



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 17 June 2019 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

<u>Councillors:</u>	G R Blunden	p	S J Clarke
p	K Craze	p	A D O'Sullivan
p	R A Reid	p	J G Ward
p	M Brownsea		

In Attendance:

Officers:

G Flexman – Town Clerk
E Towler – Assistant Administrator
S Ramsaywack – Youth Services Manager

The Chairman welcomed Councillors and officers, two members of the public and a press representative.

4. APOLOGIES

Cllr G R Blunden

5. DECLARATIONS OF INTEREST – None

6. PUBLIC PARTICIPATION - None

7. MINUTES

RESOLVED:

That the minutes of the meetings held on 30 April and 13 May 2019, having been circulated, be signed by the Chairman as correct records.

The minutes were duly signed.

8. MATTERS ARISING

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

Minute	Action Points	Date	Action by
126a)	Provide analysis of recent IT charges	2 May 2019	Town Clerk
126b)	Website charges – annual charge	2019/20	Alan Watson
128	Complete Year End accounts	3 May 2019	Town Clerk
129	Lions Club Grant Aid	3 May 2019	Town Clerk
130	Amend Investment Strategy	3 May 2019	Town Clerk
131	Youth Workers badge	17 June 2019	Town Clerk
132	Grant Aid 2020/21	4 November 2019	Executives

9. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence recently received:

- a) A letter from Alison Talbot of Citizens Advice New Forest (CANF) asking the Council to consider a contribution for ongoing revenue expenditure instead of an annual request for a grant to aid planning regular commitments within the town. This was noted by members and will be discussed during the budget meetings in November, unless the CANF submit a formal application before that date.
- b) An email from John Evans of the NMTP, requesting £2.5k be earmarked towards this year's Christmas Festival.
- c) An email from Alan Watson of NMRA, requesting up to £2.5k for the VE Day Anniversary events taking place in May 2020. This item will be discussed under Grant Aid later on in the meeting (minute 17).
- d) An email from the CCLA enquiring about the Council's investments. The Town Clerk suggested setting up a Working Party to look at investments.

10. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period from 1 April to 31 May 2019 in the sum of £221,409.99, previously distributed.

The Town Clerk highlighted and explained the following payments over £1,000:

- a) Payment to ASBOC to replace cancelled cheques for £20,422
- b) Payment to Energise Me to reclaim duplicate Yball funding for £2,000
- c) Payment to Oneill Homer for the Neighbourhood Plan for £4,920
- d) Payment to Zurich Municipal for annual insurance renewal for £14,328
- e) Payment to Everton Nurseries for Recreation Ground planting by Charlotte Court for £1,470
- f) Payment to HALC for an annual membership fee of £1,200
- g) Payment to Juice for the Town Council and Go New Milton websites for £1,626

- h) Payment to David Ogilvie for an Armed Forces seat to be installed on the Recreation Ground. A local resident is paying half the cost of £1,236.

Members raised the following queries:

- a) Cllr Craze referred to the Zurich payment and asked how often this is reviewed, the Town Clerk said insurance is reviewed every 3 years.
- b) Cllr Ward queried the two payments to Juice for the website. The Town Clerk said a full breakdown of costs would be included in the minutes, as follows:
Domain fees for 2 years £81.60; 4 music concert posters £84; Go New Milton Data Entry and usage uploads £1.260; NMTC SSL certificate, website updates and music posters £210.
- c) Reference was also made to two payments to Eagle Plant and more details requested on the monthly hiring of a Fuel Bowser. The Town Clerk said he would provide details in the minutes, as follows;
The temporary Fuel Bowser from Eagle Plant replaces one at Fawcetts Field that is out of commission pending long-term resolution, the hire charge is £50 per week.

ENDORSEMENT:

The Schedule of Payments No. 01/19/20 covering the period 1 April to 31 May 2019 in the total sum of £221,409.99 was ENDORSED for Council approval.

11. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for the year ended 31 March 2019, previously circulated.

Bottom line, there was a surplus of £12,906 last year due mainly to £20,237 CIL income received and reductions in reserves (£4,000 from earmarked reserves and £3,424 from General Reserves).

Members noted the Management Accounts for 2018/19.

12. FINANCIAL STATEMENTS

The Chairman referred to Appendix 3 previously circulated being Financial Statements for the Year Ended 31 March 2019. These were reviewed page by page and noted by members, Councillor H Wallis-Dowling surname spelling to be corrected on page 3.

The Unaudited Financial Statements will be presented to the Town Council on Monday 24th June 2019 for signing off by the Chairman and Town Clerk.

Cllr O'Sullivan queried the audit fees on page 13. The Town Clerk indicated a change in External Auditors coincided with a change in the annual charge from £1,600 to £2,000, based on income/expenditure.

The Town Clerk suggested reducing Capital Project Reserves by £92,612 and increase General Reserve by that amount. The increase in General Reserve from £156,832 to £249,444 would provide 3 months precept cover as recommended by the Internal Auditor.

It was then

RECOMMENDED:

That Capital Project Reserves be reduced by £92,612 and the General Reserve be increased by the same amount.

13. INTERNAL AUDIT REPORT

The Chairman referred to Appendix 4, Internal Audit Report, previously circulated.

Cllr Reid referred to the last paragraph on page 2 commending the Town Clerk and Assistant Town Clerk for their continued professional management and administration.

Two additional recommendations were noted since the last review: R5 referring to level of retained General Reserves and R10 referring to Petty Cash balances. Both points raised are being addressed appropriately.

ENDORSEMENT:

The Internal Audit Report for 2018-19 was ENDORSED for Town Council approval.

14. ANNUAL RETURN

The Chairman referred to Appendix 5, Annual Return, previously circulated, which was noted by members.

The Town Clerk confirmed that once signed off by Town Council on 24 June 2019, this will be displayed in the front window of the Town Hall for Exercise of Public Rights from 28 June to 13 August 2019.

ENDORSEMENT:

The Annual Return was ENDORSED for Town Council approval.

15. F&GP WORK PLAN

The Chairman referred to Appendix 6, the Finance & General Purposes Work Plan for 2019/20, previously circulated, which was noted by members.

16. REFERRED MATTERS

The Town Clerk referred to Appendix 7 being recommendations from the Amenities Committee meeting held on 3rd June 2019 which were agreed by members.

ENDORSEMENT:

That referred matters from Amenities be ENDORSED for Council approval.

In addition, the Extraordinary Amenities Committee minute no. 28 from 11th June 2019, referred to a Heating & Ventilation system and wall cladding at Ashley Pavilion. Both are within budget, which was noted by members.

It was then

ENDORSED for Council approval.

That Anchor carry out Heating & Ventilation work in the sum of £37,394.00 and Hygienic Walls carry out cladding works in the sum of £17,800.00.

17. GRANT AID

The Chairman referred to Appendix 8, previously circulated, covering the following:

Victim Support

Cllr Clarke referred to the Crime Commissioner of Hampshire changing the way victim provision is carried out in the area and asked that this be checked out. It was suggested this item be deferred to the next meeting which was supported by members, pending clarification of the above.

New Milton Stroke Group

The Chairman offered to pay half the costs for Disabled equipment for Kurling and physiotherapy sessions from his District Councillor Grant Aid allowance and Cllr Tungate offered to pay the rest of the costs towards the physiotherapy sessions with Cllr Ward the rest of the Kurling equipment costs, both from their District Councillor Grant Aid allowances.

It was then

RESOLVED:

That Cllr Davies pay £138 towards Kurling equipment and £120 towards physiotherapy sessions, Cllr Tungate pay £120 towards physiotherapy sessions and Cllr Ward pay £138 towards Kurling equipment, from their respective District Councillor Grant Aid allowances.

New Forest Bike Project CIC

Members were keen to support this project but had a few queries, including how many people in the Parish would benefit from it. It was suggested that this item be deferred until the next meeting and that members, including Cllr Tungate, speak to the people heading up the project to gain more information.

Sunshine Pre-School

Councillors supported the request for Grant Aid to help with rental costs at the Nedderman Centre. Cllr Clarke proposed £500 which was supported by members.

It was then

RESOLVED:

That £500 be granted to Sunshine Pre-School for rental of the Nedderman Centre, under the General Power of Competence.

VE Day Anniversary

The Town Clerk referred to a request from the New Milton Residents Association (NMRA) for up to £2.5k towards the VE Day Anniversary Commemorations due to take place in May 2020. It was suggested this be earmarked from next year's budget.

The Chairman went out of session at 8:04pm to speak to Mr Watson of the NMRA who explained funding was needed upfront as he cannot progress the project until it is secured. The Chairman went back into session at 8:05pm. After further discussion

It was then

RESOLVED:

That NMRA be granted £1,500 towards the VE Day Commemorations from this year's Events budget, and £1,000 from next years Events budget, under the General Power of Competence.

18. YOUTH WORK

The Youth Services Manager (YSM) gave a verbal update on youth work which was noted by members and reference was made to Young Peoples Views attached, as part of a recent Youth Centre Consultation.

The Chairman thanked the YSM for her report that made interesting reading.

19. ANY OTHER ITEMS

None

20. NEXT MEETING

The next meeting will be held on **Tuesday 29th July 2019** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked members, the public and press for attending and closed the meeting at 8:16pm

Chairman _____

Date _____

Minute	Action Points	Date	Action By
10b)	Provide breakdown of Juice charges	24.06.19	Town Clerk
10c)	Provide details of Eagle Plant charges	24.06.19	Town Clerk
12	Provide details of External Audit charges	24.06.19	Town Clerk
12	Approve Financial Statements for 2018/19	24.06.19	Town Council
13	Approve Internal Audit Report 2018/19	24.06.19	Town Council
14	Approve Annual Return 2018/19	24.06.19	Town Council

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

NMRA – Alan Watson