

# Ringwood Town Council

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

## POLICY & FINANCE COMMITTEE

Dear Member

14<sup>th</sup> February 2019

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20<sup>th</sup> February 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins  
Town Clerk

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### 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 16<sup>th</sup> January 2019

**5. GRANT AID**

To consider the following applications for Grant Aid (*Report A attached*):

- a. Ringwood Twinning Association
- b. Fanfare for Spring 2019
- c. Ringwood School

**6. FINANCIAL REPORTS (*Report B attached*):**

- a. To receive and authorise list of payments made on Imprest Account for January
- b. To receive and authorise list of Petty Cash payments for January
- c. Treasury Management update
- d. To receive Statement of Town Council Balances and authorise Inter Account Transfers
- e. To receive the Finance Manager's budget monitoring report

**7. AUDIO RECORDING OF MEETINGS**

To consider the report on the audio recording of meetings (*Report C*)

**8. PROJECTS**

To receive an update in respect of projects (*Report D*)

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](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andrew Briers  
Cllr Philip Day  
Cllr Christine Ford  
Cllr Anne Murphy  
Cllr Gloria O'Reilly  
Cllr Michael Thierry  
Cllr Chris Treleaven  
Cllr Angela Wiseman

Ex Officio Members

Cllr Tony Ring  
Cllr Philip Day

Student Advisors

Oliver Magor  
Jonathan Skirton  
Tom Weetman

Copied by e-mail to other members for information

**RINGWOOD TOWN COUNCIL**

**A**

**POLICY & FINANCE COMMITTEE 20TH FEBRUARY 2019**

**GRANTS 2018/2019**

<b>GRANTS REQUESTED</b>	<b>PREVIOUS GRANTS PAID</b>			
	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>REQD</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Ringwood Twinning Association (1)				<b>1,000</b>
Fanfare For Spring 2019				<b>1,000</b>
Ringwood School	<b>120 (2)</b>	<b>500 (3)</b>		<b>2,000</b>
			<b>Total</b>	<b>4,000</b>

NB

- (1)The last grant paid to Ringwood Twinning Association was 2014/15 £300
- (2)Annually up until 2015/16 Ringwood School applied and were granted an achievement award for pupils
- (3)Ringwood School Arts Foundation

**2018/19 FUNDS AVAILABLE**

	<b>£</b>
2018/19 Budget	9,000
<b>Total Funds available</b>	<b>9,000</b>
Less Paid	4,200
<b>Total Unspent @ 20/02/19</b>	<b>4,800</b>

**2018/19 GRANTS PAID TO DATE**

	<b>Min Ref</b>	<b>£</b>
Breast Cancer Haven Wessex	F/5569	100
Avon Valley Dementia Pals	F/5569	300
Ringwood Junior School PTA	F/5582	500
Ringwood Carnival Society	F/5594	750
New Forest Disability Information Service	F/5603	250
Avon Valley Concerts	F/5613	500
Citizens Advice New Forest	F/5624	1,300
Rwd Rotary Club for Christmas Eve Festivities	F/5624	500
	<b>TOTAL</b>	<b>4,200</b>

**2018/19 GRANTS DEFERRED**

	<b>Meeting</b>	<b>Min Ref</b>	<b>Reason deferred</b>
Poulner Baptist Chapel	20/06/18	F/5582	Promoting religious ideals/Cash discrepancies

**2018/19 GRANTS REJECTED**

	<b>Meeting</b>	<b>Min Ref</b>	<b>Reason Rejected</b>
Revitalise	F/5624		National charity and not much local benefit





## Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

### APPLICATION FOR GRANT AID

#### Applicant's Details

Name of Organisation requesting grant	RINGWOOD TWINNING ASSOCIATION
Charity Registration Number (if appropriate)	N/A
Postal Address	[REDACTED]
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

#### Details of Grant Request

Amount requested	£ 1000 - 00
What is the purpose of the grant?	<ul style="list-style-type: none"> <li>• To provide a civic reception for the Mayor of Pont-Audemer and accompanying families visiting Ringwood on May 30 - June 2 2019.</li> <li>• Pay the costs associated with it.</li> <li>• Gift for the Mayor - he will be presenting us with an apple tree from Normandy.</li> </ul>
How would the people of Ringwood benefit from your receiving this grant?	They would have the opportunity to visit our twin town in 2021 and understand their culture and way of life.


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How many Ringwood people would benefit?	ALL CURRENT & POTENTIAL TWINNING PARTICIPANTS + GENERAL BENEFIT OF POSITIVE PUBLICITY & TWINNING RELATIONSHIPS																					
Total cost of project	£ 2000 - 00 +																					
If a grant is awarded, to whom should the cheque be payable?	N/A																					
Account information for BACS payment	Sort code <table border="1"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td> </tr> </table> Account number <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>			-			-															
		-			-																	

**Information about your Organisation**

Membership: 23	What facilities do you provide? Hosting visitors from our twin town every two years
Subscription: £ 12	
Names of competing or similar organisations	None

**Funds available to your organisation**  
(apart from this grant application)

Cash in hand: £ 1505 as of 31.3.18 audit	Annual income: £ 460 from subscriptions this last year	
Other sponsoring bodies and amounts donated by them	NONE	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	NOT for this event	
Signature of Applicant		Date 8/2/19
Position within the Organisation:	CHAIRMAN	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Please refer to the separate Notes for Applicants document.  
 If you wish to attend the Committee meeting at which your application will be considered, please contact us.

**RINGWOOD TWINNING ASSOCIATION**

## INCOME AND EXPENDITURE ACCOUNT

Period ending 31st March 2018

**INCOME**

	£
Subscription	132.00
Socials	506.92
Raffles	49.00
Other	649.00
	<u>1336.92</u>

**EXPENDITURE**

	£
Visits	1060.50
Socials	£193.65
Administration	£38.19
Other	£211.74
	<u>1504.08</u>

Excess income over expenditure: -167.16

31/03/2017

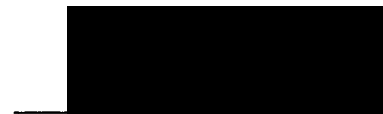
	£
HSBC Current Account	1228.85
Cash in Hand	8.19
	<u>1237.04</u>

31/03/2018

	£
Bank	£1,497.88
Cash	£7.44
	<u>1505.32</u>

There are two entries that I have been unable to verify because the information was not available. These are the £12 annual subscription payments for Zara Mercer and Anne Murphy. On the proviso that these are obtained as soon as possible, I am happy to sign off these accounts.

Examined by Sarah Nye BSc (Hons) CIA CMIIA QIAL  
08/05/2018









Ringwood Town Council

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7 FEB 2019

# Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

## APPLICATION FOR GRANT AID

### Applicant's Details

Name of Organisation requesting grant	"Fanfare for Spring 2019"
Charity Registration Number (if appropriate)	1027083 THE ROTARY CLUB OF RINGWOOD
Postal Address	[REDACTED]
Name of Contact	
Contact's telephone number	
Contact's email:	

### Details of Grant Request

Amount requested	£ £1000.00
What is the purpose of the grant?	See attached Statement SUPPORT FOR THE EVENT "FANFARE FOR SPRING 2019"
How would the people of Ringwood benefit from your receiving this grant?	The event is open free of charge to all members of the public: young and old. A day long entertainment from 11.00am until 4.30pm with a Big Band Concert in the Gateway Square at 5.30pm.

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How many Ringwood people would benefit?	All those who attend. In previous years 1500 to 2000 during the day.
Total cost of project	£ £9000.00
If a grant is awarded, to whom should the cheque be payable?	The Rotary Club of Ringwood <i>MARKED FANFARE FOR SPRING 2019</i>
Account information for BACS payment	Sort code [REDACTED] Account number [REDACTED]

### Information about your Organisation

Membership:	What facilities do you provide? 39 Full Members
Subscription: £120 annually	
Names of competing or similar organisations	None

### Funds available to your organisation (apart from this grant application)

Cash in hand: £3702	Annual income: £522 was the excess in hand from the last event in 2017	
Other sponsoring bodies and amounts donated by them  Will be similar to 2017	Given to Local Charities	£ 2000
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Hampshire County Council via HCC Councillor: Michael Thierry	
Signature of Applicant	[REDACTED]	Date 7-2-19
Position within the Organisation:	Event Coordinator	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

## STATEMENT

### FANFARE FOR SPRING 2019

Now a biennial event, '**FANFARE FOR SPRING RINGWOOD'S INTERNATIONAL FESTIVAL OF STREET PERFORMANCE**' has captured the enthusiasm of the public and performers alike to such an extent that we are set to run again for a further year on SATURDAY 18<sup>TH</sup> MAY 2019. *OUR 5<sup>TH</sup> EVENT*

Not unexpectedly the cost of putting together this event has increased considerably since its birth in 2012. It's no surprise therefore that we are asking for financial help from local businesses and Local Authorities for their support.

The aims for this Festival are five-fold:

1. To celebrate the local community spirit in promoting RINGWOOD as a place for Retail, Business, Dining, Living and Leisure.
2. To showcase talented performers both professional and amateur from RINGWOOD and beyond, Nationally and Internationally.
3. To inject Energy, Colour, Creativity, Music and Entertainment into RINGWOOD's streets and public spaces.
4. To build on the outstanding success of previous years with ever increasing quality and variety of performers.
5. An opportunity to raise funds for RINGWOOD charitable causes.

Fanfare is organised by THE ROTARY CLUB OF RINGWOOD, RINGWOOD EX-TABLERS CLUB (41 Club) AND FRIENDS

# A

## Projected Budget: Fanfare for Spring 2019

### Expenditure

Website	£400
NFDC License	£21
Twinning Association	£250
Publicity	£1000
Administration	£150
Printing	£300
Steel Band	£600
Punch and Judy	£400
First Responders/First Aid	£100
Tenting	£1000
Foreign Performers	£700
Barriers	£100
RTC Banners	£100
Hospitality	£100
Fuel	£20
Greyfriars	£100
Electrical Technician	£100
Fire and Rescue	£250
Guides	£250
Scouts	£250
Van Hire	£200
Trinity	£100
Performers	£1500
P.A. and Electrics	£500
Staging x 3	£300
Opening Celebration Expense	£100
	<u>£8891</u>
Contingency's	<u>£109</u>
	<u>£9000</u>



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Tel: 01425 473883. Email: town.council@ringwood.gov.uk

### APPLICATION FOR GRANT AID

#### Applicant's Details

Name of Organisation requesting grant	Ringwood School
Charity Registration Number (if appropriate)	
Postal Address	
Name of Contact	
Contact's telephone number	
Contact's email:	

#### Details of Grant Request

Amount requested	£ 2000
What is the purpose of the grant?	<p>2019 marks the official 60<sup>th</sup> birthday of Ringwood School being fully open with a full intake on its current site.</p> <p>To celebrate, we are planning a one day festival event for the entire community of Ringwood past and present. We want to welcome people to the school for a day of family fun and quality entertainment which will see our main field transformed into a one day festival site.</p> <p>Such an event requires a vast array of necessary facilities, and we are reaching out to the Town Council to support our Main Stage involving the hire of a trailer stage, PA system, and technicians for professional bands on the day.</p> <p>£1200 – Trailer Stage Hire £600 – PA system Hire £200 - Technician</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>We know the Ringwood Community thrive on larger scale events, and have been in touch with Ringwood Carnival Committee to showcase our event as the official start of Carnival Week, which they are excited to support. This event will encompass attractions for those aged 0-100, including steam engine and classic car displays, live music, trade stalls, children's entertainers, outdoor activities including a climbing wall and axe throwing, an array of local food stalls and produce and lots more. We are planning a main showcase attraction in the 'Main Arena'.</p> <p>We are hoping the award of financial support will keep an entrance fee as low as possible, and maybe even free.</p>

# A

How many Ringwood people would benefit?	2000+
Total cost of project	£ 9,500
If a grant is awarded, to whom should the cheque be payable?	Ringwood School
Account information for BACS payment	Sort code <div style="background-color: black; width: 150px; height: 15px;"></div> Account number <div style="background-color: black; width: 150px; height: 15px;"></div>

### Information about your Organisation

Membership:	What facilities do you provide?  We are an 11-18 mixed Academy.
Subscription: £	
Names of competing or similar organisations	We are the main 11-18 education provider in Ringwood.

### Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ Full school financial information on request.	
Other sponsoring bodies and amounts donated by them	Ringwood Carnival Committee	£ TBC
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	Ringwood Carnival Committee have agreed to support our event. Amounts unknown, but expected to be around £500.  Ringwood School will organise student led events to help fundraise.	
Signature of Applicant	<div style="background-color: black; width: 100px; height: 20px;"></div>	Date 11/02/19
Position within the Organisation:	Facilities Manager / Event Organiser	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**20TH FEBRUARY 2019**

**LIST OF PAYMENTS FROM IM PREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JANUARY 2019**

Date	Trans No	Details	Budget	Comm	Description	Amount £
<b>Jan</b>						
2019-01-08	3003277	Hampshire C.C.	S&S	P&F	Gateway - Cleaning supplies & stationery	72.24
2019-01-08	3003281	Hampshire C.C.	S&S	All Areas	Gateway/ Carvers/ Cemetery - Cleaning sups/stat	84.29
2019-01-08	3003275	New Forest D.C.	Employ	R&L	Groundstaff - Grounds Supervisor training	100.00
2019-01-08	3003296	New Forest D.C.	Premis	P&F	Gateway - CCTV 01/10/18 - 31/03/19	4,395.00
2019-01-08	3003271	Central Southern Sec	Premis	R&L	Carvers - CCTV Fault	54.00
2019-01-08	3003280	Little Banks Nursery	Premis	R&L	Open Spaces - Compost & bedding plants	1,150.00
2019-01-08	3003276	Eco Sustainable Sols	Premis	R&L	Open Spaces - Super soil	35.70
2019-01-08	3003273	Rwd & Fbridge Skip Hire	S&S	Cem	Cemetery - Skip hire	150.00
2019-01-08	3003278	Hampshire Trans Man	Trans	R&L	Vehicles - Maint contract 01/12/18-31/12/18	75.60
2019-01-08	3003272	MacPennys	Premis	Cem	Cemetery - Hornbeam 1012 cm & stake and tie	68.00
2019-01-08	3003279	Ann Murphy	S&S	P&F	Gateway - HALCAGM travel expenses	48.50
2019-01-14	3003303	R M Smith Fencing	Premis	R&L	Ash Grove & Toad Corner - Fencing	396.00
2019-01-14	3003302	Peter Noble	Trans	R&L	Machinery - Stihl blower repair	38.40
2019-01-14	3003304	Peter Noble	Premis	R&L	Poulner Lakes - Weld barrier	45.47
2019-01-14	3003309	Itec	S&S	P&F	Gateway - Copies charged & gold support	59.36
2019-01-14	3003316	Central Computer Man	S&S	P&F	Gateway - Payroll processing	279.90
2019-01-14	3003298	Status Computers	Cap	P&F	Gateway - Preplanning & installation net hardware	5,202.00
2019-01-14	3003311	Charmaine Bennett	S&S	P&F	Christmas event - Grotto gifts & cable ties	11.87
2019-01-14	3003312	Charmaine Bennett	S&S	P&F	Carvers C/House - Food for resale	39.66
2019-01-14	3003317	Insight Security & Facs	Premis	Car/Cem	Carvers & Cemetery - December alarm responses	90.00
2019-01-14	3003308	The Urban Greening Co	Premis	P&F	Gateway - Maintenance of sedum roof	840.00
2019-01-14	3003297	Comax UK Ltd	S&S	P&F	Christmas event - Disposable champagne glasses	35.96
2019-01-14	3003319	Solent Fire Safety Servs	Premis	All Areas	All areas - Fire equipment checks	379.68
2019-01-14	3003319	Solent Fire Safety Servs	Employ	R&L	Groundstaff - Fire training	300.00
2019-01-14	3003310	Mark Wareham	S&S	P&F	Christmas event - Refund of stallholder fee	25.00
2019-01-15	3003322	Forest Newspapers Ltd	S&S	P&F	Gateway - Advert for Events Co-ordinator	48.00
2019-01-15	3003321	Rwd & Fbridge Skip Hire	S&S	Cem	Cemetery - Skip removal and emptying	228.00
2019-01-15	3003325	Charmaine Bennett	Employ	P&F	Carvers C/House - Social media training CB	16.00
2019-01-15	3003315	Hilary Edge	S&S	P&F	Christmas event - Dance performance	50.00
2019-01-15	3003314	Luke Jaekel	S&S	P&F	Christmas & Fireworks events - Live music perfs	120.00
2019-01-15	3003313	Catherine L Smith	S&S	P&F	Christmas & Fireworks events - Singing perfs	40.00
2019-01-15	3003323	Philip Day	S&S	P&F	Christmas & Fireworks events - Drinks	140.84
2019-01-21	3003332	Itec	S&S	P&F	Gateway - Copies charged & end of contract	3.37
2019-01-21	3003331	Greyfriars	S&S	P&F	Gateway - September 2018/19 Affiliation fee	21.00
2019-01-21	3003274	Screwfix	S&S	R&L	Machinery - Cable Ties 4.5mm	2.19
2019-01-21	3003330	Screwfix	Trans	R&L	Machinery - Multi task wipes	14.99
2019-01-21	3003333	Screwfix	S&S	Cem	Cemetery - Undercoat and filler for vandalism	19.04



**B** (a)

Date	Trans No	Details	Budget	Comm	Description	Amount £
<b>Jan</b>						
2019-01-02	SO	TLC On-line	S&S	P&F	Web Site Maintenance - January 2019	80.00
2019-01-30	SO	Just Health & Safety	S&S	P&F	February 2019	212.40
2019-01-02	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - January 2019	394.00
2019-01-02	DD	New Forest D.C.	Premis	P&F	Carvers C/ House Rates - January 2019	186.00
2019-01-10	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 3	115.93
2019-01-21	DD	Worldpay	S&S	P&F	Carvers C/ House	19.69
2019-01-21	DD	Zurich	Employs	P&F	AVC - December 2018	668.00
2019-01-24	DD	CF Corporate	S&S	P&F	Gateway - Printer Quarterly Charge	595.20
2019-01-25	DD	Elite Business	Cap	P&F	Gateway - Broadband	227.20
2019-01-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Dec 2018	30.00
2019-01-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - Dec 2018	31.20
2019-01-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Dec 2018	101.58
2019-01-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Dec 2018	2.40
2019-01-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Dec 2018	46.34
2019-01-31	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Dec 2018	2.40
2019-01-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Dec 2018	13.92
2019-01-31	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ ship - Dec 2018	2.40
2019-01-31	DD	Utility Warehouse	S&S	P&F	Carvers C/ House mobile phones - Dec 2018	10.00
2019-01-31	DD	Utility Warehouse	S&S	P&F	Carvers C/ House - Dec 2018	31.20
2019-01-31	DD	Utility Warehouse	Premis	P&F	Carvers C/ House electricity - Dec 2018	478.49
2019-01-31	DD	Utility Warehouse	Premis	P&F	Carvers Club/ House club mem/ ship - Dec 2018	2.40
2019-01-28	PAY	Lloyds	S&S	P&F	Bank charges December 2018	16.02
2019-01-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - January 2019	136.00
2019-01-17	LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	130.15
2019-01-17	LloydsCC	Baker Ross	S&S	P&F	Carvers C/ House - Refund	-13.14
2019-01-17	LloydsCC	Baker Ross	S&S	P&F	Carvers C/ House - Refund	-13.14
2019-01-17	LloydsCC	Facebook	S&S	P&F	Carvers C/ House - Adverts for Xmas & general	20.46
2019-01-17	LloydsCC	Amazon	Premis	R&L	Long Lane - Heavy duty sacks	18.99
2019-01-17	LloydsCC	Cartridge Save	S&S	P&F	Gateway - Ink cartridge	37.90
2019-01-17	LloydsCC	DVLA	Trans	R&L	Vehicles - Road tax	252.50
2019-01-17	LloydsCC	Amazon	Premis	R&L	Long Lane - Heavy duty sacks	18.99
2019-01-17	LloydsCC	Waitrose	S&S	P&F	Gateway - Mayor's Christmas gathering	56.10
2019-01-17	LloydsCC	S/WW Business	Premis	R&L	Water - Crow lane Oct 16 to date	54.77
2019-01-18	BP	Hampshire C.C.	Employs	P&F	Pension December 2018	7,067.14
2019-01-22	DD	Inland Revenue	Employs	P&F	December 2018	6,180.37
2019-01-25	Telepay	Staff	Employs	P&F	January 2019	21,521.75
<b>TOTAL</b>						<b>53,415.67</b>

**AUTHORISATIONS**

DATE

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20th February 2019

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20th February 2019

**POLICY AND FINANCE COMMITTEE 20TH FEBRUARY 2019**

**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**  
**FOR THE PERIOD 1ST TO 31ST JANUARY 2019**

Date	Voucher No	Details	Location	Description	Amount £
<b>Jan</b>					
2019-01-02	10/01	Waitrose	Gateway	Milk	1.78
2019-01-04	10/02	Waitrose	Gateway	Milk & dishwasher tablets	11.78
2019-01-04	10/03	Waitrose	Gateway	Dishwasher tablets	10.00
2019-01-04	10/04	Waitrose	Gateway	Coffee	3.30
2019-01-07	10/05	Sainsburys	Gateway	Coffee	6.00
2019-01-07	10/06	Sainsburys	Gateway	Milk	0.80
2019-01-08	10/07	Steadfast	Allotments	Gate keys	12.00
2019-01-08	10/08	Wilko	Gateway	Storage box & glue	2.50
2019-01-09	10/09	Sainsburys	Gateway	Milk	1.60
2019-01-15	10/10	Elliots	Allotments	Southampton Road - Outside tap & spare	17.40
2019-01-17	10/11	Sainsburys	Gateway	Tea, coffee & milk	9.10
2019-01-18	10/12	Waitrose	Gateway	Coffee mate	2.65
2019-01-22	10/13	Waitrose	Gateway	Milk	1.78
				<b>TOTAL</b>	<b>80.69</b>

**LIST OF PAYMENTS FROM PETTY CASH - CARVERS CLUBHOUSE**  
**FOR THE PERIOD 1ST TO 31ST JANUARY 2019**

Date	Voucher No	Details	Location	Description	Amount £
<b>Jan</b>					
				<b>TOTAL</b>	<b>0.00</b>

**AUTHORISATIONS**

**DATE**

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**20th February 2019**

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**20th February 2019**

**REPORT TO POLICY & FINANCE COMMITTEE – 20th FEBRUARY 2019****RINGWOOD TOWN COUNCIL TREASURY MANAGEMENT****1. BACKGROUND**

- 1.1 The Town Council has a treasury management policy which requires the Council to spread investments in order to reduce risk and to limit investments in any one approved organisation to £250,000. Investments are limited to fixed short term deposits of up to 364 days with organisations that have at least an F1 rating from FITCH the international rating agency.
- 1.2 Town Council cash balances can range from more than £800,000 immediately after receipt of the precept, to around £400,000 at the end of the year. Cash that is not needed imminently has previously been invested in short term deposits with the Council's bankers, Lloyds and with Santander and more recently with the Churches, Charities and Local Authorities Investment Management Ltd (the CCLA).
- 1.3 There have been considerable difficulties in obtaining investment facilities with the banks and financial organisations that are currently approved and listed within the treasury management policy and the process required to arrange investments and transfer funds is cumbersome and time consuming.
- 1.4 There is however, an opportunity to make more use of the CCLA, reduce administration and increase returns whilst maintaining safeguards through diversification of investments.

**2. THE CCLA**

- 2.1 The CCLA was created in 1987 following the introduction of financial services regulation, although the organisation can trace its origins back to 1958. It is one of the largest UK charity fund managers and manages funds solely for Churches, Charities and Local Authorities. Authorised and regulated by the Financial Conduct Authority, the CCLA currently manages funds in excess of £7.8 billion
- 2.2 At 31<sup>st</sup> March 2018 the CCLA were managing funds of £7,842 million of which £1,305 million was on behalf of 592 Local Authorities with an average investment of £2.2 million. They currently manage £250,000 on behalf of Ringwood Town Council.
- 2.3 Invested sums are placed in a number of funds of which two are appropriate for the Town Council - the Public Sector Deposit Fund and the Local Authorities Property Fund, or LAPF. The former is a cash deposit fund, much like a bank deposit and attracts interest at the prevailing rate whereas the second is a property investment fund and relies on growth in order to provide any return.
- 2.4 The deposit fund was launched in 2011 and is currently invested across 30 banks, each with a minimum F1 rating from Fitch. Investments in the deposit fund are therefore automatically spread across all of these banks. The deposit fund is appropriate for short term investments and funds, rather than be "fixed" may be drawn down at any time without penalty. At the 13<sup>th</sup> February the fund was earning interest of 0.7903%
- 2.5 The LAPF operates through investment in property assets. Funds appreciate, or depreciate, according to the performance of the property portfolio and as such the fund carries a greater risk than the deposit fund. Returns, however, have generally been significantly higher with a yield for the year to the end of December of 4.21%.
- 2.6 As a fund manager, rather than a bank, the CCLA is a more secure investment option than any single financial organisation. Any funds that are invested through the CCLA in the deposit fund are held on the investor's behalf by the constituent

banks and in the unlikely event that anything causes the CCLA to go into liquidation or otherwise cease operating, the investments remain secure.

- 2.7 The LAPF may not be appropriate at this time but is worthy of further consideration in the future and whilst it is outside the parameters of the current treasury management policy, it may be a useful facility in future to help grow funds for a specific purpose.

### **3. Treasury Management Policy Statement**

- 3.1 The current treasury management policy statement which was approved in 2010 is included at Appendix 1. It is proposed to update sections 4 and 5 of the statement as follows:
- 3.2 Amend paragraph **4.1**: The Council will use short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The Council may use a fund manager such as the CCLA to spread investments across multiple financial organisations so long as the maximum amount that can be invested with any one such financial organisation is £250,000 and all of the organisations satisfy the requirements set out in section 5.1.
- 3.3 Add a new paragraph **4.2**: The Council will consider longer term investments only as part of a wider investment strategy designed to enable specific planned future capital projects. Any such investments will require scrutiny and prior approval by the Council.
- 3.4 The list of approved banks and building societies included in **5.2** and **5.3** is out of date and should be removed.
- 3.5 The updated statement is included at Appendix 2.

### **4. RECOMMENDATION**

It is **recommended** that:-

- 4.1 Members approve the changes to the treasury management policy set out in section 3.
- 4.2 Members approve greater use of the CCLA as a way of achieving diversification of investments.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

**POLICY AND FINANCE COMMITTEE****TREASURY MANAGEMENT POLICY STATEMENT****1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION**

- 1.1 Responsibility for the activities of the treasury management operation has been delegated to the Finance Manager, who is the Responsible Financial Officer (RFO) under Section 151 of the Local Government Act 1972.
- 1.2 The activities of the treasury management operation cover the following:
1. analysing internal and external information, cash flow management and methods of transmitting money, i.e. by cheques, bank transfers, Bank Automated clearing system (BACS), Clearing House Automated Payments System (CHAPS) and Direct Debit.
  2. investing temporary surpluses in approved investments and financing capital expenditure by approved borrowing instruments.
  3. ensuring that the repayment dates for the Council's borrowing are reasonably spread out. i.e. the borrowing profile.
  4. dealing with other financial institutions such as banks and the Public Works Loan Board. (PWLB)
  5. ensuring that effective security and controls are in place and an effective operation is reviewed and adhered to.
  6. ensuring that adequate banking arrangements are made and monitored for the Council.

**2. FORMULATION OF TREASURY MANAGEMENT STRATEGY**

- 2.1 The Council will formulate a strategy that covers the raising of capital finance, investment of surplus money and managing cash flow. Treasury management activities in the year should be conducted in accordance with the strategy

**3. DEFINITION OF APPROVED SOURCES OF BORROWING**

- 3.1 The following list specifies which borrowing instruments the Council may use:
- PWLB
  - Money Market Loans - Temporary (loans up to 364 days)
  - Local temporary borrowing
  - Bank Overdraft
  - Council's own internal funds (capital receipts and revenue balances)

Leasing

3.2 No other instrument other than those listed above may be used.

#### **4. APPROVED INSTRUMENTS FOR INVESTMENTS**

4.1 The Council will only use fixed, short-term, i.e. from 1 to 364 days, cash deposits in sterling in approved financial organisations for investments. The maximum amount that can be invested with any one organisation is £250,000.

#### **5. DEFINITION OF APPROVED ORGANISATIONS FOR INVESTMENTS**

The following organisations constitute the counterparties with whom temporary investments will be made.

5.1 Banks which are UK clearing banks or which are incorporated in the UK and which have at least a short term credit rating of F1, according to FITCH the International Rating Agency, will be used for temporary investments

5.2 The following banks may be used, provided that they continue to meet the above criteria:-

Bank of Scotland PLC	Barclays Bank PLC
Halifax PLC	HSBC
Lloyds Bank PLC	National Westminster Bank PLC
Royal Bank of Scotland	Banco Santander

5.3 Building Societies

The Council may invest in the top 10 Building Societies, which are listed below, according to asset size.

Coventry	Leeds & Holbeck
Newcastle	Nationwide
Norwich & Peterborough	Nottingham
Principality	Stroud & Swindon
West Bromwich	Yorkshire

5.4 Other Local Authorities

The Council may invest temporarily with all other local authorities. The maximum each one may borrow is £250,000 for up to 384 days.

5.5 Accidental Breach of Limits

The Council will operate “daylight exposure”. This is a technique that ensures that in no circumstances can limits be exceeded. Normally, in calculating the amount of investment, the Finance Manager is entitled to assume that a sum due back from an organisation will be received on the due date before making a further investment with that organisation. If for some technical reason the repayment does not arrive in the Council’s bank account it is possible that, after a new

investment is made with the same organisation, limits will be exceeded.

- 5.6 In addition, transfers between the Council's current and deposit accounts shall be permitted up to a maximum of £100,000 per day, to maximise interest earnings on surplus funds that cannot be placed in time deposits (usually for a minimum of one month)

## **6. POLICY ON DELEGATION**

- 6.1 The RFO is authorised by the Council to exercise the investment and borrowing powers of the Council in accordance with Council Policy, The Chartered Institute of Public Finance and Accountancy's (CIPFA) Standard of Professional Practice on Treasury Management, and professional codes of practice.
- 6.2 The RFO may delegate the operations of Treasury Management to the Deputy Town Clerk and the Finance Officer in connection with the approved activities of Treasury Management.
- 6.3 Any changes to delegated powers will be approved by Policy and Finance Committee..

## **7. REVIEW REQUIREMENTS AND REPORTING ARRANGEMENTS**

- 7.1 The Finance Manager will report to the Policy and Finance Committee on Treasury Management as follows: -
- FEBRUARY - for the strategy and borrowing limits report for the next financial year.
- MAY - for the annual report for the previous year.

**POLICY AND FINANCE COMMITTEE****TREASURY MANAGEMENT POLICY STATEMENT****1. DEFINITION OF THE APPROVED ACTIVITIES OF THE TREASURY MANAGEMENT OPERATION**

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  - MAY - for the annual report for the previous year.

**POLICY AND FINANCE COMMITTEE 22nd FEBRUARY 2019**

**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Jan-19			31-Jan-19	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	128,561	295,223	-150,000			145,223
Business Account	51,523	51,525				51,525
Investment Accounts 1	0	0				0
Investment Accounts 2	150,000	0				0
Investment Accounts 3	250,000	250,000	100,000			350,000
Greenways Rent Deposit	10,842	10,832				10,832
Petty Cash - Imprest	85	146				146
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>591,186</b>	<b>607,901</b>	<b>-50,000</b>	<b>0</b>	<b>0</b>	<b>557,901</b>

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

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

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22nd February 2019

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22nd February 201

Investment Accounts 1	Lloyds Bank	32 day notice
Investment Accounts 2	Santander tbc	Term Deposit
Investment Accounts 3	CCLA	Instant access

Notes:

1	<b>Imprest Account</b>	£
	Anticipated net expenditure in month:	50,000
	Net Movement on imprest account	<b>50,000</b>

2 **Investment Maturity**  
No investments due to mature

3 The bank accounts were reconciled as at 31st January 2019

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 – 20<sup>th</sup> FEBRUARY 2019**  
**BUDGETARY CONTROL - 2018/19 PERIOD 10 (TO END JANUARY)**

**1. BACKGROUND**

1.1 The purpose of this report is to inform Members of the actual income and expenditure for the first three quarters of the year, April 2018 to January 2019. This report also includes a revised and up to date outturn forecast.

**2. INCOME & EXPENDITURE APRIL 2018 TO JANUARY 2019**

2.1 Expenditure to the end of January totalled £ 630,858, or 82% of the revised budget. There remain some areas where significant expenditure is yet to be incurred, such as re-charged costs for the Gateway Building, but there are also some areas, particularly in grounds and buildings maintenance, where it appears increasingly likely that there will be a material underspend. A summary budget report is included at Appendix 1.

2.2 Income received and invoiced to date, excluding the precept, stands at £210,760, or 90% of the revised budget. Projected income has increased due to greater than anticipated receipts from the café at Carvers clubhouse, events and the cemetery, although in some areas, such as sports activities, planned income is unlikely to be achieved. Income is summarised in Appendix 2. Note that the schedule of income includes receipt of grants which is only taken into the revenue account, and included in the figures above, when the grant is applied.

2.3 The additional one off growth items approved for the current year total £110,466 (original budget £48,060) of which £94,596 will be funded from a combination of developer's contributions, earmarked reserves and grants. The expenditure to date against each item is as follows:

Description	Revised Budget	Expenditure
∩ Millenium Clock	£1,000	£1,155
∩ WW1 Armistice Commemoration	£1,500	£5,632
∩ Cemetery Improvements	£3,000	£2,975
∩ Mansfield Road Verge	£1,160	£0
∩ Carvers Recreation Ground Imps	£10,000	£4,300
∩ Replacement Front Deck Mower	£20,000	£16,346
∩ Long Lane Feasibility Study	£5,250	£5,250
∩ Human Sundial	£8,000	£500
∩ Sign Painting Fridays Cross	£1,556	£1,553
∩ Neighbourhood Plan	£0	£0
∩ Systems Replacement	£15,000	£8,272
∩ Playpark Improvements	£44,000	£41,071
Total	£110,466	£87,054 (79%)

Note that of the expenditure to date on these projects, 90% or £78,368 will be met from earmarked reserves, developer's contributions or grants with the remaining 10% falling on the revenue account. The anticipated outturn is likely to be lower than the agreed budget because of lower than anticipated costs on machinery replacement and slippage on the Human Sundial and Carver's recreation ground improvements projects. This will have little impact on the revenue account because most of the expenditure was to be met from reserves.

2.4 Overall, expenditure is marginally behind the level at which it might be expected at this stage in the year, whilst income is somewhat further ahead. However, members should note that both income and expenditure profiles are subject to

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some significant transactions which occur close to year end. Nevertheless, the current position remains broadly in line with expectations.

## 3 Forecast Outturn 2018/19

- 3.1 A revised outturn forecast is included in Appendix 1. Most cost increases have been matched by cost reductions elsewhere and increases in income. However, overall net expenditure has increased slightly and is now predicted to be around £1,000 more than set out in the revised budget.
- 3.2 The net transfers from earmarked provisions together with the rationalisation agreed in July, the grant receipts and the increased transfer to the General Reserve from the revenue account mean that reserves are predicted to reduce by £42,632, from £496,936 at April 1<sup>st</sup> 2018 to £454,304 by year end. The General Reserve will stand at £266,759 which is approximately 38% of the original expenditure budget and 55% of the annual precept. A schedule of Provisions and Reserves, including expected movements during the year, is included at Appendix 3.

## 4. FINANCIAL IMPLICATIONS

- 4.1 The Town Council remains on target to spend within the overall budget.
- 4.2 Reserves remain healthy despite a reduction of almost 9% in the year.

## 5. RECOMMENDATION

It is **recommended** that:-

- 5.1 This report is noted.

For further information please contact:

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For further information please contact:

Chris Wilkins, Town Clerk

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**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2018 - JANUARY 2019**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>		<b>Annual Forecast Outturn</b>
	<b>£</b>		<b>Actual</b>	<b>Unspent Budget</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	406,246	414,958	333,345	-81,613	426,274
RECREATION, LEIS & O/S COM	261,658	262,012	226,801	-35,211	266,137
PLANNING TOWN & ENVIRON	21,801	19,117	16,569	-2,548	19,214
<b>TOTAL REVENUE EXPENDITURE</b>	<b>689,706</b>	<b>696,087</b>	<b>576,715</b>	<b>-119,372</b>	<b>711,625</b>
<b>CAPITAL EXPENDITURE</b>					
POLICY & FINANCE COMMITTEE	0	15,000	8,272	-6,728	15,000
RECREATION, LEIS & O/S COM	10,000	54,000	45,371	-8,629	54,000
PLANNING TOWN & ENVIRON	8,000	8,000	500	-7,500	8,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>18,000</b>	<b>77,000</b>	<b>54,143</b>	<b>-22,857</b>	<b>77,000</b>
<b>TOTAL EXPENDITURE</b>	<b>707,706</b>	<b>773,087</b>	<b>630,858</b>	<b>0 -142,229</b>	<b>788,625</b>
<b>REVENUE INCOME</b>					
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-128,911	12,655	-152,891
RECREATION, LEIS & O/S COM	-85,969	-89,954	-79,999	9,955	-93,251
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850	0	-1,850
<b>TOTAL REVENUE INCOME</b>	<b>-206,796</b>	<b>-233,370</b>	<b>-210,760</b>	<b>22,610</b>	<b>-247,992</b>
<b>CAPITAL INCOME &amp; FINANCE</b>					
POLICY & FINANCE COMMITTEE	0	0	0	0	0
RECREATION, LEIS & O/S COM	0	0	0	0	0
PLANNING TOWN & ENVIRON	0	0	0	0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-206,796</b>	<b>-233,370</b>	<b>-210,760</b>	<b>22,610</b>	<b>-247,992</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>500,910</b>	<b>539,717</b>	<b>420,098</b>	<b>-119,619</b>	<b>540,633</b>
<b>Add Transfers To Provisions</b>	<b>41,300</b>	<b>41,300</b>	<b>34,416</b>	<b>0 -6,884</b>	<b>41,300</b>
<b>Deduct Transfers from Provisions</b>	<b>-41,570</b>	<b>-100,553</b>	<b>-81,070</b>	<b>0 19,483</b>	<b>-100,256</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-15,444</b>	<b>4,732</b>	<b>111,752</b>	<b>0 107,020</b>	<b>3,519</b>
<b>Budget Required before new bids &amp; grants</b>	<b>485,196</b>	<b>485,196</b>	<b>485,196</b>	<b>0 0</b>	<b>485,196</b>
Transitional & Identifiable grant from NFDC	0	0	0	0	0
Net Precept 2018/19	485,196	485,196	485,196	0	485,196
<b>Non recurring bids for 2018/19 included above</b>					
POLICY & FINANCE COMMITTEE	7,750	22,750	16,022	-6,728	22,750
RECREATION, LEIS & O/S COM	34,160	78,160	72,422	-5,738	74,506
PLANNING TOWN & ENVIRON	11,400	9,556	2,053	-7,503	9,556
Less transfer from provisions	-43,250	-94,596	-78,368	16,228	-94,596

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	Original Budget	Revised Budget	Year To Date			Annual Forecast
	£	£	Actual £	Profiled Orig Bud £	Variance From O.B. £	Outturn £
<b>POLICY &amp; FINANCE COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	105,283	108,180	88,883	0	-19,297	108,532
Maintenance	38,603	34,603	2,187	0	-32,416	34,173
Employee Direct Costs	2,053	1,901	1,708	0	-193	1,901
Employee Allocated Costs	112,783	113,007	96,756	0	-16,251	117,400
Member Costs	9,930	8,750	5,248	0	-3,502	7,880
Grants	9,000	9,000	4,200	0	-4,800	9,000
Other (includes THE PLACE, figures below)	97,048	107,971	102,816	0	-5,155	115,842
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	15,000	8,272	0	-6,728	15,000
<b>COMMITTEE EXPENDITURE</b>	<b>406,246</b>	<b>429,958</b>	<b>341,617</b>	<b>0</b>	<b>-88,341</b>	<b>441,274</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income (Including THE PLACE)	-119,717	-141,566	-128,911	0	12,655	-152,891
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-119,717</b>	<b>-141,566</b>	<b>-128,911</b>	<b>0</b>	<b>12,655</b>	<b>-152,891</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>286,529</b>	<b>288,392</b>	<b>212,706</b>	<b>0</b>	<b>73,824</b>	<b>288,383</b>
Add Transfers To Provisions	24,400	24,400	20,333	0	-4,067	24,400
Deduct Transfers From Provisions	0	-20,250	-13,522	0	6,728	-20,250
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>310,929</b>	<b>292,542</b>	<b>219,517</b>	<b>0</b>	<b>76,485</b>	<b>292,533</b>
<b>HOLDING ACCOUNTS</b>						
<b>EXPENDITURE</b>						
Employee Direct Costs	416,951	402,862	344,852	0	-58,010	416,260
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>416,951</b>	<b>402,862</b>	<b>344,852</b>	<b>0</b>	<b>-58,010</b>	<b>416,260</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-416,951</b>	<b>-402,862</b>	<b>-344,852</b>	<b>0</b>	<b>58,010</b>	<b>-416,260</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CARVERS CLUBHOUSE</b>						
<b>EXPENDITURE</b>						
Establishment	9,462	10,462	8,702	0	-1,760	10,512
Maintenance	1,760	2,500	1,339	0	-1,161	2,000
Employee Direct Costs	500	500	45	0	-455	500
Employee Allocated Costs	46,015	35,056	28,595	0	-6,461	35,050
Other	0	4,000	4,036	0	36	4,500
<b>COMMITTEE EXPENDITURE</b>	<b>57,737</b>	<b>52,518</b>	<b>42,717</b>	<b>0</b>	<b>-9,801</b>	<b>52,562</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	0	-9,540	-9,382	0	158	-10,250
<b>TOTAL COMMITTEE INCOME</b>	<b>0</b>	<b>-9,540</b>	<b>-9,382</b>	<b>0</b>	<b>158</b>	<b>-10,250</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>57,737</b>	<b>42,978</b>	<b>33,335</b>	<b>0</b>	<b>24,403</b>	<b>42,312</b>
Add Transfers To Provisions	5,000	5,000	4,167	0	-833	5,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>62,737</b>	<b>47,978</b>	<b>37,502</b>	<b>0</b>	<b>23,570</b>	<b>47,312</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>						
Establishment	11,115	11,083	10,622	0	-461	11,397
Maintenance	19,567	24,685	16,843	0	-7,842	21,825
Machinery	29,504	27,846	25,707	0	-2,139	27,657
Employee Direct Costs	1,600	2,000	2,557	0	557	2,750
Employee Allocated Costs	130,604	127,719	113,115	0	-14,604	133,800
Planters	510	0	0	0	0	0
Activities Expenses	8,566	8,704	5,604	0	-3,100	6,955
Other	1,173	1,150	853	0	-297	1,150
Capital Expenditure	10,000	54,000	45,371	0	-8,629	54,000
<b>CEMETERY</b>					0	0
Establishment	5,205	5,349	5,216	0	-133	5,738
Maintenance	8,376	9,420	7,278	0	-2,142	8,865
Employee Allocated Costs	33,380	32,479	28,916	0	-3,563	34,070
<b>ALLOTMENTS</b>					0	0
Establishment	1,000	750	800	0	50	1,000
Maintenance	1,216	1,300	807	0	-493	1,150
Employee Allocated Costs	9,608	9,292	8,253	0	-1,039	9,550
Other	235	235	230	0	-5	230
<b>COMMITTEE EXPENDITURE</b>	<b>271,658</b>	<b>316,012</b>	<b>272,172</b>	<b>0</b>	<b>-43,839</b>	<b>320,137</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-34,870	-38,202	-27,915	0	10,287	-37,367
Cemetery	-45,999	-46,652	-47,334	0	-682	-50,884
Allotments	-5,100	-5,100	-4,750	0	350	-5,000
Capital Expend Finance	0	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-85,969</b>	<b>-89,954</b>	<b>-79,999</b>	<b>0</b>	<b>9,955</b>	<b>-93,251</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>185,689</b>	<b>226,058</b>	<b>192,173</b>	<b>0</b>	<b>-33,884</b>	<b>226,886</b>
Add Transfers To Provisions	16,900	16,900	14,083	0	-2,817	16,900
Deduct Transfers From Provisions	-32,570	-71,048	-66,381	0	4,667	-71,048
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,019</b>	<b>171,910</b>	<b>139,875</b>	<b>0</b>	<b>-32,034</b>	<b>172,738</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>						
Establishment	5,656	3,842	2,726	0	-1,116	3,214
Employee Allocated Costs	16,145	15,275	13,844	0	-1,431	16,000
Capital Expenditure	8,000	8,000	500	0	-7,500	8,000
<b>COMMITTEE EXPENDITURE</b>	<b>29,801</b>	<b>27,117</b>	<b>17,069</b>	<b>0</b>	<b>-10,048</b>	<b>27,214</b>
<b>INCOME</b>						
Capital Income & Finance	-1,110	-1,850	-1,850	0	0	-1,850
<b>COMMITTEE INCOME</b>	<b>-1,110</b>	<b>-1,850</b>	<b>-1,850</b>	<b>0</b>	<b>0</b>	<b>-1,850</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,691</b>	<b>25,267</b>	<b>15,219</b>	<b>0</b>	<b>-10,048</b>	<b>25,364</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	8,088	-8,958
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>19,691</b>	<b>16,012</b>	<b>14,052</b>	<b>0</b>	<b>-1,960</b>	<b>16,406</b>





**ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2018 - JANUARY 2019**

	2018/19 Original	2018/19 Revised	Quarter 3 Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	40,272	40,381	36,580	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,790	
Civic Celebrations	5,000	10,500	20,636	Income from the Royal Wedding and Fireworks events.
Other Grants & Donations *	0	4,250	4,975	Only to the extent that they are applied to the revenue account. Includes transfer from the Memorial Lantern fund and income for Christmas Events
VIC Sales	1,750	5,000	4,262	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	9,382	includes a donation of £250 for toys & play equipment
Interest on investments	960	960	1,128	
Other Income	0	200	200	Insurance receipt
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	15,612	15,400	8,331	Note, Ringwood school have cancelled their contract w.e.f. September 2017.
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,732	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	7,464	
Rugby	2,000	2,000	440	
Tennis (including Floodlighting)	200	100	89	collected by NFDC and remitted at year end
Castleman Trail	700	700	715	Paid by HCC towards year end.
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	91	Wayleaves £91
<b>Cemeteries</b>	45,999	46,652	47,334	Income receipts have generally been above anticipated
<b>Allotments</b>	5,100	5,100	4,750	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
<b>Total Revenue Income:</b>	<b>206,796</b>	<b>233,370</b>	<b>210,760</b>	
<b>Capital</b>				
s106	0	5,250	6,249	Re Long Lane improvements £5250 plus release of retention re-skatepark, £998.95
CIL		3,746	6,854	
Grants	0		0	
Loans			0	
Other		4,000	1,785	Note that £5,785.26 has been received re the lantern memorial fund, £4,000 has been transferred to Revenue to meet some of the Council's Costs.
<b>Total Capital Income</b>	<b>0</b>	<b>12,996</b>	<b>14,888</b>	
<b>Total Budgetted Income</b>	<b>206,796</b>	<b>246,366</b>	<b>225,648</b>	
<b>Precept and other income taken to reserves</b>				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>485,196</b>	<b>485,196</b>	<b>485,196</b>	
<b>Total Income</b>	<b>691,992</b>	<b>731,562</b>	<b>710,844</b>	

**PROVISIONS AND RESERVES**

<b>Title &amp; Code</b>	<b>Balance 31/03/2018</b>		<b>Cash Receipts</b>	<b>Transfer fr Revenue</b>	<b>Sub Total</b>	<b>Transfer btwn resv (P&amp;F Jul 18)</b>	<b>Transfer to Revenue</b>	<b>Balance 31/03/2019</b>
	£			£	£	£	£	£
<b>EAR-MARKED PROVISIONS &amp; RESERVE</b>								
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00		-15,000.00	22,900.00
Gateway TM604	23,177.00			4,000.00	27,177.00			27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00		10,000.00
Greenways/Southampton Road Buildings Reserve TM607	0.00			8,000.00	8,000.00			8,000.00
Election TM608	8,641.88			2,900.00	11,541.88			11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00	-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00	-40,000.00	11,550.50
Memorials TM612	3,000.00				3,000.00			3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00		10,397.00
The Place - future development TM625	16,551.00			5,000.00	21,551.00			21,551.00
Ringwood Events TM627	5,342.00				5,342.00			5,342.00
Carvers Grounds development TM631	0.00				0.00	15,000.00	-3,700.00	11,300.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00		9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00		0.00
<b>Sub Totals</b>	<b>163,432.40</b>		<b>0.00</b>	<b>41,300.00</b>	<b>204,732.40</b>	<b>37,500.00</b>	<b>-75,046.00</b>	<b>167,186.40</b>
Dev Contribs TM680	5,436.13		6,248.95		11,685.08		-7,021.76	4,663.32
Cem Maint TM681	1,900.00				1,900.00		-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,853.74		18,900.69		-18,000.00	900.69
Capital Receipts TM684	13,125.00				13,125.00			13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00	-255.00	0.00
Loans Unapplied TM686	0.00				0.00			0.00
<b>Total Earmarked Provisions &amp; Reserve</b>	<b>197,695.48</b>		<b>13,102.69</b>	<b>41,300.00</b>	<b>252,098.17</b>	<b>36,000.00</b>	<b>-100,552.76</b>	<b>187,545.41</b>
--Gen Reserve B010 TM699	299,240.19			3,518.85	302,759.04	-36,000.00	0.00	266,759.04
<b>Total Provisions and Reserves</b>	<b>496,935.67</b>	<b>0.00</b>	<b>13,102.69</b>	<b>44,818.85</b>	<b>554,857.21</b>	<b>0.00</b>	<b>-100,552.76</b>	<b>454,304.45</b>
<b>Decrease ( - ) or Increase in Reserves &amp; Provisions during 2018/19:-</b>								<b>-42,631.22</b>

## POLICY & FINANCE COMMITTEE

20<sup>th</sup> February 2019

### Audio Recording of Meetings

#### 1. Introduction and reason why decision required

- 1.1 Audio recordings are taken of all Council and Committee meetings held in the Forest Suite (unless and until exclusion of the press and public is agreed). Officers seek decisions from members on the continuation of this practice.

#### 2. Background information, options, impact assessment and risks

- 2.1 Since 2015 the audio system in the Forest Suite has been capable of taking recordings as well as providing sound amplification. The attached report was considered by this Committee in September 2014 and led to the required enhancements being retro-fitted some months later, following which meetings were recorded as a matter of course. The recording system has no capacity to store multiple recordings so each has to be transferred to the office computer system in digital format.
- 2.2 Little use has been made of these recordings in practice. Very occasionally, officers have referred to them when preparing draft minutes or responding to queries. Three members of the public have asked for access to the recordings on six occasions. Since no facility exists to allow members of the public to listen to stored recordings in the Council's office, officers have provided digital copies. There appears to have been an intention or desire at some stage for the recordings to be made available for download from the Council's website but this was never carried into effect (possibly for technical reasons; this would require further research). No need has arisen to date to produce a stored recording in response to a false or misleading report or edited private recording of a meeting.
- 2.3 Once the minutes of a meeting have been approved and signed they constitute conclusive evidence of what was decided. Contrary evidence (including any audio recording of the meeting) is not admissible.
- 2.4 Under freedom of information laws, the Council can be required to produce copies of such recordings as it holds (but is under no obligation to take and hold them). Under data protection laws, the Council has a general obligation not to hold personal information (which could, conceivably, be included in such recordings) longer than is necessary. Following a data audit conducted in anticipation of the implementation of the General Data Protection Regulation last year officers decided to simplify compliance and reduce the risk of inadvertent breach or conflicting obligations by deleting all recordings of meetings once members have approved the relevant minutes.
- 2.5 Recording the meetings is therefore a matter of choice not obligation. The digital files are quite large but provided they are deleted without undue delay storing them causes no problems. Transferring, saving, supplying copies when requested and deleting them requires some staff time but it is relatively modest. For as long as the recordings continue to be made, however, members should be aware of the possibility that they may have to be produced and should take care what they say at meetings even when only other members and officers are present.
- 2.6 The audio system could be retained and used to provide sound amplification and a degree of control from the Chair without any recording being taken. There would be no need to remove the equipment (which is assumed to have no resale value) enabling recording to be resumed at any time.
- 2.7 Members may consider that the originally stated considerations of open-ness and transparency require that recording continues. However, merely storing the

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recordings does not appear to be serving these objectives to any significant extent; worthwhile achievements in this respect will require more strenuous efforts to publish and publicize the recordings.

### 3. Issues for decision and any recommendations

**3.1 *Whether meetings should continue to be recorded***

**3.2 *If so, whether the recordings should continue to be deleted once the relevant minutes have been approved and if not:***

**3.2.1 *How long they should be kept for; and***

**3.2.2 *Whether officers should investigate and, if reasonably practicable, implement measures to enable the recordings to be publicized on and be downloadable from the Council's website.***

For further information, contact:

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**REPORT TO POLICY & FINANCE COMMITTEE – 17<sup>TH</sup> SEPTEMBER 2014**  
**CONFERENCE AND RECORDING SYSTEM -REPORT E**

1. Members have previously requested that costs be obtained for a conference system to be installed in The Forest Suite. This would enable all Councillors to take part in discussion, and to be heard by everyone in the room. Members will be aware that it has been difficult to hear on occasion, particularly in the summer when windows are open.
2. In addition to this, and as a result of new legislation allowing members of the public to record public meetings, there is now a need to audio record Council meetings to safeguard against any misuse of public recordings.
3. The Forest Suite is already equipped with a system to play audio and a hearing loop. This could be adapted to provide for a conference and recording system. Due to the flexible use of the room, any new system would need to be as unobtrusive as possible and quick to set up/dismantle.
4. Options available to the Council include:
  - i) A full conference and recording system using wireless microphones (based on 8 units – one each for the Chairman and Town Clerk and 6 to be shared between Members)
  - ii) A full conference and recording system using wired radio microphones
  - iii) A basic recording system only (to be trialled at the meeting)

Discussions are ongoing with suppliers, and it is possible that there will be other options to consider.

5. From quotations received to date, costs range from £2,500 for the basic recording system to £12,356 for a full conference and recording system.
6. No provision has been made in this year's budget, so any expenditure on a conference and/or recording system would need to be taken from Reserves.
7. Members are asked to consider whether a full conference and recording system is required, or whether to proceed with a recording system only, and to agree a level of expenditure in order for a system to be installed at the earliest opportunity.

For further information, please contact:

Jo Hurd

Deputy Town Clerk

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jo.hurd@ringwood.gov.uk



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2018-19 budget)</b>								
A1	Millennium Clock	The columns and surround have been re-painted, completing the current project.	£1,000 Annual budget	£1,155	£1,155	Moderate	Definite	This item will not be updated further.
A2	WW1 Armistice addition to remembrance	The installation of a poppy display on the town roundabout has been removed.	£500 Annual budget	£0	£0	Minimal	Definite	This item will not be updated further.
A3	ICT overhaul	Further hardware has been installed. The new software is being configured for use and staff trained. Regular contacts between RTC and NFDC staff to plan and implement the remaining steps are taking place.	£15,000 Earmarked reserve	£0	£15,000	Significant	No	This will require so much officer time and attention that some disruption of other projects and functions is highly likely.
<b>Projects with budgetary implications (not included in 2018-19 budget but added since)</b>								
B1	None							
<b>Projects with no budgetary implications in 2018-19</b>								
C1	Review of Standing Orders	Revised Standing Orders adopted by full Council on 26 <sup>th</sup> September.				Moderate	Probable	Work continues on a revised Scheme of Delegation.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance	Time and attention			
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.	Members	Staff	Others	
<b>Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)</b>							
A1	ICT Overhaul	Extensive overhaul of computer hardware, software and support services (including broadband and telephony services)	Non-recurrent costs of about £10K to be fully met from earmarked reserve. Recurrent costs expected to be same or lower.	Minimal	Significant	Moderate	<b>1</b>
<b>Projects with budgetary implications (for possible inclusion as bids in later budgets)</b>							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. A private briefing to councillors was given by the Town Clerk on 18 July 2018.	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
<b>Projects with no or neutral budgetary implications</b>							
	None						