 What is the preference as between new and used and purchase or leasing?
- 3.3 Are any members with experience of similar acquisitions willing and able to work with officers to explore options and identify a clear recommendation or narrower range of choices for a final decision (based on the answers to the foregoing questions)?

For further information, contact:

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

Kelvin Wentworth, Grounds Foreman
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk

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From: David Wolfenden <david.wolfenden@abacusvehiclehire.co.uk>
Sent: 10 June 2020 15:50
To: Kelvin Wentworth
Subject: RE: Enquiry

Hi Kelvin

Apologies for the delayed response.

To hire 1 X Peugeot Partner Diesel professional van based on a 2 year term with the ability to extend up to 4 years in total.

The annual mileage – 10,000 and servicing/maintenance are included as are Breakdown cover and Road Fund Licence for the full term.

Payment schedule = 1 + 23

Price per month = £308.33 + v.a.t

Excess mileage = 0.12ppm + v.a.t

Ref the electric van we are finding that they are in short supply or more commonly that the manufacturers are launching new models soon which

Will offer greater distance capacity and improved charging rates.

Unfortunately there is very little delivery or pricing information available but I am on the case and will forward you a quote as soon as possible.

Kind Regards
David Wolfenden

Reception: 01202 877790
Fax: 01202 877794
Website: www.abacusvehiclehire.co.uk



Abacus Vehicle Hire, Ferndown: 13 -19 Johnson Rd, Ferndown Ind Estate, Ferndown, Dorset, BH21 7SE
Abacus Vehicle Hire, Andover: 280A Weyhill Road, Andover, Hampshire, SP10 3LS
Abacus Motorhomes, Andover: 286 Weyhill Road, Andover, Hampshire, SP10 3LS

Horton Commercials Ltd – T/A Abacus Car, Van & Truck Hire - Company No. 3642932
Registered Office: Templars House, Lulworth Close, Chandlers Ford, Hampshire SO53 3TL

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Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2020-21 budget)								
A1	Website refresh	Brief for “meetings” section agreed. Detailed sitemap in preparation	£6,000 Annual budget	£3,000	£6,500	Significant	Probable	Carried over from 2019-20. Compliance deadline with accessibility regulations is in September.
A2	Carvers Clubhouse – Additional staff	Recruitment was started but suspended when the coronavirus outbreak began	£3,000 Annual budget	£0	£3,000	Moderate	Probable	
A3	Youth Outreach Workers	Suspended in response to the coronavirus outbreak	£5,500 Annual budget	£0	£5,500	Moderate	Probable	
Projects with budgetary implications (not included in 2020-21 budget but added since)								
B1	None							
Projects with no budgetary implications in 2020-21								
C1	Christmas Tree for Market Place	Awaiting quote from supplier. Discussions about new socket pending.				Minimal	Probable	
C2	Strategic Planning	Options for preparation of a strategy document are being prepared				Moderate	Probable	The review of the Scheme of Delegation and the Committee Terms of reference will be included in this process.