



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 30 July 2018 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  
Cllr D A Rice-Mundy

Officers: Mr G P Flexman – Town Clerk  
Emma Towler - Assistant Administrator

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

24. APOLOGIES

None

25. DECLARATIONS OF INTEREST

Cllr A O'Sullivan relating to minute 29 on Appendix 3, being Treasurer of the Milton Heritage Society.

26. PUBLIC PARTICIPATION

None

27. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 18 June 2018, having been circulated, be signed by the Chairman as a correct record.***

The minutes were duly signed.



## 28. MATTERS ARISING

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

## 29. CORRESPONDENCE

- a) The Town Clerk referred to a thank-you letter received from HOPe New Forest regarding the Grant Aid donation of £500. This grant will go towards running costs and an advice service set up by the charity.
- b) The Town Clerk received a reminder from Hampshire County Council regarding the street lighting, supported passenger transport services and the concessionary travel scheme Consultation that closes on 5 August 2018.

The Clerk informed members that he will reply to Hampshire County Council regarding CANGO services querying any admin cost a change could cause.

Cllr Hawkins noted the importance of improving bus services in New Milton, stating that one an hour is not frequent enough for a town of this size and suggested single decker buses if double decker buses are too large.

## 30. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for 1-31 May 2018 and 1-30 June 2018 for the total sum of £213,510.69, previously distributed.

Cllr Short queried the amount paid to Rejuvenate of £3,774.81. The Town Clerk confirmed that more work had been carried out over the last few months following the introduction of GDPR, as well as increased memory being installed on 2 computers, a new office tablet and general IT support. Further details will be provided with minutes. **[Post meeting note: Support (£600) Managed services (£309.60) Phones April / May (£576.66) GDPR (£1,935) Tablet (£143.99) increased memory (£209.56)]**

Cllr Reid queried the monthly cost to Ampfield Traffic Consultants noting payment of £1,350 for April / May and whether there is enough in the allowance for them to be moved every two weeks. Cllr Clarke mentioned the Roadside Training completed by the Grounds staff and suggested that they undertake the fortnightly move themselves. The Town Clerk explained that the company was initially used due to understaffing and jobs needing prioritising. Cllr Clarke was supported by Cllr Davies with the suggestion of in-house work in future. The Town Clerk will look into the matter with the Estates & Facilities Manager following a recent increase in staff.



Cllr Reid also queried the payment to Christchurch Powr Tools of £4,487.75 and questioned whether it would be cheaper to replace instead of repair certain items. The Town Clerk explained three of the larger invoices making up this amount including Kubota repairs for £755.14, major repairs to a John Deere tractor at £1,732.39 and a replacement Hayter Harrier Pro Mower for £850. Cllr Blunden asked for the Estates & Facilities Manager to look into other avenues of repairs / replacement machinery.

Cllr O'Sullivan queried the grass seed payment of £1,566.50, questioning how the grass has been looked after in the recent hot weather. The Town Clerk confirmed that the bore hole at Fawcetts had been used until 2 weeks ago when the Environment Agency said water flows were too low; watering at Fawcetts is now via a meter. There are automatic sprinklers installed at Fernhill, and Keffen used a bowser at Ashley.

Cllr Reid queried the payment to Two Counties Cleaning of £950.40. The Town Clerk confirmed that this was a one off trial for a deep clean at Ashley changing rooms at the end of last season.

The Clerk provided further information regarding payments made to NFDC, including £21,032 for Town Hall rent and utilities for 2017/2018 charged to last year's accounts. **[Post meeting note: NNDR Offices (2 x £480) Fawcetts Field (2 x £403) Recreation Ground Licence (£89) CCTV 6 months (£2,564) Dog Waste collection 6 months (£866.18) Town Hall rent (£7,540) and utilities (£13,492) for 2017/18]**

**ENDORSEMENT:**

**The Schedule of Payments No. 02/18/19 covering the period 1 May to 30 June 2018 in the total sum of £213,510.69 was ENDORSED for Council approval.**

31. MANAGEMENT ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for June 2018, previously circulated.

The Town Clerk informed the committee that 25% of the budget has so far been used, being 3 months into the financial year. Both Amenities and F&GP are under budget YTD, by around £10k each.

It was noted that Amenities expenditure on wages was over budget in the month, but within budget YTD, following recruitment of 4 new Grounds Maintenance Operatives including one summer help, with overtime incurred with watering / *In Bloom* entry.



Cllr Craze referred to the Finance & General Purposes expenditure, querying why professional fees of £12k are so far ahead of budget this year. The Town Clerk would attach details of professional fees incurred this year to date to the minutes.

**[Post Meeting Note: Details of Professional Fees, Legal and IT costs to date:**

<i>Ampfield – SLR deployments this year to date</i>	<i>£2045 (to be taken in-house)</i>
<i>Dontrain – Skate programme and equipment</i>	<i>£900 (Youth Co-ordination)</i>
<i>NABMA – Annual Subscription to Market Assn</i>	<i>£318 (Subscription)</i>
<i>Heilbuth – Market Business Rates Specialist</i>	<i>£2000 (£20k refund secured)</i>
<i>NFDC – GIS partnership contribution for 2018/19</i>	<i>£520 (Subscription)</i>
<i>NFDC – Annual Tree Survey Report / enquiries</i>	<i>£2024</i>
<i>Legal and IT costs to date</i>	<i>£4336</i>

**Note: Youth Co-ordination costs and two subscriptions above will be recoded]**

32. REFERRED MATTERS

The Chairman referred to Appendix 3, being extracts from the Amenities Committee meeting minutes of 16 July 2018.

Members noted the recommendations under Amenities minutes 28, 29, 31 and 32.

**These were *ENDORSED* for Town Council approval.**

Cllr O’Sullivan referred to minute 33, being tree work. He stated that of the £10k tree budget for the year, only 19% has currently been used. It was then queried as to why a further £14k was being requested for transfer. Cllr Davies noted how £24k would be a huge jump from previous year’s budgets.

The Town Clerk confirmed that the proposed transfer would cover call outs to residents and 20% contingency for storm damage. Cllr Clarke noted the importance of replacing trees within the town, which is in line with policy, and suggested that £4k be transferred until further figures could be produced. (See attached report).

Cllr O’Sullivan proposed £4k be transferred from earmarked reserves and this was supported by other members. Cllrs Blunden and Clarke abstained.

***ENDORSEMENT:***

***A transfer of £4k from reserves was *ENDORSED* for Town Council approval.***

33. INVESTMENT STRATEGY

The Chairman referred to Appendix 4, previously circulated.

Members noted the change to Long Term Investments classification under item 6.



It was then

***RECOMMENDED:***

***That the amended Investment Strategy be adopted by the Town Council.***

34. RISK STRATEGY

The Chairman referred to Appendix 5, previously circulated.

Members noted additions to item 9.2 (SLCC / NFALC) & Types of Risk at the end. (Corporate Manslaughter / Governance, GDPR breaches and Disaster Recovery)

It was then

***RECOMMENDED:***

***That the amended Risk Management Strategy be adopted by Town Council.***

35. YOUTH WORK

Cllr Clarke gave a verbal update on various youth matters within the town. Cllrs had received emails previously circulated on summer activities provided for the youth and the Youth Coordinator was thanked for her work. The importance of an adult presence on the recreation ground and especially in the town centre was noted, with volunteers taking part in a personal safety course being arranged by Cllr Clarke.

Cllr Clarke referred to a meeting taking place of the New Forest Safety Partnership on 3 September at NFDC at which a representative of the Council will be present.

36. ANY ITEMS THE CHAIRMAN CONSIDERS URGENT

None

37. NEXT MEETING

The next meeting will be held on **Monday 17 September 2018 at 6.30 pm** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked everyone for attending and closed the meeting at 7.27pm.

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>
29 b)	HCC Consultation (CANGO)	5 August, 2018	Town Clerk
30	Review machinery repair costs	3 September, 2018	Estates Manager
31	Recode some Professional Fees	17 September, 2018	Town Clerk
32	Endorse referred matters	13 August, 2018	Town Council
33	Adopt Investment Strategy	13 August, 2018	Town Council
34	Adopt Risk Strategy	13 August, 2018	Town Council
35	Attend NF Safety Partnership	3 September, 2018	Youth Co-ordinator



## TREE FELLING, TREE PLANTING AND TREE REPLACEMENT POLICY

### *Tree Felling*

*Through the cyclical (High and Medium only instructed to date) there have been 10 trees felled.*

*Plus one felled through a resident enquiry. So far this financial year 11 trees have been felled.*

*The low priority cyclical require a further 20 to be felled, 13 of which are in Carrick Way Woodland.*

*So, worst case scenario is 31 trees to be felled this financial year, subject to any storm damage.*

### *Tree Planting*

*A total of 11 trees have been planted before this financial year, as follows:*

*4 at Mitchell Close*

*2 at Fawcetts Field*

*3 in the high street, courtesy of HCC*

*1 at Chestnut Avenue (being a chestnut tree)*

*1 at Chaucombe Green (being a Cherry tree)*

## **Tree Replacement Policy**

**Where appropriate, when a tree is removed for whatever reason from NMTC owned or managed land, then at least one tree should be planted to replace each one removed unless the future growth and development of such a replacement cannot be successfully achieved.**

**Replacement trees should be of a size and species appropriate to their setting, bearing in mind, public access, rooting environment and potential impact on surrounding property and services.**

**Subject to funding, each site will be treated on its merits.**