

Ringwood Town Council

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

POLICY & FINANCE COMMITTEE

Dear Member

14th June 2018

A meeting of the above Committee will be held at the Forest Suite, Ringwood Gateway on **Wednesday 20th June 2018** at 7.00pm* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins
Town Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. Members of the public are also entitled to speak, during the meeting, on agenda items.

RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 16th May and 30th May 2018

4. GRANT AID

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

- i) Poulner Baptist Chapel Community Fund
- ii) Ringwood Junior School

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

- i) To receive and authorise list of payments made on Imprest Account for May
- ii) To receive and authorise list of Petty Cash payments for May

- iii) To receive Statement of Town Council Balances and Inter Account Transfers
- iv) To approve the Annual Governance and Accountability Return 2017/18
- v) To consider the RFO's review of reserves, particularly the vehicle and machinery reserve

6. MEMBERS' ALLOWANCES 2018/19

To receive a verbal report from the Town Clerk

7. STANDING ORDERS

To consider proposing a motion to vary Standing Orders and, if agreed, for the matter to be immediately adjourned (*Report C*)

8. BUDGET FOR CONSULTANCY FEES

To consider approving an increase in the budget provision for consultancy fees (*Report D*)

9. REVIEW OF SUBSCRIPTIONS

To note the review of subscriptions (*Report E*)

10. PROJECTS

To receive an update on projects (*Report F*)

11. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matter)

12. EVENTS MANAGEMENT AND ADMINISTRATION

To receive a verbal report in relation to events management and administration following discussions at the Recreation, Leisure and Open Space Committee on 6th June 2018

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 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

Sadie Chambers
Joshua Kidd
Emily Litchfield

Copied by e-mail to other members for information



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	Poulner Baptist Chapel
Charity Registration Number (if appropriate)	1139509
Postal Address	Linford Road Hangersley Ringwood BH24 3HZ
Name of Contact	Adam Skirton
Contact's telephone number	01425 473388
Contact's email:	Adam@poulnerchapel.plus.com

Details of Grant Request

Amount requested	£ £500
What is the purpose of the grant?	The grant would provide a boost to our Community Fund called 'Family Matters'. The fund seeks to help, support and encourage those within our local community (Poulner and Ringwood) who require specific support through: 1. Parenting courses (Parentalk course); 2. Domestic violence (Pattern Changing course); 3. Eating disorders (TasteLife course); 4. A CAP Money course (20 attended our last course). We have successfully run 5 Parentalk courses (an average of 6 parents attend each course), 2 Pattern Changing courses – taking referrals from Social Services and local domestic abuse support charities. We provide tailored support following each of the courses to those that require additional support through a support worker. The grant would help to pay for course booklets and financial support for our community support worker. Our courses are nationally accredited approaches to support in the above areas. They are not Christian content based courses but run by Christians.
How would the people of Ringwood benefit from your receiving this grant?	The people of Ringwood would benefit in a number of ways: 1. Individual support through listening and counselling for those experiencing issues with parenting, domestic abuse, eating disorders and debt support; 2. Collective support – an understanding that "I'm not alone"; 3. Community support – an understanding that there is help for those that are experiencing particular difficulties through other agencies and networks.

How many Ringwood people would benefit?	We have supported about 50 people from the community with this project 09/17 to 04/18, and hope to support about 100 people per year in the future.
Total cost of project	£ 4900
If a grant is awarded, to whom should the cheque be payable?	Poulner Baptist Chapel
Account information for BACS payment	

Information about your Organisation

Membership:	What facilities do you provide? Local church with its own purpose built building and a strong body of people who are interested and concerned with its local community.
Subscription: £	
Names of competing or similar organisations	We are not aware of any other local groups running these courses.

Funds available to your organisation

(apart from this grant application)

Cash in hand: £600	Annual income: £2600 (in donations)	
Other sponsoring bodies and amounts donated by them	We have been unsuccessful in receiving other support to date.	£
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	We have been surveying a number of charities with the help of Community First and are beginning to apply for further funding to secure the future of the project.	
Signature of Applicant		Date 02/05/18
Position within the Organisation:	Senior Pastor	

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.

Poulner Baptist Chapel

A Charitable Company Limited by Guarantee

Annual Report and Financial Statements for the Year Ending 31 December 2016

CONTENTS

	<u>Page</u>
Company Information	2
Report of Directors	3 - 6
Statement of Financial Activity	7 & 8
Balance Sheet	9
Statements by Directors	10
Notes to the Financial Statements	11 - 16
The following do not form part of the statutory financial statements:	
Accountant's External Scrutiny Report	17 & 18
Appendices: A: General Fund	20 - 23
B: Mission Fund	24 - 26
C: Property Fund	27

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

COMPANY and CHARITY INFORMATION
FOR THE YEAR ENDED 31 December 2016

DIRECTORS/TRUSTEES:

Adam Skirton

Trevor Green (resigned December 2016)

Dominic Wareham (resigned January 2016)

Brian Wareham (resigned December 2016)

Aubrey Smyth (resigned December 2016)

Joy Gemmell (resigned March 2017)

Ian Kirby

Andrew Fitzsimmonds

Annette Wright

Dennis Meech

Andrew Clarke

Linda Moore

Martin Green (appointed June 2016)

David Burnett (appointed June 2016)

Keith Melrose (appointed February 2017)

SECRETARY: Trevor Green (resigned November 2016)
Andrew Clarke (appointed March 2017)

REGISTERED OFFICE: Linford Road, Hangersley
Ringwood, Hampshire BH24 3HZ

COMPANY REGISTERED NUMBER 07448613

REGISTERED CHARITY NUMBER 1139509

ACCOUNTANTS: Kimball Smith Limited
Brewery House
High Street, Twyford
Winchester, Hampshire SO21 1RG

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

REPORT OF THE DIRECTORS / TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2016

The directors/trustees present their report with the financial statements of the company for the year ended 31 December 2016

Principal Activities

The principal activities of the charitable company during the year 2016 were:

- Organising services for the purpose of Christian worship and learning as appropriate.
- Arranging children's and young people's activities within a safe environment.
- Offering support to various groups of people within the community, e.g. parents and children (Poppets) Elderly (Food for Thought)
- Offering support to individuals with whom the church has contact from time to time, giving mentoring, comfort, help and encouragement as the needs arise
- Working with other churches to arrange community events (*Love Ringwood* in 2016) and provide other activities as a follow up
- Supporting overseas works of a similar nature in various parts of the world and
- Linking with other local churches for combined activities where this is beneficial to church members and/or the community at large.

Achievement and Performance

During the year we held our regular Sunday services, met in Home Groups and participated in meetings devoted to Mission at home and overseas. Once a month there was Messy Church (aimed at families with younger children – but many others attend as well) and @5 (a service with more contemporary music and style of worship). Regular prayer meetings have been held throughout the year and in January 2017 a month of prayer activities were held with a new 'Prayer Encounter' event that blessed many.

There were three Members' Meetings during the year at which the Leaders and Trustees updated Members on the various activities, the vision for the future as well as providing financial and Membership updates.

A part time Facilities Manger was appointed in April 2016 and the Administrator moved from part-time to full time hours – both reflecting the increase in activities and workload. This explains the increase in employee costs shown in Appendix A.

Activities for children and young people continued to be well attended (Poppets [toddler group] with over 100 most weeks; and others for various ages seeing an average total of about 80). There was the annual Holiday Club which, in 2016, explored the stories of heroes in the Bible and saw an attendance of over 100. As in previous years, some of our young people enjoyed a weekend on the Isle of Wight and a good sized contingent went to the 'Soul Survivor' event in the summer. At the end of October we ran our usual 'Light Parties' as an alternative to Halloween. We continued to maintain our links with the local schools with two of our pastors taking occasional lessons and assemblies, and others going into schools as well.

Outreach among men continues with our senior pastor being involved in weekly 5-a-side football activity and this is a first point of contact with many.

Our Pastoral Assistant continues to work among ladies and heads up the team organising 'Women Aloud' events. Tuesday @ 10 is a weekly (during term time) event for women who enjoying meeting together, and sharing Bible studies in smaller groups.

Our 'Prospects' group, which caters for those with special needs continues to meet on a regular basis. 'Counselling Together' (a New Forest based counselling service) continue to use one of our rooms for counselling sessions as and when required. The work of our Community Outreach Group (COG) continues quietly behind the scenes, providing practical support with clothing (frequently school uniforms for children), household goods etc for families in the area who have little or nothing, often single parent households. They are supported in their work by local Christian charity Acts 4 Sharing.

'Food for Thought' - which is a lunch followed by a short service led by our Assistant Pastor with special responsibility for older people - has continued throughout the year and we continue to run a monthly service in 'Whitegates', a local care home.

The Mission Group continues to deal with our mission focus – both at home and overseas – with particular emphasis on those individuals and Mission organisations that, as a church, provide significant support (see also Appendix B).

Love Ringwood was a significant outreach event in 2016 and we worked with Churches Together in Ringwood and District to distribute a special edition of the New Testament to most homes in the area with almost 5,000 being given out. As part of that event a survey was conducted asking the question "What hurts the most?" As a result of the response to that survey we ran a number of courses designed to, as far as possible, provide relevant answers - including a Marriage Course, Alpha Courses, Discipleship Explores Courses, and money management courses (working with Christians Against Poverty).

The Leadership Team (which includes the Trustees) wish to express their thanks to the team of volunteers (about 90) that make what happens happen, the Members for their support, those that attend the various events, those who give sacrificially to provide the financial resources needed – but most of all to God Himself, without Whom nothing worthwhile would have happened.

Financial Position

The Directors / Trustees have reviewed the financial position on the three funds (further details are in the Financial Statements and the Appendices of this report) and note the following:

General Fund: It can be seen from Appendix A that the performance on the General Fund in 2016 was significantly better than in 2015 – resulting in a small surplus at the end of 2016. Members have responded well to the need for additional giving and, while the position at the end of the first quarter of 2017 is disappointing it is expected that, in 2017, income will be sufficient to meet the budgeted expenses of just over £200,000.

Mission Fund: This Fund deals with the church's support for overseas and home mission. Taking one year with another it spends according to its income and the deficit at the end of 2016 will be the first call on its allocation for 2017.

Property Fund: This fund was established in 2015 to cover the costs of any major property and equipment related issues. Spending from this fund needs the specific approval of Directors / Trustees (see also Appendix C).

DIRECTORS

The directors, who are also trustees, shown below have held office during the period 1 January 2016 to the date of this report.

Adam Skirton
Trevor Green (resigned December 2016)
Dominic Wareham (resigned January 2016)
Brian Wareham (resigned December 2016)
Aubrey Smyth (resigned December 2016)
Joy Gemmell (resigned March 2017)
Ian Kirby
Andrew Fitzsimmonds

Annette Wright
Dennis Meech
Andrew Clarke
Linda Moore
Martin Green (appointed June 2016)
David Burnett (appointed June 2016)
Keith Melrose (appointed February 2017)

LIMITED BY GUARANTEE

The company is limited by guarantee and the members have a liability of a maximum of £10 per member if the charity should be wound up whilst he or she is a member, for the payment of charity's debts and liabilities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

RISK MANAGEMENT STATEMENT

The Directors / Trustees acknowledge their responsibility to identify, assess and manage risks. There is a risk management policy which sets out the process for identifying risks. All major risks are assessed on an event basis for one-off events and reviewed at least annually for the routine activities.

PUBLIC BENEFIT STATEMENT

The charity's objects for the public benefit are to advance the Christian Faith in accordance with the statement of faith in Ringwood, Hampshire and in such other parts of the world as the Trustees may from time to time think fit and to fulfil such other purposes as are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Charity.

The rules of the church stipulate that normally 20% of its general income shall be allocated to the support of mission activity in the UK and overseas. An allocation of 17% has been delegated to a small mission group who are not part of the leadership (although, during 2016, one of the members of the mission group is also a trustee) but who remain accountable to the leadership and to the Church membership. The percentage of overall giving (excluding that relating to the Building Fund – but including giving and spend on restricted items shown in the Mission Fund [Appendix B]) spent on “mission” is 20% (24% in 2015). Spending on local evangelism, service expenses and tracts & leaflets from the General Fund is included in this calculation.

Specific grants to relieve individual hardship are considered by the pastors and elders as and when the need arises.

ON BEHALF OF THE DIRECTORS / TRUSTEES:

A large black rectangular redaction box covering the signature of the Director or Trustee.

Director / Trustee
Date: 14 June 2017

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Statement of Financial Activity - Year to 31 December 2016										A detailed breakdown of the figures for 2015 is shown on the next page.
	Notes	Revenue Funds				Capital Fund	Total All Funds	Total Funds 2015		
		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds					
		£	£	£	£	£	£	£		
Incoming Resources										
Incoming resources from generated funds										
Voluntary income	1	172,992	26,067	25,792	224,851		224,851	278,443		
Activities for generating funds	2	2,313			2,313		2,313	1,563		
Investment income		144			144		144	131		
Incoming resources from charitable activities	3	4,472		7,346	11,818		11,818	13,185		
Incoming resources from non-charitable activities	4			20,055	20,055		20,055			
Total incoming resources:		179,921	26,067	53,193	259,181	0	259,181	293,322		
Resources Used										
Costs of generating funds										
Costs of generating voluntary income	5	1,693			1,693		1,693	827		
Charitable activities	6	173,764	26,688	30,902	231,354		231,354	219,357		
Non-charitable activities	4			21,283	21,283		21,283			
Governance costs	7	2,626			2,626		2,626	2,572		
Total resources used:		178,083	26,688	52,185	256,956	0	256,956	222,756		
Net incoming/outgoing resources:		1,838	(621)	1,008	2,225		2,225	70,566		
<i>There were no other recognised gains or losses</i>										
Net movement in funds:		1,838	(621)	1,008	2,225	0	2,225	70,566		
Total Funds Brought Forward:		36,759	13,405	3,648	53,812	1,296,277	1,350,089	1,279,523		
Total Funds Carried Forward:	8	38,597	12,784	4,656	56,037	1,296,277	1,352,314	1,350,089		
Represented by:										
Revenue Funds										
General Fund	Appendix A	38,597		2,071	40,668		40,668	38,054		
Mission Fund	Appendix B		(1,695)	1,504	(191)		(191)	1,301		
Property Fund	Appendix C		14,479	1,081	15,560		15,560	14,457		
Total Revenue Funds:		38,597	12,784	4,656	56,037		56,037	53,812		
Capital Fund	9					1,296,277	1,296,277	1,296,277		
Total All Funds		38,597	12,784	4,656	56,037	1,296,277	1,352,314	1,350,089		

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Previous Year's Comparative Figures

Statement of Financial Activity - Year to 31 December 2015							
	<i>Revenue Funds</i>					<i>Capital Fund</i>	<i>Total All Funds</i>
	<i>Unrestricted Funds</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>			
	£	£	£	£		£	£
Incoming Resources							
<i>Incoming resources from generated funds</i>							
<i>Voluntary income</i>	129,733	22,788	125,922	278,443		278,443	
<i>Activities for generating funds</i>	1,563			1,563		1,563	
<i>Investment income</i>	131			131		131	
<i>Incoming resources from charitable activities</i>	13,185			13,185		13,185	
Total incoming resources:	144,612	22,788	125,922	293,322	0	293,322	
Resources Used							
<i>Costs of generating funds</i>							
<i>Costs of generating voluntary income</i>	827			827		827	
<i>Fundraising trading: cost of goods sold and other</i>	0			0		0	
<i>Charitable activities</i>	151,320	22,356	45,681	219,357		219,357	
<i>Governance costs</i>	2,572			2,572		2,572	
Total resources used:	154,719	22,356	45,681	222,756	0	222,756	
Net incoming/outgoing resources before transfers:	(10,107)	432	80,241	70,566		70,566	
Transfers etc.							
<i>Transfers between accounts</i>			(866)	(866)	866	0	
<i>Loan repayments</i>			(66,702)	(66,702)	66,702	0	
<i>There were no other recognised gains or losses</i>							
Net movement in funds:	(10,107)	432	12,673	2,998	67,568	70,566	
Total Funds Brought Forward:	46,866	(1,359)	5,307	50,814	1,228,709	1,279,523	
Total Funds Carried Forward:	36,759	(927)	17,980	53,812	1,296,277	1,350,089	
Represented by:							
<i>Revenue Funds</i>							
<i>General Fund</i>	36,759		1,296	38,055		38,055	
<i>Mission Fund</i>		(927)	2,227	1,300		1,300	
<i>Building / Property Fund</i>			14,457	14,457		14,457	
Total Revenue Funds:	36,759	(927)	17,980	53,812		53,812	
<i>Capital Fund</i>					1,296,277	1,296,277	
Total All Funds	36,759	(927)	17,980	53,812	1,296,277	1,350,089	

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Balance Sheet as at 31 December 2016					
					<i>As at 31 December 2015</i>
	Notes	£	£	£	£
Fixed Assets	13			1,296,302	1,304,054
Current Assets:					
Debtors	14	5,623			3,349
Cash at Bank and in Hand	15	50,624			44,066
			56,248		47,416
Liabilities:					
Creditors falling due within one year	16		236		1,381
				56,012	46,035
Total Assets less Current Liabilities:				1,352,314	1,350,089
Liabilities:					
Creditors falling due after more than one year				0	0
				<u>1,352,314</u>	<u>1,350,089</u>
Represented by:					
Revenue Funds:					
General Fund	Appendix A		40,668		38,054
Mission Fund	Appendix B		(191)		1,301
Property Fund	Appendix C		15,560		14,457
				56,037	53,812
Capital Fund				1,296,277	1,296,277
				<u>1,352,314</u>	<u>1,350,089</u>
				Total Funds:	1,352,314

The notes on pages 11 to 16 form part of these financial statements

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

STATEMENT BY DIRECTORS / TRUSTEES

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016. The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2016 in accordance with Section 476 of the Companies Act 2006.

The directors who are also trustees acknowledge their responsibilities for:

(a) ensuring the company keeps accounting records which comply with the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with

The financial statements were approved by the Directors / Trustees on 14 June 2017 and were signed on their behalf by the Chairman and Treasurer.

We confirm that as directors and trustees we have met our duty in accordance with the Companies Act 2006 to:

- ensure that the company has kept proper accounting records;
- prepare financial statements which give a true and fair view of the state of the company as at 31 December 2016 and of its activities for that period in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016).; and

licable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.


Director (Treasurer)

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102 (effective January 2016).

Tangible fixed assets

Depreciation is provided at appropriate annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter. See also note 13 below.

Pension costs and other post-retirement benefits

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

Going Concern

The accounts have been prepared on a going concern basis on the assumptions that the charity will continue to receive financial support from various sources as and when required.

Reserves:

The Directors/Trustees believe that the Charitable Company should hold sufficient balances on its general account to allow it to continue operating even if there was a significant reduction in the level of giving.

The Directors/Trustees believe that the minimum level of these balances should be the equivalent of three months' operating costs on general (not specifically funded) activity calculated and reviewed annually – on the basis of expectations for expenditure for 2017 this will be in the order of £51,000.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

- 1. Voluntary Income:**
This includes sums recovered under Gift Aid arrangements. The amount for 2016 is £36,825 (£41,821 in 2015). Further analysis of general giving can be found in the Appendices.
- 2. Activities for generating funds:**
This relates to sales of books etc.
- 3. Incoming resources from charitable activities:**
The total includes income from the use of PBC's premises and miscellaneous donations.
- 4. Incoming resources and expenditure relating to non-charitable activities:**
A Fund was set up to help the Matizas (associated workers in Zimbabwe) to build a home of their own and therefore save themselves significant rental costs. Advice from the Charity Commission indicated that this income and expenditure should be deemed "non-charitable". No Gift Aid was claimed on these donations. The Fund is now closed.
- 5. Costs of generating voluntary income:**
This relates to money spent on publicity.
- 6. Charitable activities:**
PBC spends the money it receives in meeting its Objects as defined in its Constitution. Further analysis of spending can be found in the Appendices.

7. Governance costs:

These are costs relating to legal and accounting costs and are made up as follows:

	£	2015 (£)
DBS checks	212	534
Accounts inspection	675	850
Copyright fees (songs etc)	1,035	517
Stewardship	500	500
TV licence	146	146
Other	58	25
	2,626	2,572

8. Total Funds Carried Forward:

The balance on the Unrestricted Funds relates to the General Fund (see Appendix A).

The balances on Restricted Funds are as follows:

	£	2015 (£)
General Fund (see Appendix A)	2,071	1,296
Mission (Group) Fund (see Appendix B)	1,504	2,227
Property Fund (see Appendix C)	1,081	125
	4,656	3,648

The balances on Designated Funds are as follows:

	£	2015 (£)
General Fund (see Appendix A)	0	0
Mission (Group) Fund (see Appendix B)	(1,695)	(927)
Property Fund (see Appendix C)	14,479	14,332
	12,784	13,405

9. Capital Fund:

Now that the work on the new building is complete, the transactions associated with the building project have been moved from the Building Fund to this Fund so that management of the Property Fund (see Appendix C) is simplified. The balance on the Fund is £1,296,277 and represents the cost of the Freehold Building (see also note 13 below).

10. Taxation:

No liability to UK corporation tax arose on ordinary activities for the year ended 31 December 2016 as this is a registered charity.

11. Transactions with Directors:

One of the Directors / Trustees (Adam Skirton) is employed by the Charity under terms approved by the Charity Commission and he received emoluments of less than £40,000 (2015: £40,000). No sums were paid to other Directors / Trustees for their work as a Director / Trustee.

The Company complies with the requirements of the Workplace Pension Regulations but does not operate a pension scheme of its own – contributions from employees and the Company are paid into approved pension funds.

12. Ultimate controlling party:

The charitable company is under the control of its members and no one member has sufficient voting rights to control it. In accordance with Sections 790M & 790ZA of the Companies Act 2006, Adam Skirton (Director / Trustee and Senior Pastor) has been designated as the Person with Significant Control.

13. Fixed Assets:

The table on page 15 provides details of the fixed assets included in the balance sheet. Depreciation is included in the General Fund (see Appendix A). . Discussions are ongoing with the Church Growth Trust – who are the “holding trustees” for the property – as to whether the building asset should be shown in their accounts or PBC’s.

The figure for Fixtures and Fittings is a notional sum and represents £5 each for three classes of assets that have been fully depreciated by the end of 2015. Similarly the figure for Motor Vehicles is a notional sum and represents £5 for each of the two vehicles which were fully depreciated by the end of 2016.

Assets 2016	Freehold Property	Fixtures, Fittings and Equipment	Motor Vehicles	Total
Cost	£	£	£	£
As at 1 January 2016	1,296,277	29,628	38,728	1,364,633
There were no additions or disposals in the year				0
As at 31 December 2016	1,296,277	29,628	38,728	1,364,633
Depreciation				
As at 1 January 2016		29,613	30,966	60,579
Charged in year		0	7,752	7,752
On disposal				0
As at 31 December 2016		29,613	38,718	68,331
Net Book Value				
As at 31 December 2016	1,296,277	15	10	1,296,302
As at 31 December 2015	1,296,277	15	7,762	1,304,054

14. Debtors:

Debtors are made up as follows:

	£	2015 (£)
HMRC - Gift Aid	5,145	2,518
Payments in advance	478	831
	5,623	3,349

15: Bank and cash balances:

These are made up as follows:

	<u>£</u>	<u>2015 (£)</u>
CAF Current Account	5,201	8,778
CAF Deposit Account	32,036	22,000
Stewardship Deposit Account	13,347	13,248
Cash	40	40
	50,624	44,066

16. Creditors:

Those falling due within one year relate to various small amounts of expenses paid in 2017 but relating to 2016.

There are no creditors falling due after more than one year.

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

Independent Examiner's Report to the trustees/directors of the charitable company for the year ended 31 December 2016

Report of the Independent Examiner to the trustees/directors on the accounts of the Charitable Company

I report on the financial statements of the Charitable Company (Charity) which have been prepared in accordance with the Charities Act 2011 and Section 1A of Financial Reporting Standard 102 effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, under the historical cost convention and the accounting policies set out in these accounts.

Respective responsibilities of trustees/directors and examiner

As described in these accounts the Charity's trustees/directors are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees/directors concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities' legislation and that the financial statements comply with the Statement of

Recommended Practice issued by the Charity Commissioners for England & Wales, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit and information supplied by the trustees/directors in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained assurances from the trustees/directors of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that:

no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements

(i) to keep accounting records in accordance with section 41 of the Charities Act 1993 and the Companies Act 2006,

(ii) to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011 and the Companies Act 2006.

have not been met; or

to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached.

The date upon which my opinion is expressed is: 14 June 2017


Ken Stratton FMAAT
Kimball Smith Limited, Brewery House
High Street, Twyford
Winchester, Hampshire SO21 1RG

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

APPENDICES

The appendices provide a more detailed analysis of the income and expenditure on the three revenue accounts of the Charitable Company. They are in the same format as the draft Financial Statements provided to the Members at the meeting on 30 March 2017.

They do not form part of the Statutory Financial Statements.

There are three appendices:

Appendix A:	General Fund
Appendix B:	Mission Fund
Appendix C:	Property Fund.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

General Fund 2016					
	Unrestricted	Restricted	Total	Note	2015
	£	£	£		£
Income:					
General giving	159,955		159,955	1	127,405
Associated Gift Aid	31,781		31,781	2	24,399
	191,736		191,736		151,804
<i>less</i> designated for Mission Group	25,920		25,920	3	22,788
Available for general use	165,816		165,816		129,016
Interest on bank deposits	144		144		131
Legacies				4	8,950
Other gifts and donations	1,081		1,081		1,220
Family Fun Day		860	860		11,827
<i>less</i> specific expenses		84	84		10,531
		776	776	5	1,296
<i>Love Ringwood</i>		6,511	6,511		
<i>less</i> specific expenses		6,511	6,511		
		0	0	6	
Total income:	167,041	776	167,817		140,613
Net Expenditure:					
Employees					
Salaries etc.	99,925	16,725	116,650		93,968
<i>less</i> specific offerings		16,725	16,725		11,719
	99,925	0	99,925	7	82,249
Staff travelling and mileage claims	1,522		1,522		1,163
	101,447		101,447		83,412
Premises	11,371		11,371	8	14,087
Transport Minibus and van	5,376		5,376		6,844
Administration etc	20,416		20,416	9	16,296
"Ministry" and Outreach	6,139	0	6,139	10	5,918
Catering etc (includes hospitality)	3,530		3,530		2,319
Youth and Children	2,087		2,087	11	1,754
Audit and legal fees	2,626		2,626	12	2,572
Other Expenses	12,212		12,212	13	16,222
Total net expenditure:	165,204	0	165,204		149,424
Net Position [surplus]	1,837	776	2,613		(8,811)
Balance brought forward 1 January:	36,760	1,295	38,055		46,866
Balance carried forward 31 December:	38,597	2,071	40,668	14	38,055

The notes are on the next pages.

Notes to the General Fund:

1. General giving is that which has not been designated for or restricted to any particular use.
2. Gift Aid is claimed from HMRC according to the regulations that apply. Where gifts have been made for specific purposes, any appropriate Gift Aid has been included in that amount (such as Employee costs – see note 8 below). The average amount of Gift Aid claimed on general giving is 19.8% (19.1% in 2015).
3. As agreed by the Trustees, the amount designated for the Mission Group is 17% of the previous year’s unrestricted general giving. The overall spending on “mission” in the year is 20% (24% in 2015).
4. There were no legacies received in 2016.
5. Some gifts were received in respect of the Family Fun Day 2017. The small amount of expenditure relates to preliminary expenses.
6. The costs of *Love Ringwood* were met from donations from individuals and local churches. The majority of the cost (£5,820) relates to the New Testaments.
7. Salaries includes employer’s oncosts (including pensions – PBC is fully compliant with the regulations on workplace pensions). Some choose to give specifically to the cost of salaries and the figure here includes the appropriate Gift Aid.
8. The amount for Premises is made up as follows:

Premises:	<u>£</u>	<u>2015 (£)</u>
Maintenance etc	3,444	3,719
Energy, water etc	8,077	7,982
Equipment	4,322	3,744
	15,843	15,445
<u>less</u> "use of PBC" income	4,472	1,358
	11,371	14,087

9. The amount for Administration is made up as follows:

Administration etc	<u>£</u>	<u>2015 (£)</u>
Book, publications, tracts, leaflets and printing:	8,915	6,678
Postage, telephones, stationery	4,298	3,133
Publicity	1,693	827
Insurances	4,582	4,972
Office equipment and IT	3,241	2,248
	22,729	17,858
<u>less</u> sales of books etc	2,313	1,562
	20,416	16,296

10. The amount for "Ministry" and outreach is made up as follows:

"Ministry" and Outreach	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>2015 (£)</u>
	<u>£</u>	<u>£</u>	<u>£</u>	
Visiting speakers	2,647		2,647	3,036
Service expenses	852		852	361
Contribution to Love Ringwood	25		25	0
Local evangelism	2,272	996	3,268	2,413
<u>less</u> specific gifts		996	996	619
	2,272	0	2,272	1,794
Crisis Fund	343	887	1,230	2,122
<u>less</u> specific gifts		887	887	1,395
	343	0	343	727
	6,139	0	6,139	5,918

11. The amount for Youth and Children (which excludes Poppets – see note 13 below) is as follows:

Youth and Children	<u>£</u>	<u>2015 (£)</u>
Expenses	4,485	2,872
<u>less</u> income from activities	2,398	1,118
	2,087	1,754

12. The amount for Audit and legal fees is made up as follows:

Audit and legal fees	£	2015 (£)
DBS checks	212	534
Accounts inspection	675	850
Copyright fees (songs etc)	1,035	517
Stewardship	500	500
TV licence	146	146
Other	58	25
	2,626	2,572

13. The amount for Other Expenses is as follows:

Other Expenses	£	2015 (£)
Volunteer expenses	897	1,119
Ministers' resources	569	1,278
Training	1,122	491
<u>less</u> costs recovered	103	0
	1,019	491
Music / instruments	425	0
Poppets, Food for Thought, Women Aloud etc	2,335	3,148
<u>less</u> costs recovered	2,335	3,148
	0	0
Depreciation	7,752	12,270
Misc / other	1,550	1,064
	12,212	16,222

14. The balance on the restricted element of the General Fund relates to the Family Fun Day – and is made up of a surplus of £1,296 from 2015 and £776 from 2016.

**Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee**

Mission (Group) Fund 2016						
	Designated	Restricted	Non- charitable	Total	Note	2015
	£	£	£	£		£
Income						
Designated element of general giving (including Gift Aid)	25,920			25,920	1	22,788
Special appeals and specific gifts		7,486		7,486	2	15,618
Matiza House Fund			20,055	20,055	3	1,228
Total income:	25,920	7,486	20,055	53,461		39,634
Expenditure						
General Mission support	26,688			26,688	4	21,786
Special appeals and specific gifts		6,981		6,981	2	15,189
Matiza House Fund			21,283	21,283	3	0
Total expenditure:	26,688	6,981	21,283	54,952		36,975
Net Position [(deficit) / surplus]	(768)	505	(1,228)	(1,491)		2,659
Balance brought forward 1 January:	(927)	999	1,228	1,300		(1,359)
Balance carried forward 31 December:	(1,695)	1,504	0	(191)	5	1,300

The notes are on the next page.

Appendix B

Notes to the Mission Fund:

- As agreed by the Trustees, the amount designated for the Mission Group is 17% of the previous year's unrestricted general giving. The overall spending on "mission" in the year is 20% (24% in 2015).
- The details of special appeals and specific gifts are as follows:

Special Appeals and Specific Gifts (includes Gift Aid where appropriate)						
	Balance Brought Forward	Income	Expenditure	Net in 2016 [(deficit) / surplus]	Shortfall met from General Support	Balance carried Forward
	£	£	£	£	£	£
Christmas Offering 2015	999	490	1,489	(999)		0
Harvest Offering 2016		3,167	3,350	(183)	183	0
Mean Bean Challenge		281		281		281
Christmas Offering 2016		1,598		1,598		1,598
Other specific gifts		1,950	2,325	(375)		(375)
	999	7,486	7,164	322	183	1,504

- The Matiza House Fund was set up to help the Matizas in Zimbabwe to build a home of their own and therefore save themselves significant rental costs. Advice from the Charity Commission indicated that this income and expenditure should be deemed "non-charitable". No Gift Aid was claimed on these donations. The Fund is now closed.

4. General support for mission is as follows:

General Mission Support:	<u>£</u>	<u>2015 (£)</u>
Regular donations:		
Matizas	3,600	3,000
Tanners	7,200	7,950
Acts 4 Sharing	2,700	3,225
Partakers	2,400	3,050
	<u>15,900</u>	<u>17,225</u>
Other gifts		
Matizas	2,725	150
Tanners	600	150
Partakers	1,066	700
Container for A4S	1,068	
Support for Moorlands students	1,500	1,000
Zamuchiya	400	200
SMILE International	250	250
Matizas (Lay evangelist training)	800	
Other	2,196	2,111
	<u>10,605</u>	<u>4,561</u>
Shortfall on Harvest Offering	183	
	26,688	21,786

5. The overspent balance on the designated element of the Fund will be met by first call on the designated amount for 2017 (see paragraph 4.2 above).

The details of the balance on the restricted element of the Fund is set out in note 2 above.

Poulner Baptist Chapel
A Charitable Company
Limited by Guarantee

Property Fund 2016					
	Designated	Restricted	Total	Note	2015
	£	£	£		£
Income:					
Transfer from Building Fund					14,332
Donations received (including Gift Aid)	147	956	1,103		125
Total income	147	956	1,103		14,457
Expenditure: None					
Balance brought forward at 1 January	14,332	125	14,457		
Balance carried forward 31 December:	14,479	1,081	15,560		14,457

This Fund was set up in 2015 by transferring the balance on the Building Fund to this Fund. No expenditure was incurred in 2016, although a commitment was made to replace the carpets in the small hall and classrooms at a cost of £4,680. The work was carried out in February 2017.



**Ringwood
Town Council
Grant Aid**

A

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 Junior School PTA
Postal Address	High Town Road Ringwood Hampshire BH24 1NH
Name of Contact	Letitia Cox
Contact's telephone number	01425473554 or 07964081517
Contact's email:	letitiacox@btinternet.com

Details of Grant Request

Amount requested	£ 500.00
What is the purpose of the grant?	the grant would be a contribution towards the costs of the purchase and furnishing of a 'Time-Out -Place' log cabin. This log cabin will be special area is for children who require a quiet and peaceful space due to becoming unsettled. This peaceful place will be furnished specially so that children with special requirements can relax and regain confidence to re-join the school's learning sessions. The cabin will be fitted out in a sensory sensitive and effective manner.
How would the people of Ringwood benefit from your receiving this grant?	By having local children who are educated and cared for in manner that positively influences their stimulus and development and character. This will reflect positively in the local community as these children grow up in Ringwood, respect and build on the cohesion and strength of our town.

How many Ringwood people would benefit?	378
Total cost of project	£ 2,769
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	Ringwood Junior School PTA

Information about your Organisation

Membership:	What facilities do you provide? We support the Ringwood Junior School by acquiring additional funding for the benefit of the school children.
Subscription: £	
Names of competing or similar organisations	n/a

Funds available to your organisation

(apart from this grant application)

Cash in hand: £	Annual income: £ 7395.53 (at 31 Aug 2017)	
Other sponsoring bodies and amounts donated by them	TIS Electronics	£ 1,500
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	the school fund	
Signature of Applicant	Letitia Cox	Date 13/06/2018
Position within the Organisation:	Treasurer, Ringwood Junior School PTA	

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 Junior School PTA

Trial Balance
As of August 31, 2017

A

Ringwood Junior School PTA

Aug 31, 2017

Trial balance 2016-2017

	Debit	Credit
Current Account	7,389.46	
Petty Cash	0.00	
Accounts Receivable	6.07	
Accounts Payable		25.09
Opening Bal Equity	6.07	
Retained Earnings		3,482.21
Disco's:Change-Over Disco		874.86
Disco's:February Disco		619.13
Disco's:March Disco		447.30
Disco's:November Disco		646.32
Easter Bake & Raffle		434.57
Fayres:Christmas Fayre		2,250.29
Fayres:Summer Fayre		4,687.66
Film Evenings:April film evening		394.00
Film Evenings:January film eve		500.62
Film Evenings:March Film evening		550.23
Film Evenings:November film eve		548.08
Gifts & Donations		342.05
Miscellaneous Income (summer fayre 2016)		28.00
Contributions to School	0.01	
Contributions to School:Christmas celebrations	396.00	
Contributions to School:Engineering Project	1,279.09	
Contributions to School:Lego Club	207.34	
Contributions to School:M&M productions school play	998.00	
Contributions to School:Maths Equipment	280.45	
Contributions to School:Reading Books	471.77	
Contributions to School:Reading Plus	940.00	
Contributions to School:Science Project	552.12	
Contributions to School:Year 6:Leavers breakfast	336.00	
Contributions to School:Year 6:Leavers dinner	111.16	
Contributions to School:Year 6:Leavers disco	151.91	
Contributions to School:Year 6:Leavers Fun Afternoon	70.00	
Contributions to School:Year 6:Leavers gifts	222.64	
Discos:Change-Over Disco	179.72	
Discos:February disco	171.18	
Discos:March disco	151.45	
Discos:November disco	181.62	
Fayre:christmas fayre	510.96	
Fayre:summer fayre	777.67	
Film evening:April Film Evening	72.61	
Film evening:January film eve	78.34	
Film evening:March Film Evening	74.27	
Film evening:November film eve	113.50	
Insurance	101.00	
TOTAL	<u>15,830.41</u>	<u>15,830.41</u>

PTA income & Expenditure 2016-2017 (by events - simplified)			
EVENTS	INCOME	EXPENSES	NET INCOME
November Disco	£646.32	£181.62	£464.70
February Disco	£619.13	£171.18	£447.95
March Disco	£447.30	£151.45	£295.85
Change-Over Disco	£874.86	£179.72	£695.14
TOTAL DISCOs			£1,903.64
November Movie	£548.08	£113.50	£434.58
January Movie	£500.62	£78.34	£422.28
March Movie	£550.23	£74.27	£475.96
April Movie	£394.00	£72.61	£321.39
TOTAL MOVIEs			£1,654.21
Christmas Fayre	£2,250.29	£365.78	£1,884.51
Summer Fayre	£4,687.66	£777.67	£3,909.99
TOTAL FAYRES			£5,794.50
Easter Raffle	£436.57		£436.57
Ringwood Town donation (for books)			£300.00
Other income (The Giving Machine)			£70.05
TOTAL INCOME (from events & donations)			£10,158.97
CONTRIBUTIONS TO SCHOOL			
Christmas chocolate boxes for pupils		£467.82	
SATS breakfast		£336.00	
Year 6 Leavers disco - DJ Martin		£151.91	
Year 6 Leavers dinner		£111.16	
Year 6 fun afternoon		£70.00	
Year 6 Leavers gifts (2016)		£222.64	
Engineering (Rocket Kit Project)		£1,279.09	
Science Project (Bird Box)		£552.12	
Lego Club		£255.48	
M&M Production (2016 & Sept2017 prodns)		£998.00	
Maths equipment		£280.45	
Reading books		£471.77	
Reading Plus		£940.00	
Learning Power puppets (£961.35 see note below)			
TOTAL CONTRIBUTIONS		£6,136.44	
Bank balance at 31 Aug 2017 = £ 7,395.53			
cheque payments pending = £ 961.35			
Available (at 21 Sept. 2017) = £ 6,434.18		Committed funds for 2017/18 = +/- £ 1,700.00	
Note: opening bank balance at 1 Sept 2016 was	£3,481.61		
Committed Funds: Christmas, Yr6, Bird Box, Rockets			

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

20TH JUNE 2018

POLICY AND FINANCE COMMITTEE 20TH JUNE 2018

LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST MAY 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
May						
2018-05-01	3002633	R M Smith Fencing	Premis	R&L	Carvers - Repair vandalised gate	48.00
2018-05-01	3002638	Hampshire C.C.	Premis	P&F	Gateway - Cleaning equipment	54.95
2018-05-01	3002634	Central Southern Sec	Premis	C/R&L/P	Cemetery, Carvers & The Place - Alarm work	3,681.02
2018-05-01	3002639	Central Southern Sec	Premis	R&L	Carvers Sheds - Service call to refit sensor	54.00
2018-05-01	3002623	M J Coakley Electrical	S&S	P&F	Christmas Lights - Call out to check Mkt Place	70.00
2018-05-01	3002625	Forest Edge Electrical	S&S	Cem	Cemetery - Supply and fit new socket	90.00
2018-05-01	3002624	Forest Edge Electrical	S&S	R&L	Pavilion - Invest/replace lights/showers sensors	120.00
2018-05-01	3002636	Abbas Cabins	S&S	P&F	Royal Wedding - Hire of portable toilets	366.00
2018-05-01	3002626	Comm. Fst Wessex HE	Employs	P&F	Gateway - Grant Funding Training	90.00
2018-05-01	3002637	Dorset Land Surveying	Premis	R&L	War Memorial - To carry out survey	150.00
2018-05-01	3002640	Bournemouth Water	Premis	Cem	Ringwood Cemetery	44.73
2018-05-01	3002641	Bournemouth Water	Premis	Allots	Southampton Road allotments	14.43
2018-05-01	3002642	Bournemouth Water	Premis	P&F	The Place	81.87
2018-05-01	3002643	Bournemouth Water	Premis	R&L	Mount Pleasant Sports Ground	21.88
2018-05-01	3002627	A Underwood	Premis	Allots	Allotment - Rent refund HRM7	5.63
2018-05-01	3002645	Peter Noble	Trans	R&L	Machinery - Kubota & Major roller mowers	19,614.90
2018-05-08	3002653	R M Smith Fencing	Premis	R&L	Toad Corner, Ash Grove & Church grounds	1,428.00
2018-05-15	3002654	Fernhill Wholesale	S&S	P&F	Gateway - Maps to sell in VIC	49.60
2018-05-15	3002659	Hampshire C.C.	Trans	R&L	Ford Transit - Maintenance contract	75.60
2018-05-15	3002657	New Forest D.C.	Premis	P&F	Gateway - 2017/18 Contrib. towards run. costs	35,766.00
2018-05-15	3002668	Itec	S&S	P&F	Gateway - Photocopies and gold support	120.11
2018-05-15	3002662	Helen Short	S&S	P&F	Gateway - Work uniform HS	57.00
2018-05-15	3002648	Fleet Line Markers	Premis	R&L	Open Spaces - Multifill white line	2,040.00
2018-05-15	3002655	Hants Play. Field Assoc	S&S	P&F	Gateway - Subscription 2018 - 19	60.00
2018-05-15	3002656	Site Safety Ltd	S&S	R&L	Groundsmen - Work wear and dust masks	73.97
2018-05-15	3002660	LK2 Sport & Leisure	S&S	P&F	Long Lane - Feasibility study Interim 1 of 2	3,000.00
2018-05-15	3002663	Bournemouth Water	Premis	Allots	Upper Kingston allotments	580.20
2018-05-15	3002664	Bournemouth Water	Premis	R&L	Standpipe Bickerley Road	12.71
2018-05-15	3002666	Bournemouth Water	Premis	P&F	71 Christchurch Road	62.07
2018-05-15	3002661	Ollie Angell	S&S	P&F	Royal Wedding - Supply of sound system	110.00
2018-05-22	3002680	Suez	S&S	Cem	Cemetery - Excess weight charge/contract end	7.91
2018-05-22	3002676	Peter Noble	Trans	R&L	John Deere - Check and replace faulty battery	118.58
2018-05-22	3002677	Peter Noble	Trans	R&L	Slitting machine - Supply and fit tyre	83.96
2018-05-22	3002678	Peter Noble	Trans	R&L	Slitting machine - Replace hydraulic hose	67.92
2018-05-22	3002673	Hampshire C.C.	S&S	P&F	Gateway - Stationery	13.66
2018-05-22	3002688	New Forest D.C.	Premis	P&F	Gateway - CCTV Contribution 1.4.18 - 30.9.18	4,395.00
2018-05-22	3002694	Letters & Logos Ltd	S&S	P&F	Royal Wedding - Correx panels for road signs	96.72
2018-05-22	3002675	Colin Joy	S&S	Cem	Cemetery stone wall - Take down and repair	582.00
2018-05-22	3002693	Alexandra	S&S	P&F	Groundsmen - Workwear JW	56.16
2018-05-22	3002683	Brewers	Premis	R&L	Seats - Hammerite thinners/brush cleaner	16.97
2018-05-22	3002682	Brewers	Premis	R&L	Seats - Owatrol Decks	30.10
2018-05-22	3002681	Brewers	Premis	R&L	Seats - Hammerite dark green paint	52.49
2018-05-22	3002690	Avon Valley Dem. Pals	S&S	P&F	Gateway - Grant towards providing a service	300.00
2018-05-22	3002684	1st Stop Clean	S&S	P&F	Gateway - Office clean March 2018	211.25
2018-05-22	3002669	Site Safety Ltd	S&S	R&L	Groundsmen - Outback hat green	11.15
2018-05-22	3002692	CSST Ltd	S&S	P&F	Royal Wedding - Security	1,050.00
2018-05-22	3002679	Marchwood PC	Employs	R&L	Groundsmen - Play Inspection course x 2 BG/DT	227.14
2018-05-22	3002687	NALC	S&S	P&F	Gateway - LCR Subscription 2018/19	17.00
2018-05-24	3002698	SFL	S&S	P&F	Royal Wedding - Hire large TV screen	4,051.77
2018-05-24	3002697	Phil Small Marquees	S&S	P&F	Royal Wedding - Hire chairs & tables	1,056.00
2018-05-24	3002689	Breast Cancer Haven	S&S	P&F	Gateway - Grant for compliment. therapies	100.00
2018-05-29	3002703	HALC	S&S	P&F	Gateway - Neighbourhood Planning Seminar CT	18.00
2018-05-29	3002700	Forest Newspapers	S&S	P&F	Gateway - Annual Town Assembly Advert	96.00
2018-05-29	3002701	Elliott Brothers Ltd	S&S	Allots	Allotments - Spare parts to repair outside tap	9.29
2018-05-29	3002702	Central Southern Sec	Premis	Cem	Cemetery shed door - Service call to fit magnet	54.00
2018-05-29	3002699	Alexandra	S&S	P&F	The Place - Chef's aprons	28.68
2018-05-29	3002717	Charmaine Bennett	S&S	P&F	The Place - Food	228.64
					SUBTOTAL	80,923.06

B(i)POLICY AND FINANCE COMMITTEE 20TH JUNE 2018LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1ST TO 31ST MAY 2018

Date	Trans No	Details	Budget	Comm	Description	Amount £
May						
2018-05-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - May 2018	80.00
2018-05-30	SO	Just Health & Safety	S&S	P&F	June 2018	212.40
2018-05-01	DD	New Forest D.C.	Premis	P&F	Cemetery Rates - May 2018	394.00
2018-05-01	DD	New Forest D.C.	Premis	P&F	The Place Rates - May 2018	186.00
2018-05-01	DD	PWLB	Capital	P&F	Loan - Long Lane	5,374.96
2018-05-01	DD	IOG	S&S	P&F	Annual subscription	135.00
2018-05-09	DD	UK Fuels	Trans	R&L	Fuel - April 2018	72.52
2018-05-14	DD	Southern Electric	Premis	R&L	Open Spaces - Street lighting qtr. 1	68.78
2018-05-21	DD	Worldpay	S&S	P&F	The Place - Fee for card machine	182.96
2018-05-22	DD	Zurich	Employs	P&F	AVC - April 2018	600.00
2018-05-25	DD	British Gas	Premis	P&F	Greenways Feb-May 2018	653.91
2018-05-31	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - April 2018	30.00
2018-05-31	DD	Utility Warehouse	S&S	Cem	Cemetery landline - April 2018	24.60
2018-05-31	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - April 2018	66.57
2018-05-31	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - April 2018	2.40
2018-05-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. electricity - April 2018	41.84
2018-05-31	DD	Utility Warehouse	Premis	R&L	Sports Pav. club membership - April 2018	2.40
2018-05-31	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd electricity - April 2018	7.21
2018-05-31	DD	Utility Warehouse	Premis	R&L	Pav. Sports Gd club mem/ship - April 2018	2.40
2018-05-31	DD	Utility Warehouse	S&S	P&F	The Place mobile phones - April 2018	10.00
2018-05-31	DD	Utility Warehouse	S&S	P&F	The Place landline - April 2018	25.04
2018-05-31	DD	Utility Warehouse	Premis	P&F	The Place electricity - April 2018	346.06
2018-05-31	DD	Utility Warehouse	Premis	P&F	The Place club membership - April 2018	2.40
2018-05-31	DD	PWLB	Capital	P&F	Loan - Gateway	10,397.99
2018-05-29	PAY	Lloyds	S&S	P&F	Bank charges - April 2018	30.83
2018-05-11	BGC	Austin & Wyatt	S&S	P&F	Agents fees - May 2018	136.00
2018-05-17	LloydsCC	Toolstop	S&S	R&L	Equipment & Tools - Milwaukee long tape	54.00
2018-05-15	BP	Hampshire C.C.	Employs	P&F	Pension April 2018	6,198.02
2018-05-22	DD	Inland Revenue	Employs	P&F	April 2018	4,805.02
2018-05-25	Telepay	Staff	Employs	P&F	May 2018	20,900.51
					TOTAL	131,966.88

AUTHORISATIONS

DATE

20th June 2018-----
20th June 2018

LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT
FOR THE PERIOD 1ST TO 31ST MAY 2018

Date	Voucher No	Details	Location	Description	Amount £
May					
2018-05-01	02/01	Waitrose	Gateway	Air freshner & milk	5.98
2018-05-04	02/02	Waitrose	Gateway	Milk	1.10
2018-05-09	02/03	Sainsburys	Gateway	Milk	0.80
2018-05-10	02/04	Sainsburys	Gateway	Coffee & tea	14.99
2018-05-10	02/05	Rwd Surplus Stores	Gateway	Chain for lamp collecting tin	2.99
2018-05-15	02/06	Iceland	Gateway	Milk	1.00
2018-05-16	02/07	Waitrose	Gateway	Milk	0.89
2018-05-16	02/08	Rwd Surplus Stores	Gateway	Royal Wedding Raffle Tickets	3.00
2018-05-18	02/09	Rwd Surplus Stores	The Place	Cable ties	1.29
2018-05-21	02/10	Waitrose	Gateway	Milk	1.85
2018-05-23	02/11	Waitrose	Gateway	Coffee Refills	6.74
2018-05-25	02/12	Sainsburys	Gateway	Batteries for emergency doorstops	3.75
2018-05-29	02/13	Waitrose	Gateway	Milk	1.99
				TOTAL	46.37

LIST OF PAYMENTS FROM PETTY CASH - THE PLACE
FOR THE PERIOD 1ST TO 31ST MAY 2018

Date	Voucher No	Details	Location	Description	Amount £
May					
				TOTAL	0.00

AUTHORISATIONS

DATE

20th June 2018-----
20th June 2018

BANK BALANCES & PROPOSED TRANSFERS

Account Name	Predicted		Actual at	Predicted	Proposed Transfers		Predicted
	31-May-18		31-May-18	Movement	Cash Out	Cash In	30-Jun-18
	£		£	£	£	£	£
Imprest (Current) Account	87,454		334,618	-50,000	-250,000	250,000	34,618
Business Account	51,506		51,508				51,508
Investment Accounts	550,000		300,000				550,000
Greenways Rent Deposit	9,673		9,673				9,673
Petty Cash - Imprest	136		90				90
Petty Cash - The Place	50		50				50
VIC Change Float	50		50				50
Information Desk Float	75		75				75
TOTAL BANK BALANCES	698,944		696,064				-50,000

PROPOSED TRANSFER AUTHORISATIONS:

DATE

20th June 2018

20th June 2018

Notes:

1 Imprest Account £
 Anticipated net expenditure in month:
 (PWL Loan repayments due) 60,000

 Net Movement on imprest account 60,000

2 Investment Maturity
 No investments due to mature

3 The bank accounts were reconciled as at 31st March 2018.

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 balance of £2,637.50 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.

The existing deposit for the outgoing tenants has been used to meet outstanding rent arrears. As a new deposit has been received from the incoming tenants the balance on this bank account has remained unchanged over the periods.

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.

REPORT TO POLICY & FINANCE COMMITTEE – 20th JUNE 2018
BUDGETARY CONTROL - 2017/18 OUTTURN AND ANNUAL RETURN

1. BACKGROUND

- 1.1 The purpose of this report is to update Members with the final income and expenditure figures for the year to March 2018. All transactions have now been processed with only very minor changes from the figures reported in May.
- 1.2 The annual return has been prepared and is awaiting external audit. A copy is included for information at Appendix 1 together with the Balance Sheet at 31st March 2018 (Appendix 2). The Annual Return needs to be signed off by the Council before the 2nd of July 2018 in accordance with the Accounts and Audit regulations 2015.

2. INCOME & EXPENDITURE OUTTURN 2017/18

- 2.1 Gross expenditure for the year is £626,507 against a revised budget of £681,687. The slight reduction of £44 on the figure previously reported has arisen because an anticipated invoice was less than expected.
- 2.2 Income collected still stands at £222,365 which is 98.3% of the revised budget of £226,106. As previously reported this shortfall is largely due to the smaller than planned reimbursement of Town Council costs in managing the Gateway Building. This reduction in costs also contributes to the lower than planned expenditure. A summary income and expenditure account is included at Appendix 3.
- 2.3 At the beginning of the year, the combined reserves and provisions stood at £423,196. Planned transfers of £42,642 were made from the revenue account to specific earmarked reserves to support future investment. At the same time funds of £24,872 were drawn down to mitigate expenditure in the year, notably for capital works to the Gateway Building for which funds of £18,749 were required. There were, in addition, CIL receipts of £9,459 and funds from the disposal of obsolete machinery of £200 which were taken straight to reserves. The adjusted income and expenditure noted above have eliminated the planned amount to be transferred from the General Reserve to support the revenue account and instead a further £46,311 will be transferred to reserves. This means that the balance at 31st March will now be £496,936. The movements on reserves are illustrated in Appendix 4.

3. RECOMMENDATION

4.

It is **recommended** that:-

- 4.1 This report be noted.
- 4.2 The Annual Return be submitted to full Council for approval.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

Tel: 01425 484723

Tel: 01425 484720

rory.fitzgerald@ringwood.gov.uk

chris.wilkins@ringwood.gov.uk

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- **all smaller authorities*** where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- **any other smaller authorities that either:**
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

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

Date(s) internal audit undertaken

DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

DD/MM/YY

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BALANCE SHEET AS AT 31 MARCH 2018

YEAR ENDED 31/03/2017	
£	£
8,896	
21,774	
11,193	
300,000	
143,381	
0	
	485,245
8,691	
39,709	
1,557	
0	
12,092	
	62,049
	423,196
	252,930
	170,266
	423,196

CURRENT ASSETS

Prepayments
Trade Debtors
VAT Reimbursable
Short Term Investments
Cash in Hand and at Bank
Purchase Tax

Total Assets

LESS CURRENT LIABILITIES

Receipts In Advance
Trade Creditors
Trade Creditors Control Account
VAT Payable
Deposits

Total Liabilities

TOTAL NET ASSETS

REPRESENTED BY:

Balance - General Fund
Earmarked Reserves & Provisions

TOTAL EQUITY

YEAR ENDED 31/03/2018	
£	£
8,667	
31,285	
0	
0	
533,409	
0	
	573,362
6,278	
57,977	
-337	
0	
12,508	
	76,426
	496,936
	299,240
	197,695
	496,936

I certify that the above balance sheet, and the Income and Expenditure Account for the year ending 31 March 2018, presents fairly the financial position of this Council.

Signed Responsible Finance Officer

Date

Signed Town Mayor

Date

**ANALYSIS OF INCOME AGAINST BUDGET
2017-2018 OUTTURN**

	2017/18 Original	2017/18 Revised	Period 12 Actual	Notes
Revenue:				
Policy & Finance Committee				
Rent (Greenways & Southampton Rd)	39,482	39,482	39,976	Some paid quarterly
Gateway Re-charges	68,735	68,735	67,537	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	4,400	3,000	2,550	
Civic Celebrations	150	9,811	9,896	Income and sponsorship for the firework event and the Christmas lights switch on event.
Other Grants & Donations *	0	2,820	1,900	Only to the extent that they are applied to the revenue account
VIC Sales	0	1,500	1,564	Includes external (non RTC) event ticket sales
The Place - Café sales	0	4,500	3,594	This will depend on the continuation of the café. Includes room hire.
Interest on investments	1,200	900	1,074	
Other Income	0	6,020	6,913	Insurance £6913
Recreation & Leisure Committee				
Ringwood Schools	20,425	20,708	18,666	Note, Ringwood school have cancelled their contract w.e.f. September. Income lost will be circa £1,200
Sponsored Flowerbeds	2,439	2,000	1,996	
Bowling	1,500	1,500	1,681	
Cricket	2,700	2,000	1,215	
Football	6,150	6,150	8,226	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Rugby	750	2,000	1,863	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Tennis (including Floodlighting)	475	400	98	collected by NFDC and remitted at year end
Castleman Trail	835	683	981	Paid by HCC towards year end.
Other use of recreation grounds	2,552	4,025	3,411	
Other Income	10	100	91	Wayleaves £91
Cemeteries	45,097	43,772	42,981	Income receipts have generally been below anticipated and it is unlikely that the original income target will be achieved
Allotments	4,400	4,900	5,051	
Planning Town & Environment Committee				
Parish Lengthsman Grant (HCC)	1,000	1,100	1,100	
Total Revenue Income:	202,300	226,106	222,365	
Capital				
s106	0	12,047	9,459	Taken straight to reserves
Grants	0			
Loans				
Other			200	sale of obsolete equipment, funds put into the machinery replacement reserve.
Total Capital Income	0	12,047	9,659	
Total Budgetted Income	202,300	238,153	232,024	
Precept and other income taken to reserves				
Precept	468,223	468,223	468,223	All now received
Other Grants & Donations *	0	0	0	
Total Precept and other income taken to reserves	468,223	468,223	468,223	
Total Income	670,523	706,376	700,247	

RINGWOOD TOWN COUNCIL

Appendix 4

PROVISIONS AND RESERVES

Title & Code	Balance 01/04/2017 £	£	Cash Receipts	Transfer fr Revenue £	Sub Total £	Transfer btwn resv £	Transfer to Revenue £	Balance 31/03/2018 £
EAR-MARKED PROVISIONS & RESERVES								
I.T. & Equipment TM602	26,400.00			7,000.00	33,400.00			33,400.00
Repairs To Pavements (Root Dam) TM603	1,600.00				1,600.00			1,600.00
Gateway TM604	34,000.00			4,000.00	38,000.00		-14,823.00	23,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00			4,800.00
Mem Wall for ashes TM607	0.00				0.00			0.00
Election TM608	12,220.88			2,900.00	15,120.88		-6,479.00	8,641.88
Mach Replace TM610	6,100.02		200.00	10,000.00	16,300.02			16,300.02
Play Equipment TM611	31,250.50			6,900.00	38,150.50			38,150.50
Memorials TM612	1,500.00			1,500.00	3,000.00			3,000.00
Christmas Lights TM613	397.00				397.00			397.00
Festival TM614	3,000.00				3,000.00			3,000.00
Grants TM616	2,750.00				2,750.00			2,750.00
Capital Fund TM617	3,744.00				3,744.00			3,744.00
Poulner Lakes TM619	500.00				500.00			500.00
Built Envir-Furn TM621	1,375.00				1,375.00			1,375.00
Armed Forces Day TM624	704.00				704.00			704.00
The Place - future development TM625	11,551.00			5,000.00	16,551.00			16,551.00
Skatepark development provision TM626	0.00				0.00			0.00
Ringwood Events TM627	0.00			5,342.00	5,342.00			5,342.00
Sub Totals	141,892.40	0.00	200.00	42,642.00	184,734.40	0.00	-21,302.00	163,432.40
Dev Contribs TM680	8,776.13	0.00			8,776.13		-3,340.00	5,436.13
Cem Maint TM681	2,130.00	0.00			2,130.00		-230.00	1,900.00
Dev Cons(cap) TM682	2,587.84	0.00	9,459.11		12,046.95			12,046.95
Capital Receipts TM684	13,125.00	0.00			13,125.00			13,125.00
Grants Unapplied TM685	1,755.00	0.00	0.00		1,755.00			1,755.00
Loans Unapplied TM686	0.00	0.00			0.00			0.00
Total Earmarked Provisions & Reserve	170,266.37	0.00	9,659.11	42,642.00	222,567.48	0.00	-24,872.00	197,695.48
GENERAL RESERVE TM699	252,929.66			46,310.53	299,240.19			299,240.19
Total Provisions and Reserves	423,196.03	0.00	9,659.11	88,952.53	521,807.67	0.00	-24,872.00	496,935.67
Decrease(-) or Increase in Reserves & Provisions during 2017/18:-								73,739.64

RESERVES & PROVISIONS.

1. BACKGROUND

- 1.1 Reserves and Provisions held by the Council currently amount to £496,935.67. Members have previously discussed whether the current range of reserves meet the needs of the Council and have sought officer recommendations on both the mix and scale of reserves.
- 1.2 This paper provides some of the background and sets out a number of recommendations which aim to align the reserves and provisions with the perceived needs of the Town Council.

2. EARMARKED PROVISIONS

- 2.1 Earmarked provisions are sums of money set aside for recognised future requirements. The Town Council currently hold 19 such provisions totalling £163,432.40. Just 8 of these provisions could be described as currently active, i.e., annual contributions are transferred to the provisions or the provisions have been used to defray expenditure in the last 5 years. Members also recently agreed to the creation of an earmarked provision to defray any significant costs that may arise with respect to Greenways and Southampton Road properties. The 2018/19 budget includes a contribution of £8,000 to this new provision.
- 2.2 Earmarked provisions were last reviewed as part of the 2015/16 budget setting process and a number of small provisions were consolidated or eliminated at that time, reducing the number of provisions from 33 to 17. The total value of earmarked provisions was then £73,740. There is an opportunity now to further consolidate these provisions.
- 2.3 Recently, earmarked provisions have been called upon to support the construction of the Place, for which £30,000 was taken from the Play Equipment provision, and to underwrite the costs of replacing vehicles and significant items of machinery. The Play equipment provision has recovered somewhat and now stands at £38,150.50, however this is still insufficient to meet the cost of any significant replacement of play equipment.
- 2.4 An analysis of the life and value of assets held by the Town Council and recorded in the asset register suggests that the annual contribution to the machinery replacement reserve is insufficient to meet likely future needs. Even if the machinery replacement reserve were limited to funding the replacement of only the larger items of equipment, costing over £1,000 together with vehicles, the total current replacement value of which is around £140,000, an increase in the annual contribution of £4,000 to £14,000 would be prudent. This assumes an average life of 10 years. The current balance of the machinery replacement reserve is £16,300 but the planned replacement of a top deck mower at the start of this financial year will use much of this and it is likely that the ageing Massey Ferguson tractor, purchased in 2005, will need replacing soon.
- 2.5 As the Town Council develops a more structured future development plan, it is becoming clear that some of these Provisions will be insufficient to meet projected costs. For example, the emerging requirement for the replacement of the sheds on Carvers, together with wider improvements at Carvers will require significant funding.
- 2.6 There is an historic Christmas lights provision of just £397. The current arrangement with Lamps and Tubes ends this year and the Town Council will be faced with replacement of the existing, aged, array of lights. This may be through a leasing arrangement or outright purchase but in either case, there will be significant up-front costs. It would be prudent to increase the Christmas lights provision in anticipation of this cost.

- 2.7 Other areas of work that may require significant investment in the future include investment in grounds maintenance to bring the trees and hedges on land for which the Council is responsible, under control and into a condition where regular annual maintenance will be all that is required. This may require the employment of tree surgeons to tackle the larger trees which may be deemed dangerous or otherwise in an inappropriate position. Similarly it might be prudent now to consider building up a cemetery reserve to help to fund any future expansion of cemetery provision.

3. CAPITAL RESERVES

- 3.1 The Capital Reserves include developer's contributions, CIL receipts and other capital receipts from the sale of land or the receipt of grants. Typically, these reserves are held against specific requirements and, with the exception of capital receipts arising from the sale of assets, may not be used for other purposes.
- 3.2 The balance of Capital reserves is currently £34,263.08.

4. GENERAL RESERVE

- 4.1 The General Reserve is held as a contingency against unforeseen expenditure and typically a prudent level is considered to be around 50% of the annual precept. The balance on this reserve now stands at £299,240.19 which is around £56,000 more than half the 2018/19 precept of £485,196.
- 4.2 In order to achieve a balanced budget in 2018/19, it is necessary to transfer £15,291 from the General reserve to the General Fund. In addition, programme slippage from 2017/18 will result in a further reduction in the General Reserve of £4,500. The General Reserve is therefore predicted to reduce by £19,971.
- 4.2 Nevertheless, there is an opportunity to transfer funds of £36,000 into earmarked provisions to meet some of the emerging needs set out in section 2 above whilst maintaining the General reserve at a prudent level.

5. RECOMMENDATIONS

It is **recommended** that:-

- 5.1 the existing earmarked provisions be consolidated, eliminating 7 of the provisions and releasing £13,673 to be added to those provisions where funds are considered to be inadequate.
- 5.2 New earmarked provisions are created for Cemetery extension, Carvers re-development (including replacement of the sheds), and Grounds Maintenance.
- 5.3 the annual contribution to the machinery replacement reserve be increased by £4,000 to £14,000.
- 5.4 Members consider whether any other annual contributions to earmarked provisions, such as that for play equipment,(currently £6,900 pa), be adjusted.
- 5.5 The sum of £36,000 be transferred from the General reserve to earmarked provisions, to be added to the £13,673 released through consolidation.
- 5.6 Members consider and/or approve the individual amounts to be distributed across new and existing earmarked provisions per the schedule in Appendix 1.

For further information, please contact:

Rory Fitzgerald, Finance Manager

Tel: 01425 484723

rory.fitzgerald@ringwood.gov.uk

or Chris Wilkins, Town Clerk

Tel: 01425 484720

chris.wilkins@ringwood.gov.uk

RESERVES AND PROVISIONS

Title	Balance Sheet Codes	Balance 01/04/2018 £	Transfers to and from reserves included in the 2018/19 Budget		Balance 31/03/2019 per budget £	Proposed Consolidation and transfers between Reserves and earmarked provisions		Proposed Balance 31/03/2019 £
			Transfer from Revenue £	Transfer to Revenue £		Proposed Transfers Out £	Proposed transfers in £	
EAR-MARKED PROVISIONS & RESERVES								
I.T. & Equipment	TM602	33,400.00	4,500.00		37,900.00			37,900.00
Repairs To Pavements (Root Damage)	TM603	1,600.00			1,600.00	-1,600.00		0.00
Gateway	TM604	23,177.00	4,000.00		27,177.00			27,177.00
Cemetery Extension (Renamed from "Maintenance in closed Churchyard")	TM605	4,800.00			4,800.00		5,200.00	10,000.00
Mem Wall for ashes	TM607	0.00			0.00			0.00
Election	TM608	8,641.88	2,900.00		11,541.88			11,541.88
Mach Replace	TM610	16,300.02	10,000.00	20,000.00	6,300.02		5,000.00	11,300.02
Play Equipment	TM611	38,150.50	6,900.00		45,050.50		5,000.00	50,050.50
Memorials	TM612	3,000.00			3,000.00			3,000.00
Christmas Lights	TM613	397.00			397.00		10,000.00	10,397.00
Festival	TM614	3,000.00			3,000.00	-3,000.00		0.00
Grants	TM616	2,750.00			2,750.00	-2,750.00		0.00
Capital Fund	TM617	3,744.00			3,744.00	-3,744.00		0.00
Poulner Lakes	TM619	500.00			500.00	-500.00		0.00
Built Envir-Furn	TM621	1,375.00			1,375.00	-1,375.00		0.00
Armed Forces Day	TM624	704.00			704.00	-704.00		0.00
The Place - future development	TM625	16,551.00	5,000.00		21,551.00			21,551.00
Skatepark development provision	TM626	0.00			0.00			0.00
Ringwood Events	TM627	5,342.00			5,342.00			5,342.00
Greenways/Southampton Road Bdg Reserve	TM630	0.00	8,000.00		8,000.00			8,000.00
Carvers Grounds Development	TM631	0.00			0.00		15,000.00	15,000.00
Grounds Maintenance	TM632	0.00			0.00		9,473.00	9,473.00
Sub Totals		163,432.40	41,300.00	20,000.00	184,732.40	-13,673.00	49,673.00	220,732.40
Dev Contribs	TM680	5,436.13			5,436.13			5,436.13
Cem Maint	TM681	1,900.00		230.00	1,670.00			1,670.00
Dev Cons(CIL)	TM682	12,046.95	10,000.00	21,340.00	706.95			706.95
Capital Receipts	TM684	13,125.00			13,125.00			13,125.00
Grants Unapplied	TM685	1,755.00			1,755.00			1,755.00
Loans Unapplied	TM686	0.00			0.00			0.00
Total Earmarked Provisions & Reserves		197,695.48	51,300.00	41,570.00	207,425.48	-13,673.00	49,673.00	243,425.48
GENERAL RESERVE	TM699	299,240.19		19,971.00	279,269.19	-36,000.00		243,269.19
Total Provisions and Reserves		496,935.67	51,300.00	61,541.00	486,694.67	-49,673.00	49,673.00	486,694.67
Decrease(-) or Increase in Reserves & Provisions during 2018/19:-								-10,241.00

POLICY & FINANCE COMMITTEE
20th June 2018

Review of Standing Orders

1. Introduction and reason why decision required
 - 1.1 Local councils are advised to review their Standing Orders once a year.
2. Background information, options, impact assessment and risks
 - 2.1 Current Standing Orders were adopted on 25th September 2014 and have not been formally reviewed since.
 - 2.2 Members are respectfully invited to consider replacing current Standing Orders with an entirely new form based on the latest NALC model. A draft document prepared using this approach is circulated with this note.
 - 2.3 Current Standing Order 68 provides that “A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council”. Accordingly, members cannot approve (or even discuss) the suggested change at this meeting. The purpose of the agenda item is merely, therefore, to initiate the review process which will have to proceed at the next full council meeting.
3. Issues for decision and any recommendations
 - 3.1 ***Members are invited to propose and second a motion to vary Standing Orders on the understanding that such motion will immediately be adjourned.***

For further information, contact:

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



Ringwood Town Council

STANDING ORDERS

Comment [CW1]: This document contains proposed new standing orders in a completely new format; it is based on the NALC model as most recently reviewed in January 2018 NOT a re-working of the existing draft.

Black text is derived directly from the NALC model (the bold black text is mandatory and should not be altered).

Red text is my drafting designed to preserve current provisions that are additional to or different from the NALC provisions but permissible. Members are free to alter these parts as thought fit. In the final version, all text will be black.

Comments like this are included by way of explanation and will not appear in the final document.

Ringwood Town Council

STANDING ORDERS

Contents

1. Rules of debate at meetings	1
2. Disorderly conduct at meetings	3
3. Meetings generally.....	3
4. Committees and sub-committees.....	6
5. Ordinary council meetings.....	7
6. Extraordinary meetings of the council and committees and sub-committees...	8
7. Previous resolutions	9
8. Voting on appointments.....	9
9. Motions for a meeting that require written notice to be given to the Proper Officer.....	9
10. Motions at a meeting that do not require written notice	10
11. Management of information	11
12. Draft minutes	11
13. Code of conduct and dispensations	12
14. Code of conduct complaints.....	13
15. Proper Officer	14
16. Responsible Financial Officer	15
17. Accounts and accounting statements	15
18. Financial controls and procurement	16
19. Handling staff matters.....	17
20. Responsibilities to provide information	18
21. Responsibilities under data protection legislation.....	19
22. Relations with the press/media.....	19
23. Execution and sealing of legal deeds	19
24. Communicating with District and County or Unitary councillors.....	20
25. Restrictions on councillor activities.....	20
26. Standing orders generally	20

C

Ringwood Town Council

STANDING ORDERS

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5

C

minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- ä Full Council meetings
- ä Committee meetings
- ä Sub-committee meetings
- ä a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- ä b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- ä c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ä ä d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **15** minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than **3** minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak **and may sit or stand when speaking.**
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if**

Comment [CW3]: This provision and the one following enable the Chairman to control the public participation session limiting it (and individual contributions) when necessary and extending it when appropriate or desirable.

Comment [CW4]: The NALC model assumes that speakers will stand by default so I've changed it to reflect the local custom.

Comment [CW5]: This and 3(m) are new. The law has changed and much in our current protocol has to change; we cannot stop people from filming, for example. Other provisions of the protocol have not been followed in practice (publishing our audio recordings on our website, for example). If desired, we could still have a protocol to deal with other things (prescribing the information/warning included in agendas and announced at meetings, for example, but this is not obligatory and of dubious benefit. I recommend that we instead prepare some simple and polite notices, visible as people enter the Forest Suite, explaining what is allowed and what isn't).

C

there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

ä ä ä

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

ä ä ä

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or by ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

Comment [CW6]: Our current standing orders allow for voting by ballot but since the NALC model does not I have added these words to preserve the *status quo*. Members should be aware, however, that a secret ballot can never be assured because any councillor present can request a recorded vote.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

ä ä ä

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

ä

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

ã ä å

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of **two** hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **3** days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

C

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business of the annual meeting shall

Comment [CW7]: Current standing orders include in the equivalent provision an addition that no appointment shall last more than two years. This is both inconsistent and redundant (how could an appointment made every year last more than a year?) Presumably the intention was to stop the same individual being appointed more than two years running but this isn't what the current rule says. The rules could provide that a councillor who has already served two terms shall not be eligible to serve a third consecutive term but I have not included this because it seems to me unwise. If no other councillor is willing to serve in such circumstances, such a rule would bring all proceedings to an unresolvable halt. The laudable aim of discouraging excessive terms of office has ultimately to rest on a healthy culture within the council; it is not something that can prudently be legislated for through standing orders.

include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence; and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council and committees and sub-committees

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two**

Comment [CW8]: I have included this list as recommended by NALC even though it seems far too long to me. Either each "review" would be a perfunctory (and therefore rather pointless) nod through or the meeting would take hours. It would be more practical for items vi, ix, x and xiii-xxi (inc.) to be dealt with, initially at P&F, according to an annual programme agreed by the full Council at the Annual meeting. I can re-draft this provision accordingly if members agree.

C

councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within **seven** days of having been requested by to do so by **two** members of the committee or the sub-committee, any **two** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **four** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

Comment [CW9]: The NALC model leaves a blank here for each council to fill at its discretion. Four is the number in the equivalent provision in our current standing orders.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **ten** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, at least **seven** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

Comment [CW10]: Current standing orders limit members to proposing a maximum of three motions per meeting. I have not replicated this limit here because it risks encouraging composite motions (i.e. improper bundling of multiple proposals) or disputes about whether motions are composite. 9e gives the Chairman and Clerk adequate power to prevent excessive, disruptive or vexatious use of motions

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;

- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- ä Full Council meetings
- ä Committee meetings
- ä Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with **or before** the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

Comment [CW11]: At present, these recordings are retained on our hard drive where they occupy a colossal amount of memory. Once the minutes have been approved and become the legal record of the meeting, retaining a recording is unnecessary and undesirable for various reasons. Although a significant change, therefore, I would recommend it to members.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he **or she** has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he **or she** has a disclosable pecuniary interest. He **or she** may return to the meeting after it has considered the matter in which he **or she** had the interest.
- c Unless he **or she** has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he **or she** has another interest if so required by the council's code of conduct. He **or she** may return to the meeting after it has considered the matter in which he **or she** had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

Comment [CW12]: This goes further than current rules which merely direct abstention from participation in discussion and voting. However, I firmly commend it to members. It is now a **criminal offence** for a councillor to participate in these circumstances. Would it not be wiser to leave the room than stay and risk acquiring a criminal record as a result of thoughtlessly joining in a discussion in the heat of the moment or reflexively raising an arm when a vote is taken?

C

- e [A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.]
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

Comment [CW13]: This decision could be made by the relevant meeting instead. Assigning the decision to the Clerk saves time and reduces the risk of political controversy. I further suggest that it is precisely to manage difficult technical judgements of this kind that you employ a Clerk for. However, I will gladly yield the role to members if preferred.

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
 - i **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - i **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **six** days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

C

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~in a book for such purpose~~;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of that committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 23.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any

actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

C

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender **may shall** be advertised in a local newspaper and in any other manner that is appropriate **as the Proper Officer shall decide**;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason
- i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it lasts more than three working days, or
 - ii. Of any other employee if it lasts more than two weeks
- and that person shall report such absence to the Staffing Committee at its next meeting.
- b The chairman of the Staffing Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- c Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

Comment [CW14]: These sub-clauses do not appear in the NALC model with the result that the clause applies to ALL staff absences. Since this appears unworkable and unnecessary to me, I suggest these qualifications to it.

Comment [CW15]: These proceedings (if they occur at all) will take place in private. The documents referred to would be copied to all councillors but in confidence.

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

C

- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the**

presence of two councillors who shall sign the deed as witnesses.

24. Communicating with District and County or Unitary councillors

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councils representing the area of the Council.
- b. If the Council or the Town Clerk so decides, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

Comment [CW16]: We do not do this at present (perhaps because all but one are also town councillors. Since that situation may not always obtain, members may wish to include this NALC recommendation.

Comment [CW17]: This preserves the current rule; the NALC model rule requires this to be done unless the council decides otherwise. Nothing is said here about emails to district or county officers, effectively leaving staff to decide whether to copy these to the ward councillors. Members can alter that, if desired.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

POLICY & FINANCE COMMITTEE
20th June 2018

Budget for consultancy fees

1. Introduction and reason why decision required

- 1.1 Officers wish to increase the level of support from the Council's health and safety consultant and need members to authorise an increase in the relevant budget in order to do so.

2. Background information, options, impact assessment and risks

- 2.1 The (recurrent) budget for consultant's fees in the present year includes provision for £2,124 for the health and safety consultancy. Progress to date has indicated a need for additional support in reviewing risk assessments for the work of the grounds staff (increasing the focus on activities which have been identified as carrying the greatest risk and replacing generic documents with documents that reflect more accurately how the staff actually work and will therefore be more effective in actually managing the risk). This would cost an additional £47 a month (£564 for the year) – an increase of 27%.
- 2.2 Members are respectfully requested to approve an increase of £564 in the relevant budget to enable this work to proceed without delay in accordance with the Council's obligations to manage its health and safety risks.

3. Issues for decision and any recommendations

- 3.1 *Whether to approve the budget increase. [RECOMMENDATION: Officers recommend that the increase be approved (at the expense, effectively, of the end of year general reserve balance).]***

For further information, contact:

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

Review of Subscriptions

1. Introduction and reason why decision required

- 1.1 Local councils are advised to arrange for all subscriptions paid for by them to be reviewed by members once a year. The review presents members with an opportunity to request further information and consider the appropriateness and value for money of the subscriptions. It may also prompt a proposal that a subscription be altered, cancelled or not renewed upon expiry.

2. Background information, options, impact assessment and risks

- 2.1 There is attached to this report a schedule setting out basic information about subscriptions currently paid by this council. It is believed to be comprehensive but the term subscriptions is a little vague and not every item is paid from the same budget line. Members are welcome to raise queries about any items that may have been overlooked.

3. Issues for decision and any recommendations

3.1 *Members are invited to note this report.*

For further information, contact:

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



Ringwood Town Council

Council and/or staff subscriptions to other bodies

(Correct as at: 6th June 2018)

Body	Description	Type	Cost ¹	Renewal date
Institute of Cemetery & Crematorium Management	Provides guidance on policy and best practice to burial authorities and access to specialist training and materials for staff.	Council	£90.00	1 April
HALC & NALC	The county and national associations for our local government sector providing advice, materials and training for councillors and staff.	Council	£1,756.00	1 April
Local Councils Review	Sector magazine	Council	£17.00	1 April
Hampshire Playing Fields Association	Provides advice, information, grants, loans and training opportunities.	Council	£60.00	1 April
Community First New Forest	Charity supporting local volunteer and community groups	Council	£8.33	1 April
The Institute of Groundsmanship	Provides guidance and training on provision of sports surfaces	Council	£135.00	2 April
Information Commissioner's Office	Registration (legal requirement)	Council	£35.00	1 Aug.
Ringwood & District Community Association	Affiliation to the charity which runs Greyfriars Community Centre	Council	£21.00	1 Sep.
Gonewforest	Online/digital media tourism and visitor promotion service	Council	£117.00 ²	1 Jan.
Society of Local Council Clerks	Provides support, advice and training for town and parish clerks. (Trade union is now separate.)	Staff (Town Clerk)	£300.00	1 Jan.

¹ Annual cost at last renewal excluding VAT.

² Reduced rate in 2018 for initial part-year

E

Chartered Institute of Public Finance & Accountancy	Provides support, advice and training for public finance officers	Staff (Finance Manager)	£155.00 ³	1 Jan.
---	---	-------------------------	----------------------	--------

Notes

1. This list should be reviewed by members annually.
2. A motion requiring that a subscription be reconsidered, not renewed or terminated may be made at any time as a written motion requiring notice in accordance with standing orders.
3. Subscriptions will automatically continue unless and until terminated in accordance with a resolution to that effect and whatever termination process the subscription includes.
4. Officers will renew current subscriptions upon their expiry unless directed by a resolution not to do so.

³ Reduced rate for part-time working



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Millennium Clock	A follow-up visit since the main repair in April has now, apparently, ensured that both faces show the same, correct time.	£1,000	£580		Moderate	Probable	Officers will now procure the repainting of the columns and surround.
A2	WW1 Armistice lasting addition to remembrance	Some ideas for a poppy display on the town roundabout have been discussed and will be presented at the meeting on 20 th June	£500	£0				Should this item move to RL&OS committee?
A3	WW1 Armistice – contribution to commemorative event	Details of ceremonies and parade and help needed from RTC are awaited from RBL	£1,000	£0			Probable	Should this item move to RL&OS committee?
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	None							
Projects with no budgetary implications								
C1	Review of Standing Orders	See Separate Report for agenda item for meeting on 20 th June				Moderate	Probable	

