

Earmarked Reserve Report

Committee Managing Project - **Operations and Resources**

Name of Project - **ARC Refurbishment - 323**

Date commenced	2019/20
Minute Ref	
Purpose of Reserve	To address the numerous maintenance issues with the Alresford Recreation Centre (ARC)
Date of Project delivery	Ongoing
Reason required	The ARC is used as a public building and there are numerous improvements that need to be made to improve the building
Description of each Spend and Minute ref	<p>1. 090419: F19/015 RESOLVED: That Downs Carpets Ltd refit the flooring between the main hall and Bar at a price of £1412.00 excluding VAT. £1407 – replacement flooring</p> <p>2. 280519: F19/025 It was agreed by councillors electronically to complete the roof works and Solar panels service at the time the scaffolding was in place. The works are now completed and total cost came to £9033.00 including VAT. £7525.50 – Solar panel service and repairs</p> <p>3. 090419: F19/017 RESOLVED: That the electrical works be carried out to a maximum budget of £2000.00 excluding VAT £850.00 – Renew electrics</p> <p>4. 090419: F19/017 RESOLVED: That the electrical works be carried out to a maximum budget of £2000.00 excluding VAT £580 – Replacement lights bar/café</p> <p>5. 310320: £26,635.50 – Reallocated</p> <p>6. 030620: £335.00 – New safety gas valve</p> <p>7. 030620: £1250 – Wiring, rads, TRVs</p> <p>8. 030620: £1700 – Circuit/pipe tracing</p> <p>9. 280720: 20/081 RESOLVED: With a view to separating out the ground and first floor of the Alresford Recreation Centre, that an additional boiler and radiators are installed and that separate meters are installed for gas and water at a price of £12,455 + VAT with Flow Vision. £4985 – Split power</p> <p>10. 120121: F20/114 RESOLVED: Additional work by Vision</p>

	<p>approved up to £2000 for carpentry around plumbing works £1925 – 1st floor plant room</p> <p>11. 140720 F20/032 RESOLVED That FlowVision conduct plumbing works to Andrews and Worcester boilers and carry out miscellaneous repairs to plumbing as per quote £2725.00 plus VAT.</p> <p>Recommendation 1: That the Committee request an increase in budget £3,500 from Town Council to cover the cost of the plumbing works required on the first floor.</p>

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31/03/2019	Town Council		Balance £37,000
31/03/2020	Town Council		Balance £20,000
27/04/2021	Town Council	20/256	Balance £15,000. RESOLVED: That the CIL Major Projects Earmarked Reserve funds the increases to the Roof Reserve to be increased to £64,000 and the ARC Refurbishment is increased to £15,000.
31/05/2022	Town Council	22/026	Balance £18000 RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

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Committee Managing Project - **Community and Open Spaces**

Name of Project - **Arlebury Park outdoor gym - 338**

Date project commenced	26 th January 2021
Minute Ref	20/190
Purpose of Reserve	New outdoor gym at Arlebury Park
Date of Project delivery	July 2022
Reason required	<p>A CIL application was submitted to Winchester City Council for an outdoor gym at Arlebury Park (min. ref 20/190). The application was for £20,000. As part of the application NATC were to provide up to £5000. The application was successful.</p> <p>A quote was approved for the new gym to the value of £20,515.0. Additional works to move the football pitch and goal posts, and (potentially) the defunct cricket strip is required. The approved expenditure for this is up to £2900 (min. ref C22/044). The Outdoor Gym Ear Marked reserve of £4000 covers the work to move the goal posts and cricket strip, and the £515 in excess of the £20,000 grant.</p>
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31 st May 2022	Town Council	22/026	To create Arlebury Park Outdoor Gym EMR of £4000

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Committee Managing Project - **Planning Committee/Town Council**

Name of Project - **Pedestrianisation of the Sidings Broad Street - 335**

Date commenced	24/11/2020
Minute Ref	20/159
Purpose of Reserve	Contribute to the Pedestrianisation of the sidings in Broad Street
Date of Project delivery	Ongoing – Awaiting site meeting with HCC
Reason required	Following on from COVID restrictions where the area was pedestrianised. Informal poll resulted in the residents wishing for the area to be permanently pedestrianised
Description of each Spend and Minute ref	1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
24/11/2020	Town Council	20/159	RESOLVED: That the landowners are approached in the first instance to the feasibility and costs for the pedestrianisation of the Sidings, Broad Street.
31/05/2022	Town Council	22/026	Balance £1000. RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

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Committee Managing Project - **TOWN COUNCIL**

Name of Project - **COGSWELL MEMORIAL - 332**

Date commenced	25.02.2020
Minute Ref	19/255
Purpose of Reserve	To restore and improve Cogswell memorial & install information board for Alresford residents and visitors. To be registered with war Memorial Trust when complete
Date of Project delivery	Ongoing. 08.06.2022 Lectern delivered, awaiting installation.
Reason required	Redesign of existing memorial
Description of each Spend and Minute ref	1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31/05/2022	Town Council	22/026	Balance £2500. RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

Earmarked Reserve Report

Committee Managing Project – **Operations and Resources**

Name of Project - **Health and Safety - 334**

Date commenced	9 February 2021
Minute Ref	F20/131
Purpose of Reserve	Address Health and Safety issues
Date of Project delivery	Ongoing
Reason required	Health and Safety is paramount to NATC and all aspects of its activity. Expertise required to deliver policies and Risk Assessments. That the remaining balance of 2021/22 budget is EMR to ensure sufficient funds to carry out necessary H&S work.
Description of each Spend and Minute ref	1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
09/02/2021	Finance and Facilities	F20/131	RESOLVED: That Saxon Safety are appointed at a cost of £2461 to write and develop a Health and Safety policy and a Covid-19 risk assessment for all Town Council activities.
31/05/2022	Town Council	22/026	Balance £1410 RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

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Committee Managing Project - **Community and Open Spaces**

Name of Project - **Memorial Gardens - 332**

Date project commenced	2 nd December 2021
Minute Ref	R21/103
Purpose of Reserve	Improvements to Memorial Gardens
Date of Project delivery	2023 (if CIL bid is successful)
Reason required	<p>Memorial Gardens is suffering from worsening erosion along the river edges, which is causing long term damage to the site. The high water-table means the ground is regularly very wet, and the site can appear neglected and not used to its full potential.</p> <p>To address these issues the Council have developed a proposal for the site that including installing bog gardens, ponds, reed beds, raised paths and timber dipping platforms.</p> <p>The project expected to cost £113,00 and a CIL application has been submitted to Winchester City Council for £111,000. As part of this application, the Council stated that they would provide £2000. This is the amount in the Memorial Gardens reserve.</p>
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31 st May 2022	Town Council	22/026	To create Memorial Gardens EMR of £2000

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Committee Managing Project - **Town Council**

Name of Project - **NATC Strategy - 328**

Date commenced	21/10/2020
Minute Ref	20/105
Purpose of Reserve	To create NATC strategy
Date of Project delivery	Ongoing 230322 – Initial meeting held with consultant.
Reason required	To set priorities and improve operational effectiveness.
Description of each Spend and Minute ref	1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
21/10/2020	Town Council	20/105	RESOLVED: That the funding for the NATC Strategy development to the cost of £5000.00 is approved.
26/10/2021	Town Council	21/140	RESOLVED: That Local Council Consultancy is appointed to aid the council develop a strategy
31/05/2022	Town Council	22/026	Balance £5000. RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

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Committee Managing Project - **Community and Open Spaces**

Name of Project - **New Allotments - 329**

Date project commenced	7 th October 2020
Minute Ref	R20/046
Purpose of Reserve	To support the provision of additional allotment plots in New Alresford
Date of Project delivery	Winter 2022/Spring 2023 (if CIL bid is successful)
Reason required	<p>There is a high demand for allotments in New Alresford and the Council's current site does not provide sufficient plots. The Council have leased additional land to provide approx. 25 new plots, but the land needs to be developed accordingly.</p> <p>Quotes for ecological and topographical surveys, clearance work, laying water, installing hardstanding and additional topsoil total approx. £36,00</p> <p>A CIL application has been submitted to Winchester City Council for £25,000 (min. ref 21/213). As part of the application NATC will provide £9000 funding. The reserve of £8750 will mostly cover the Council contribution</p>
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31 st May 2022	Town Council	22/026	To create New Allotment EMR of £8750

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Committee Managing Project - **Community and Open Spaces**

Name of Project - **Sun Hill slope repairs - 337**

Date project commenced	3 rd November 2021
Minute Ref	R21/83
Purpose of Reserve	Repairs to slope at Sun Hill Recreation Ground
Date of Project delivery	Autumn 2023
Reason required	<p>Extensive repairs to the slope at Sun Hill Recreation Ground are required to ensure the fences at the end of gardens above do not collapse. This also involves stopping access to the slopes.</p> <p>A range of quotes have been obtained for the project for two areas of the slope. Based on the quotes, a reserve of £20,000 is a realistic figure to make the necessary repairs.</p>
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31 st May 2022	Town Council	22/026	To create Sun Hill slope repairs EMR of £20,000

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Committee Managing Project - **Community and Open Spaces**

Name of Project - **Sun Hill train-336**

Date project commenced	5 th January 2022
Minute Ref	R21/115
Purpose of Reserve	Improvements to Memorial Gardens
Date of Project delivery	May-June 2022
Reason required	<p>The purchase of a new item of train play equipment for Sun Hill playground following vandalism of the old train, was agreed at a cost of £5647.</p> <p>20% of the cost was paid in February 2022, leaving a balance of £4492 to be paid in the 22/23 financial year. An Ear Marked Reserve for the Sun Hill train covers the balance and contingencies</p>
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
31 st May 2022	Town Council	22/026	To create Sun Hill train EMR of £6000

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Committee Managing Project - **Operation and Resources**

Name of Project – **Website redesign - 333**

Date commenced	12/04/2022
Minute Ref	OR21/140
Purpose of Reserve	To redesign website
Date of Project delivery	Ongoing 140622: designers presented to O&R
Reason required	To improve website functionality and accessibility
Description of each Spend and Minute ref	1. Annual Service Charge £480 2. 3.

Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
12/04/2022	Operations and Resources	OR21/140	RESOLVED: That supplier A - Forum Media and Design is approved at a value of £2900.00
31/05/2022	Town Council	22/026	Balance £2520. RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.

Earmarked Reserve Report

Committee Managing Project - **Finance and Facilities/Town Council**

Name of Project - **2020 Roof Reserve - 322**

Date commenced	09 Jan 2018
Minute Ref	3701
Purpose of Reserve	Refurbishment of ARC Roof
Date of Project delivery	2020
Reason required	The roof to the ARC building leaks and has numerous broken tiles. Two different sized tiles are in place and contributes to the leaks inside the building. If not addressed the water damage will cause untold damage to the building.
Description of each Spend and Minute ref	<ol style="list-style-type: none"> 1. 21/03/2017 – Town Council – 3502: RESOLVED That the Town Council would accept the quote from MC Ryder Replace missing/damaged fascia - £120 2. 19/02/2019 – F19/007 - RESOLVED: That Cleve Construction undertake repairs to roof of Alresford Recreation Centre. (£2990.00 plus VAT) 3. 28/05/2019 F19/025 - It was agreed by councillors electronically to complete the roof works and Solar panels service at the time the scaffolding was in place. The works are now completed, and total cost came to £9033.00 including VAT. 4. 31/01/2021 – Roof Survey £1545 5. 14/09/2021 – OR21/040 RESOLVED: That based on the original quote provided that the roof works are progressed at a value of no more than £65,000.00 on the ARC roof replacement project. <i>Following the findings of the Roof Survey that the EMR is increased to £64,000 so that at a minimum half the roof can be repaired.</i> 6. 08/02/2022 OR21/102 RESOLVED: That the tender prepared by Ridge for roof works at Alresford Recreation Centre be approved and sent to Town Council for ratification 7. 22/02/2022 21/240 RESOLVED: To approve tender for roof works at Alresford Recreation Centre 8. 17/05/2022 OR22/011 RESOLVED: That the Earmarked Reserves moving forward is Stratton Bates Play £135,000, Sunhill Train £6,000, Sunhill Slope £20,000, Alresford Recreation Centre – boiler £18,000, ARC Roof £90,000, Memorial Gardens £2,000, Cogswell Memorial £2,500, Health and Safety £1410, Broad Street £1,000, New

	Allotment £8750 and Website £2520. That the Earmarked Reserves is referred to Town Council for formal approval
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Annual review to ensure relevance and adequacy

Date	Committee	Minute Ref	Findings of review
09/01/2018	Town Council	3701	Balance £5,000.00
12/06/2018	Town Council	18/058 (7)	RESOLVED: That the EMR Roof is increased to £10,000
22/01/2019	Town Council	19/007	Balance £15000.00. £10,000 is for two postings in 18/19 as none was made in 2017/18
28/01/2020	Town Council	19/223	Balance £35,000.00. RESOLVED: That a budget of £518,135 is approved for spend in 2020/21.
13/10/2020	Finance and Facilities	F20/065	Balance £33455. RESOLVED: That Ridge and Partners conduct survey of ARC roof.
27/04/2021	Town Council	20/256	Balance £64,000. RESOLVED: That the CIL Major Projects Earmarked Reserve funds the increases to the Roof Reserve to be increased to £64,000 and the ARC Refurbishment is increased to £15,000.
31/05/2022	Town Council	22/026	Balance £88,000. RESOLVED: That the Earmarked Reserves as detailed on the Balance Sheet as at 31 March 2022 is approved.
31/05/2022	Town Council	22/031	RESOLVED: That the tender from MJ Construction for a full roof replacement with Cambrian roof tiles to the value of £94,462.37 is approved.

Earmarked Reserve Report

Committee Managing Project – **Community and Open Spaces**

Name of Project – **Stratton Bates Play - 320**

Name of project	Stratton Bates play area redevelopment
Committee managing project	Community and Open Space
Date commenced	23/10/2018
Minute Ref	181008
Purpose of Reserve	To redevelop the play area at Stratton Bates recreation ground
Date of Project delivery	Project consultation completed in September 2020. Project to be completed by Spring 2022
Reason required	<p>The playgrounds at each of the Council’s three sites are below standard. Although they are inspected for safety, and repairs continue to be made as necessary, much of the existing equipment has gone beyond its expected lifespan. The result is tired and somewhat uncoordinated facilities.</p> <p>As part of the Committees 5-year plan, it was agreed to concentrate resources on making one of the town's play areas a facility for Alresford to be proud of. After considering factors such as proximity to the geographical centre of town, access for all, and access from any areas of deprivation, it was agreed to concentrate efforts on redeveloping the playground at Stratton Bates Recreation Ground. The Committee agreed that it would like public input on the type of play equipment to be installed.</p>

Description of EMR Spend

Date of Spend	Authorisation	Amount	Description
25/11/20	R19/111 and R19/121	£1511.66	Public consultation payment to FERIA Urbanism for tasks 6 and 7 and expenses
17/4/20	Clerk/ Chair delegated budget	£20	Hire of meeting room for consultation
27/8/20	Clerk/ Chair delegated budget	£91	Flyers for consultation event

13/10/20	Clerk/ Chair delegated budget	£250	Hire of marquee for consultation event
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Annual review to ensure relevance and adequacy

Date of Approval	Committee	Minute Ref	Findings of review
19/06/2018	Town Council	18/058(8)	Inc EMR to £15,000
22/01/2020	Town Council	19/007	Inc EMR to £20,000
28/01/2020	Town Council	19/223	Inc EMR to £100,000 for 20/21
03/03/2021	R&E	R20/109	Confirmed scope of project – Redevelopment of playground only
31/05/2022	Town Council		Inc EMR to £135,000 in 21/22 financial year (includes £4000 donation) <u>Reason</u> R21/139 - tender from Eibe Limited approved as preferred contractor for Stratton Bates Play area. To allow for tweaks in design, funding is approved to the sum of £145,000.00.