



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 17 September 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
	R A Reid	p	J G Ward
	S Short		

In Attendance: Cllr D E Hawkins  
Cllr G Beck

Officers: Graham Flexman – Town Clerk  
Joanna Hayward – Administrator  
Silma Ramsaywack – Youth Coordinator

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

38. APOLOGIES

Cllrs S Short and R A Reid

39. DECLARATIONS OF INTEREST

None

40. PUBLIC PARTICIPATION

None

41. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 30 July 2018, having been circulated, be signed by the Chairman as a correct record.***

The minutes were duly signed.

42. MATTERS ARISING

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



	Action Points	Date	Action by
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 New Forest Safety Partnership	3 September 2018	Youth Co-ordinator

#### 43. CORRESPONDENCE

- a) The Town Clerk referred to an email from Police Sgt Jo Hensley who will be replacing Acting Police Inspector Paul Beale in October. Sgt Hensley will attend the Police Liaison meeting on 5 October, with Inspector Scott Beney.
- b) The Town Clerk referred to an email received from Questa Voce advising that the concert booked to take place at the Memorial Centre on 11 November 2018 had been cancelled due to lack of funding.
- c) The Town Clerk referred to the appointment of Alison Talbot as Chief Officer of New Forest Citizens Advice, having received an email from her about closer working with NMTC in the future.
- d) The Town Clerk was pleased to announce that we had been awarded Silver Gilt again (with increased marks) in the S&SEIB competition, noting the Dementia Allotments at Becton Lane had received a level 4 “Thriving” certificate at their first attempt.

#### 44. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for 1-31 July 2018 in the sum of £95,742.38, previously distributed.

Cllr S Clarke asked when we would be taking on the SLR deployments and the Town Clerk advised this would happen from October.

Cllr Clarke referred to the replacement plants purchased from Setley Ridge and wondered if we had reported the vandalism to police and if CCTV images were available. The Town Clerk confirmed the incident occurred earlier in the season but had only just come to light. ***[Post Meeting Note: This was part of the wider vandalism that occurred on Friday evening 15 June, both sides of the Rydal]***

Cllr A O’Sullivan referred to the direct debit payment made to British Gas and asked if this was good practice. The Town Clerk will review, stating it was historic and we are looking to change suppliers generally.



Cllr O'Sullivan queried the monthly payments for the Town Clerk's tablet and suggested that we shop around for the best deal at the end of the present contract.

Cllr O'Sullivan asked about the annual inspection of the Recreation Ground lamp columns by Chastney and if this was necessary. The Town Clerk confirmed it was a legal requirement and Chastney also carry out maintenance as required.

Cllr G Blunden queried Cango expenditure/income and the Town Clerk advised that funding had been received from Sway Parish Council and HCC Cllr Fran Carpenter but no grants yet received from HCC Cllrs M Kendal and K Mans. The Town Clerk will make separate application for funds from them, in place of former HCC Cllrs K Thornber, A W Rice, and J England who initially contributed.

Cllr S Davies referred to the payment for Clubbercise and the Youth Coordinator confirmed that these events were funded by the Energise Me programme which had provided £5k for this and the Skateboarding lessons as well.

***ENDORSEMENT:***

**The Schedule of Payments No. 03/18/19 covering the period 1-31 July 2018 in the total sum of £95,742.38 was ENDORSED for Council approval.**

45. MANAGEMENT ACCOUNTS

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

The Town Clerk informed the committee that both Amenities and F&GP showed 4-5% savings to date. Amenities wages was over budget due to more summer staffing but will come back in budget before the year end.

In regard to F&GP, a grant of £6.5k had recently been received from Locality in respect of Neighbourhood Planning expenditure of a similar sum to date.

• Ampfield	SLR deployment this year to date	£2,045
• Heilbuth	Business Rates expert re £19.5k refund	£2,000
• NFDC	Tree work sundry costs	£2,024

Overall, the council benefitted from a Business Rates refund of £19.5k earlier this year which more than offset Professional Fees over expenditure.

46. REFERRED MATTERS

- a) The Chairman referred to Appendix 3, being proposals for the Fernhill Open Space as recommended by the Amenities Committee meeting (minute no.53) on 3 September 2018.



The Chairman asked the committee for their comments noting the informal open space would be used for recreational use and link in with the Greenway path scheme we are partnering with NFDC.

Cllr J Ward asked if the area will just be for dog-walkers, resulting in dog excrement which would exclude families and children from using the area. The Town Clerk said it was for recreational use generally.

Cllr Blunden replied that dog-fouling affects all of our open spaces. We continue to police these areas and encourage dog-walkers to be responsible.

Members supported the recommendation under Amenities minute 53, with Cllr Ward abstaining.

It was

**RESOLVED:**

***That £13k be used from Section 106 monies held by NMTC for the Fernhill Open Space Project.***

- b) Cllr G Beck referred to Amenities minute 58 (b) and the proposal for a commemorative album depicting events in New Milton during the 100<sup>th</sup> year anniversary of the end of WW1.

Councillors supported the proposal, noting the Indian memorial event had raised a small surplus.

It was then

**RESOLVED:**

***That a commemorative album of 2018/19 events be produced at a cost of no more than £400.***

47. INTERNAL AUDIT REVIEW

The Chairman referred to Appendix 4, previously circulated.

The Town Clerk informed councillors that this was revised recently by Auditing Solutions in light of GDPR and is now fully compliant.

Cllr O'Sullivan asked why this document is printed out when it contains blank information. The Town Clerk explained the council needs to ensure an effective internal audit is undertaken every year, and that is the purpose of reviewing their detailed work plan for the coming year.



***[Post meeting note: Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control, and to regularly review the work undertaken]***

Members noted the proposed internal audit programme for 2018/19.

#### 48. YOUTH GRANT AID

The Chairman referred to Appendix 5, previously circulated.

- a) Cllr S Clarke outlined the work that ASBOC do for the 14-17 year old age group, noting the excellent services provided.

It was

***RESOLVED:***

***That ASBOC be granted £10,360 from 2018/19 Youth Grant Aid budget, under the General Power of Competence.***

- b) Cllr Clarke also referred to the additional figures submitted by Stuart Plummer of ASBOC with regard to funding the Friday night session for the 11-14 year old group which is held at the Memorial Centre.

This is a very successful session; attendance can reach 40 individuals, and offers positive activities for this socially vulnerable age group. Cllr Clarke concluded this is a vital service, and commended it to members.

Councillors discussed the various aspects of youth provision, associated health and wellbeing services, and funding. It was noted that the Executive Committee will be discussing funding and youth funding in the future at their budget meeting on 5 November 2018.

Cllr J Ward was concerned that the remainder of the Youth Grant budget would not be available for other groups should they require any funds before March 2019. It was noted that clearer presentation would be useful in future.

It was then

***RESOLVED:***

***That ASBOC be granted £3,956 from the remainder of the Youth Grant Aid budget and savings from the Youth Coordinators budget for 2018/19.***



#### 49. YOUTH WORK

The Youth Coordinator provided a verbal summary of the activities that had taken place on the Recreation Ground throughout the summer period, acknowledging the support of a sessional Youth Worker and volunteers as well as NFDC.

At the end of the year there will be a survey of young people asking if they appreciate the extra activities in New Milton.

Cllr Clarke added his thanks to the volunteers for their support, and NFDC for their activities, suggesting letters of thanks be sent to them, and the Lions Club and Rugby Club for supporting a BBQ at the last YBall event.

Cllr Clarke concluded we are all working together in partnership and was pleased with the community spirit engendered.

#### 50. ANY ITEMS THE CHAIRMAN CONSIDERS URGENT

None

#### 51. NEXT MEETING

The next meeting will be held on **Monday 29 October 2018 at 6.30 pm** in the Town Hall, Ashley Road, New Milton.

The Chairman closed the public part of the meeting at 7.39 pm.

The Chairman asked for a couple of staffing matters 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.



## 52. STAFFING MATTERS

The Chairman referred to a recently resolved employment issue and recognition of employees contributions towards the successful In Bloom project referred to earlier.

There being no further business to discuss, the Chairman closed the meeting at 8.05pm.

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>
43 a	Police Liaison Meeting – Sgt Jo Hensley	5 October 2018	Town Clerk
44	Vandalism of plants - Adjacent to Rydal	1 October 2018	Town Clerk
44	CANGO contributions – HCC Councillors	29 October 2018	Town Clerk
46 a	Fernhill Project - S.106 monies for POS	1 October 2018	Town Council
46 b	Commemorative Album – 2018/19 Events	1 October 2018	Town Council
48 a	Youth Grant ASBOC – 14 to 17-year olds	1 October 2018	Town Council
48 b	Youth Work ASBOC – 11 to 14-year olds	1 October 2018	Town Council