



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

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

NOTICE IS HEREBY GIVEN that a meeting of the Finance and General Purposes Committee of the New Milton Town Council will be held on **MONDAY 1 FEBRUARY 2021** at **5.00 PM** via Zoom

G P A Flexman
Town Clerk

25 January 2021

Prior to the commencement of formal business and at the discretion of the Chairman, a short period of Public Participation may take place. Members of the public may speak on any item(s) appearing on the public agenda, or on any other matter that falls within the Committee's terms of reference.

A G E N D A

1. Apologies
2. Declarations of Interest: To note any declarations of interest made by members in respect of items on this agenda.
3. Public Participation: To note any items raised during the public participation period.
4. Minutes: To confirm minutes of the meeting held on 14 December 2020.
5. Matters Arising from those Minutes Not Covered Elsewhere on Agenda
6. Correspondence: To consider any correspondence received.
7. Schedule of Payments S/No 06/20/21 for the period 1–31 December 2020: To endorse the schedule for Council approval. (Appendix 1).
8. Monthly Accounts: To receive and note the management accounts for December 2020. (Appendix 2).
9. Referred Matters: To consider referred item from Amenities. (Appendix 3).
10. New Milton Youth Trust: Minutes of last meeting of Charity. (Appendix 4).
11. Youth Work: Verbal update about other local youth activities within the town.

12. Youth Grant Aid: To consider any requests.
13. Grant Aid: To consider any grant aid applications.
14. Any Other Updates: To note any other matters of interest.
15. Next Meeting: **Monday 15 March 2021** at 6.30pm via Zoom.

PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the above item(s) of business pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

(If required)

To: Councillors

D N Tungate (Vice Chairman)
S J Clarke
K E Craze
A Reid
G R Blunden

Councillors

A D O'Sullivan
S P Davies (Chairman)
M Brownsea
J G Ward

Distribution:

Other Town Councillors

District Councillors Mrs J L Cleary, Mrs C V Ward

County Councillors M Kendal, K Mans, F Carpenter

New Milton Library

Press



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 14 December 2020 at 6.30 pm through Zoom video communications.

	Chairman	p	S P Davies	
	Vice-Chairman	p	D N Tungate	
Councillors:	p	G R Blunden	p	S J Clarke
	p	K Craze	p	A D O'Sullivan
	p	A Reid		J G Ward
	p	M Brownsea		
In attendance:	Cllrs D Samber, R Murrow, D Hawkins			
Officers:	G Flexman - Town Clerk			
	E Towler - Business Administrator			
	S Ramsaywack - Youth Services Manager			

The Chairman welcomed councillors, officers, and a member of the public to the virtual meeting.

199. APOLOGIES – Cllr J Ward

200. DECLARATIONS OF INTEREST

Cllrs Blunden, Clarke and Reid declared an interest on agenda item 13, being Youth Services Update, as Trustees of the Youth Trust.

201. PUBLIC PARTICIPATION – None

202. MINUTES

The Chairman referred to the minutes of the last meeting.

It was

RESOLVED:

That the minutes of the meeting held on 2 November 2020, having been circulated, be signed by the Chairman as a correct record.

The minutes would be signed in due course.

203. MATTERS ARISING – None

Minute	Action Point	Date	Action By
191	PMN's - Schedule of Payments	16 November 2020	Town Clerk
193	Referred Matters CIL report	14 December 2020	Town Clerk
194	Interim Internal Audit	3 & 4 December 2020	Town Clerk
196	YSM Report for A&T	3 November 2020	Town Clerk
198	Grant Aid request	16 November 2020	Town Council

204. CORRESPONDENCE

The Town Clerk referred to the following correspondence:

- a) An email from the Assistant Town Clerk suggesting the offices be closed Wednesday 23 and Thursday 24 December 2020 as part of Boris' 5 days off over Xmas. Agreed.
- b) An email from NFDC proposing increase in members allowances of £26.58 (2.75%) per annum backdated to 1 April 2020, being 15% of the NFDC allowance. Agreed.
- c) An email from Colin Read of NFDC regarding the Draft Waste Strategy. Comments may be made now to 20 December 2020. <https://newforest.gov.uk/wastestrategy>
- d) Notice of Completion of Audit received from External Auditors PKF Littlejohn having recently completed their limited assurance review for the year ended 31 March 2020, signing off our accounts while noting that the long-term (Quilter Cheviot) investment of £250k was not treated correctly by our accountants within the Annual Governance & Accountability Return (AGAR), requesting us to please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.
- e) The New Milton Town Council draft Interim Internal Audit report for 2020-21 was received today with just two recommendations being made at the end, as follows:
 - Whilst we note the healthy levels of the Council's earmarked reserves, the low level of the General Reserve should be reviewed with the Council's external accountants, a reserve level of between 6 - 12 months spending being more appropriate for a council with New Milton's operational span. General Reserve increased last year from £157k to over £250k, being 3 months precept equivalent to Quilter investment.
 - With over £1m of its funds invested with NatWest (following receipt of 6 months precept of £565k at the end of September) the Clerk and Members should now move with all possible haste to minimise the risk of having all of the Council's funds invested in one financial institution, by investing surplus funds elsewhere. The Town Clerk suggested the precept could be paid monthly by NFDC at £100k pm, and that £350k surplus NatWest medium term funds could be invested with Quilter Cheviot.
- f) An email received from NFDC regarding Covid-19 financial support. At the December meeting of Cabinet, it was unanimously agreed that NFDC would make a distribution of £107k support grant funding to all 38 Town and Parish Councils within the District in the 2020/21 financial year, based on £1.50 per Band D property. Based on 10,515 such taxable properties, the payment to New Milton will be £15,773 non ring-fenced.

205. AMENITIES/EXECUTIVES REFERRED MATTERS

- Minute 101 of the Executive Committee held on 23 November, recommending that £25k be earmarked in Reserves next year for an Environmental Action Plan.
- Minute 227 of the Amenities Committee held on 30 November that recommended a pre-planning application be made to NFDC to assist relocation of the Men's Shed from Fernhill to a more appropriate site in the car park at Fawcetts Field.

Both of the above referred items were agreed and supported by members of F&GP.

206. BUDGET PROPOSALS 2021/22

Chairman referred to Annex A & B being the Fees & Charges and Committee Budgets.

a) Amenities Committee

Members reviewed the Amenities Budget and noted the Fees & Charges for 2021/22.

RECOMMENDED:

That the Amenities Budget for 2021/22 of £593,231 be adopted by Town Council.

b) F&GP Committee

The Chairman referred to Annex B, and in particular the F&GP Budget for 2021/22.

RECOMMENDED:

That the F&GP Budget for 2021/22 of £536,981 be adopted by the Town Council.

NB The overall budget of £1,130,212 for next year remains the same as for this year

207. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 October - 30 November 2020 in the sum of £ 213,862.07, as previously distributed. The Town Clerk highlighted the following items over £1,000:

- a) World Medical - Defibrillators and maintenance - £1,908.00
- b) Citizens Advice New Forest - Grant Aid F&GP 21 Sept - £5,000.00
- c) Hibbs NMS - Pitch maintenance and green waste disposal - £1,897.41
- d) NFDC - Officer tree surveys and resident calls - £4,092.00
- e) NF Signs - Replacement Fawcetts and COVID signs - £1,353.60
- f) Site Safety - PPE in line with COVID regulations - ££2,445.43
- g) Turfleeet Hire - Tractor Hire for May and September - ££1,698.00
- h) A Tech - Fawcetts trim trail lights & Morrisons Xmas replacement lights - £1,978.49
- i) Aptitude Ltd - Hypo and disinfectant pump - ££2,403.60
- j) Farol - Turf Groomer - £1,782.00
- k) Fireguard Services - Replacement extinguishes risk/assessments all sites - ££2,654.34
- l) Gristwood & Toms - September tree work - £7,010.27
- m) Lush Signs - Town Centre noticeboard refurbishment - £1,063.15
- n) NMS - Veg waste clearance/materials for Ashley pitch renovations - £3,717.66
- o) Npower - July-September usage of sites - £1,313.52
- p) Northfield Nurseries - Winter/Spring florals - £1,115.70
- q) Turfleeet Hire - Graden hire for bowls club renovation - £1,250.40
- r) SM Lockyer - Digger and tipper hire for repairs £2,184.00
- s) Rejuvenate - IT Services October/November - £1,384.31
- t) Site Safety - PPE, new staff uniform, cleaning equipment - £1,622.94
- u) Turfleeet Hire - Tractor Hire, progator for pitch maintenance - £1,620.00
- v) Christchurch Pwr Tools - replacement and repaired equipment - £3,378.36
- w) Complete Weed Control - Feed for Fawcetts and Ashley Rec - £3,049.49
- x) Dorset Waste Clearance - Allotment sites - £1,750.00
- y) NMS - Maintenance and pothole filler - £1,175.48



Cllr O'Sullivan queried the charge for Zoom Video Conferencing subscriptions and queried whether more than one account needed to be paid for. The Clerk confirmed he will check with the Assistant Town Clerk and report in the minutes. *[Post meeting note: The Zoom subscriptions, having been set up for several months now, were cost effective and allowed us to host meetings for longer than the free 45 minutes (something members asked for). We each have flexibility over the meetings we attend, noting one generic account would hamstring us into only having one meeting at a time, yet frequently now we can hop onto Zoom when Theresa or Jo or Emma are meeting others about something entirely different]*

Cllr O'Sullivan also queried the payments on two different occasions regarding tree work. It was confirmed that NFDC do cyclical inspections and respond to resident calls and Gristwood & Toms do the actual pruning and felling of trees on behalf of the Town Council.

Cllr O'Sullivan also referred to the cost of £900 to South Coast Social and asked whether this was cost effective. The Town Development Manager will provide an explanation in the minutes. *[Post meeting note: TDM will provide details in her next report to Town Council.]*

Cllr Reid queried whether it was time to review our contract with IT suppliers Rejuvenate which was supported by members. Cllr Clarke addressed the Youth Services Manager and asked whether the lone working badges were working properly as there had been issues in the past. The YSM confirmed they are working OK at the moment, despite limited use due to COVID restrictions, but will keep an eye on them.

It was then

ENDORSED:

The Schedule of Payments 05/20/21 covering the period 1 October - 30 November 2020, in the sum of £ 213,862.07 was ENDORSED for Council approval.

The Chairman welcomed HCC Cllr K Mans to the meeting and asked whether he would like to provide an update. Cllr Mans referred to the latest COVID position in the New Forest which was encouraging and wished everyone a Merry and safe Christmas.

208. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, October Accounts, which was noted by members. The Town Clerk provided an update, noting Amenities is now close to budget year to date following some recent staff changes and review of vehicle maintenance/contract hire arrangements. Overall, Amenities is £10k (3%) under budget to date. F&GP continues to show savings, £14k in the month and £86k (29%) year to date, with savings in salaries / pension costs, likewise large savings in events expenditure, neighbourhood planning, Youth Co-ordination, Communications & Marketing, professional fees, reduced CIL income, all due to Covid-19.

209. COMMUNITY INFRASTRUCTURE LEVY

The Chairman referred to Appendix 3, CIL receipts and expenditure for 2019/20, which was noted by members. The report can be viewed on the Town Council website <https://www.newmiltontowncouncil.gov.uk/service/finance/>

210. YOUTH WORK

The YSM provided an update on the Ashley Youth Club, noting the sessions involving social bubbles have been successful and will start up again in the New Year.

Youth MOT sessions have also proved to be popular with a poster presented to members showing feedback from parents and the youth themselves.

Following a Youth Trust meeting at which several projects were discussed, the trust will soon be seeking additional trustees, actively encouraging applications from suitably qualified and experienced members of the wider community. They are currently formulating the document specifying the skills required of the trustees.

A December newsletter with more information can be found on the Council website.

211. ANY ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

Cllr Tungate highlighted planting of a Hawthorn Paul's Scarlet tree at Ballard Lake on 11 December to honour the special relationship that New Milton has with its twinned town of Canteleu in France with the Twinning Charter formally signed on 20 January 2001.

212. NEXT MEETING

The next meeting will be held on **Monday 1 February 2021** at 6.30 pm, via Zoom.

With there being no further business to discuss, the Chairman thanked members, officers and the public for attending and closed the meeting at 7.32pm, wishing everyone a Happy Christmas.

Chairman _____

Date _____

Minute	Action Point	Date	Action By
204 e)	Audit recommendations	4 January 2021	Town Council
205	Endorse referred matters	4 January 2021	Town Council
206	Budget proposals 2020/21	4 January 2021	Town Council
207	Endorse Oct/Nov payments	4 January 2021	Town Council

Distribution:

Town Councillors

District Councillors Mrs C V Ward, Mrs J L Cleary

County Councillors M Kendal, K Mans, F Carpenter

New Milton Police

Press

NMRA – Alan Watson

DEC	Payee	Description	Gross
1	Lombard Lease Hire	2 x lease vehicles - December	833.06
	NFDC	NNDR Offices and Fawcetts (9 of 10)	919.60
	British Gas	Fernhill direct debit	107.00
3	Vodafone / EE	Staff mobiles / Tablet - November	393.58
10	HMRC	Tax and NIC - November	9,295.64
	Hants CC	Pension contribs - November	7,462.56
	Unison	Deductions from staff - November	25.50
	Atech Electrical UK	Morrisons xmas light replace&refit, light cut trees,baskets down,Dryers	5,103.95
	All Clear Pest Control	Bowls Club and Fernhill bait replace, moles	195.00
	Aquacare	Statutory water hygiene tests all sites - November	595.00
	Ashley Family Hub	Donations from Carol Service 2019	1,300.00
	Busy Bees Benefits	Childcare voucher deducted from staff - November	26.80
	CANGO	Bus service coordination - November	447.25
	City Electrical Factors	Batteries for Lym Road lights, cable ties for xmas plaques	144.60
	Central Southern Security	Fire alarm test and CCTV annual maintenance at Bowls Club	163.20
	Christchurch Powr Tools	Service John Deere tractor and hedge cutter	1,233.74
	City Heating Spares	Fawcetts changing room plumbing upgrade	764.40
	DCK Accounting Solutions	Payroll and accounting service - November	828.58
	Eagle Plant	Ashley storage Unit and Fawcetts fuel store - November	312.48
	Eden Springs	Coffee & water machine rent, environment levy and water bottles	53.16
	Everton Nurseries	8 x small festive trees	120.00
	Gentworks	Fawcetts changing room upgrade	3,904.80
	Hillier Nurseries	Elm tree for Ashley (Cllr Blunden - plant a tree project)	196.80
	Hygienic Walls	Fawcetts changing room upgrade - CAPEX	16,119.60
	Keffen Plant Hire	Fawcetts hedge cutting - 2 days in November	501.60
	Lush Signs	Xmas sponsor plaques (Kimbers and Raise the Roots/Shamrock Care)	65.76
	Michedevever Tyre Services	Kubota inner tube	15.00
	NMS	Veg waste-pitch repair,Fawcetts and other hedge cuts,floral display	1,390.43
	Park Land Fencing	Replace 5 unsafe bridges at Ballard/Willowdene, fencing&mesh Lym Rd	14,104.80
	Rejuvenate IT	December managed services (£600) plus Dell monitor for clerk	672.72
	Screwfix	New staff PPE, bridge tape, plumbing items for Fawcetts change upgrade	1,405.12
	Site Safety	New staff uniform and wet weather PPE	424.78
	Total Gas	Ashley and Fawcetts use October	504.69
	Travis Perkins	Sundries and concrete for new Barton xmas tree base	162.69
	WMF	Ashley bin emptied November	111.00
	Watson Welding	Flail unit repair	100.00
12	Hitachi	Wessex Tractor mounted mower deck lease - November	87.74
14	ELAS	Health and safety contract - November	252.00
15	Worldpay	Subscription fees December	11.94
16	New Forest Mencap	Donation instead of purchasing NMTC Christmas cards	100.00
21	Worldpay	Card transaction charges November	56.00
24	Staff and members	Salaries and wages - December	27,649.73
	Agrovista	Bowls Club winter fertiliser	164.16
	AISH Electro-Mechanical	Fernhill pumping station annual service	271.20
	All Clear Pest Control	Fawcetts bait replacement	55.00
	Ampfield Traffic Consult	Bashley SLR - November	300.00
	Aquacare	Statutory water hygiene tests all sites - December	595.00
		Carried forward	99,547.66

DEC	Payee	Description	Gross
		Brought forward	99,547.66
	Atech UK Ltd	Fawcetts solar panel installation & air conditioning kit delivery - CAPEX	43,620.60
	Auditing Solutions	Internal audit service preliminary work Interim Report 2020-21	1,068.00
	Busy Bees Benefits	Childcare voucher deducted from staff - December	26.80
	Christchurch Powr Tools	Rotary mower service	45.00
	City Heating Spares	Equipment for Fawcetts changing room upgrade	1,478.62
	Countryside Horticultural	4 large cut festive trees	1,044.00
	Everton Nurseries	Autumn winter floral display	54.19
	Forest PAT	Portable appliance test office, ASBOC, Fawcetts&Bowls mess rooms	373.50
	GD Print	A5 thank you postcards to volunteers (with shopper bags)	31.20
	Hibbs/NMS	Green waste tip town wide, tree planting compost	1,081.66
	Hillier Nurseries	Various trees for the Plant a Tree project (23)	3,025.20
	Keffen Plant Hire	Ashley ground and open space hedge cutting - 2 dates	501.60
	Lush Signs	Replacement plaque for bench	36.00
	Mole Countrystores	Lawn rakes, loppers and bow saw	158.34
	NFDC	Dog waste collection service to end March 2021	910.01
	PKF Littlejohn LLP	External Audit 2019-20 - Annual Governance and Accountability Return	2,400.00
	Rejuvenate IT	Telephone calls and kit hire November 2020	271.19
	Screwfix	Safety sign for yard, shower curtain, taps, damp proof membrane	331.12
	Sharp	Photocopier rental to end Feb 2021, copies August to November	251.90
	Site Safety	Items for play area cleaning, sanitiser, new staff uniform, break supplies	666.66
	Seton	Sanitising wipes	69.86
	SparkX	Xmas Lights instal, Call out, Old Milton transformer, PAT failure repair	5,085.00
	Total Gas	Fawcetts and Ashley gas usage November	373.62
	Travis Perkins	Items for Barton and Fawcetts xmas tree pits, hazard tape, rocksalt, handtools, Ballard bridge ballast, sealants for Fawcetts	316.20
	Turfleet Hire	John Deere tractor hire / Amazone Groundkeeper wildflower removal	1,308.00
	Vesper Conservation	Ballard Lake marginal planting and improvement works - CAPEX	13,535.50
	Viking	A4 paper	49.44
30	Kubota	Mower deck and mower lease hire December	211.09
	Lombard Lease Hire	Vehicle lease hire x 2	588.96
		Total	178,460.92

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - DECEMBER 2020

	Actual Dec £	Budget Dec £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	78608	83748	-5140	-6%	408571	410490	-1919	-0.5%	621986	213415	34%
F&GP	27109	39085	-11976	-31%	288494	383265	-94771	-25%	508226	219732	43%
TOTAL	105717	122833	-17116	-14%	697065	793755	-96690	-12%	1130212	433147	38%

AMENITIES

MONTHLY MANAGEMENT ACCOUNTS - DECEMBER 2020

	Actual Dec £	Budget Dec £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
Amenities - General											
<i>Expenditure:</i>											
Wages & Salaries	18728	18148	580	3%	159137	163335	-4198	-3%	217780	58643	27%
Ers NI	1620	1544	76	5%	13846	13896	-50	0%	18528	4682	25%
Ers Pension	3464	3433	31	1%	29155	30898	-1743	-6%	41197	12042	29%
Skip Hire	653	417	236	57%	4613	3750	863	23%	5000	387	8%
General Maintenance	0	42	-42	-100%	1199	375	824	220%	500	-699	-140%
Tree Work	2735	1667	1068	64%	16612	15000	1612	11%	20000	3388	17%
Tree Planting	334	167	167	100%	334	1500	-1166	-78%	2000	1666	83%
Signs	0	292	-292	-100%	1116	2625	-1509	-57%	3500	2384	0%
Vehicle Maintenance	2258	1458	800	55%	12072	13125	-1053	-8%	17500	5428	31%
Fuel & Oil	745	1042	-297	-28%	8341	9375	-1034	-11%	12500	4159	33%
Contract Hire van	756	2083	-1327	-64%	20796	18750	2046	11%	25000	4204	17%
Safety Equip/Covid signs	1006	500	506	101%	27449	4500	22949	510%	6000	-21449	-357%
Hand Tools	116	125	-9	-7%	519	1125	-606	-54%	1500	981	65%
Equipment	0	108	-108	-100%	69	975	-906	-93%	1300	1231	95%
Dog Fouling	758	125	633	506%	758	1125	-367	-33%	1500	742	49%
Environmental Sheme	0	0	0		0	0	0		14000	14000	100%
Periodic Elect Inspects	0	0	0		0	5250	-5250		7000	7000	100%
Service Level Agreement	0	0	0		30	0	30		1000	970	97%
Sub-Total	33173	31150	2023	6%	296046	285604	10442	4%	395805	99759	25%
<i>Income:</i>											
Interest Received	0	0	0		0	0	0		0	0	0%
Sub-Total	0	0	0		0	0	0		0	0	0%
SUB-TOTAL	33173	31150	2023	6%	296046	285604	10442	4%	395805	99759	25%
Ashley Sports	291	971	-680	-70%	12642	8741	3901	45%	11655	-987	-8%
Rec	137	436	-299	-69%	-1851	3922	-5773	-147%	5229	7080	135%
Fawcetts	2522	655	1867	285%	6763	5895	868	15%	7860	1097	14%
Moore Close	0	-130	130	-100%	125	-1174	1299	-111%	-1565	-1690	108%
Fernhill Lane	491	436	55	13%	-2153	3920	-6073	-155%	5227	7380	141%
Allotments	103	96	7	7%	3283	863	2421	281%	1150	-2133	-185%
Donated Seats	0	383	-383	-100%	1201	3450	-2249	-65%	4600	3399	74%
Open Spaces	3755	4210	-455	-11%	32374	37894	-5520	-15%	50525	18151	36%
Flowerbed sponsorship	0	-167	167	-100%	-1625	-1500	-125	8%	-2000	-375	19%
Bus Shelter advertising	0	-167	167	-100%	-2400	-1500	-900	60%	-2000	400	-20%
Plant a Tree income	-4367	-142	-4225	2983%	-7588	-1275	-6313	495%	-1700	5888	0%
HLS income	-4471	-500	-3971	794%	-4471	-4500	29	-1%	-6000	-1529	25%
Street Trading Income	-575	-1275	700	-55%	-3497	-11475	7978	-70%	-15300	-11803	77%
Playgrounds - skatepark	0	292	-292	-100%	625	2625	-2000	-76%	3500	2875	82%
Cap Ex	47549	47500	49	0%	79097	79000	97	0%	165000	85903	52%
SUB-TOTAL	45435	52598	-7163	-14%	112525	124886	-12361	-10%	226181	113656	50%
AMENITIES	78608	83748	-5140	-6%	408571	410490	-1919	-0.5%	621986	213415	34%

FINANCE AND GENERAL

	Actual Budget				Actual Budget				Annual Amount		
	Dec	Dec	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
	£	£	£	%	£	£	£	%	£	£	%
F&GP - General Exp											
Wages & Salaries	16001	15555	446	3%	139636	139991	-355	0%	186655	47019	25%
Ers NI	1487	1596	-109	-7%	12845	14367	-1522	-11%	19156	6311	33%
Ers Pension	2733	3098	-365	-12%	23943	27884	-3941	-14%	37179	13236	36%
Staff Expenses	22	142	-120	-84%	277	1275	-998	-78%	1700	1423	84%
Staff Training	0	417	-417	-100%	1270	3750	-2480	-66%	5000	3730	75%
Telephone & Fax	555	521	34	7%	4731	4688	44	1%	6250	1519	24%
Postage	0	208	-208	-100%	276	1875	-1599	-85%	2500	2224	89%
Stationery	76	271	-195	-72%	688	2438	-1750	-72%	3250	2562	79%
Publications	0	22	-22	-100%	0	200	-200	-100%	267	267	100%
Subscriptions	0	167	-167	-100%	1628	1500	128	9%	2000	372	19%
Photocopier	210	167	43	26%	572	1500	-928	-62%	2000	1428	71%
Events Expenditure	0	833	-833	-100%	2040	7500	-5460	-73%	10000	7960	80%
Advertising	0	417	-417	-100%	710	3750	-3040	-81%	5000	4290	86%
Neighbourhood Plannin	0	0	0		2236	15000	-12764	-85%	20000	17764	89%
Youth Co-ordination	0	0	0		1347	21685	-20338	-94%	28913	27566	95%
Communications+Medic	0	2083	-2083	-100%	3522	18750	-15228	-81%	25000	21478	86%
Professional Fees	3104	3354	-250	-7%	29706	30188	-482	-2%	40250	10544	26%
Bank Charges	221	125	96	77%	1399	1125	274	24%	1500	101	7%
Insurance	0	0	0		14531	14000	531	4%	14000	-531	-4%
Basics Bank	0	0	0		15000	15000	0	0%	15000	0	0%
CAB	0	5000	-5000	-100%	5000	5000	0	0%	5000	0	0%
Election Expenses	0	0	0		0	0	0		5000	5000	100%
Mayoral Allowance	1400	167	1233	740%	1950	1500	450	30%	2000	50	3%
Twining	0	83	-83	-100%	0	750	-750	-100%	1000	1000	100%
Members Allowances	1365	1458	-93	-6%	12528	13125	-597	-5%	17500	4972	28%
Members Training	0	167	-167	-100%	0	1500	-1500	-100%	2000	2000	100%
Civic Entertainment	0	83	-83	-100%	0	750	-750	-100%	1000	1000	100%
Maintenance	0	42	-42		674	375	299	80%	500	-174	-35%
Grant Aid	0	417	-417	-100%	560	3750	-3190	-85%	5000	4440	89%
CANGO	442	500	-58	-12%	4055	4500	-445	-10%	6000	1945	0%
SLA	0	0	0		0	3188	-3188	-100%	4250	4250	0%
Community Events	0	0	0		0	3750	-3750	-100%	5000	5000	100%
Youth Grant Aid	0	0	0		0	13500	-13500	-100%	18000	18000	100%
Sub-Total	27616	36892	-9276	-25%	281124	378153	-97029	-26%	497870	216746	44%
Income:											
Civic Ball	0	0	0		1243	0	1243		0	-1243	0%
Wayleaves	0	1	-1	-100%	5	11	-6	-52%	14	9	0%
Ins Recharge	0	133	-133	-100%	0	1200	-1200	-100%	1600	1600	100%
Water rates refund	0	117	-117	-100%	0	1050	-1050	-100%	1400	1400	100%
Interest received	41	0	41		974	0	974		0	-974	0%
CANGO	0	333	-333	-100%	0	3000	-3000	-100%	4000	4000	0%
Sub-Total	41	251	-251	-100%	2222	2261	-3039	-134%	7014	792	11%
SUB-TOTAL	27575	36641	-9066	-25%	278902	375892	-96990	-26%	490856	215954	44%
Expenditure:											
Rent	0	0	0		7540	0	7540		7540	0	0%
Rates	499	417	82	20%	4516	3750	766	20%	5000	484	10%
Water	0	4	-4	-100%	0	38	-38	-100%	50	50	100%
Electricity	0	292	-292	-100%	0	2625	-2625	-100%	3500	3500	100%
Gas	0	125	-125	-100%	0	1125	-1125	-100%	1500	1500	100%
F&F	0	42	-42	-100%	0	375	-375	-100%	500	500	100%
General Maintenance	178	1023	-845	-83%	1034	9210	-8176	-89%	12280	11246	92%
Equipment Maint	0	104	-104	-100%	0	938	-938	-100%	1250	1250	100%
Christmas Lights	-1143	0	-1143	0%	12389	15375	-2986		20500	8111	40%
SUB-TOTAL	-466	2007	-2473	-123%	25479	33435	-7956	-24%	52120	26641	51%
CIL Receipts	0	0	0		-16366	-30000	13634	-45%	-40000	-23634	59%
Laptop (Budget IT)	0	437	-437		479	3938	-3459	-88%	5250	4771	91%
SUB-TOTAL	0	437	-437		-15887	-26063	10176	-39%	-34750	4771	-14%
F&GP TOTAL	27109	39085	-11976	-31%	288494	383265	-94771	-25%	508226	219732	43%

Meeting Minutes

Thursday 7 December 2020

Present: Cllrs Geoff Blunden (Chairman), Steve Clarke, Alvin Reid and Helen Wallis-Dowling plus Silma Ramsaywack - Youth Services Manager, Graham Flexman - Town Clerk and Emma Towler - Business Administrator from the Town Council together with Sarah Conacher (Vice Chair) from New Milton Play & Youth Forum and Cllr Fran Carpenter from HCC in attendance.

Apologies: Cllrs Christine Ward & Madalaine Craze.

1. **Minutes** - Minutes of the Meeting held on Thursday 23 January 2020 were confirmed.
2. **Matters Arising** - None
3. **Appointment of Bankers** - It was confirmed that NatWest were appointed Bankers for New Milton Youth Trust, and to help people donate to the Trust the bank details are:
Branch details: NatWest Lymington (A) Branch
Account Name: New Milton Youth Trust
Account number: 76604780
Sort Code: 60-15-04
4. **Participation in meetings by electronic means** – Trustees noted Paragraph 15 (4) of the Constitution covers meetings by electronic means.
5. **Taking of decisions by Charity Trustees** – Trustees noted Paragraph 13 of the Constitution covers resolutions in electronic form was noted.
6. **Product of a Directory** - It was suggested the trust approach Jamie Burton of NFDC who might have a list of local youth groups. GDPR needs to be considered when information is shared between different organisations and trusts.
7. **Youth Centre sites** - Potential sites are still being considered for a youth centre with the proposal that the trust approach the Council to see if any land is available for such.
8. **Ashley Youth Facility** - Plans have been delayed and the Council are currently waiting to hear back from architects / play providers before they can move forward with the project.

An Extraordinary Amenities Committee meeting is planned to take place to consider the draft proposals early in the New Year.

9. **Role of the Trust** - Several Councillors confirmed that they will step down once others from the community have shown an interest in becoming trustees.

The December Youth Newsletter will include information about the Trust and how to become a trustee, with Sarah Conacher being the point of contact listed in the newsletter. It was also suggested that the trust raise their profile with the A&T.

The date of the AGM will be end of March.

10. **Date of next meeting** – TBA