



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 4 February 2019 at 6.30 pm in the Town Hall, Ashley Road, New Milton, BH25 6AS.

		Chairman		S P Davies
		Vice-Chairman	p	D N Tungate
<u>Councillors:</u>	p	G R Blunden	p	S J Clarke
	p	K Craze	p	A D O'Sullivan
	p	R A Reid	p	J G Ward
		S Short		
<u>In Attendance:</u>		Cllr D E Hawkins		
		Cllr D Rice-Mundy		
		Officers:		Graham Flexman – Town Clerk
				Joanna Hayward – Administrator

In the absence of the Chairman, Cllr Steve Davies, the Vice-Chairman, Cllr Neil Tungate chaired the meeting and welcomed Councillors and officers, two members of the public and a press representative to the meeting.

87. APOLOGIES

Cllrs S Davies and S Short

88. DECLARATIONS OF INTEREST

None

89. PUBLIC PARTICIPATION

None

90. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 17 December 2019, having been circulated, be signed by the Chairman as a correct record.***

The minutes were duly signed.



## 91. MATTERS ARISING

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

Minute	Action Points	Date	Action by
73	Endorse Schedule of Payments	7 January 2019	Town Council
76 a)	Approve Amenities Budget 2019/20	7 January 2019	Town Council
76 b)	Approve F&GP Budget 2019/20	7 January 2019	Town Council
78	CIL – note comments	7 January 2019	Town Council
79	Approve Risk Assessments 2018/19	7 January 2019	Town Council
80	Note Calendar of Meetings 2019	7 January 2019	Town Council

## 92. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence –

- a) An email from Rosemary Rutins at NFDC attaching a letter sent to councillors regarding the rules for Purdah for the period from 22 March to 2 May 2019 (copy attached).

## 93. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for 1 – 31 December 2018 in the sum of £76,869.33, previously distributed.

The Town Clerk highlighted the following payments over £1,000.

- a) Payment to Lombard of £1,573.85 for lease hire in December of four vehicles.
- b) Payments to HMRC for Tax and NIC, and Pension contributions, in November.
- c) Countrycare Horticultural for 4 x large Christmas trees which were all recharged.
- d) Payment of £5,977.66 to Gristwood & Toms for tree works as per cyclical inspections, noting an enhanced budget of £14k for the year, with £4k from reserves.
- e) Payment of £8,979.24 to Helpful Hirings for the hire of large machinery, including additional tractor during the summer months.
- f) Payment of £303.60 for the annual service to the Town Clock (Homemill House) undertaken by Smith of Derby. It was suggested this could be carried out by a local company.
- g) Cllr A O’Sullivan referred to the cost of photos for the Remembrance event and if these were necessary. The Town Clerk explained it was the 100<sup>th</sup> Anniversary event commemorating the end of WW1 and was paid out of the TDM budget.

### ***ENDORSEMENT:***

***The Schedule of Payments No. 06/18/19 covering the period 1 – 31 December 2018 in the total sum of £76,869.33 was ENDORSED for Council approval.***



94. MANAGEMENT ACCOUNTS

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

The Town Clerk summarised results against budget noting the invoicing for pitch hire had been completed at the end of January, and there had been a rates refund of £20k earlier in the year. Overall, F&GP is £18.5k under budget. In regard to Amenities, this was £16k more than budget to date for a variety of reasons. Cllr O'Sullivan asked for clarification of the variation at Ashley Sports Ground.

**[Post Meeting Note : Pitch fees of £3k were invoiced in January in respect of rugby, September – December 2018, water recovery costs are £2k more than budget, pending return to sewer appeal, and Helpful Hirings costs of £9k were mainly coded to Ashley, plus EOS was £2k more than budget to date].**

95. AMENITIES REFERRED MATTERS

- a) The Town Clerk referred to the recommendation from Amenities for £10k to be used from CIL monies for NFDC's re-deployable CCTV.

**ENDORSED:**

***That £10k CIL monies be used towards an NFDC re-deployable CCTV camera.***

- b) The Town Clerk referred to the funding required of £4k from the Amenities budget or reserves to be used towards legal fees to assist development of the Memorial Hall.

Cllr Hawkins voiced his concerns about the Town Council paying the whole amount of £4k, stating the costs should be jointly split with the Memorial Hall.

Cllr O'Sullivan responded that this is a study to look at the legal requirements of working together as one charitable trust with the same objectives in line with the charity commission's requirements.

**ENDORSED:**

***That £4k be used from the Amenities budget or reserves towards legal fees to assist development of the Memorial Hall.***

- c) Cllr Blunden referred to the Youth Charitable Trust and the requirement for funding of legal costs to enable setting up the Youth Trust and potential design and architectural costs of a new Youth Centre which would be up to £9k.

It was

**RECOMMENDED:**

***That professional fees of up to £9k be earmarked for setting up the Youth Charitable Trust and a new Youth Centre.***



96. YOUTH WORK

Cllr S Clarke referred to the current proposal to develop a Youth Centre with the inclusion of Spud, Arnewood School and the Youth Council in the design and planning, including architect costs.

Cllrs suggested that all local schools should be invited to participate.

Cllr Clarke commended a report from the Youth Co-ordinator for Town Council consideration on 18 February 2019 (as attached).

97. INTERNAL AUDIT

The Chairman referred to Appendix 3, the Second Interim Internal Audit Report 2018/19, previously circulated.

The Town Clerk outlined the Recommendations on pages 12 and 13.

Cllr O'Sullivan noted Recommendation 5 and the cheque to ASBOC totalling £6,101 that had not been banked.

Cllr O'Sullivan referred to Recommendations 9 and 10 and the Town Clerk advised on the CCLA previous recommendations for investment.

All the above matters would be referred back to F&GP for further consideration at its next meeting.

98. BUS SERVICES

The Town Clerk informed members that Cllr S Davies and others are due to have a meeting with Yellow Buses who are interested in introducing a new route into New Milton.

Further to a meeting with HCC regarding the retender for Cango, it was noted there would be a £1k shortfall in the management fee due to lack of support from Lymington & Pennington Town Council in particular. The Town Clerk would pursue other avenues and send a letter to local councils using the booking service outlining the situation, seeking further contributions.

The matter would be referred back to F&GP for further consideration at next meeting.

99. ANY OTHER UPDATES

Cllr R Murrow advised members that a wooden gazebo would be erected at Becton Lane Allotments, funded by Cllrs O'Sullivan and Tungate from their NFDC community grants, and the works will be carried out by the Men's Shed group.



## 100. NEXT MEETING

The next meeting will be held on **Monday 18 March 2019** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked the public and councillors for attending and closed the meeting at 7.25pm.

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>Minute</b>	<b>Action Points</b>	<b>Date</b>	<b>Action by</b>
94	Ashley Sports Ground Costs	18 February 2019	Town Clerk
95 a)	CCTV re-deployable unit £10k	18 February 2019	Town Council
95 b)	Memorial Hall Trust Costs £4k	18 February 2019	Town Council
95 c)	Youth Charitable Trust costs £9k	18 February 2019	Town Council
96	Youth Work including SPUD	18 February 2019	Town Council
97	Internal Audit – ASBOC	18 March 2019	F&GP
98	Bus Services – Cango	18 March 2019	F&GP