

02/25/26

DATE	PAYEE	DESCRIPTION	AMOUNT
<b>May</b>			
1	NFDC	National Non-Domestic Rate Offices & Premises 2025/26 April	£499.00
	NFDC	National Non-Domestic Rate Sports Ground & Premises 2025/26 April	£420.60
2	Drain Division	Clearance of Recreation Ground drains adjacent to Indoor Bowls + Empire Skate - See job sheet for details	£545.76
	Public Sector Software	Play inspection app training for Estates Team	£720.00
	Silent Disco King	Silent disco kit for Ashley Youth Hub	£1,225.77
7	Vodafone	Monthly mobile phone charges for 25 mobiles	£549.63
9	Aish	Supply & fitting of 230v replacement tube heater to kiosk at Fernhill	£474.00
	Barrie King	General works site wide - Contractor, Last invoice - April 2025	£840.00
	Christchurch Garden Machinery	Maintenance of Kubota Ride on Mower HF12BJY	£328.80
	Derek Biggs	LGR Training course for the attendee at Ringwood Gateway	£10.00
	Eden Springs	Monthly water cooler rental & bottles	£52.70
	Fireguard Services	Maintenance and/or servicing visits to Fawcetts Field, Ashley Youth Pavilion/Store & Ashley Youth Hub - Statutory requirements	£281.22
	furniture@work	Replacement office chair for TDM at town council offices	£116.40
	GDPrint	Booklets for Civic Celebration Programme at the Memorial Hall	£95.00
	Gary Prince Publications	Afternoons of Music advert in 3x Prince Publications May 2025	£216.00
	Greenlock Electrical	Remedial work at Outdoor Bowls to ensure electrical system is compliant following periodic inspection. Downloading of CCTV footage to memory stick. - Outdoor Bowls statutory work	£1,950.19
	HALC	HALC Affiliation fees 2025/26	£1,100.00
	HCC (Hants LGPS)	Pension Contributions - April 2025	£11,699.98
	HMRC Cumbernauld	Tax and NIC - April 2025	£14,774.55
	Jewson	Recreation Ground general repairs. Small tools/ consumables	£106.68
	John Shutler	Tree reduction so CCTV has clear view at Recreation Ground	£434.75
	Keffen Plant Hire	Recreation Ground works including table tennis area enlargement - CAPEX. Clearance of vegetation at Ballard Water Meadow	£11,224.90
	L.Kitcher Fencing & Gates	Replacement entrance gate at Fawcetts Field	£420.00
	Lapwing	Water heating Urn for events - 20 litre capacity	£122.88
	NMSB Concrete	Concrete for ASBOC cycle shelter & scooter racks	£308.99
	NMSB	Various waste clearances & Soil for Recreation Ground	£658.12
	Npower	Electricity bills for various locations between the months September 2024 & March 2025	£1,145.25
	NFDC	Election (Barton & Becton Ward) 24/10/24 - Contested Election Fee	£9,285.67
	New Forest Signs	Supply of play area information signs	£374.40
	New Milton Men's Shed	Money raised over the year whilst the Mayor's Charity	£1,153.00
	NMRFC	Electricity charge readings on 04 March & 16 April 2025 - Youth Facility	£339.06
	Pitney Bowes Limited	Quarterly Rental & maintenance charge for franking machine	£90.60
	Pitney Bowes Purchase Power	Meter reset for franking machine	£208.75
	RMB Hydroseeding	Town wide Hydroseeding works - Wild flowers	£7,056.00
	Rejuvenate	Pre-paid support hours &. Domain registration/renewal 1 year	£743.95
	Screwfix	Supplies for Empire Skate cycle shelter. PPE for Estates team and Barton volunteers	£80.64
	Sharp	Printer rental & copy costs	£671.53
		<b>Carried Forward</b>	<b>£70,324.77</b>

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		<b>Bought Forward</b>	<b>£70,324.77</b>
	Source for Business	Water & Sewerage charges Fawcetts Field. 03/10/24 to 16/04/25	£1,849.80
	South Coast Social	Social Media Management (May, June, July) Go New Milton	£960.00
	Travis Perkins	Materials for open spaces repairs & Empire Skate scooter racks. Vegetation disposal	£909.21
	Turfleet Hire	Tractor hire for wild flowers & ground preparation 17/03/25 - 01/04/25 - As budgeted	£1,824.00
	UNISON	Subs taken from staff member	£17.25
	Viking	New office keyboard after old one failed	£38.93
	Vita play	Works on Recreation Ground Table Tennis area, includes stone subbase, supply & installation of weed suppressing membrane & rubber surface, EPDM edging finishing up to existing edges - CAPEX	£3,991.20
	Waste Management Facilities	Mixed Municipal Waste - Ashley Sports Ground	£8.45
12	Argos	Metal shelf for Dementia Allotment shed	£85.00
	Public Sector Software	Play inspection software credits x100	£480.00
	Societe Generale	Kubota contract hire	£303.40
16	All Clear Pest Control	Regular rodent control Fawcetts Field	£65.00
	Amberol	Tiered planter support bracket	£48.00
	Ampfield Traffic	9 Speed Limit Reminder deployments across 3 dates at various locations	£495.00
	AquaCare	Monthly Water Hygiene Monitoring at Fawcetts Field, Ashley Youth Club, Fernhill Sports Ground, Indoor Bowls, Ashley Sports Ground	£866.12
	Artful Scribe	Grant aid agreed at F&GP 28 April 2025	£500.00
	Central Southern Security	Reset Log in & Clock time + clean cameras at Outdoor Bowling Pavilion. Service & Lubricate Town Hall Safe	£120.00
	Christchurch Garden Machinery	Maintenance on Kubota Ride on Mower HF12BJY. Mulching Flail levels test	£323.70
	Cleaning Angles UK	Changing room cleaning Ashley Pavilion	£50.00
	Everton Nurseries	Recreation Ground Roses - Toprose Display (Qty 48)	£38.22
	Flagmakers	180cm x 90cm VE 80 Flags x2	£148.56
	Forest PAT Testing	Annual PAT 2025 at NMTC Facilities - Statutory requirement	£210.40
	GDPrint	2 Afternoon of Music Banners. 120 A5 Programmes for VE80. 300 A5 Posters for Dementia Allotment.	£274.80
	Gelato Dreams	Ice creams/Slushies - HAF 61 on 9 April & 51 on 16 April	£280.00
	Greenlock Electrical	Light LUX level altering at Ashley Rugby Store & Empire Skate. Isolation of lighting system at Outdoor Bowls whilst water leak repaired.	£168.00
	John Shutler	Medium priority tree works	£954.27
	Juice	Website security updates (one year £540). Design & Artwork for Dementia poster, Summer of Music Banner & Poster	£744.00
	kiwa	Inspection & Testing of Lamp Columns Floral & Festive requirements	£2,124.00
	Lapwing	Cleaning supplies for Ashley	£167.53
	Loaders Garage	Hand machinery fuel	£53.12
	Volunteer Ranger	Supplies for volunteer work	£146.08
	MJS Plumbing & Heating	Boiler adjustment at Indoor Bowls Club	£78.00
	Mole Country Stores	Supplies for tree staking	£35.94
	NMSB	Waste disposal at Fawcetts Field	£24.00
	NFDC	CCTV Partnership Contribution 01/04/25 - 30/09/25. 9 Tree Enquiries between October 24 - March 25	£2,986.40
	New Forest Stationers	Stationery Supplies for Town Council usage	£61.05
	New Milton Advertiser	Advertisements for Annual Towns, FBWM AGM & talk, VE80 Act of Remembrance	£486.00
	New Milton Memorial Centre	Use of Memorial Hall including kitchen, bar & hall from 5.30pm-8pm for Civic Celebration event on 09/04/25	£97.50
		<b>Carried Forward</b>	<b>£92,337.70</b>

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		<b>Bought Forward</b>	<b>£92,337.70</b>
	WI	New Milton Sands Provision of refreshments for Civic Celebration on 9 April 2025	£100.00
	Pitney Bowes Purchase Power	Postage underpayment charge	£1.44
	Rejuvenate	Line rental, Pre-paid support hours. Email Security, Managed continuity & Microsoft 365 monthly	£1,584.00
	Screwfix	Grass marking paint for open spaces	£80.38
	Allotment Holder	Deposit refund	£55.00
	Source for Business	Moore Close Water charges	£45.75
	Shelly Perry Artist	Workshop at New Milton RFC - HAF Holiday activities	£300.00
	South Coast Sports Academy	Coach day rate x6, music sessions & sports equipment	£2,159.21
	Stacey Miller Consultancy	Wellbeing and drugs session at Ashley Youth Hub - HAF event	£250.00
	Travis Perkins	Materials for various town locations, combination locks x 5 & allotment plot markers	£354.13
	Turfleet Hire	Hire of John Deere Tractor, Front loader & Pallet Forks 01/04/25-30/04/25 - Contract Hire	£864.00
	Viking	Paper & stationery supplies for Town Council offices	£192.61
	Vita play	Play area repairs to Rubber surface on Skatepark, MUGA backboards replacements and items at other playparks	£8,147.09
	Waste Management Facilities	Mixed Municipal Waste - Ashley Sports Ground	£266.88
	Wipeout World	Return of deposit	£543.25
20	CentralBar	Acting DPS for VE Celebrations on Recreation Ground	£200.00
	Friends of New Milton Station	Contribution in support of the No.1 Project as agreed by Council	£10,000.00
	Sarah-Jane Orman	Training /study hours for level 2 personal license holders modules, mock exam and final exam. Onsite training at Lions event Sunday 4th May. DPS requirement	£400.00
	Worldpay	Terminal - Pending website alternative use for online payments	£15.00
28	Citation	Health & Safety support - monthly fee	£310.98
30	Christchurch Garden Machinery	Estates vehicle & machinery maintenance including works to ensure new mower (OU24 EKE) is Highway Compliant	£2,599.10
	DCK Accounting Solutions	Accounting support March/April 2025, including 2024/25 year-end closedown and the quarter 4 VAT return submission to HMRC plus Financial Statements for 2024/25.	£2,170.50
	DCK Payroll Solutions	Monthly payroll processing (13 staff and 18 Cllrs)	£401.04
	Edmat Gas Services	New high pressure water cylinder at Outdoor Bowls, required to solve low pressure Legionella issue - Failure of existing	£1,745.84
	Gary Prince Publications	Adverts for Neighbourhood Plan Consultation, Groovemeister Afternoon of Music and Dementia Allotment in 3 local publications June 2025	£648.00
	GDPrint	Feather flag for Dementia Allotment	£174.00
	Glasdon	4 Topsy litter bins for open spaces, 4 Origin Horizon litter bins for Recreation Ground & 6 Benches (4 already purchased as Commemorative Benches)	£8,053.63
	John Shutler	Low priority works to trees	£5,916.73
	JSS Scaffolding	Erect high level safety fencing on Lower Green boundary Recreation Ground - Safety requirement CAPEX	£6,600.00
	LUSH Signs	Bench plaques Donated seats & Ballard Lake Bench Project	£462.00
	NMSB	Path gravel for Ballard Water Meadow & Waste site wide	£488.07
	Staff/Members	Salaries and Expenses - May 2025	£36,234.69
	Screwfix	Ear defenders for Estates & Facilities team	£149.90
	Vita play	Playground inspections & maintenance: Doe Copse, Ashley, Recreation Ground & Long Meadow. November & December 2024	£702.24
		<b>Carried Forward</b>	<b>£184,553.16</b>

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		<b>Bought Forward</b>	<b>£184,553.16</b>
	Waste Management Facilities	Mixed Municipal Waste - Ashley Sports Ground	£5.81
31	Lombard	Vehicle leasing, DY20HTT, DX67UYD, BC21NLU, BV71ZJZ, BW21NYH - May 2025	£2,452.61
		<b>TOTAL</b>	<b>£187,011.58</b>

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DATE	PAYEE	DESCRIPTION	AMOUNT
<b>JUNE</b>			
1	NFDC	National Non-Domestic Rate Offices & Premises 2025/26 April	£499.00
	NFDC	National Non-Domestic Rate Sports Ground & Premises 2025/26 April	£419.00
2	Firefly Festivals	Deposit refund following Sham Rocks festival at Moore Close	£1,200.00
3	Hantsweb	Christmas Lights licence from HCC	£108.40
6	Vodafone	Monthly mobile phone charges	£544.65
10	Krystal Hosting	Domain renewals	£52.76
12	Societe Generale	Kubota contract hire	£303.40
13	All Clear Pest Control	Regular rodent control at Bowls Club & Rugby Club	£130.00
	Allotment Holder	Allotment deposit refund	£50.00
	Ampfield Traffic	6 Speed Limit Reminder deployments across 2 dates at various locations	£330.00
	AquaCare	Monthly Water Hygiene Monitoring for various sites in May + Training (£540)	£1,317.33
	Brewers	Paint & related supplies for Recreation Ground	£17.35
	CEF	Cable Ties	£55.80
	Cameron Irrigation Systems	Installation of 2x replacement sprinklers at Cricket Club. Recharged in full	£877.27
	City Plumbing Supplies	Supplies for defective water supply at outdoor bowls and faulty allotment tap, preparation for new fire door at Fawcetts Workshop	£314.65
	DCK Payroll Solutions	Monthly payroll processing - May (13 staff members)	£160.62
	Eden Springs	Monthly water cooler rental & 18.5ltr bottles	£6.86
	Empire Industrial Doors	Servicing & repairs of security doors at Empire Skate Building & Indoor Bowls, roller shutters at Outdoor Bowls. Repair of roller shutter at Ashley Youth Hub	£2,286.00
	Fireguard Services	All facilities statutory Fire Risk Assessments, 8 properties at average cost of £669 per property, including ASBOC at £1,026 incl.VAT	£5,388.12
	GDPrint	Leaflets for Dementia Allotment (100), Afternoons of Music(300) & Neighbourhood Plan (500). Booklets for Neighbourhood Plan	£470.00
	Greenlock Electrical	Empire Skate water heater replacement, check & download CCTV at Bowls Club, periodic inspection & test of Recreation Ground fuse board + bollards, Ashley Youth Hub quarterly HVAC Service, light replacement at Ashley Rugby Club	£1,730.13
	HCC (Hants LGPS)	Pension Contributions - May 2025 (adjustment)	£139.82
	Jewson	Empire Skate internal door repairs, Community Garden container supports, Ballard Lake duck ladder	£396.81
	John Shutler	Medium priority tree works	£677.18
	Keffen Plant Hire	Works carried out for new CCTV installation adjacent to MUGA £3,269.80, Hire of Plant & driver to mow Community Garden- move container to Moore Close site £145.50	£3,415.30
	NMSB	Soil for Fawcetts Field	£127.30
	npower	Electricity bills for various locations April, Fawcetts Field December-April	£419.28
	New Forest Stationers	Stationery Supplies for Town Council usage, plus 40 Agendas & 6 Newsletters for Friends of Ballard Water Meadow AGM £53.56	£110.07
	New Milton Advertiser	Adverts for Dementia allotment & Afternoon of Music	£200.40
	NMRFC	Loo hire for NMRFC Fun Day as agreed at Amenities (£450), Advert for Fun Day (£60), Electricity charge for Ashley Youth Hub (£129.07)	£639.07
	New Milton Royal British Legion	Donation in Memory of Ted Horne BEM	£50.00
	Northfield Nursery	Supply of bedding plants for Summer Floral display & extra plants for open spaces	£18,037.82
		<b>Carried Forward</b>	<b>£40,474.39</b>

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		<b>Bought Forward</b>	<b>£40,474.39</b>
	rCOH	Consulting on the Neighbourhood Plan (April & May) Reg 14 document creation including Mod Plan, Statement and Proposal, SEA progression, website preparation and project management	£7,701.00
	Rejuvenate	Line rental, Email Security, Managed continuity & Microsoft 365 monthly, Pre-paid support hours	£906.35
	Screwfix	PPE supplies (£173.34) Vehicle Fuel (£32.98) Small Tools (£259.97)	£466.32
	Travis Perkins	Various supplies for use site wide & hire of Medium Duty Breaker for MUGA CCTV Trench	£294.66
	Turfleet Hire	Hire of John Deere Tractor, Front loader & Pallet Forks. Hire of John Deere Mower & Flail - May Contract Hire	£1,938.00
	Waste Management Facilities	Mixed Municipal Waste - Ashley Sports Ground	£266.88
19	Worldpay	Covid Support/ Pending website alternative use for online payments	£15.06
20	Pitney Bowes	Postage. Heightened need for Neighbourhood Plan Reg 14 consult	£417.50
23	ICO	Data protection - Annual fee renewal	£78.00
27	All Clear Pest Control	Wasp nest removal (£65). Regular rodent control at Bowls & Rugby Club (£65 each)	£195.00
	AquaCare	Monthly Water Hygiene Monitoring for various sites in June	£777.33
	Bravo Benefits	Employee benefit (legacy system)	£7.20
	Brewers	Paint supplies for Recreation Ground general maintenance	£38.88
	Central Southern Security	Fire alarm service at Ashley Rugby Club	£104.80
	Christchurch Garden Machinery	Run and test John Deere Flail Deck	£42.00
	City Plumbing Supplies	Supplies for Upper Ashley Allotment tap repairs	£22.49
	DCK Accounting Solutions	Monthly provision of accounts preparation. Quarterly investment QC accounting work for year end accounts	£839.10
	Empire Industrial Doors	Annual Servicing of Roller Shutters at Ashley Youth Hub	£576.00
	Gary Prince Publications	Adverts for Neighbourhood plan & Afternoons of Music	£432.00
	Greenlock Electrical	Statutory 3 yearly electrical installation condition inspections at Ashley Rugby Club. 2 replacement lights at Fawcetts.	£2,922.47
	Jewson	Fawcetts fire door replacement - CAPEX	£381.72
	JSS	Statutory inspection and repairs of scaffolding & netting at Bowling Green. Monthly inspection of temporary arrangements	£540.00
	Lapwing	Cleaning supplies for Fawcetts and Ashley	£269.51
	L.Kitcher Fencing & Gates	Long Meadow zig-zag fence repairs	£240.00
	Lush Signs	Commemorative bench plaque	£54.00
	Meridian Property Services	Gutter clearance at Fernhill Pavilion	£120.00
	NMSB	General waste site wide. Compost for open spaces planting	£729.00
	New Milton RFC	Electricity charge Ashley Youth Hub	£88.63
	npower	Electricity bills for various locations May	£555.00
	Rejuvenate	Recycling of old laptop	£12.00
	RNLI	Donation in Memory of Ted Horne BEM	£50.00
	Screwfix	Boots for Barton Common volunteers	£39.99
	Seton	Secure cabinet for Estates & Facilities Senior Supervisors office	£368.52
	Staff/ Members	Salaries and Expenses - June 2025	£36,313.95
	Steven Morton Felt Roofing	Carry out emergency repairs to roof at New Milton RFC (damaged by ASB and subject to insurance claim)	£576.00
	Travis Perkins	Supplies for maintenance at various sites	£100.11
	Tudor Environmental	Plant food for open spaces - 6x 2kg bags	£133.56
	Tyremarx	Tyre for BW21 NYH	£95.00
	Waste Management Facilities	Mixed Municipal Waste - Ashley Sports Ground excess 10kg weight charge	£2.64
28	Citation	On-Site H&S Consultancy - Up to Half Day - monthly charge	£62.81
		<b>Total</b>	<b>£99,247.87</b>
		<b>Total for May &amp; June</b>	<b>£286,259.45</b>

# SUMMARY

## Appendix 2

### MONTHLY MANAGEMENT ACCOUNTS - MAY 2025

	Actual May £	Budget May £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	84916	83161	1755	2%	132472	141513	-9041	-6%	834451	701979	84%
F&GP	45285	46332	-1047	-2%	112453	112968	-515	0%	615776	503323	82%
TOTAL	130201	129493	708	1%	244925	254481	-9556	-4%	1450227	1205302	83%

# AMENITIES

## MONTHLY MANAGEMENT ACCOUNTS - MAY 2025

	Actual May £	Budget May £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
<b>Amenities - General</b>											
Wages & Salaries	24206	25475	-1269	-5%	47985	50948	-2963	-6%	305700	257715	84%
Ers NI	3068	3293	-225	-7%	6057	6585	-528	-8%	39513	33456	85%
Ers Pension	4145	4188	-43	-1%	8183	8376	-193	-2%	50256	42073	84%
Skip Hire	250	292	-42	-14%	475	583	-108	-19%	3500	3025	86%
Tree Work	4931	3333	1598	48%	7143	6666	477	7%	40000	32857	82%
Tree Planting	0	458	-458	0%	0	917	-917	-100%	5500	5500	100%
Signs	0	333	-333	-100%	0	667	-667	-100%	4000	4000	100%
Vehicle Maintenance	2436	1667	769	46%	2726	3333	-607	-18%	20000	17274	86%
Fuel & Oil	27	1333	-1306	-98%	72	2667	-2595	-97%	16000	15928	100%
Contract Hire van	3912	4250	-338	-8%	6937	8500	-1563	-18%	51000	44063	86%
Safety Equipment	712	1167	-455	-39%	787	2333	-1546	-66%	14000	13213	94%
Hand Tools	0	62	-62	-100%	55	125	-70	-56%	750	695	93%
Machinery Replacement	108	0	108		108	667	-559		4000	3892	97%
Waste Collection - NFDC	0	900	-900	0%	946	300	646	215%	1800	854	47%
Ash Tree Die Back	0	0	0		0	0	0		12000	12000	100%
Service Level Agreement	0	208	-208	-100%	0	417	-417	-100%	2500	2500	100%
Statutory Testing	6308	1333	4975	373%	8591	2667	5924	222%	16000	7409	46%
<b>Sub-Total</b>	<b>50103</b>	<b>48293</b>	<b>1810</b>	<b>4%</b>	<b>90065</b>	<b>95749</b>	<b>-5684</b>	<b>-6%</b>	<b>586519</b>	<b>496454</b>	<b>85%</b>
Donations	0	0	0	0%	0	0	0	0%	0	0	0%
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>SUB-TOTAL</b>	<b>50103</b>	<b>48293</b>	<b>1810</b>	<b>4%</b>	<b>90065</b>	<b>95749</b>	<b>-5684</b>	<b>-6%</b>	<b>586519</b>	<b>496454</b>	<b>85%</b>
Ashley Sports	400	1846	-1446	-78%	193	3693	-3500	-95%	22156	21963	99%
Rec (including skatepark)	4411	125	4286	0%	5282	1505	3777	251%	1505	-3777	-251%
Fawcetts	-2921	627	-3548	0%	-1872	1254	-3126	-249%	7523	9395	125%
Moore Close	333	-362	695	0%	-1776	-723	-1053	145%	-4341	-2565	59%
Fernhill Lane	-731	119	-850	0%	-789	239	-1028	0%	1434	2223	0%
Allotments	-273	177	-450	0%	38	355	-317	-89%	2130	2092	98%
Donated Seats	3715	83	3632	0%	2882	167	2715		1000	-1882	-188%
POS (incl Summer plants)	19129	20067	-938	0%	30219	26133	4086	16%	72800	42581	58%
Rent Received Dog Club	0	0	0	0%	0	0	0		-1875	-1875	100%
Flowerbed sponsorship	-1250	-375	-875	2.33	-1250	-750	-500	67%	-4500	-3250	72%
Bus Shelter advertising	0	-2400	2400	-1.0	-2552	-400	-2152		-2400	152	-6%
Plant a Tree income	0	-333	333	-100%	0	-667	667	-100%	-4000	-4000	100%
HLS income	0	-333	333	-100%	0	-667	667	-100%	-4000	-4000	100%
Street Trading Income	-280	-500	220	-44%	-560	-1000	440	-44%	-6000	-5440	91%
Playgrounds	4055	2500	1555		4367	3000	1367	46%	3000	-1367	-46%
CIL Receipt	0	0	0	0%	-8595	0	-8595	0%	0	8595	0%
Transfer to CIL receipts	0	0	0	0%	8595	0	8595	0%	0	-8595	0%
Rec Improvements	2725	0	2725		2725	0	2725				
Skate Park	5500	0	5500		5500	0	5500				
Cap Ex	0	13625	-13625	0%	0	13625	-13625	0%	163500	163500	100%
<b>SUB-TOTAL</b>	<b>34813</b>	<b>34868</b>	<b>-55</b>	<b>0%</b>	<b>42407</b>	<b>45764</b>	<b>-3357</b>	<b>-7%</b>	<b>247932</b>	<b>205525</b>	<b>83%</b>
<b>AMENITIES</b>	<b>84916</b>	<b>83161</b>	<b>1755</b>	<b>2%</b>	<b>132472</b>	<b>141513</b>	<b>-9041</b>	<b>-6%</b>	<b>834451</b>	<b>701979</b>	<b>84%</b>



# FINANCE AND GENERAL

F&GP	Actual Budget				Actual Budget				Annual Amount		
General Expenditure	May	May	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
Wages (incl. Youth Work	22039	20835	1204	6%	44079	41669	2410	6%	250016	205937	82%
Ers NI	2807	2000	807	40%	5611	4000	1611	40%	24001	18390	77%
Ers Pension	4562	4334	228	5%	9125	8667	458	5%	52003	42878	82%
Staff Expenses	0	125	-125	-100%	0	250	-250	-100%	1500	1500	100%
Staff Training	400	417	-17	-4%	400	833	-433	-52%	5000	4600	92%
Town Development	0	850	-850	0%	800	1700	-900	-53%	10200	9400	92%
Telephone	599	583	16	3%	1202	1167	35	3%	7000	5798	83%
Postage	13	146	-133	-91%	314	292	22	8%	1750	1436	82%
Stationery	253	183	70	38%	344	367	-23	-6%	2200	1856	84%
Subs + Pubs	0	0	0		1580	1600	-20	-1%	2500	920	37%
Photocopier	0	140	-140	-100%	159	279	-120	-43%	1675	1516	91%
Events Expenditure	575	1250	-675	-54%	1572	2500	-928	-37%	15000	13428	90%
Advertising	450	417	33	0%	450	833	-383	-46%	5000	4550	91%
Neighbourhood Planning	6802	7500	-698	0%	6802	7500	-698	-9%	15000	8198	0%
Youth Co-ordination	3696	2917	779	27%	7543	5833	1710	29%	35000	27457	78%
Communications+Media	771	833	-62	-7%	1185	1667	-482	-29%	10000	8815	88%
Professional Fees	4361	3792	569	15%	6711	7583	-872	-12%	45500	38789	85%
Bank Charges	148	250	-102	-41%	324	500	-176	-35%	3000	2676	89%
Insurance	-595	0	-595	0%	17484	17000	484	3%	17000	-484	-3%
CAB	0	0	0	0%	0	0	0	0%	5000	5000	100%
Mayoral Allowance	0	0	0	0%	0	0	0		1500	1500	100%
Twinning	0	0	0	0%	0	0	0		1200	1200	100%
Members Allowances	0	0	0	0%	4733	4500	233	5%	18000	13267	74%
Members Training	0	167	-167	0%	10	333	-323	-97%	2000	1990	100%
Civic Entertainment	0	83	-83	0%	293	167	126	76%	1000	707	71%
Grant Aid	500	0	500	0%	0	0	0	0%	7500	7500	100%
Events Budget	0	0	0	0%	0	0	0		5000	5000	100%
Youth Grant Aid	0	0	0	0%	0	0	0	0%	15000	15000	100%
<b>Sub-Total</b>	<b>47381</b>	<b>46820</b>	<b>561</b>	<b>1%</b>	<b>110721</b>	<b>109241</b>	<b>1480</b>	<b>1%</b>	<b>559545</b>	<b>448824</b>	<b>80%</b>
Events Income	750	0	750	0%	750	0	750	0%	0	-750	0%
NP Grant	0	0	0	0%	0	0	0	0%	0	0	0%
Misc receipts	0	0	0	0%	364	0	364	0%	0	-364	0%
Insurance recharges	0	0	0	0%	0	0	0	0%	0	0	0%
Misc Recharges	0	0	0	0%	0	0	0	0%	0	0	0%
Donations /Contributions	0	0	0	0%	0	0	0	0%	0	0	0%
Wayleave	0	0	0	0%	0	0	0	0%	100	100	0%
Interest Received	1565	1000	565	57%	1742	2000	-258	0%	12000	10258	0%
Donations/grants Youth	342	0	342	0%	175	0	175	0%	0	-175	0%
<b>Sub-Total</b>	<b>2657</b>	<b>1000</b>	<b>1657</b>	<b>166%</b>	<b>3031</b>	<b>2000</b>	<b>1031</b>	<b>0%</b>	<b>12100</b>	<b>9069</b>	<b>0%</b>
<b>SUB-TOTAL</b>	<b>44724</b>	<b>45820</b>	<b>-1096</b>	<b>-2%</b>	<b>107690</b>	<b>107241</b>	<b>449</b>	<b>0%</b>	<b>547445</b>	<b>439755</b>	<b>80%</b>
Rent - Town Hall prepaid	0	0	0	0%	0	0	0	0%	7540	7540	1.00
Rates	499	416	83	0%	1023	832	191	0%	4991	3968	80%
Town Hall utilities	0	0	0	0%	0	0	0	0%	5050	5050	100%
Town Hall costs	0	0	0	0%	0	0	0	0%	15000	15000	100%
Equipment Maint	17	104	-87	0%	149	104	45	0%	1250	1101	0%
Transfer to/from Reserve	0	0	0	0%	0	0	0	0%	0	0	0%
Office Equip and F&F	0	42	-42	-100%	97	42	55	131%	500	403	81%
Christmas Lights	45	0	45	0%	930	1000	-70	0%	25500	24570	96%
<b>SUB-TOTAL</b>	<b>561</b>	<b>562</b>	<b>-1</b>	<b>0%</b>	<b>2199</b>	<b>1978</b>	<b>221</b>	<b>11%</b>	<b>59831</b>	<b>57632</b>	<b>96%</b>
Misc income	0	0	0	0%	0	0	0	0%	0	0	0%
IT Equipment	0	0	0	0%	0	0	0	0%	1000	1000	100%
Defib	0	0	0	0%	0	0	0	0%	0	0	0%
CCTV	0	0	0	0%	2564	3750	-1186	0%	7500	4936	66%
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>2564</b>	<b>3750</b>	<b>-1186</b>	<b>0%</b>	<b>8500</b>	<b>5936</b>	<b>70%</b>
<b>F&amp;GP TOTAL</b>	<b>45285</b>	<b>46382</b>	<b>-1097</b>	<b>-2%</b>	<b>112453</b>	<b>112968</b>	<b>-515</b>	<b>0%</b>	<b>615776</b>	<b>503323</b>	<b>82%</b>



NEW MILTON  
T O W N C O U N C I L

Town Hall, 2 Ashley Road, New Milton, Hampshire BH25 6AS.

## STANDING ORDERS

### **Mission Statement**

New Milton Town Council will work to provide a high-quality environment to meet the needs of residents and visitors and defend the best interests of the Town.

### **Aims and Objectives**

- To enable residents of New Milton to enjoy high-quality social, recreational and cultural facilities within the Town and seek the continuing improvement and development of these facilities.
- To encourage and promote the economic and commercial vitality of New Milton.
- To preserve the unique identity of New Milton and promote its heritage.
- To encourage harmony between commercial, ecological and residential requirements.
- To consult with and take due regard of all comments from individuals and other organisations to provide a high standard of service to meet local needs.
- To help create a socially inclusive and caring community that embraces all residents.

**VERSION 19 – ISSUED ?**

### **Amendment Record**

Amendment Number	Date of Approval	Minute number
001	31 May 2005	5
002	29 Jan 2008	84
003	01 Sept 2008	40
004	14 Feb 2011	96
005	26 Nov 2012	75c
006	17 March 2014	117
007	29 February 2016	122
008	3 April 2018	125
009	1 April 2019	120
010	16 March 2020	117
011	28 March 2022	123c
012	26 June 2023	31
013	5 August 2024	44
<u>014</u>		

### **Town Council Wards and Councillors**

Ashley North	-	2	Ashley South	-	2
Ballard	-	3	Barton & Becton	-	5
Bashley	-	1	Milton	-	5

## The Ten General Principles

The general principles governing member conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

### ***Selflessness***

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### ***Honesty and Integrity***

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### ***Objectivity***

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### ***Accountability***

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### ***Openness***

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

### ***Personal Judgement***

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### ***Respect for Others***

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### ***Duty to Uphold the Law***

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### ***Stewardship***

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### ***Leadership***

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

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## INTRODUCTION

These Standing Orders are based on National Association of Local Councils (NALC) version 2 Model Standing Orders 2018 (England) updated ~~on April 2022~~ in March 2025.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

Our standing orders incorporate NALC model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. The most recent model has been used, published in ~~2019~~ 2024. ~~These have been updated by the two legislative requirements on financial controls from the model standing orders amended in 2022.~~

### Drafting notes

Model standing orders that are in **bold type contain legal and statutory requirements**. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. The text also refers to 'he' whereas the position referred to is not gender specific.

**1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:



- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the

meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- e Refer to policy 'Exclusion of the Public and Member/Officer Safety'.

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### 3. MEETINGS GENERALLY

Full Council meetings •  
Committee meetings •  
Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(~~fe~~) shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(~~gf~~), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of

the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

**† Refer to policy ‘Recording and the Use of Social Media at Council meetings’.**

- **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- **q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- **r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

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- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
  - **disclosable pecuniary interest or another interest as set out in the**
  - **Council's code of conduct in a matter being considered at a meeting is**
  - **subject to statutory limitations or restrictions under the code on his**
  - **right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  - x Proceedings shall not begin before 6.00pm and not proceed beyond 9.00pm. Should there be outstanding business a vote must be taken to decide if an additional meeting is required or items be added to the next scheduled meeting agenda. If an additional meeting is required no additional matter will be introduced without prior agreement of the Chairman and due notification to the Members.
  - y A period of public participation will take place before the formal start of the meeting, specifically to speak on items shown on the agenda. The 'Democratic Half Hour' will, at Chairman discretion, take place at the end of the Public session of Town Council meetings. The speaker should provide their name and subject they wish to speak on.
  - z At the Chairman's discretion a public participation period will take place prior to the commencement of the formal business of the meeting. The subject should be one within the committee remit. Please refer to Terms of Reference (Appendix A)

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- d **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- e **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- f **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- g **In an election year, if the current Chairman of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- h In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- i Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Appointment of members to existing committees (Amenities and F&GP upto 9 members, Planning 9 members ideally, fairly representing each ward) (Executive Committee being Chairman and Vice of Council and Chairman of each standing committee);
  - vi. Appointment of any new committees in accordance with standing order 4;
  - vii. Review and adoption of appropriate standing orders and financial regulations;
  - viii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - ix. Review of representation on or work with external bodies and arrangements for reporting back;
  - x. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

See Terms of Reference (Appendix A)

## 6. ANNUAL TOWNS MEETING

- a After the minutes have been signed the order of business at the Annual Towns Meeting shall be as follows
  - i. to receive the Annual Report of the Town Council from its Chairman;
  - ii. to receive the accounts of any Chairites in which the Town Council has an interest, together with any comments or observations thereon;
  - iii. to consider motions on notice in order of date received;
  - iv. to receive reports of the delegate for New Forest Association of Local Councils;
  - v. to receive statements/reports from representatives of voluntary organisations in the town;
  - vi. to deal with any other business appropriate to the Annual meeting of the Town;
  - vii. Chairmans' announcements (if any);
  - viii. Guest Speaker (if any).

NOTE: The Annual Towns meeting is a public meeting required by statute to be held in the period between 1 March and 1 June inclusive each year, at which any elector for the town may speak at any time at the discretion of the Chairman, on matters arising or of direct concern in the area. It is not a Town Council meeting.

## 7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee ~~{or a sub-committee}~~ may convene an extraordinary meeting of the committee ~~{or the sub-committee}~~ at any time.

## 8. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 9. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled



by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

**10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 109(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 109(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i to correct an inaccuracy in the draft minutes of a meeting;

- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to authorise the signing of documents, requiring the formal approval of Council;
- x. to appoint a committee or sub-committee and their members;
- xi. to authorise the signing of the Schedule of Payments;
- xii. to extend the time limits for speaking;
- xiii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiv. to not hear further from a councillor or a member of the public;
- xv. to exclude a councillor or member of the public for disorderly conduct;
- xvi. to temporarily suspend the meeting;
- xvii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xviii. to confirm date of the next meeting;
- xix. to adjourn the meeting; or
- ~~xx.~~ to close the meeting.

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## 12. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

### **13. DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 19(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he should sign them and this aspect should be recorded.
- e Subject to the publication of draft minutes in accordance with standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **14. CODE OF CONDUCT AND DISPENSATIONS**

*See Appendix D and standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing order 143(d & f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 143(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**
- i **All members shall disclose to the District Council Monitoring Officer their disclosable pecuniary interests.** Please refer to Appendix D.
 

All members shall disclose to the Monitoring Officer their non-pecuniary interests that comprise the membership, or position of general control or management, of any body:

  - i. to which the council has appointed or nominated them; or
  - ii. exercising functions of a public nature; or
  - iii. directed to charitable purposes; or
  - iv. one of whose principal purposes includes the influence of public opinion or policy.

The District Council Monitoring Officer shall record all such disclosures in a Register of Interests. The Register shall be open to public inspection and as a matter of law has to appear on the Council's and the District Council's websites.

- j Members shall notify any changes to the above disclosable pecuniary interests and non-pecuniary interests to the Monitoring Officer within 28 days of the change occurring, and the Monitoring Officer will amend the Register accordingly.
- k Any member who has a dis-closable pecuniary interest, or a non-pecuniary interest falling within (a) above, in any matter that a meeting is considering, shall disclose the existence and nature of that interest to the meeting. The disclosure shall be at the beginning of the consideration of the matter, or when the interest becomes apparent.
- l Specifically relating to Planning Committee – Prior to the meeting, members should assess their interest in an application against the following 'Proximity Framework'
  - i. Is the site for discussion adjacent your property, or within easy view?
  - ii. Is the applicant a regular customer of your business?
  - iii. Is the applicant well known to you, through other means than those listed in Section 8 of your Register of Interests form (non-pecuniary)?

If you answer YES to any of the above, you must disclose a Pecuniary interest at the meeting, explaining the reason and withdraw from the room.

- ~~m~~ A member who fails to attend meetings of Council or standing committee, for six consecutive months shall be deemed to have resigned from the council or committee unless leave of absence has been granted by the Chairman of Council in discussion with the Town Clerk.
- ~~n~~ Each elected member must hold a position on at least one of the standing committees, to ensure best practice and fairness in terms of workload and decision making.
- ~~o~~ A member shall not solicit for any person any appointment under the Council. However this will not preclude a member giving a written testimonial of a candidates ability, experience or character for submission to the Council with the application for employment.

## 15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order ~~14~~15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of

this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 44~~15~~(d).

- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- e In certain straightforward circumstances the District Council Monitoring Officer is entitled to dismiss a complaint at the outset. This will happen if
  - i. The person complained about is no longer a Councillor, or
  - ii. The conduct complained about happened in the Councillors private life, not when they were acting as a Councillor, or
  - iii. The conduct complained about happened over a year beforehand, or was known about for more than 6 months prior to the complaint.
- f For complaints on procedure or administration, see Appendix C.

## 16. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a*

*full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~(3)~~ days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests with original held by the District Council Monitoring Officer;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. hold position as the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. provide promotion and protection of the interests of the inhabitants as the Town Council may prosecute or defend legal proceedings and take or defend proceedings with the object of defending its constitution, property, rights or reputation.

**17. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- b At the date of print the Town Clerk/Proper Officer was also the Responsible Finance Officer.

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**18. RESPONSIBILITIES TO PROVIDE INFORMATION ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor at each Finance and General Purposes Committee, a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure);
  - ii. the Council's aggregate receipts and payments (or income and expenditure);which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.



**19. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £30,000 (including VAT) due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the named officer dependent on works type, in consultation with the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or Finance and General Purposes Committee.
- d. Neither the Council, nor a standing committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time (currently £30,000 including VAT),**

the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

#### **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

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See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b As gross annual income or expenditure (whichever is the higher) exceeds £200,000 the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

#### **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

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(Below is not an exclusive list). See also standing order ~~12~~4.

- a As referred to previously, the Town Clerk is the Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

#### **22. RELATIONS WITH THE PRESS/MEDIA**

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- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

#### **23. EXECUTION AND SEALING OF LEGAL DEEDS**

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See also standing orders ~~15(b)(xii) and (xvii)~~-16

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order ~~23(a)~~25, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## **~~22.~~ 24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

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- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## **~~23.~~ 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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Unless duly authorised, no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect;
- ii. conduct private meetings, or undertake business deals, on behalf of the Council, without being accompanied by at least one Councillor colleague ~~and~~ ~~or~~ authorised Officer, both for reasons of transparency and to maintain member protection;
- iii. issue orders, instructions or directions to any third parties on behalf of the Town Council.
- iv. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council. (Financial Regulation 5.16)

## **~~24.~~ 26. STANDING ORDERS GENERALLY**

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- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements,

shall be proposed by a special motion, with written notice by at least 9 Cllrs to be given to the Proper Officer in accordance with standing order [910](#).

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## APPENDICES

### A - Terms of Reference

1. Finance and General Purposes Committee - This Committee shall:-
  - (a) Be responsible for allocating and controlling the financial and personnel resources of the Council. This shall include insurance arrangements and the internal audit of accounts.
  - (b) Ensure that the organisational and administrative processes of the Council are designed to make effective contribution to the achievements of the Council's objectives. The Committee will keep these processes under review in the light of changing circumstances making recommendations as necessary for changes in either Committee structures, or the administrative, financial and executive arrangements of the Council.
  - (c) Make arrangements for the establishment, engagement and dismissal of staff through appraisal for their cost effective employment and service.
  - (d) To conduct an annual performance appraisal of the Town Clerk, to include review of performance targets for the post and those managed by the post holder. (Chairman of F & GP to nominate from members of Council)
  - (e) Make arrangements to deal expeditiously with all matters of a routine nature which are not the responsibility of other Committees, so that matters are either determined or, where appropriate, made the subject of recommendation to the Council to enable them to be determined.
  - (f) Be responsible for determining/making recommendations to Council, in respect of Capital or Revenue applications for Grant Aid. Where appropriate the recommendations of the Amenities or Planning Committees shall be sought prior to consideration by this Committee. Where applications are approved/recommended for approval, the following criteria will apply:-
    - i) The Committee may approve Capital and Revenue Grants up to and including £2,500.
    - ii) Where it is proposed to award a grant in excess of the sums at (i) above the Committee shall submit an appropriate recommendation to the Council for consideration.
  - (g) Whenever possible meet on a Monday evening two weeks prior to a Council meeting.

2. Amenities Committee - This Committee shall:-

- (a) *Promote leisure activities and facilities which shall include maintenance of public recreation grounds, parks, sports fields, open spaces, allotment sites, flower/shrub beds, bus shelters and similar areas which are the responsibility of the Council.*
- (b) *As appropriate, monitor, liaise, advise and where necessary arrange activities or functions connected with powers relating to entertainment, the arts, welfare services, public library, and tourism. This shall include recommendations for financial assistance.*
- (c) *Decision to allow or refuse events on the War Memorial Recreation Ground in Whitefield Road (specifically) is delegated to the Amenities Chairman (or Deputy) and the Town Clerk (or Assistant) if there is no meeting in a reasonable timescale.*
- (d) *Monitor the provision and maintenance of all outdoor recreational sports and similar amenity services in the town area and make recommendations on these aspects as appropriate, to the Council or other responsible authority.*
- (e) *Be responsible for the provision of street markets and all aspects associated with it, together with Car Boot sales.*
- (f) *Be responsible for the provision and/or maintenance of public seats, litter bins and footpaths which are the recognised responsibility of the Council.*
- (g) *Arrange and publish its own programme of meetings.*
- (h) *Whenever possible meet on a Monday evening two weeks prior to the meeting of the Finance and General Purposes Committee.*

3. Planning Committee - This Committee shall:-

- (a) *Advise the Council on all actions required to be taken concerning the planning, highway and associated authorities and utility boards on matters relating to local planning applications, local and district highways, road safety, coastal protection, utility services and similar matters affecting the town area.*
- (b) *Have a standing responsibility to examine all planning applications and appeals affecting the town area and shall, WITHOUT reference to the Council, make known its comments thereon to the local planning authority within the statutory time limits imposed.*
- (c) *Appoint, if appropriate, a Member or Members and/or other suitable person(s) to represent the inhabitants of parts or the whole of the town area of the Council at any public or other inquiry by a Ministry or public body under any act relating to development control or any other aspect of the Committee's responsibilities.*
- (d) *Be empowered to liaise with any body, organisation or department of any local authority or utility board on any matter within the Committee's areas of responsibility.*

- (e) *Monitor the application and effectiveness of Tree Preservation Orders in the Town Council area and make appropriate recommendations in this connection to the responsible authority.*
- (f) *The Committee shall usually meet on alternate Thursday evenings, with any potential change notified well in advance via the Calendar of Meetings.*

4. Executive Committee - This Committee shall:-

- (a) *Guide the Council in the formulation of its plan of objectives and priorities and for this purpose will recommend to the Council such forward programmes and other steps as may be necessary to achieve these objectives, either wholly or in part during specific periods of time.*
- (b) *Be responsible for reviewing the effectiveness of the Council's work standards and levels of service provided. It will identify the need for new services and keep existing ones under review. It will submit to the Council concurrent reports from other Committees on new policies or changes in existing policy formulated by such Committees, particularly those which may have a significant impact upon the resources of the Council. It will scrutinise the projects of the Standing Committees in particular regard to due process.*
- (c) *Be responsible for capital projects and land resources of the Council. This shall include arrangements for the acquisition, allocation, disposal and inventory of any land, buildings and/or substantial property.*
- (d) *Make preliminary budget recommendations to the Finance and General Purposes Committee, Amenities Committee and Planning Committee in time for them to table their formal proposals in accordance with the timetable prescribed in paragraph 3.2 of Appendix B (Financial Regulations).*
- (e) *Receive and deal with any special references from the Council.*
- (f) *Take urgent action in the interest of the Council in any situation where time precludes normal Council or Committee consideration of a particular matter.*
- (g) *Report back to Council/Committee as appropriate, all action taken with particular reference to any unavoidable departure from Standing Orders.*
- (h) *The Committee is authorised to incur expenditure on behalf of the Council up to but not exceeding £10,000. Authority to exceed this limit may be given in advance by the Council in specified instances only. (Financial Regulations refer.)*
- (i) *Hold a budget meeting in November of each year, and Strategy meeting within the first quarter of a new term.*

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These Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in ~~May 2024~~ May 2024 for the purpose of its member councils and county associations.

They were adopted by the council at its meeting held on ~~5 August 2024~~ 5 August 2024.





## **July 2025**

### **Holiday Activities and Food Programme (HAF)**

We have organised 16 full days of activities for children and young people throughout the summer holidays, offering 20 free spaces per day for young people in receipt of Free School Meals. The programme will conclude with a celebratory mini festival, where local young people will showcase their skills — including a live DJ set led by some of our talented youth participants.

Across the summer, we will offer a wide and inclusive range of activities designed to engage different interests and support holistic development. These include sports such as ultimate frisbee, rugby, cricket, tennis, football, basketball, archery, and handball, as well as creative and social activities like board games, Dungeons & Dragons, arts and crafts workshops, baking sessions, and social, emotional, and mental wellbeing workshops.

In line with our commitment to safety and quality, we have registered with both the Food Standards Agency and the voluntary Ofsted register. Our staff team is fully trained, including qualifications in Paediatric First Aid (Level 3) and Food Hygiene (Level 2), ensuring a safe and supportive environment for all participants.

We're also proud to welcome six young leaders who will be supporting the delivery of our summer programme. Each has received training in safeguarding, first aid, coaching, and wellbeing. Their energy, enthusiasm, and leadership potential are a fantastic addition to the team and an important part of our youth development focus.

### **Ashley Family Hub**

The first baby sling library and workshop was a fantastic success, with all places booked up in no time. The event received overwhelmingly positive feedback and has proven to be a valuable and much-needed addition to the support we offer local families. It not only provided practical guidance but also created a welcoming space for parents and carers to connect, share experiences, and build confidence.

We've also seen steady growth in attendance across our other groups held at the hub. As participation increases, so too does the hub's visibility and reputation within the wider community. More families are discovering the hub as a trusted, supportive space — one that offers meaningful opportunities to learn, socialise, and access resources tailored to their needs.



## **Home Education**

This month, I've held meetings to explore how we can better support home-educated young people by improving their access to local services and resources. As a result, we're developing a tailored offer that includes signposting, advice, and practical support for both families and young people. Planned activities will include book clubs, board games, and workshops focused on health, wellbeing, and personal development — all designed to foster connection, confidence, and lifelong learning.

Recent data shared by Charlotte Postle, Elective Home Education (EHE) Coordinator for Hampshire County Council, highlights the scale of need within our local area. There are currently 336 young people registered as EHE in the New Forest. Of these, 221 are eligible for Free School Meals, and 22 have an Education, Health and Care Plan (EHCP), indicating a high level of special educational needs. A significant number of children are also out of school due to mental health and wellbeing challenges. Importantly, these figures do not account for families who have chosen not to register with the local authority, suggesting the actual number could be considerably higher.

We currently work with some young people who are registered and on roll at school, but unable to attend. Increasing our Home Ed provision will provide a stepping stone towards getting back into the school environment.



## NEW MILTON TOWN COUNCIL

### INVESTMENT STRATEGY

### 2025-26

#### 1. Introduction

New Milton Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's (CIPFA) *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of Section 15(1) (a) of the Local Government Act 2003.

In accordance with Governance & Accountability for Local Councils – A Practitioners' Guide (England) March 2014: **Where a council builds up balances these must be safeguarded by investing in an appropriate account; investing balances by local councils must be done prudently and in accordance with the requirements of the Local Government Act 2003 and DCLG Guidance on Local Government investments (second edition) issued on 11 March 2010.**

#### 2. Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to*

*(a) such guidance as the Secretary of State may issue, and*

*(b) such other guidance as the Secretary of State may by regulations specify.*

The Council's investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling and be reviewed regularly for optimum returns.

The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

### 3. Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year.

Such short-term investments made with the UK Government or a local authority by town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, New Milton Town Council uses:

- Deposits with banks (NatWest / CCLA).
- Investing and earmarking General Reserves of the Town Council separately.

### 4. Non-Specified Investments

These investments have greater potential rewards, and associated risk – examples include investment in the money market, stocks and shares via Quilter Cheviot.

Given the unpredictability and uncertainties surrounding such investments, New Milton Town Council will only use this type of investment up to a maximum of £350k.

Quilter Cheviot portfolio recorded a 2% growth over the 12 months to 31 March 2025.

### 5. Liquidity of Investments

The Town Clerk as Responsible Financial Officer determines the maximum periods for which funds may prudently be committed so as not to compromise liquidity ensuring adequate funds are available for day-to-day operational needs.

### 6. Longer-Term Investments

Longer-term investments are defined in the Guidance as greater than 12 months.

The Council now only holds £250k 'longer-term' investments of more than a year with CCLA (was £500k until the end of 2023).

Average Fund yield for the 12-month period to 31 March 2025 was just over 4.5% pa.

### 7. End of Year Investment Report

At the end of the financial year, the Town Clerk reports on outcomes and investment activity to the Finance and General Purposes Committee.

Investment forecasts for the coming year are accounted for when preparing budgets.

### 8. Freedom of Information

In accordance with the Freedom of Information Act 2000, this Investment Strategy Document will be posted on the Council website. [www.newmiltontowncouncil.gov.uk](http://www.newmiltontowncouncil.gov.uk)

The strategy is reviewed annually.