



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 5 February 2018 at 6.30 pm in the Town Hall, Ashley Road, New Milton, BH25 6AS.

	Chairman	p	S P Davies
	Vice-Chairman		D N Tungate

Councillors:

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

In Attendance: Cllr R Murrow

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

The Chairman welcomed Councillors, a member of public and a press representative.

Mr Keith Bloodworth, thanked the Town Clerk for pursuing this and NFDC Councillors for contributing grants towards the speed reduction scheme at Bashley and acknowledged Bashley Village Hall for offering to donate the shortfall in funds for a second SLR.

86. APOLOGIES

Cllrs D N Tungate and J G Ward

87. DECLARATIONS OF INTEREST

None

88. PUBLIC PARTICIPATION

The comments from Mr Keith Bloodworth were noted.

89. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 18 December 2017, having been circulated, be signed by the Chairman as a correct record.***

The minutes were duly signed.



## 90. MATTERS ARISING

The Town Clerk confirmed that all points have been or are currently being addressed; noting that with reference to minute 72, permission to excavate on the highway had now been received from HCC in regard to gateway signs etc at Bashley.

	<b>Action Points</b>	<b>Date</b>	<b>Action by</b>
72	Bashley SLR Purchase	8 January 2018	Town Council
75	Schedule of Payments	8 January 2018	Town Council
77	Town Council Budget	8 January 2018	Town Council
84	Football Club Lease	5 February 2018	Town Clerk/Solicitor
85	Town Project Officer	8 January 2018	Town Council

## 91. CORRESPONDENCE

The Town Clerk referred to an email received from HALC about a consultation on ethical standards, codes of conduct and whistle-blowing. Members noted that code of conduct is included in the ongoing Standing Orders review.

The terms of reference for the review are to examine the structures, processes and practices in local government in England for:

- a. maintaining codes of conduct for local councillors
- b. investigating alleged breaches fairly and with due process
- c. enforcing codes and imposing sanctions for misconduct
- d. declaring interests and managing conflicts of interest
- e. whistleblowing

The review will consider responses from all levels of local government in England, including town and parish councils.

## 92. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for December 2017 in the sum of £100,742.88, previously distributed.

Cllr Reid asked about the Loaders fuel bill and if a reduction in fuel costs had been noted since acquiring the electric vehicle in October. Early indications looked promising (September: £683 and October: £543).



Cllr O'Sullivan referred to the amount of £223 paid for photocopier paper which was a bulk purchase covering a year's supply. (8,000 sheets at 2.79 pence per sheet).

Cllr O'Sullivan also asked about the payment to Tower Leasing of £203 which was the buy-out cost of the previous contract for the old telephones.

**The Schedule of Payments No. 07/17/18 totalling £100,742.88 covering the period 1 – 31 December 2017 was ENDORSED for Council approval.**

93. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for December 2017, previously circulated.

While Amenities appear over budget, F&GP is currently under budget by a similar amount. Bottom line is very close to budget YTD.

Cllr Reid noted the budget percentages left. (Amenities budget is phased equally over 12 months. F&GP budget is phased in respect of insurance and Xmas lights).

Amenities invoicing for last year's pitch rentals up to 31 December 2017 has now been completed, and members noted the timing issue as far as its budgets were concerned. With F&GP, Town Hall costs are yet to be invoiced by NFDC.

94. AMENITIES COMMITTEE REFERRED MATTERS

The Town Clerk referred to the Amenities Committee minute 96, the Junior Parkrun trial, noting that parking may be a potential problem and maintenance costs would be monitored in respect of the Trim Trail.

With reference to Amenities minute 103, Indian Army Obelisk, members agreed the £2k earmarked for the commemorative event on 10 July 2018.

Also, Amenities minute 104, Battle's Over commemorations were discussed and four Silent Soldier silhouettes at £250 each were agreed with local organisations being contacted for sponsorship and participation.

It was then

**RESOLVED:**

***That the Amenities Committee referred matters/recommendations be endorsed for Town Council approval.***

95. NEIGHBOURHOOD PLAN

The Chairman referred to Appendix 3, Report on Grant Funding, which the committee noted. Cllr Clarke confirmed the process was nearing completion this financial year, with referendum taking place early part of next financial year.



The Town Council is working closely with the District Council, and members will be updated at the next Town Council meeting.

96. INTERNAL AUDIT – SECOND INTERIM REPORT

The Chairman referred to Appendix 4, previously circulated.

The Town Clerk asked members to note R9 which was to identify the legal entity in the sales invoicing addresses, and R10 to seek independent legal opinion on investments. The Town Clerk has sought advice from Hampshire Legal Services (HLS).

The Town Clerk confirmed that a report and recommendations regarding investment and interest rates would be available at the next F&GP Committee.

Members noted the Recommendations and Responses at the end of the report.

***The Internal Audit Report was then ENDORSED for Council approval.***

97. STANDING ORDERS

The Chairman referred to Appendix 5, Standing Orders Annual Review, previously circulated. The Town Clerk commented this was an audit requirement.

Cllr O'Sullivan questioned how the suggested changes had come about and if these had been considered by a working party.

The Chairman agreed that the changes were simplification but supported the proposal they should be looked at by a working party.

Members agreed to defer this matter to the next F&GP meeting.

98. YOUTH WORK

Cllr S Clarke provided a brief summary. The Youth and Play Forum had a meeting planned for the coming week as well as a youth council meeting with ASBOC.

There was a Youth Voice New Milton meeting on 9 February coordinated by the Youth Coordinator which members were keen to support. Cllr Clarke asked members to liaise with the Youth Coordinator before attending.

A public film screening of "It Could be You" was being shown on 22 February 2018 at the Memorial Centre. Again councillors were asked to liaise with the Youth Coordinator if they wished to attend.



99. ANY ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT

None

100. NEXT MEETING

The next meeting will be held on **Monday 19 March 2018 at 6.30 pm** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked councillors for attending and closed the meeting at 7.10 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

NMRA – Alan Watson

	<b>Action Points</b>	<b>Date</b>	<b>Action by</b>
94	Amenities Referred Matters	19 February 2018	Town Council
95	Neighbourhood Plan	19 February 2018	Town Council
96	Internal Audit Report	19 February 2018	Town Council
97	Standing Orders review	19 March 2018	Working Party
98	Film at Memorial Hall	22 February 2018	Councillors