



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 29 July 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

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 M Brownsea

In Attendance: Cllr D E Hawkins
Cllr M Levitt

Officers: G Flexman – Town Clerk
E Towler – Assistant Administrator
S Ramsaywack – Youth Services Manager

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.

21. APOLOGIES

Cllr S P Davies

22. DECLARATIONS OF INTEREST

Cllr A D O'Sullivan declared an interest in Agenda Item 10 - Youth Grant Aid, being on the Consultant Board at Forest Arts (minute 30).

23. PUBLIC PARTICIPATION - None

24. MINUTES

RESOLVED:

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

The minutes were duly signed.

25. MATTERS ARISING

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

It was agreed that in regard to minute 17 Grant Aid, New Forest Bike Project and Victim Support will be discussed at the next Finance & General Purposes Committee meeting.

Minute	Action Points	Date	Action by
10b)	Provide breakdown of Juice charges	24.06.19	Town Clerk
10c)	Provide details of Eagle Plant charges	24.06.19	Town Clerk
12	Provide details of External Audit charges	24.06.19	Town Clerk
12	Approve Financial Statements for 2018/19	24.06.19	Town Council
13	Approve Internal Audit Report 2018/19	24.06.19	Town Council
14	Approve Annual Return 2018/19	24.06.19	Town Council

26. CORRESPONDENCE - none27. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 - 30 June 2019 in the sum of £111,440.94, previously distributed. (less £200 in respect of cheque made out to G Hymers that was subsequently cancelled).

The Town Clerk highlighted and explained the following payments over £1,000:

- a) Payment to A Harris & Co for heads of term re No1 New Milton project for £3,000
- b) Payment to Amberol for planters and baskets for the town for £4,094.24
- c) Payment to DCK Accounting for payroll and end of year prep for £2,170
- d) Payment to Everton Nurseries for replanting at the skatepark, Bramshaw Way, Recreation Ground and Indian Memorial for £1,144.28.
- e) Payment to Juice for Go New Milton website updates for £1,860
- f) Payment to Lamps and Tubes for a visual inspection and report for £1,074
- g) Payment to Marshalls for Station Road bench re-slat and repairs for £5,169
- h) Payment to New Milton Sands for Fawcett pothole repair, veg waste and gazebo base for the Becton Lane allotment site for £1,033.61
- i) Payment to Northfield Nursery for summer floral displays across town for £9,806



- j) Payment to O'Neill Homer for the final Neighbourhood Plan invoice for £1,320
- k) Payment to Rejuvenate for management costs and support packs for £1,644.44
- l) Payment to Hibbs/NMS for mulching bark, compost and soil for £1,498.64
- m) Payment to MA Hart for level access to the Recreation Ground Pavilion for £3,594
- n) Payment to Npower for electricity supplies for Moore Close and Ashley for March - May for £1,609.27
- o) Payment to NFDC for planning application for No1 New Milton and dog waste empty services for March - September for £1,123.16
- p) Payment to New Milton Town Football Club for the Mayors Investiture at the Football Clubhouse for £1,120
- q) Payment to Site Safety for PPE uniform for £2,735.44
- r) Payment to RM Smith Fencing for a weldmesh fence and a closed board fence for £2,274

Members raised the following queries:

- a) Cllr Blunden referred to DCK Accounting and asked when we review for best value. The Town Clerk said every 3-4 years this is done.
- b) Cllr Levitt referred to Juice and asked how long we had been with them. The Town Clerk said we have used them for around two years but they are not contracted.
- c) Cllr Clarke referred to RM Smith Fencing and queried whose responsibility the fence at the Manor Road watercourse is. The Town Clerk will check with the Estates & Facilities Manager and record in the minutes.

[Post meeting note: The Manor Road works cost £320 and were undertaken under our SLA with HCC].

ENDORSEMENT:

The Schedule of Payments No. 02/19/20 covering the period 1 - 30 June 2019 in the revised sum of £111,240.94 was ENDORSED for Council approval.

28. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for June 2019, previously circulated.

The Town Clerk informed members that the budget for Amenities has been rephased, noting a number of costs were incurred in the month due to Britain in Bloom activity.

Before rephasing, Amenities was £27k over budget and Finance & General Purposes was £25k under budget, largely due to receipt of £20k CIL monies recently. Realistically, the CIL monies are transferred to CIL Earmarked Reserves at the end of the year. Revised figures attached show a break-even situation year to date.

Cllr O'Sullivan highlighted the fact a few percentages under F&GP were incorrectly recorded at 0%, including CANGO and the Neighbourhood Plan. This was noted by the Town Clerk who will amend the accounts and reissue with rephased figures, noting there is no budget for Neighbourhood Planning this year.

Cllr Levitt queried the Fawcetts and Fernhill Lane costings. The Town Clerk said a full explanation will be given in the minutes but credits relate to reversal of accruals made at the end of last financial year, pending receipt of revised water bills.

[Post meeting note: These are year end reversals, inasmuch as we included in last year's accounts a total £12k worst case scenario costs. This was done pending clarification of our Return to Sewer credit requests, bearing in mind we irrigate both our sites. We are charged on the basis that water supplied is subsequently all returned via the sewers (as sewerage processing). But such charges are simply based on our metered supplies at these sport sites and most is not returned to the sewer. Hence our credit requests in respect of Fawcetts and Fernhill. Being prudent however we erred on the side of caution. Basically, we will no doubt have to pay some water recovery fees in respect of last year, but we did not know how much at the end of last year but accrued £12k].

Members noted the June Management Accounts and effects of rephasing.

29. REFERRED MATTERS

- a) The Town Clerk referred to the recommendation from Amenities for £5k CIL monies towards dropped kerbs and bollards opposite the Milford Road Cemetery entrance to assist pedestrian access.

It was

ENDORSED:

That £5,000 be earmarked from CIL monies towards dropped kerbs and bollards opposite Milford Road Cemetery entrance.

- b) The Town Clerk referred to the recommendation from Amenities for £10k CIL monies for the Cultural & Community Hub project in respect of legal fees, vision workshop and community engagement.

It was

ENDORSED:

That a sum of £10k CIL monies be earmarked for the Cultural & Community Hub project in respect of legal fees, vision workshop and community engagement.

30. YOUTH GRANT AID

The Chairman referred to Appendix 4, Youth Grant Aid request from Forest Arts, previously circulated.

Cllr Clarke shared his support for the project but suggested that Arnewood School could pay half of the costs. Cllr Hawkins wished to support the full amount.

Following further discussion and a vote,

It was

RESOLVED:

That a sum of £1k be granted to the Forest Arts Centre P.L.A.Y project.

Cllr O'Sullivan abstained from this item.

31. EVENTS BUDGET

The Town Clerk referred to a request made by the New Milton Town Partnership (NMTP) for £3.5k towards the Christmas Festival 2019, noting an increase of £1k from previous years.

Councillors asked that NMTP provide a full breakdown of costs and it was proposed that £2.5k be granted now subject to receipt of NMTP accounts for Christmas events.

Following further discussion

It was

RESOLVED:

That a sum of £2.5k be granted to the New Milton Town Partnership for the Christmas Festival 2019, subject to receipt of their Christmas events accounts.

32. F&GP WORK PLAN

The Chairman referred to Appendix 6, the Finance & General Purposes Work Plan for July 2019, previously circulated, noting Risk Strategy and Investment Strategy are due to be reviewed in July.

33. RISK STRATEGY

The Chairman referred to Appendix 7, Risk Strategy, which was noted by members, with some textual changes only to paragraph 9.2.

34. INVESTMENT STRATEGY

The Town Clerk referred to Appendix 8, previously circulated, and referred to item 6, Longer-Term Investments, which was noted by members. A spreadsheet detailing earmarked reserves was handed out with Cllr Brownsea asking that the strategy be reviewed in the light of Working Party recommendations at the next F&GP meeting.

35. YOUTH WORK

The Youth Services Manager gave a verbal update on youth work which was noted by members. The Town Clerk was asked to write to the relevant portfolio holder at New Forest District Council requesting an appropriate PSPO order.

36. ANY OTHER ITEMS

A brochure was distributed to members regarding the New Forest Basics Bank New Building Appeal, with the project budgeted to cost £210,000 in total, with a need to raise a further £85,000 to reach their goal.

Councillors suggested bringing a food bank to New Milton and setting up a Working Group to discuss this idea. If anyone would like to be a part of this group, they should contact Cllr Reid in the first instance.

37. NEXT MEETING

The next meeting will be held on **Monday 16th September 2019** in the Town Hall, Ashley Road, New Milton.

The Chairman thanked members of the public and press for attending and closed the public session of the meeting at 7.47pm

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, claiming publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

38. a) Staffing Update

The Town Clerk explained this has now been resolved following a meeting with the Chairman and Vice Chairman of F&GP earlier in the week.

b) Easement

The Town Council Solicitor, Anthony Harris, was in attendance and advised seeking a professional valuation in respect of a revised Easement request due to changing circumstances. Members agreed this as the best way forward.

The Chairman thanked members for attending and closed the private session of the meeting at 7.58pm.

Chairman _____

Date _____

Minute	Action Points	Date	Action By
17	NF Bike Project and Victim Support	16.09.19	F&GP
29a)	£5k CIL Milford Road Cemetery access	12.08.19	Town Council
29b)	£10k CIL Hub Project	12.08.19	Town Council
35	PSPO Town Clerk to write to NFDC	12.08.19	Town Clerk
36	New Forest Basics Bank	12.08.19	Town Council
38b)	Easement Valuation	16.09.19	Anthony Harris

Distribution:

Town Councillors

District Councillors Mrs C V Ward, Mrs J L Cleary

County Councillors M Kendal, K Mans, F Carpenter

New Milton Police

Press

NMRA – Alan Watson