



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 18 June 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	p	J G Ward
p	S Short		

In Attendance: Cllr D Hawkins
Cllr D Rice-Mundy

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

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

Alan Watson provided an updated summary on the Battle's Over – A Nation's Tribute event including the concert on 3 November and the parade and beacon lighting, being part of the national event, taking place on 11 November 2018. The event programme and website will be launched at the end of the month.

4. APOLOGIES

Cllr D N Tungate

5. DECLARATIONS OF INTEREST

Cllr A O'Sullivan relating to item 20, being Treasurer of the Milton Heritage Society.

6. PUBLIC PARTICIPATION

The Chairman noted the information provided by Alan Watson and thanked him for his contribution.

7. MINUTES

RESOLVED:

That the Minutes of the meetings held on 30 April and 8 May 2018, having been circulated, be signed by the Chairman as a correct record.

The minutes were duly signed.



8. MATTERS ARISING

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

	Action Points	Date	Action by
124 c)	ASBOC Core Café sessions	11 June 2018	Youth Coordinator
125	Breakdown of A-Tech invoice	8 May 2018	Town Clerk
129.1	ASBOC Youth Grant Aid	8 May 2018	Town Clerk
129.2	New Milton Twinning Assoc Grant Aid	8 May 2018	Town Clerk
129.3	Neighbourcare Grant Aid	8 May 2018	Town Clerk
129.4	HOPe Grant Aid	11 June 2018	Town Clerk
129.5	Young Voices Youth Choir Grant Aid	8 May 2018	Town Clerk
129.6	Battle's Over Event – reserves budget	8 May 2018	Town Clerk
129.7	NMRA Spring Clean Grant Aid	8 May 2018	Town Clerk
129.8	Lions Carnival Grant Aid	8 May 2018	Town Clerk
129	Grant Aid Working Party	11 June 2018	F&GP

9. CORRESPONDENCE

- a) The Town Clerk referred to a thank-you card received from Sue Caswell, Chairman of the New Milton Twinning Association and read out her words of thanks to the council for supporting the afternoon tea held for the French visitors at the Guide Hut.
- b) The Town Clerk referred to correspondence regarding the refund from NFDC of £19,724 Business Rates re Street Trading 'market' from 2015 to present.

The Chairman thanked the Town Clerk for his diligence in resolving this matter.
- c) The Town Clerk had received the Internal Audit Report for 2017/18 which will be considered by Town Council on 25 June 2018.

Cllr A Reid noted the Auditors comments and thanked the Town Clerk and his team for the professional and clear manner in which the supporting documentation was presented. Internal audit described it as 'exemplary'.
- d) The Town Clerk referred to a letter from John Evans of New Milton Town Partnership confirming that NMTP are not involved in the alternative Remembrance event being held on 11 November 2018 at the Memorial Centre.



10. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedules of Payments for 1-31 March 2018 and 1-30 April 2018 for the total sum of £168,319.02, previously distributed.

Cllr Reid queried the amount paid to Vodafone for the staff mobile bill and the Town Clerk confirmed it is at a similar level as previous bills, albeit just over £300 this time.

Cllr D Hawkins asked about the amount paid to ELAS and the Town Clerk confirmed that the contract will be reviewed, but is a monthly contract covering Health & Safety and Risk Assessments.

Cllr G Blunden referred to the Annual Servicing amounts paid to Christchurch Power Tools. The Town Clerk said the Estates Manager would be reviewing contracts this year, and provided further details regarding the latest payments as below.

CPT invoices cover annual servicing and as stated at the last F&GP meeting we will be seeking updated quotes for this at renewal with a much clearer servicing mandate.

However, to clarify some of the bigger spends we had to urgently replace the old Honda collect mower (both had failed and were beyond repair) with a new Hayter Harrier Professional mower at a cost of £708.33 plus VAT.

The Kubota F3680 required extensive work on its annual service cost £840.08 plus VAT. Regarding the Kubota, this required upgrades costing £120.00 plus VAT to meet new highway regulations.

Cllr Blunden asked about payments to Juice and if we are getting value for money. The main expense recently was £3,360 in respect of developing the Visit New Milton website, a project that was budgeted within TDM's marketing strategy.

ENDORSEMENT:

The Schedules of Payments No. 10/17/18 covering the period 1 – 31 March 2018 and 01/18/19 covering the period 1-30 April 2018 in the total sum of £168,319.02 was ENDORSED for Council approval.

11. MANAGEMENT ACCOUNTS 2017/2018

The Chairman referred to Appendix 2, Management Accounts for year ended 31 March 2018, previously circulated.

The Town Clerk noted that CIL monies of £45k and pre-paid election expenses of £18k are now shown as separate earmarked reserves in the accounts.

Cllr S Clarke queried the earmarked amount for elections and the Town Clerk confirmed we usually build up year-on-year funds anticipating a bill from NFDC of circa £16k every 4 years.



Cllr Blunden referred to Amenities expenditure acknowledging that the tree work budget is a challenge and the intention is to review the budget for next year.

Cllr Clarke asked for clarification regarding the tree replanting programme. The Town Clerk confirmed £2,000 is budgeted for the item this year.

Members noted the Management Accounts for 2017/18.

12. FINANCIAL STATEMENTS 2017/18

The Chairman referred to Appendix 3, Financial Statements, previously circulated.

The Town Clerk referred to pertinent issues throughout the document asking councillors to note various items page by page.

Cllr J Ward referred to a typo at Note 9 Pension Costs, particularly paragraphs 1 and 4 which the Town Clerk would ask to be corrected, as they refer to HCC rather than Hampshire County Council Pension Scheme.

ENDORSEMENT:

Subject to the above, Statements were ENDORSED for Town Council approval.

13. ANNUAL RETURN 2017/2018

The Chairman referred to Appendix 4, previously circulated.

Members noted the Annual Return for 2017/18.

The Town Clerk confirmed that once signed off by Town Council on 25 June 2018, this would be displayed in the front window of the Town Hall for Exercise of Public Rights from 2 July to 17 August 2018.

ENDORSEMENT:

The Annual Return was ENDORSED for Town Council approval.

14. F&GP WORK PLAN

The Town Clerk referred to Appendix 5, previously circulated, which was noted.

15. MEMBERS' ALLOWANCES

The Chairman referred to Appendix 6, Members Allowances, previously circulated.

Members supported the proposals and referred the matter to Town Council for approval on 25 June 2018. Cllr A Reid abstained.

**ENDORSEMENT:**

The proposed increase in Members' Allowances was ENDORSED for Town Council approval.

16. GRANT AID WORKING PARTY

The Chairman referred to Appendix 7, previously circulated, and summarised the main changes to the guidelines. The major change being that the maximum level of community grant to be awarded will be £500. Grant Aid applications would only be considered by F&GP in April and October in future.

RESOLVED:

That the revised Grant Aid Policy & Procedures be immediately implemented.

Cllr Clarke noted that the Youth Grant Aid was reviewed separately.

17. GRANT AID

The Chairman referred to the deferred Grant Aid application from HOPE and asked members to consider their latest income and expenditure figures, per a note circulated at the meeting.

Members supported a Grant Aid of £500.

It was then

RESOLVED:

That HOPE be granted £500 Grant Aid under the General Power of Competence

18. EVENTS BUDGET

The Town Clerk referred to a recent request for grant aid for a New Milton Memorial Centre event on 11 November 2018.

Members considered the financial aspects of the event and suggested that the Memorial Centre could raise more income by raising the ticket price. Members of F&GP proposed that no support be granted on this occasion.

19. REFERRED MATTERS

None



20. YOUTH WORK

Cllr Clarke provided a verbal update on Youth matters in the town, particularly the positive feedback from the young people doing the indoor skateboarding lessons. Members of the Youth Council had arranged the Skatepark Competition and were acknowledged at a recent Youth meeting.

21. ANY ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT

The Chairman invited Cllr K Craze to provide an update on the Heritage Society project involving the former Station Master's house and the old coffee shop at the Train Station. Discussions with Network Rail, Amey and SW Railways had taken place regarding lease terms offering a peppercorn rent over a 12-year period.

Quotations had been sought for remedial works to the interior from local companies for the required renovations and refitting of both properties and garden totalling £32k.

Funding from the Heritage Fund, National Lottery, NFDC and other funding streams would be sought together with £16k from CIL monies it was suggested to enable this project to be completed by 1 April 2019.

It was agreed that this matter would be referred to Town Council for final approval, noting a presentation will be made to the Amenities Committee on 16 July 2018.

22. NEXT MEETING

The next meeting will be held on **Monday 30 July 2018 at 6.30 pm** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked everyone for attending and closed the public part of the meeting at 7.30pm.

The Chairman asked for one matter to be discussed in private session and members agreed.

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.



23. PERSONNEL MATTERS

The Town Clerk updated members on issues previously discussed.

The Chairman thanked members for attending and closed the meeting at 7.45pm.

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

	Action Points	Date	Action by
9 b)	Internal Audit Report	25 June 2018	Town Council
12	Financial Statements	25 June 2018	Town Council
13	Annual Return	25 June 2018	Town Council
15	Members Allowances	25 June 2018	Town Council
16	Grant Aid Guidelines	25 June 2018	Town Council
17 a)	HOPe Grant Aid	25 June 2018	Town Clerk
17 b)	Memorial Centre Grant Request	25 June 2018	Town Clerk