



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 18 March 2019 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

<u>Councillors:</u>	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 C Ward

<u>Officers:</u>	G Flexman – Town Clerk	S Ramsaywack – Youth Co-ordinator
	J Hayward – Administrator	E Towler – Assistant Administrator

The Chairman welcomed Councillors and officers, two members of the public and a press representative to the meeting.

101. APOLOGIES

Cllr G R Blunden

102. DECLARATIONS OF INTEREST

None

103. PUBLIC PARTICIPATION

None

104. MINUTES

Cllr Short referred to minute 99 and stated Cllr Murrow was not listed as attending the last meeting and asked that this be amended.

It was then

RESOLVED:

That the minutes of the meeting held on 4 February 2019, having been circulated, be signed by the Chairman as a correct record, subject to the above amendment.

The minutes were duly signed.

105. MATTERS ARISING

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

Minute	Action Points	Date	Action by
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

106. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence –

- a) An email received from Groundwork UK referring to the grant funding period for the Neighbourhood Plan which has now ended. An End of Grant report will be submitted shortly, hopefully by the end of April.
- b) An email from Chloe Jenkins of NFDC regarding Election Notices which are to be displayed after the 22nd March 2019.
- c) An email from Sarah Jennings of NFDC notifying the Council of an event taking place at Brockenhurst College on the 10th July 2019, focusing on Adverse Childhood Experiences, something the Council recently watched a video about.
- d) An email from HCC referring to their legal services and providing information on key changes for 2019/20 by way of HLS General Retainer letter.
- e) An email from Yellow Buses inviting local residents for tea, coffee and cake on Wednesday 17th April in the town centre on market day, providing information on the introduction of a new route to/from New Milton.

107. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for 1 – 31 January 2019 in the sum of £82,922.67, previously distributed.

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

- a) Payment to Lombard of £1,573,85 for lease hire in January for four vehicles.
- b) Payments to HMRC for Tax and NIC and Pension Contributions in November.
- c) Payment to Atech for 2nd contract instalment, taking Christmas lights down.
- d) Payment to Gristwood & Toms for cyclical and residents works in November.
- e) Payment to SM Lockyer to upgrade and resurface the Long Meadow car park.



- f) Payment to Npower mainly for 2 months electric at Fawcetts Field and Ashley.
- g) Payment to NFDC for 6 months CCTV line rental plus tree work assessments.
- h) Payment to Juice for website accessibility updates (improving user accessibility).
- i) Payment to Total Gas & Power for gas used in December at Ashley Football Club.

ENDORSEMENT:

The Schedule of Payments No. 07/18/19 covering the period 1 – 31 January 2019 in the total sum of £82,922.67 was ENDORSED for Council approval.

108. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for January 2019, previously circulated, showing Amenities on budget.

The Town Clerk noted that the F&GP indicates £18k savings to date, but we have not yet received the town hall rent and utility charge for the year.

Cllr Short queried why there was still 100% left for tree planting which the Town Clerk confirmed will be spent this month.

109. AMENITIES REFERRED MATTERS

The Town Clerk referred to the recommendation from Amenities (minute 127) for the Men's Shed to use Fernhill Cricket Ground, with the Town Council Solicitor confirming an 18-month contract is feasible, subject to operational requirements that the Town Clerk explained.

It was then

ENDORSED:

That the workshop at the Fernhill Cricket Ground be provided for use by the New Milton's Men's Shed project for a temporary period of 18 months (subject to operational requirements).

110. INTERNAL AUDIT

The Chairman referred to Appendix 3, previously circulated.

The Town Clerk outlined Recommendations R4 - R10 and proposed responses. Cllr Clarke suggested paying ASBOC by BACS in future. The proposed responses would be referred to Town Council.



111. STANDING ORDERS

The Chairman referred to Appendix 4, previously circulated.

It was suggested that all members remain seated while addressing the Chairman as it can be difficult to hear members if they stand, being too far away from the microphone. This was supported by members.

This matter will be referred to Town Council together with the other amendments.

It was then

RECOMMENDED

That proposed amendments to Standing Orders be referred to Town Council.

112. EQUALITY & DIVERSITY POLICY

The Chairman referred to Appendix 5, previously circulated being a revised policy, which was noted by members.

Cllr Reid suggested removing all uses of the words 'the aim of' in the policy, which was supported by members.

It was then

RECOMMENDED

That the revised Equality & Diversity Policy be adopted by Town Council.

113. DIGNITY AT WORK POLICY

The Chairman referred to Appendix 6, previously circulated, being a new policy, which was noted by members.

Cllr J Ward suggested removing the phrase 'this is not an exhaustive list' as it could be ambiguous.

Cllr Clarke suggested inserting 'coercive behaviour'. Both points were supported by members.

The Town Clerk suggested replacing 'this is not an exhaustive list' with 'coercive behaviour.'



It was then

RECOMMENDED

That the new additional Dignity at Work Policy be adopted by Town Council.

114. CHRISTMAS LIGHTS REPORT

The Chairman referred to Appendix 7, previously circulated, being Christmas Lights report, which was previously noted by members at the Amenities Committee.

The Town Clerk said that this year had been well supported by sponsors which covered most of the costs, per the income and payments statement.

Members noted the report and appreciated the increased donations received.

115. CANGO

The Chairman referred to Appendix 8, previously circulated, being an email from HCC confirming Go South Coast have been awarded the operational contract for 2019/20.

The Town Clerk informed members that all costs for the 2018/19 financial year have now been covered with the Town Council contributing £2k, Sway Parish Council £2k, Hordle Parish Council £500 plus £500 each from HCC Cllrs F Carpenter and K Mans, plus Lymington Cllr J England.

HCC will be sending a draft agreement for the Town Council to sign and it was suggested by Cllr Clarke that a condition be included to ensure all costs for the Cango booking service are covered.

This was supported by members.

116. YOUTH WORK

The Youth Co-ordinator provided a verbal update on activities taking place in the town: Clubbercise on a Tuesday night and YBall on a Wednesday.

The Youth Conference that took place on the 13th February 2019 was found to be very useful and a good opportunity for organisations to network.

110 young people completed a survey on what it's like living in New Milton, the results are being reviewed by the Youth Co-ordinator. Through the survey, a few new people have joined the youth council.



Youth workshops have been very successful, with the young people gathering ideas for SPUDworks to pass on to the eventual architect appointed to design a new Youth Centre. There will be a meeting on Friday 21st March 2019 at 6.30pm in the Memorial Centre for the young people to voice their ideas further.

The Youth Music & Cultural Festival will take place on Saturday 10th August 2019 and it is hoped a 3D model of the proposed Youth Centre will be on display on the day.

Members thanked the Youth Co-ordinator for her continued good work within the town.

119. ANY OTHER UPDATES

None.

118. NEXT MEETING

The next meeting will be held on **Tuesday 30th April 2019** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked the public and press for attending and closed the public part of the meeting at 7.19pm.

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.

119. EASEMENT

The Town Clerk referred to minute 132 of the Amenities Committee and an email received from the Town Council Solicitor. It was suggested that the price be set at £17,500 plus any associated fees.

The Town Council Solicitor has pointed out that NMTC are under no obligation to grant a vehicular right, so are not bound by surveyor's advice, and can charge more.

It was then

RESOLVED

That the proposed easement be noted and referred to Town Council for consideration.



There being no further business to discuss, the Chairman thanked members 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

Minute	Action Points	Date	Action by
106 a)	Neighbourhood Plan End of Grant Report	30 April 2019	Town Clerk
106 b)	Display Election Notices	22 March 2019	All Staff
106 e)	Yellow Buses Launch	17 April 2019	All Staff
109	Prepare Men's Shed License	1 April 2019	Town Clerk
110	Internal Audit Report responses	1 April 2019	Town Council
111	Standing Orders review	1 April 2019	Town Council
112	Equality & Diversity Policy	1 April 2019	Town Council
113	Dignity at Work Policy	1 April 2019	Town Council
119	Prepare Easement	1 April 2019	Town Council