

## NEW MILTON TOWN COUNCIL

Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 12 June 2017 at 6.30 pm in the Town Hall, Ashley Road, New Milton, BH25 6AS.

Chairman	p	S P Davies
Vice-Chairman	p	D N Tungate

### Councillors:

p	G R Blunden	p	S J Clarke
p	K Craze	p	A D O'Sullivan
p	R A Reid	p	J G Ward
p	S Short		

In Attendance: Cllr D E Hawkins

Officers: Mr G P Flexman – Town Clerk  
Joanna Hayward – Administrator

The Chairman welcomed Councillors, a member of the press and a member of public to this first meeting as Chairman of F&GP.

4. APOLOGIES

None

5. DECLARATIONS OF INTEREST

None

6. PUBLIC PARTICIPATION

None

7. MINUTES

**RESOLVED:**

***That the Minutes of the meetings held on 24 April and 8 May 2017, having been circulated, be signed by the Chairman as a correct record.***

The minutes were duly signed.

## 8. MATTERS ARISING FROM THOSE MINUTES

The Town Clerk confirmed that all points have been or are currently being addressed.

	<b>Action Points</b>	<b>Date</b>	<b>Action by</b>
124	Red Telephone Box relocation	8 May 2017	Town Council
125	Youth Work – Teenage Market	31 May 2017	Youth Coordinator
126	Grant Aid payments	8 May 2017	Town Clerk
127	Festive lights sponsorship	12 June 2017	Working Party
128	Members Allowances	8 May 2017	Town Council

The Chairman asked for an update on the festive lights sponsorship. The matter had been passed to TESH for further consideration.

There were no further comments regarding the red telephone box.

The Town Clerk referred to minute 126 b) and confirmed he had written to the New Forest Basics Bank but no response had been received to date.

## 9. CORRESPONDENCE

- a) The Town Clerk referred to an email from New Milton Town Partnership enquiring whether they should apply for a grant for the Christmas Festival or invoice for the amount.

Councillors agreed that the correct procedure was to apply for grant aid as per the appropriate policy.

- b) The Town Clerk referred to a letter from the manager of the Quaker Rest Home who are holding their summer fete on 29 July 2017 and asked if the council would like to support the event by way of a raffle prize or paying for the marquee. A copy of the letter is attached for Councillors attention and action.

- c) A letter of thanks was received from Mencap for the grant aid recently awarded.

## 10. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, previously distributed, covering payments for April and May 2017 in the total sum of £266,482.12.

The Town Clerk highlighted some of the payments made, particularly to RCOH, Proludic and Zurich Insurance, as well as noting that precept payments from NFDC are received in two halves at the end of September and seven months later at the end of April.

Cllr Blunden asked about the insurance arrangements and if it was a 3-year deal with Zurich. The Town Clerk replied that current arrangements are due for review at the end of March.

Cllr Hawkins referred to the heating repairs/servicing undertaken at Fawcetts Field and Ashley Sports Ground and suggested we need to look at replacing the heating systems.

Cllr Reid queried payments to Rejuvenate and the Town Clerk responded that we make monthly payments of £600 for support and other costs and a breakdown of costs is listed below:

**April - £1,563.22**

5620 – £600.00 - Block time purchase – monthly support  
5510 – £127.56 - One month license for Office365, New 256gb Solid State Hard Drive  
5559 – £154.80 - Off-site back-up and disaster recovery  
5605 – £378.00 - Charge for time that went over the normal block hours  
2921 – £302.86 - Telephone bill (includes office calls and phones)

**May - £1,042.85**

5637 – £32.20 - Website domain renewal, numeric keypad + shipping  
5688 – £154.80 - Off-site back-up and disaster recovery  
5727 – £600.00 - Block time purchase – monthly support  
2951 – £255.85 - Telephone bill (includes office calls and phones)

Cllr O'Sullivan referred to the Teenage Market licence and what do we get for £900, which includes approved logos, marketing, associated administration and licence to operate Teenage Markets throughout the summer.

The Town Clerk confirmed that we are reviewing utility suppliers with a view to reducing costs, and obtaining the best deals via HCC.

Cllr Craze asked about RCOH Neighbourhood Planning expenditure. The Town Clerk advised £20k was spent last year with £10.5k grants received to date plus £6k expenditure so far this year, noting £40k overall is earmarked from reserves. There were now two consultants working on the Neighbourhood Plan, RCOH and AECOM who were looking at sustainability.

Cllr Clarke said he was satisfied with the RCOH work to date and there was a lot of work to be done to make the plan viable. Councillors were keen to get it right and the draft plan would be ready in 2-3 weeks. We will regain monies spent on the plan from enhanced CIL payments on increased dwellings over the next 20 years.

***The Schedule of Payments No. 01/17/18 covering the period 1 – 30 April 2017 and 02/17/18 covering the period 1 – 31 May 2017 totalling £266,482.12 were ENDORSED for Council approval.***

11. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, management accounts for April 2017.

The Town Clerk reported that all looks good so far being within budget to date.

Cllr Blunden queried the variation in NI contributions which varies throughout the year according to salary payments and the Town Clerk will review in more detail. Overall, salaries and wages are within budget, with pension costs savings to date.

12. F&GP WORK PLAN

The Chairman referred to Appendix 3, previously circulated.

Members agreed the plan, particularly the Investment Strategy next month which needs reviewing prior to the maturity of Investec / Close Brothers funds in August.

13. ANNUAL ACCOUNTS

The Chairman referred to Appendix 4, previously distributed.

Cllr Clarke enquired about CIL monies and how are we accounting for these, as well as suggesting a CIL strategy be formulated, noting old S106 monies were accounted for by NFDC.

Members discussed the handling of CIL funds and the potential projects to be considered and the need to have controls and processes in place for the benefit of good accounting. The Town Clerk referred to the rules governing CIL.

The Executive Committee will review and recommend a way forward.

14. FINANCIAL STATEMENTS

The Chairman referred to Appendix 5, previously circulated.

The Town Clerk referred to the term 'unaudited' suggesting that our internal auditor could audit them.

Cllr Ward asked for amendment to page 3 and for the benefit of consistency that Cllr D Rice-Mundy and Cllr K Craze have the correct titles published, being Chairman and Vice-Chairman. Members agreed this amendment.

The Town Clerk then reviewed the document page by page for members' information.

Cllr Blunden asked about the depreciation period of 15 years for playground equipment and the Chairman suggested that the Executives Committee should look at the depreciation policy in future years.

The Town Clerk pointed out that on page 12 'crime reduction' actually referred to CCTV, and similarly 'Roads & Street Furniture' referred to donated seats expenditure. The Town Clerk would contact our accountants for guidance regarding these matters for future reference. There was a discussion regarding developers' contributions and whether reduced interest received from investments should support the additional requirements placed on the Estates and Facilities team each year. Cllr Blunden said that substantive plans for Fernhill would require more funds and we may need to borrow from Public Works Loan Board (PWLB) on a longer-term basis.

It was then

**RECOMMENDED:**

***That amended Financial Statements for 2016-17 be presented to Town Council for endorsement and signing off at its meeting on 26 June, 2017.***

(Post Meeting Note: Amended Financial Statements for 2016-17 are attached)

15. GRANT AID

None

16. AMENITIES COMMITTEE REFERRED MATTERS

- a) The Town Clerk referred to Amenities Minute number 7 from 30 May 2017 re Skate-park Competition and the proposed costs of the Skate-park competition taking place on 19 August 2017 plus recent offer of £500 from NFDC towards the event costs. Cllr Clarke reminded members this was a high profile event.

It was then

**RESOLVED:**

***That a sum of up to £2,000 be earmarked for this event from Events budget.***

- b) In regard to Amenities Minute number 8 from 30 May 2017 re Bashley gateway signs, the Town Clerk confirmed he had referred this matter to Richard Bastow at Hampshire Highways West for further advice regarding 30mph signs. Cllr Blunden reminded members that we have actively worked to declutter the town of signs and we should be careful with the installation of any new signs in Bashley as it may affect signs across the town.

(Post Meeting Note: HCC Traffic Team advises that in this case the 30 mph roundel cannot be incorporated in the signs as the positions are not aligned with the start of the 30mph speed limit, and the two sites suggested are both within a street lit area. In these circumstances, the signs are not authorised. It is appreciated that there is a local desire for a better reminder of the 30mph speed limit; due to the nature of the route, use of some road safety posters with the message '**Think! This is a 30 limit**' may be appropriate. For works of this nature, HCC normally ask Parish/Town Councils to fund the full works costs, including HCC fees for design and delivery, plus agree future maintenance costs of the signs under HCC community funded initiative).

17. YOUTH WORK

Cllr S Clarke referred to the Teenage Market held on 31 May 2017 hailing it a great success with positive interaction and interest for the market as a whole. It gave a new look to the market and the entertainment enhanced this experience.

The next Youth and Play Forum meeting will be held in early July.

18. ANY ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT

None

19. NEXT MEETING

The next meeting will be held on **Monday 24 July 2017 at 6.30 pm** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked members of the public for attending and closed the public session of the meeting at 8.05 pm.

The Chairman had one matter to discuss regarding street trading and members agreed to its inclusion in private session.

**PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

**The Chairman moved that the public be excluded from the meeting for the following item of business pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.**

20. STREET TRADING / MARKET RATES APPEAL

The Town Clerk referred to recent correspondence with our Rating Advisor and the advice/opinion received by NABMA from Leading Counsel Timothy Morshead. Members deemed this worthy of further consideration and agreed it was worthwhile proceeding with a further appeal against the 2010 Rating List.

The Chairman thanked members for attending and closed the meeting at 8.25 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Distribution:

Town Councillors  
 District Councillors Mrs C V Ward, Mrs J L Cleary  
 County Councillors M Kendal, K Mans, F Carpenter  
 New Milton Library  
 New Milton Police  
 Press

	<b>Action Points</b>	<b>Date</b>	<b>Action by</b>
9 a)	Reply to TDO regarding grant aid	26 June 2017	Town Clerk
9 b)	Circulate email from Quaker House	26 June 2017	Town Clerk
10	Include Rejuvenate analysis	26 June 2017	Town Clerk
12	Review Investment Strategy	24 July 2017	F&GP
13	CIL Accounting & Strategy	7 July 2017	Execs
14	Financial Statements 2016/17	7 July 2017	Execs
16	Skate-park competition 19 August	26 June 2017	Town Council
16	Bashley additional gateway signs	7 July 2017	Execs