

**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 17 March 2025 at 6.30 pm in New Milton Town Hall.**

	Chairman	p	D N Tungate	
	Vice-Chairman	p	A D O’Sullivan	
<u>Councillors:</u>	p	J Adams	p	W Davies
	p	G R Blunden	p	R Maynard
	p	S J Clarke		R A Reid
	p	M Scott-Johns		

In Attendance:

Councillors:

Officers: Graham Flexman - Town Clerk  
Theresa Elliott – Assistant Town Clerk  
Sam Welch – Administration Officer

The Chairman welcomed Councillors and 3 Officers.

102. APOLOGIES

Cllr R A Reid.

103. DECLARATIONS OF INTEREST

None.

104. PUBLIC PARTICIPATION

None.

105. MINUTES

***RESOLVED: That the Minutes of the Meeting held on Monday 03 February 2025, as previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

106. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON AGENDA

None.

107. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) An email from NFDC referring to a report from Independent Remuneration Panel into member allowances last November, the Town Clerk explained that elected Town Councillors (not those co-opted) are entitled to receive 15% of the NFDC allowance, Therefore, from 01 April 2025, they will be entitled to £1,183.20 per annum, which equates to £98.60 per month.

- b) There is currently a Hampshire and the Solent Devolution Consultation, lasting until 13 April 2025, seeking views on a proposal to form a Mayoral Combined County Authority for the local government areas in Hampshire County Council, Portsmouth City Council, Isle of Wight Council, and Southampton City Council. Further information can be found at: <https://www.gov.uk/government/consultations/hampshire-and-the-solent-devolution/hampshire-and-the-solent-devolution-consultation>.

#### 108. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period from 01 January to 31 January 2025 in the sum of £142,138.47. The Town Clerk highlighted the following items over £1,000.

Algeco	Second Hand 10' x 8' Shipping Container for Barton Common Volunteers, includes delivery fee	£4,110.00
Anthony Harris & Company	Red Book valuation on Robins Nest with adjacent land at Fernhill Lane	£1,000.00
B.Cole & Sons	Deposit refund following their use of Moore Close to host a Funfair in September	£1,200.00
HCC (Hants LGPS)	Pension Contributions - December 2024	£12,555.88
HMRC Cumbernauld	Tax and NIC - December 2024	£11,769.55
L.Kitcher Fencing & Gates	Replacement of dangerous existing gate at Lymington Road Allotments	£1,154.40
Npower	Electricity bills for ASBOC, Ashley Sports Pavilion, Christmas lights, Fawcetts & Moore Close for period 01.11.24 - 30.11.25	£1,443.58
New Milton Youth Trust	Grant Aid	£13,000.00
Rejuvenate	Provision of telephone + IT services & support	£1,359.53
L.Kitcher Fencing & Gates	Barton Common Fence & Gate maintenance + replacement HLS 3 wire stock fencing at Barton Common, Fence renewal at Woar Copse, Hazlewood Avenue entrance	£25,526.59
Christchurch Garden Machinery	Annual servicing of 12 Machinery & Machinery training for Estates team as required by HSE	£2,410.20
Lombard	Vehicle leasing DY20HTT, BC21NLU, BV71ZJZ, BW21NYH, DX67UYD - Contract Hire - January	£2,452.61
Npower	Electricity invoices for various locations in December	£1,462.04
NFDC	CCTV Line rental costs contribution 01.10.24 - 31.03.25	£2,564.00
Staff/ Members	Salaries and expenses January 2025	£39,794.48

Cllr R Maynard queried the following items:

- a) A Vodafone invoice of £512.30, asking whether all devices covered under contracts were still in use and if any savings could be made. The Assistant Town Clerk clarified that not all contracts may be for phones, as some could cover other staff-used devices. She will obtain a full breakdown to ensure all costs are accounted for.
- b) A Rejuvenate invoice of £1,359.53, noting that the charges appeared higher than expected and requesting further details on the breakdown of payments. The Assistant Town Clerk confirmed she would provide more information.
- c) An NFDC invoice for £2,564.00, querying the cost. The Clerk advised that this covers 7 CCTV cameras around New Milton and includes the Council's contribution to line rental costs, emphasising its importance in regard to crime reduction.

- d) A Suna King invoice for £962.50, expressing concern over the cost. The Clerk explained that the charge is based on a daily rate of £250, and noted that this is the final invoice as the new website nears completion.

**RECOMMENDED: That the Schedule of Payments for the period 01 January 2025 - 31 January 2025 in the sum of £142,138.47 be ENDORSED for Town Council approval.**

109. JANUARY ACCOUNTS

The Chairman referred to Appendix 2 - Monthly Accounts for January. The Town Clerk advised that Amenities is over budget by £47k year-to-date, due mainly to the employment of contractors, covering ground maintenance issues.

Regarding F&GP, the Town Clerk explained that £84k savings had been secured, and additional income received year-to-date. In particular, savings to date include £10,563 on Town Development, £15,609 on Youth Co-ordination, £12,677 on Professional Fees, and £5,000 on Election Expenses. Additional income received includes £14,579 from Grants, £10,935 from Miscellaneous Receipts, £5,260 from Interest, and £3,662 from Youth Donations plus £5,525 other savings.

In total, net savings to date £36,919 overall.

110. REFERRED MATTERS

The Chairman referred to Appendix 3, which includes three referred matters from the Amenities Committee meeting held on 03 March 2025:

- a) Minute 98: A recommendation that the Town Council waive the £250 fee for New Milton Rugby Club's Funday event following their request for assistance with Portaloo's. It was,

**RESOLVED: That the Town Council waive the £250 fee for the Funday.**

- b) Minute 99: A recommendation that the proposed additional storage for New Milton Men's Shed, including space for solar panel batteries and a donated dust extractor, be referred to NFDC for planning advice.

A discussion followed where uncertainty over the specifics of the proposal was expressed. The Assistant Town Clerk noted that once NFDC reviews the application, the Men's Shed will be provided with criteria that must be met. It was also noted that the Assistant Town Clerk had approached NFDC on NMTC behalf and Men's Shed have approached in their own right and would be responsible for making their own application if required. Both are still awaiting a response. The matter was duly noted.

**RESOLVED: That the matter be referred to Amenities upon planning advice.**

- c) Minute 106: A recommendation that the Cricket Club Lease be endorsed by F&GP. The Clerk advised that the lease is nearing completion, with only a few details left remaining to be clarified. It was agreed to endorse this matter for Town Council approval.

**ENDORSED: That this matter be referred to Town Council for approval.**

## 111. POLICIES

The Chairman referred to Appendix 4, which includes updated policies and procedures on Biodiversity, Child Protection, Safeguarding, and Tree Work.

The Assistant Town Clerk informed members that these policies have been prioritised for use on the new website, with further batches to be reviewed in the future. The Tree Work policy had no textual changes, with only the rotation of years for cyclical inspections being updated. The Biodiversity policy has been restructured, with changes reflecting significant advancements in environmental and biodiversity considerations since the previous version. The Child Protection and Safeguarding policies have been reviewed by the Youth Services Manager, who also serves as the Council's Safeguarding Officer, and by the Town Clerk as Deputy.

Cllr S J Clarke, speaking on the Safeguarding policy, highlighted the importance of enrolling both Members and staff in the relevant training. A discussion followed regarding whether the training could be scheduled for a single day for both groups or conducted through online courses. The Chairman expressed a preference for face-to-face training but acknowledged that online training would be preferable to no training if an in-person session could not be arranged. The Assistant Town Clerk will look into scheduling the training accordingly.

Members noted these policy updates. It was,

**ENDORSED: That these policies be referred to Town Council for formal adoption.**

The Assistant Town Clerk left the meeting at this stage at 7.10pm.

## 112. GRANT AID

The Chairman referred to Appendix 5 being a grant aid request from New Milton Music Festival for £500 towards the costs of their forthcoming annual festival.

Following a discussion and a vote.

It was,

**RESOLVED:**

***That New Milton Music Festival be granted £500 from the Grant Aid Budget under the General Power of Competence.***

## 113. YOUTH REPORT

The Chairman referred to Appendix 6 – Youth Report, which had been circulated previously.

A video was then shown, highlighting activities taking place at the Youth Hub, including first-hand accounts from young people who had benefitted greatly from the opportunities provided.

Members commended the Youth Services Manager and her team for their excellent work and noted the contents of the report. Cllr S J Clarke remarked that the town should be proud of the opportunities available to its young people. Cllr G R Blunden commented that the Youth



Hub has truly blossomed, reaching many young people, and described it as a great success and worth every penny. He also expressed excitement about the Youth Council and shared his hope that more schools will join The Arnewood School in becoming involved.

114. CHAIRMAN'S UPDATES –

With great sadness, Members acknowledged the passing of Paul Brockman BEM, whose dedication to youth work in the community left a lasting impact and extended their heartfelt condolences.

115. NEXT MEETING **MONDAY 28 APRIL 2025** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman then closed the meeting at 7.28pm

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

Minute	Action Points	Action by date	To be actioned by
107a	Members Allowance Review	01.04.25	Town Clerk
108a	Breakdown – Vodafone	ASAP	Estates Manager
108b	More Info – Rejuvenate	ASAP	Assistant Town Clerk
110b	Men's Shed Planning Advice	07.04.25	Amenities Committee
111	Various Policies Updated	31.03.25	Town Council
112	Grant Aid – Music Festival	ASAP	Asst Town Clerk
114	Condolences to Mrs Brockman	ASAP	Comms Officer

Distribution:

Town Councillors

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

Estates & Facilities Manager

New Milton Police

Press

Editor - Focus

Sue Larking – NMRA

10/24/25

DATE	PAYEE	DESCRIPTION	AMOUNT
<b>Feb</b>			
3	Cleaning Angels UK	Changing room cleaning at Ashley Pavilion	£70.00
	Mandrake Event Service	Costs incurred prior to Christmas Festival Cancellation	£217.20
6	Vodafone	Mobile Phone monthly charges	£522.30
11	Barrier Direct	Supply of cycle shelters and racks, funded by NFDC	£5,942.81
	Barrie King	General Works Site Wide - Contractor	£1,050.00
12	Societe Generale	Kubota contract hire	£303.40
14	HMRC Cumbernauld	Tax and NIC - December 2024	£13,102.29
	HCC (Hants LGPS)	Pension Contributions - December 2024	£12,328.57
	UNISON	Subs taken from staff member	£17.25
	All Clear Pest Control	Regular placing and monitoring of baits Fawcetts Field	£65.00
	Ampfield Traffic	Speed limit reminders, 6 Deployments across 2 periods in January	£300.00
	Aqua Care	Monthly Water Hygiene Monitoring at Indoor & Outdoor Bowls Club, Ashley Youth Centre, Ashley Sports Ground & Fernhill	£639.01
	Central Southern Security	Fire alarm services & maintenance at Indoor & Outdoor Pavilion, Fernhill & Fawcetts Field - Statutory requirement	£706.80
	Christchurch Garden Machinery	Annual Service of Impax 1900 SIG Generator	£99.01
	The Cliff House	Deposit for Mayor's Tea Party	£100.00
	DCK Accounting Solutions	Accounting support for December, including quarterly VAT Return	£611.70
	Gary Prince Publications	Full page adverts in 3 magazines for NP Engagement	£216.00
	John Shutler	Undertaking of agreed tree works	£2,915.41
	Latus Group	Statutory Health Screening of Estates Operatives	£1,194.00
	LUSH Signs	4 plaques total for Commemorative Seating & Table Tennis Tables	£192.00
	New Forest Stationers	Stationery Supplies for Town Hall	£90.32
	rCOH	Neighbourhood Plan consultations	£4,863.00
	Rejuvenate	Provision of managed services & all IT support + Line rental charges January	£843.15
	Screwfix	Galvanised mesh for footbridge maintenance site wide	£151.96
19	Cleaning Angels UK	Changing room cleaning at Ashley Pavilion	£70.00
	Merlin Lighting	Christmas lighting display provisions including installation + removal	£11,670.36
	Seton	Baby changing table for Ashley Youth Centre	£321.17
	South Coast Social	Go New Milton Social Media Management (Feb, March, April)	£960.00
	South Coast Sports Academy	4 day of youth sports provision + Lunch & Snacks + Equipment. As part of HAF provision funded by HCC (Holiday Activities & Food program)	£1,774.95
	Stacey Miller Consultancy	Wellbeing sessions x6. (New Forest local Children's Partnership)	£900.00
	Stannah	Maintenance of Stannah Lift at New Milton Rugby Club (50% Recharge)	£274.57
	Thomas Fattorini Ltd	Refurbishment of Mayor's Chain & new Velvet Collar	£832.64
	Travis Perkins	Supplies for Ballard Water Meadow sleeper bridge, Allotment plot markers x 40, Allotment combination lock	£578.28
	Viking	Stationery Supplies for Town Hall usage	£104.48
	Vita Play	Playground Inspections & Maintenance for Doe Copse, Ashley Recreation Ground, New Milton Recreation Ground and Long Meadow play areas during July, Aug, Sep & Oct	£1,404.48
	Waste Management Facilities	Mixed Municipal waste at Ashley Sports Ground (Recharge 50%)	£254.17
	Worldpay	Covid Support/ Pending website alternative use	£15.00
26	Barrie King	General Works Site Wide - Contractor	£945.00
28	All Clear Pest Control	Control of rodents at Fawcetts, Rugby Club & Bowls Club	£280.00
	Bournemouth Water	Water bill for Trough at Ballard Water Meadow	£11.22
	Brewers	Paint supplies for ASBOC external wall (now Empire Skate Building)	£259.84
	Central Southern Security	Keys for Fawcetts Workshop	£121.75
		<b>Carried forward</b>	<b>£67,319.09</b>

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		Balance bought forward	£67,319.09
	CEF	Cable ties	£34.14
	Christchurch Garden Machinery	Training for Volunteer Ranger on Mini Transporter & maintenance for Kubota ride on mower	£78.00
	Citation	Health and safety support - monthly fee	£310.98
	Cleaning Angels UK	Changing room cleaning at Ashley Pavilion	£70.00
	Allotment Holder	Allotment Deposit refund	£55.00
	Flagmakers	Replacement flagpole for Recreation Ground	£629.33
	Allotment Holder	Allotment Deposit refund	£34.00
	Greenlock Electrical	Completion of car park lighting for Ashley project (CAPEX), replacement of faulty emergency light at Ashley Rugby Club, installation of new transformer in defib unit, call out for water heater fault at Empire Skate Building on the Rec.	£1,843.52
	Jewson	Recreation Ground Pot-Hole repairs	£43.69
	Juice	Website development, 2x Poster design (Afternoon Tea & Citizen of the Year)	£1,404.00
	L.Kitcher Fencing & Gates	Replace posts and repair kissing gate at Ballard Water Meadow	£714.00
	Lapwing	Cleaning & PPE supplies + Coffee	£167.52
	Lombard	Vehicle leasing BV71ZJZ, DX67UYD, DY20HTT, BC21NLU, BW21NYH	£2,215.23
	LUSH Signs	Plaque for Commemorative Bench	£48.00
	Martin Pilley Services	Brake Lamp Bulb for Peugeot Boxer BV71 ZJZ	£3.86
	NMSB Concrete	Ashley project car park lighting requisites	£114.89
	NMSB	General waste site wide, materials for verge repairs at Barton Common Road, Gravel for open spaces	£840.94
	npower	Electricity bills for various locations, includes invoices previously not paid spanning back to 2021	£3,560.18
	NMRC	Electricity recharge for Ashley Youth Hub 2 Jan - 4 Feb	£216.82
	Pitney Bowes	Franking machine postage	£208.75
	Screwfix	General PPE supplies for Estates team & brackets for Fawcetts	£171.12
	Seton	Plastic shelving for Town Hall offices - Estates Manager	£328.73
	Source for Business	Water bills including sewerage charges for various locations	£3,306.84
	Staff/Members	Salaries and expenses February 2025	£37,590.10
	Travis Perkins	Various supplies for Town maintenance	£352.59
	Turfleet Hire	Hire of John Deere 4066R Tractor & Front Loader 01.01.25 - 31.01.25	£864.00
	Waste Management Facilities	Mixed Municipal Waste Ashley Sports Ground	£6.34
		<b>Total</b>	<b>£122,531.66</b>

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DATE	PAYEE	DESCRIPTION	AMOUNT
<b>MAR</b>			
5	DCK Payroll Solutions	Monthly Payroll provision for January	£306.84
7	Barrie King	General Works Site Wide - Contractor	£1,050.00
	Cleaning Angels UK	Changing room cleaning at Ashley Pavilion	£140.00
	Vodafone	Mobile Phone monthly charges	£512.30
10	The Cliff House	Mayors Tea Party, Guest funded at £16.50 per person (82)	£1,253.00
11	Hantsweb	Bunting licence	£82.00
12	Societe Generale	Kubota contract hire	£303.40
14	HMRC Cumbernauld	Tax and NIC - December 2024	£12,964.76
	HCC (Hants LGPS)	Pension Contributions - December 2024	£12,820.57
	UNISON	Subs taken from staff member	£17.25
	AquaCare	February Monthly Water Hygiene Monitoring at Indoor & Outdoor Bowls Club, Ashley Youth Centre, Ashley Sports Ground, Fawcetts Field & Fernhill	£1,642.82
	Bowcom	Battery charger for line marking machine	£65.40
	DCK Accounting Solutions	Accounting support for January, including quarterly investment accounting work	£769.20
	DCK Payroll Solutions	Monthly Payroll provision for February	£149.88
	Eden Springs	Monthly water cooler rental	£235.92
	Edmat Gas Services Ltd	Clean airlock from Outdoor Bowls hot water system	£168.00
	Greenlock Electrical	Change over 2 faulty emergency lights at Outdoor Bowls	£114.77
	HALC	Councillor training + Year End Accounts & Officers update for Town Clerk	£175.20
	L.Kitcher Fencing	Repair of Ballard Lake south east footbridge	£342.00
	MJS Plumbing	Statutory Boiler service & gas safety inspection at Indoor Bowls Club	£117.00
	NMSB Concrete	New bench bases	£122.31
	New Forest Stationers	Stationery Supplies for Town Hall	£99.19
	New Milton Advertiser	Citizen of the Year and Mayors Tea Party full run advertising x3	£744.00
	Rejuvenate	Provision of managed services & all IT support + Line rental charges February	£1,523.95
	Source for Business	Water bills for Becton Lane allotments 23.08.24 - 24.02.25 + Trough supply Barton Common 15.08.24 - 21.02.25	£106.44
	Travis Perkins	Various maintenance supplies & hire of Compactor for Fawcetts car park pot holes	£390.46
	WPGGroup	Fawcetts vehicle + plant fuel	£4,668.71
	Waste Management Facilities	Mixed Municipal waste at Ashley Sports Ground (50% Recharge)	£254.70
	Youth Workers	Pay for 5 Youth Workers totalling 30 hours	£336.00
17	GOV.UK	Land Registry search	£7.00
18	Petty Cash	Refill of petty cash tin	£250.00
	Zurich	Friends of Ballard Water Meadow Annual Insurance renewal	£348.46
19	Worldpay	Covid Support/ Pending website use	£15.00
25	Barrie King	General Works Site Wide - Contractor	£1,050.00
27	ACT Associates Ltd	NEBOSH E-Learning and Exams for Officer	£660.40
28	Ampfield Traffic	Speed limit reminders, 6 Deployments across 2 periods in February	£300.00
	AquaCare	March Monthly Water Hygiene Monitoring at Indoor & Outdoor Bowls Club, Ashley Youth Centre, Ashley Sports Ground, Fawcetts Field & Fernhill	£917.90
	Brewers	ASBOC mural preparation supplies for Empire Skate Building	£65.12
	Christchurch Garden Machinery	Estates machinery maintenance	£465.06
	Citation	Health and safety support - monthly fee	£310.98
	Cleaning Angels UK	Changing room cleaning at Ashley Pavilion	£20.00
	Edmat Gas Services	Outdoor Bowls heating system repair in Pavilion	£168.00
	Environment Agency	Fawcetts Borehole water abstraction charge 01.04.23 - 31.03.24	£21.59
		<b>Carried forward</b>	<b>£46,075.58</b>

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		Balance brought forward	£46,075.58
	Fireguard Services Ltd	Service engineers visit to Fawcetts + Estates team fire awareness & extinguisher course (10 persons) & Fire Marshal/Warden training course (Statutory requirement), part recharged to Hordle Parish Council, New Milton Cricket Club, Indoor Bowls, Youth Services & Youth Trust (£240)	£897.78
	GD Print	Neighbourhood Plan engagement pack assembly & map posters	£249.00
	Jewson	Supplies for bench maintenance & mural preparation	£63.65
	John Shutler	Crown lifts and high priority tree works	£2,041.76
	Juice	Website form development for Grant Aid Application & Allotment Waiting list. Poster design and artwork	£1,218.00
	L.Kitcher Fencing	Supply & fit additional straining post at Ballard Water Meadow	£180.00
	Latus Group	3x Hearing consultations for Estates team, Statutory HSE Requirement	£900.00
	Martin Pilley	Front wiper blade set for Peugeot Boxer BV71 ZJZ	£49.68
	Merlin Lighting	Christmas Lights display - Supply of new festoon lighting & stripping of old lighting + installation	£9,532.56
	NMSB	Waste disposal site wide	£408.00
	npower	Electricity including Recreation Events Supply, Sports Pavilion, ASBOC, Moore Close/ Fawcetts. For period 01.02.25 + 28.02.25	£1,826.38
	NFDC	Mixed waste bins servicing 01.04.25 to 30.09.25 & Town Hall offices annual rent 01.04.24 - 31.03.25	£8,674.76
	New Milton Advertiser	Neighbourhood Plan engagement campaign advertising	£840.00
	NMRFC	Monthly electricity charge Ashley Youth Hub	£341.44
	New Milton Music Festival	Grant Aid towards cost of festival	£500.00
	NMRA	FOCUS Advert renewal for 12 issues from 01.04.25 - 31.03.26	£85.00
	Prince Publications	Neighbourhood Plan engagement poster adverts for 3 Magazines	£216.00
	Rejuvenate	4G Router & monthly data plan for Ashley Youth Hub	£421.85
	Staff/Members	Salaries and expenses March 2025	£39,691.58
	SLCC	Officer WordPress training for website	£300.00
	Source for Business	Water bill for Lymington Road Allotments 06.09.24 - 27.02.25	£36.90
	Travis Perkins	Various supplies for Estates team use site wide	£127.26
	Turfleet Hire	Monthly hire of John Deere 4066R Tractor & loader February	£864.00
	Tyremarx	Maintenance to Estates team vehicles, Covers 6 months	£520.20
	Viking	Stationery Supplies for Town Hall usage	£185.76
	Watson Welding	Repair of Side Gate adjacent to ASBOC (Empire Skate Building)	£150.00
31	Lombard	Vehicle leasing BV71ZJZ, DX67UYD, DY20HTT, BC21NLU, BW21NYH - March	£2,452.61
		<b>Total</b>	<b>£118,849.75</b>
		<b>Total for February &amp; March</b>	<b>£241,381.41</b>

# SUMMARY

## Appendix 2

### MONTHLY MANAGEMENT ACCOUNTS - FEBRUARY 2025

	Actual Feb £	Budget Feb £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	52903	53508	-605	-1%	738692	687172	51520	7%	736010	-2682	0%
F&GP	37708	39551	-1843	-5%	479270	575223	-95953	-17%	622919	143649	23%
TOTAL	90611	93059	-2448	-3%	1217962	1262395	-44433	-4%	1358929	140967	10%



# AMENITIES

## MONTHLY MANAGEMENT ACCOUNTS - FEBRUARY 2025

	Actual Feb £	Budget Feb £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
<b>Amenities - General</b>											
<b>Expenditure:</b>											
Wages & Salaries	25318	20549	4769	23%	248157	226034	22123	10%	246584	-1573	-1%
Ers NI	2552	2055	497	24%	25181	22603	2578	11%	24658	-523	-2%
Ers Pension	4888	4397	491	11%	52020	48371	3649	8%	52769	749	1%
Skip Hire	225	625	-400	-64%	2925	6875	-3950	-57%	7500	4575	61%
Tree Work	0	3333	-3333	-100%	33187	36666	-3479	-9%	40000	6813	17%
Tree Planting	0	458	-458	0%	234	5042	-4808	-95%	5500	5266	96%
Signs	0	367	-367	-100%	0	4033	-4033	-100%	4400	4400	100%
Vehicle Maintenance	469	1667	-1198	-72%	14712	18333	-3621	-20%	20000	5288	26%
Fuel & Oil	3891	1192	2699	227%	11854	13108	-1254	-10%	14300	2446	17%
Contract Hire van	2819	2500	319	13%	31826	27500	4326	16%	30000	-1826	-6%
Safety Equip/Covid signs	297	833	-536	-64%	7698	9167	-1469	-16%	10000	2302	23%
Hand Tools	0	62	-62	-100%	594	687	-93	-14%	750	156	21%
Dog Fouling	0	900	-900	-100%	1842	1650	192	12%	1800	-42	-2%
Environmental Schemes	0	292	-292	-100%	0	3208	-3208	-100%	3500	3500	100%
Ash Tree Die Back	0	1250	-1250	-100%	0	13750	-13750	-100%	15000	15000	100%
Service Level Agreement	0	208	-208	-100%	1945	2292	-347	-15%	2500	555	22%
Statutory Testing	1991	2000	-9	0%	20903	11000	9903	90%	12000	-8903	-74%
<b>Sub-Total</b>	<b>42450</b>	<b>42688</b>	<b>-238</b>	<b>-1%</b>	<b>453078</b>	<b>450319</b>	<b>2759</b>	<b>1%</b>	<b>491261</b>	<b>38183</b>	<b>8%</b>
Grants Received					36278	0	36278	0%	0	-36278	0%
Rent Received	0	156	-156	0%	0	1719	-1719	0%	1875	1875	0%
<b>Sub-Total</b>	<b>0</b>	<b>156</b>	<b>-156</b>	<b>0%</b>	<b>36278</b>	<b>1719</b>	<b>34559</b>	<b>0%</b>	<b>1875</b>	<b>1875</b>	<b>0%</b>
<b>SUB-TOTAL</b>	<b>42450</b>	<b>42532</b>	<b>-82</b>	<b>0%</b>	<b>416800</b>	<b>448601</b>	<b>-31801</b>	<b>-7%</b>	<b>489386</b>	<b>72586</b>	<b>15%</b>
Ashley Sports	2808	1140	1668	146%	19154	12542	6612	53%	13682	-5472	-40%
Rec (including skatepark)	1472	193	1279		5638	2128	3510	165%	2322	-3316	-143%
Fawcetts	-2358	668	-3026	-453%	8092	7344	748	10%	8012	-80	-1%
Moore Close	-1015	-369	-646	0%	-5911	-4056	-1855	46%	-4425	1486	-34%
Fernhill Lane	142	-19	161	0%	-905	-213	-692	0%	-232	673	0%
Allotments	190	113	77	0%	1114	1242	-128	-10%	1355	241	18%
Donated Seats	40	167	-127	0%	1551	1833	-282	-15%	2000	449	22%
Open Spaces	3180	6000	-2820	-47%	113316	59500	53816	90%	64910	-48406	-75%
Flowerbed sponsorship	0	-375	375	-1.00	0	-4125	4125	-100%	-4500	-4500	100%
Bus Shelter advertising	0	-250	250	-1.00	-2800	-2750	-50	2%	-3000	-200	7%
Plant a Tree income	0	-208	208	-100%	-2560	-2292	-268	12%	-2500	60	-2%
HLS income	0	-333	333	-100%	-2894	-3667	773	-21%	-4000	-1106	28%
Street Trading Income	-300	-1000	700	-70%	-4230	-11000	6770	-62%	-12000	-7770	65%
Playgrounds	0	250	-250	-100%	8706	2750	5956	217%	3000	-5706	-190%
Ashley Project - CapEx	1342	0	1342	0%	49424	0	49424	0%	0	-49424	0%
Ashley Parade	0	0	0	0%	21604	0	21604	0%	0	-21604	0%
Land Purchase Gore Rd	0	0	0	0%	2813	14667	-11854	0%	16000	13187	82%
Empire Skate Building	4952	5000	-48	0%	10867	0	10867	0%	0	-10867	0%
Bus Shelters	0	0	0	0%	22000	14667	7333	0%	16000	-6000	-38%
Transfer to CIL	0	0	0	0%	19901	0	19901	0%	0	-19901	0%
Ballard Lake	0	0	0	0%	34723	0	34723	0%	0	-34723	0%
Transfer from CIL	0	0	0	0%	-7335	0	-7335	0%	0	7335	0%
Other Cap Ex Projects	0	0	0	0%	2410	150000	-147590	0%	150000	147590	98%
Barton Common upgrade	0	0	0	0%	21950	0	21950	0%	0	-21950	0%
Fernhill Pavilion showers	0	0	0	0%	5264	0	5264	0%	0	-5264	0%
<b>SUB-TOTAL</b>	<b>10453</b>	<b>10976</b>	<b>-523</b>	<b>-5%</b>	<b>321892</b>	<b>238571</b>	<b>83321</b>	<b>35%</b>	<b>246624</b>	<b>-75268</b>	<b>-31%</b>
<b>AMENITIES</b>	<b>52903</b>	<b>53508</b>	<b>-605</b>	<b>-1%</b>	<b>738692</b>	<b>687172</b>	<b>51520</b>	<b>7%</b>	<b>736010</b>	<b>-2682</b>	<b>0%</b>

# FINANCE AND GENERAL


F&GP	Actual Budget				Actual Budget				Annual Amount			
General Expenditure	Feb	Feb	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left	
Wages (incl. Youth Work	23006	19744	3262	17%	228007	217184	10823	5%	236928	8921	4%	
Ers NI	2431	1974	457	23%	23012	21719	1293	6%	23693	681	3%	
Ers Pension	4562	4430	132	3%	47549	48735	-1186	-2%	53166	5617	11%	
Staff Expenses	0	125	-125	-100%	2328	1375	953	69%	1500	-828	-55%	
Staff Training	581	417	164	39%	4228	4583	-355	-8%	5000	772	15%	
Town Development	0	0	0	0%	4020	16042	-12022	-75%	17500	13480	77%	
Telephone	571	583	-12	-2%	6457	6417	40	1%	7000	543	8%	
Postage	221	108	113	104%	1656	1192	464	39%	1300	-356	-27%	
Stationery	184	183	1	0%	1913	2017	-104	-5%	2200	287	13%	
Subs + Pubs	0	158	-158	-100%	2801	1742	1059	61%	1900	-901	-47%	
Photocopier	0	140	-140	-100%	1791	1535	256	17%	1675	-116	-7%	
Events Expenditure	0	1250	-1250	-100%	11246	13750	-2504	-18%	15000	3754	25%	
Advertising	620	0	620	0%	4503	4583	-80	-2%	5000	497	10%	
Neighbourhood Planning	0	0	0	0%	14365	13750	615	4%	15000	635	0%	
Youth Co-ordination	3123	2667	456	17%	14182	29333	-15151	-52%	32000	17818	56%	
Communications+Media	1170	833	337	40%	6898	9167	-2269	-25%	10000	3102	31%	
Professional Fees	2849	5042	-2193	-43%	40587	55458	-14871	-27%	60500	19913	33%	
Bank Charges	172	208	-36	-17%	2296	2292	4	0%	2500	204	8%	
Insurance	0	0	0	0%	16799	16000	799	5%	16000	-799	-5%	
CAB	0	0	0	0%	5000	5000	0	0%	5000	0	0%	
Election Expenses	0	0	0	0%	0	5500	-5500	0%	6000	6000	100%	
Mayoral Allowance	0	0	0	0%	694	1375	-681	-50%	1500	806	54%	
Twining	0	0	0	0%	1140	1100	40	4%	1200	60	5%	
Members Allowances	0	0	0	0%	18025	17000	1025	6%	17000	-1025	-6%	
Members Training	146	167	-21	0%	194	1833	-1639	-89%	2000	1806	90%	
Civic Entertainment	0	83	-83	0%	991	917	74	8%	1000	9	1%	
Grant Aid	0	625	-625	0%	2500	6875	-4375	0%	7500	5000	67%	
Events Budget	0	417	-417	0%	3500	4583	-1083	-24%	5000	1500	30%	
Youth Grant Aid	0	1250	-1250	0%	13500	13750	-250	0%	15000	1500	10%	
<b>Sub-Total</b>	<b>39636</b>	<b>40405</b>	<b>-769</b>	<b>-2%</b>	<b>480182</b>	<b>524806</b>	<b>-44624</b>	<b>-9%</b>	<b>569062</b>	<b>88880</b>	<b>16%</b>	
Events Income	671	0	671	0%	2173	0	2173	0%	0	-2173	0%	
NP Grant	0	0	0	0%	9299	0	9299	0%	0	-9299	0%	
Misc receipts	0	0	0	0%	0	0	0	0%	0	0	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	250	0	250	0%	637	0	637	0%	0	-637	0%	
Wayleave	0	0	0	0%	20	92	-72	0%	100	80	0%	
Interest Received	1417	1000	417	42%	16677	11000	5677	0%	12000	-4677	0%	
Donations/grants Youth	120	0	120	0%	19997	0	19997	0%	0	-19997	0%	
<b>Sub-Total</b>	<b>2458</b>	<b>1000</b>	<b>1458</b>	<b>146%</b>	<b>48803</b>	<b>11092</b>	<b>37711</b>	<b>0%</b>	<b>12100</b>	<b>-36703</b>	<b>0%</b>	
<b>SUB-TOTAL</b>	<b>37178</b>	<b>39405</b>	<b>-2227</b>	<b>-6%</b>	<b>431379</b>	<b>513715</b>	<b>-82336</b>	<b>-16%</b>	<b>556962</b>	<b>125583</b>	<b>23%</b>	
Rent - Town Hall	0	0	0	0%	7540	7540	0	0%	7540	0	0%	
Rates	0	0	0	0%	5015	5031	-16	0%	5031	16	0%	
Town Hall utilities	0	0	0	0%	1500	4629	-3129	0%	5050	3550	70%	
Town Hall costs	0	0	0	0%	15461	9167	6294	0%	10000	-5461	-55%	
Equipment Maint	198	104	94	0%	425	1146	-721	0%	1250	825	0%	
Transfer from Reserve	0	0	0	0%	0	0	0	0%	0	0	0%	
Office Equip and F&F	274	42	232	558%	0	458	-458	-100%	500	500	100%	
Christmas Lights	58	0	58	0%	11752	21083	-9331	0%	23000	11248	49%	
<b>SUB-TOTAL</b>	<b>530</b>	<b>146</b>	<b>384</b>	<b>0%</b>	<b>41693</b>	<b>49054</b>	<b>-7361</b>	<b>-15%</b>	<b>52371</b>	<b>10678</b>	<b>20%</b>	
Misc income	0	0	0	0%	-3134	0	-3134	0%	0	3134	0%	
IT Equipment	0	0	0	0%	748	5579	-4831	0%	6086	5338	88%	
Defib	0	0	0	0%	3456	0	3456	0%	0	-3456	0%	
CCTV	0	0	0	0%	5128	6875	-1747	0%	7500	2372	32%	
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>6198</b>	<b>12454</b>	<b>-6256</b>	<b>0%</b>	<b>13586</b>	<b>7388</b>	<b>54%</b>	
<b>F&amp;GP TOTAL</b>	<b>37708</b>	<b>39551</b>	<b>-1843</b>	<b>-5%</b>	<b>479270</b>	<b>575223</b>	<b>-95953</b>	<b>-17%</b>	<b>622919</b>	<b>143649</b>	<b>23%</b>	

### Christmas Lighting Display 2024-25

We had the first year of our new contract with Merlin Lighting installations and there was much to learn from. Some of our aging infrastructure came to an end, and whilst we suffered limited vandalism and poor weather compared to recent years, the display gave quite the challenge. The Lions Christmas event was cancelled and although disappointing, it gave our new contractor time to remedy some of the issues. Most difficulties were due to the ad-hoc nature of the infrastructure, where various contractors over time have remedied issues leaving a myriad of connections. The first year of a contract is always a challenge, but having recently met with them, we have every confidence that they will be on top of the scheme this coming year. Last year they covered 71 displays, and we are one of a handful that do not have a simplified modular system.

Our stalwart sponsors continued to support the display. Our new contractor has come up with a reasonable option for the redressing of the three mature street trees by Boots, Toys and the old Halifax unit, with further suggestion for the 2 Vision Express trees. These trees suffer broken strings with frequency as the branches flex to the wind, and loops are created which lorries and other vehicles catch and break. This down time and repair cost could be avoided by the installation of suspensions. The contractor gave a taster of what those might look like over the display period and they were generally well received. Sadly, the Old Milton tree was vandalised and it took some time to get that issue remedied.

Bethel House Care Home took the sponsorship of the mature evergreen outside Morrisons, with Anthony Harris and Co covering the street tree adjacent Penny Plain. It was good to see new sponsors come on board. Huge thanks go to all local organisations and traders that understand the wellbeing benefits of this project, having a positive impact on the town and its surrounds. We do not underestimate the efforts these sponsors make to ensure the display gets the necessary support, enabling us to add just a touch of magic for all during the festive period.

<p><b>ABSOLUTES for 2025</b></p> <ul style="list-style-type: none"> <li>• Redress Boots / TOYS / Ex Halifax trees – suspensions</li> <li>• Redress Vision Express trees (tree x 2) – suspensions</li> <li>• 5 trees Revitalise and River Sone - redress</li> <li>• Sponsorship for 2 large and 5 smaller street trees/Ashley cut tree</li> <li>• Remote switch on kit hire</li> <li>• Repair 2 x panels at Tesco Express</li> <li>• Festoon replacement – end of life</li> </ul>		<p><b>PROGRESSION POINTS</b></p> <ul style="list-style-type: none"> <li>• Replace infrastructure with modular units</li> <li>• Replace timers from analogue to Wifi</li> </ul>
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SPONSORS LIST				
Advertiser & Times	A-Tech UK Ltd	BAKE		Bethel House Care Home
Bradbeer's	Charles Nobel	Dixon Stewart		A Harris & Co.
House of Hair	Kimber's Carpets	Lions Club of New Milton		New Forest Stationers
New Life Church	New Milton Pharmacy	NM Residents Association		New Milton Sand & Ballast
Sullivan Lawford				The Wheatsheaf Inn
Cllr G Blunden		Cllr D Hawkins		Cllr A O'Sullivan
<b>DONATION</b>	New Milton Conservative Club	(Electric) Hardy's Electrical		(Electric) Bradbeers
New Milton Conservative Club	(Electric) Brewers	(Electric) Euronics		(Electric) Heppenstall's



## Absence Management Policy

### Statement

We are committed to improving the health, wellbeing and attendance of all employees. We value the contribution our employees make to our success. So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains:

- what we expect from managers and employees when handling absence
- how we will work to reduce levels of absence to no more than 10 days per employee per year.

This policy is based on the ACAS absence policy guidance. We welcome the involvement of employees in implementing this policy.

### Principles

The council's absence policy is based on the following principles:

As a responsible employer, we undertake to provide payments to employees who are unable to attend work due to sickness. (See NJC Green Book on Occupational Sick Pay)

Regular, punctual attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.

We will support employees who have genuine grounds for absence for whatever reason. This support includes:

- 'special leave' for necessary absences such as hospital appointments or a family bereavement
- a flexible approach to the taking of annual leave
- access to occupational health counsellors where necessary
- access to the Employee Assistance Programme as required
- rehabilitation programmes in cases of long-term sickness absence.

We will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'. If the GP advises that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example, via flexible hours or altered duties.

We will use an occupational health adviser, where appropriate, to:

- help identify the nature of an employee's illness
- advise the employee and their manager on the best way to improve the employee's health and wellbeing.

The council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with Data Protection legislation.



***Notification of absence***

If an employee is going to be absent from work they must speak to their manager or deputy within an hour of their normal start time. They must also:

- give a clear indication of the nature of the illness and
- a likely return date if available.

The manager will check with employees if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their line manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same sex.

***Evidence of incapacity***

Employees should use the company self-certification arrangements for the first seven days absence. Thereafter, a 'Statement of Fitness for Work' is required to cover every subsequent day.

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Council and the employee to maintain contact at agreed intervals.

***'May be fit for some work'***

If the GP advises on the Statement of Fitness for Work that an employee 'may be fit for work' we will discuss with the employee ways of helping them get back to work. This might mean talking about a phased return to work or amended duties.

If it is not possible to provide the support an employee needs to return to work – for example, by making the necessary workplace adjustments – or an employee feels unable to return then the Statement will be used in the same way as if the GP advised that the employee was 'not fit for work'.

***Return to work discussions***

Managers will discuss absences with employees when they return to work to establish:

- the reason for, and cause of absence
- anything the manager or the council can do to help
- that the employee is fit to return to work.

If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return might work best in practice.

A more formal review will be triggered by:

- frequent short-term absences
- long-term absence.

This review will look at any further action required to improve the employee's attendance and wellbeing. These trigger points are set by line managers and reviewed by the Town Clerk.

***Absence due to disability/maternity***

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records. We refer employees to our Equality & Diversity Policy – meeting the Public Sector Equality Duty which came into force on 5 April 2011.

ADOPTED dd/mm/yy

REVIEW DUE mm/yy





New Milton Town Council recognises its responsibility to comply with the General Data Protection Regulations (2018) which have replaced the Data Protection Act of 1998. The initial act regularised the use of personal data, which can be as little as a name and address. It does not have to be considered sensitive data. New Milton Town Council is registered with the Information Commissioner stating that it holds personal data.

The more recent act known as G.D.P.R. expands on this by broadening definitions of 'data', changes accountability criteria and has new rules about data breaches. It also regulates how personal information can be collected, handled and used whether on paper or electronically. This is all with the renewed aim of protecting individuals' rights for privacy.

When dealing with personal data, New Milton Town Council staff and members must ensure that personal data:

- Is processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than necessary, and that storage or disposal is safe and secure.
- Should be processed in a manner that ensures appropriate security and protection.
- If misused by staff, will be subject to disciplinary procedure.

### **Storing and Accessing Data**

New Milton Town Council has a responsibility to be honest with people when taking personal details, so staff and members should always clearly state what a piece of information is being collected for.

Personal information will be securely kept at the Town Council office and are not available for public access. All information held on computers, whether by staff or members, is password protected. Once the data is no longer needed or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer system as is applicable.

New Milton Town Council is aware that individuals have the right to access any data held about them. If a person requests to see any data that is being held about them

- The envisaged period of storage.
- They should be given information on the 'delete it, freeze it, correct it' rights.
- Be advised of the safeguard applied on third country transfer.
- It must be sent without undue delay and within one month.
- The above is in addition to aspects covered in the Data Protection Act 1998.

Under the G.D.P.R. there are no fees for accessing the information, photocopies or postage charges. However the Town Council have the opportunity to charge if a request is deemed 'manifestly unreasonable'.

### **Confidentiality**

Town Council staff and members are aware that when complaints or queries are made, they must remain confidential unless the subject gives express permission otherwise. Handling of the data must also retain its confidentiality.

### **Personnel changes**

All members have a 'New Milton Town Council' specific email address. Within one month of deselection or leaving public office, access to the email address will be terminated. Electronic methods for holding personal data within the Town Council will also have access terminated.

Our Data Protection Officer is Graham Flexman, Town Clerk.

### Statement

The Town Council are committed to working in an efficient and sustainable way, meeting the needs of the present without compromising the ability of future generations to meet their own needs. This policy should be read in conjunction with our Biodiversity policy.

We recognise that a nature and climate emergency has been declared nationally, regionally and with some more local organisations.

### Context

In our role as a local council, we aim to promote good governance and will consider assessing the environmental impacts of our operations, setting objectives and targets to improve our environmental performance.

We will strive to:

- Meet all relevant environmental legislation and regulations
- Promote responsibility for the environment within the council and communicate this to our staff
- Reduce the use of energy, water and other scarce resources at our various sites and facilities
- Minimise waste by reduction, re-use and recycling methods in conjunction with the District Council
- Prioritise funding needs in the light of sustainability requirements and environmental impacts
- Encourage all our tenants and facility users to commit to a sustainable development philosophy
- Identify, promote and provide appropriate training, advice and information to all our staff
- Encourage staff to develop ways of working that reduce environmental and sustainability impacts
- Provide appropriate resources to help meet these aims in advance on a rational basis via a budget
- Create a greener, healthier therefore more resilient community through our sustainable practices
- Create an inclusive community where all residents and visitors have equal access to our buildings and landholdings.

### Aims

In all its activities the Town Council will aim to

- Minimise consumption of unsustainable resources used in its operations, including within buildings, equipment and administrative uses
- Seek where possible to use contractors that have their own environmental policy, which is updated with best practice
- Where able through finance and/or resources, the Town Council may support local initiatives with similar objectives.
- Embrace new technology where appropriate within its areas of activity.

## **Introduction (including Statutory Duty)**

The **Public Sector Equality Duty** applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services that are efficient and effective, accessible to all and which meet different people's needs. It strives for fair treatment of employees, job applicants and all directly connected with council business and should be used proactively to prevent discrimination in any form.

## **Promotion of equality and diversity in relation to New Milton Town Council - “The Council”**

It is our policy to provide representation, information, facilities, services and employment to all irrespective of the following protected characteristics

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

**The Council** is opposed to all forms of discrimination. All people and employees will be treated fairly and will not be discriminated against on any grounds. All council decisions will be made objectively and without discrimination.

**The Council** recognizes that equality must be at the core of every relationship, be it member to officer, officer to member, officer to residents etc. and will actively challenge discrimination. The policy is fundamental to all Council business. Council Members and Officers ensure it is considered in the development of sound and effective practices that impact on the town and surrounding areas.

**The Council** wishes to create a culture that respects and values people's differences, that promotes dignity, equality and diversity. We will work to remove barriers, bias or discrimination that

prevent individuals or groups from realizing their potential and contributing fully to the community to develop a culture that positively values diversity.

## **Equality Commitments**

**The Council** is committed to:

- Promoting equality of opportunity for all people
- Promoting a good and harmonious environment in which all people are treated with respect
- Preventing occurrences of direct and indirect discrimination, harassment and victimization
- Fulfilling our legal obligations under equality legislation and associated codes of practice
- Complying with this and associated policies
- Taking lawful positive action where appropriate

## **Implementation**

The Town Clerk has specific responsibility for the effective implementation of this policy. In order to implement this policy, he or she shall:

- Communicate the policy to Members, staff team and members of the public
- Incorporate this policy into general practices
- Ensure that other people or organisations will comply with the policy in their dealings with the Council
- Log any incident reported by victim or witness and take appropriate action.

## **Monitoring and Review**

**The Council** will establish appropriate information and monitoring systems to assist the effective implementation of this policy. Its effectiveness will be reviewed annually, and action taken as necessary.

ADOPTED dd/mm/yy

REVIEW DUE dd/mm/yy

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the Equality Act 2010.

DRAFT

## **EXCLUSION OF THE PUBLIC AND MEMBER / OFFICER SAFETY**

This policy is aimed at the Council and Committee Chairs but has relevance for all members and officers who may encounter intimidation because of public interaction or interruption of due process at meetings. Not only does disruptive behaviour by the public undermine due process and delay others speaking, but it can also cause disillusionment with the Council as a whole. Disruption can take several forms as below

- shouting
- continual discussion in public gallery
- swearing
- singing of songs in protest

Occasionally this is in the form of an allegation of misconduct, corruption or discrimination against a member or officer, not necessarily connected to an agenda item. The person should be advised by the Chair that the allegation is to be dealt with by the correct committee, Finance and General Purposes. If the person refuses the advice or continues to disrupt, they should read out the Formal Warning.

Disruption might also be *physical* in the form of violent or non-violent acts, such as gesticulation, intimidation or large groups holding placards that refuse to move or sit until their matter of concern is dealt with. Should this be the case, the Chair should read out the Formal Warning below. If the matter relates to an individual member or officer, it is for the person targeted to decide if they feel intimidated or not, and to report such matters to Hampshire Constabulary as it may be the start of a pattern of behaviour that escalates and could have been avoided. The use of mobile phones and recording equipment to record or film discussions is dealt with by separate policy.

It is at the Chair's discretion to decide during the meeting if the disruption was intended and may choose an informal warning, reminding that they are at a public meeting and further disruption will not be tolerated.

### **FORMAL WARNING**

**'Due to the disturbance caused by you, you are hereby issued with a warning in accordance with Standing Order 11(a xv).'**

The formal warning should be minuted.

ADOPTED dd/mm/yy

REVIEW DUE mm/yy



If the disruption continues after the Formal Warning is issued, the following statement should be read

**‘Following the issue of a formal warning to you under Standing Order 11 (a xv) I hereby order you removal from the meeting room for the duration of the meeting.’**

The statement should be minuted. which would include methods to identify the person/s.

If the person/s refuse to leave the meeting room, using only reasonable force, they can be physically ejected from the meeting room and due to having no security staff on site this would require assistance from Hampshire Constabulary. This aspect should be directly communicated to the person/s.

**No member or officer should verbally or physically interject, as it is important to stay calm and not inflame the situation.**

Should member / officer safety be of concern, the meeting should be adjourned and all members / officers should vacate the meeting room by going into the main office. The security door should be immediately secured. Police arrival should be awaited.

Once the building has been vacated by the offending person/s, the meeting can reconvene if required. Despite the passage of time following the incident, it would be prudent for all members and officers to leave the building together or at least in pairs.





## **RECORDING AND USE OF SOCIAL MEDIA AT COUNCIL MEETINGS**

### **GUIDANCE FOR MEMBERS OF THE PUBLIC**

1. *The Council supports the principles of openness and transparency in its decision making. It supports the video or audio recording by the public and press of meetings that are open to the public, for either live or subsequent broadcast. It also supports the use of communication methods such as Twitter, Facebook and blogs to report what is happening at meetings as they take place.*
2. *This guidance note sets out some general information intended to help members of the public who may be intending to report on meetings, either by recording them for simultaneous or later broadcast, or via social media.*

**Anyone wishing to take advantage of these facilities is encouraged to telephone or email the Town Council on 01425 619120 or [info@newmiltontowncouncil.gov.uk](mailto:info@newmiltontowncouncil.gov.uk) before the meeting**, so that arrangements can be discussed in advance.

3. *For further information about how the rules set out below would apply to a **Planning Committee meeting**, please contact **Theresa Elliott** on the same number or email [theresa.elliott@newmiltontowncouncil.gov.uk](mailto:theresa.elliott@newmiltontowncouncil.gov.uk)*

### **FILMING, PHOTOGRAPHY AND RECORDING**

4. *The right to film, record etc. is limited to the duration of the meeting and permission must be sought before the meeting starts. Recording must not start until the meeting is called to order, and must cease when the Chairman closes the meeting.*
5. *Filming or recording equipment cannot be left running in the meeting room at times when the public is excluded (for example because confidential or exempt information is being discussed).*
6. *Intrusive filming of a specific individual or individuals will not be permitted.*
7. *Some members of the public attending the meeting may object to being filmed, photographed or recorded. The Council will ask those filming, photographing or recording the meeting to respect their wishes, and will expect that these are complied with. **If you have not raised an objection to being filmed, we will assume that you have agreed to the broadcast of your image.***
8. *The Council expects that film or audio recordings will not be edited before transmission in a way that misrepresents what occurred.*

9. *Filming or recording is not permitted if the effect would be to interrupt or disturb the proceedings. This means that, for example:*
- a. *Oral commentary is not permitted.*
  - b. *Equipment which needs setting up must be in place when the meeting starts.*
  - c. *Excessive noise, intrusive lighting, and the use of flash photography are not permitted.*
  - d. *Speakers must not be asked to repeat statements for the purpose of recording.*
  - e. *“Roaming” while filming or recording is not permitted – those operating equipment must stay in the area designated to them.*

*This list is not exhaustive. If, in the Chairman’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting.*

#### **REPORTING VIA SOCIAL MEDIA**

- 10. *Some but not all of the Council’s meeting rooms have free Wifi available. If you would like to use this facility, please telephone or email the Committee Administrator named in paragraph 2 or 3 above, in advance to check which rooms have Wifi.*
- 11. *Where Wifi is available it is password protected. Please arrive in good time before the start of the meeting so you can be told the password and set up your connection before the meeting starts.*
- 12. *Blogging, Tweeting, or other commentary on meetings through social media must not interrupt or disturb the meeting. The same rules apply as set out in paragraph 9 above.*



**Minutes of the Meeting of the Amenities Committee of New Milton Town Council held on Monday 07 April 2025 at 6.30pm at the Town Hall, Ashley Road, New Milton.**

Present:

Chairman:                    p G R Blunden - Chairman                    p M Craze - Vice Chair

Councillors:                    D E Hawkins                    p R Murrow

   p J Baker                    p A D O'Sullivan

   p D Rice-Mundy                    p V Schooling

   p K Trehorn

In attendance:

Councillors: R A Reid

Officers:                    Graham Flexman - Town Clerk

   Theresa Elliott – Assistant Town Clerk

   Sam Welch – Administration Officer

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114. STATION MASTERS HOUSE

Mandy Hayes and Julia Stamper of the Friends of New Milton Station (FNMS) gave a presentation on the No.1 Project, concerning the future of the Station Master's House and Southside Building.

The Chairman welcomed the presenters and took the item out of session at 6:56 pm

Julia commended Mandy for her leadership of the Friends group and noted recent improvements made to the station environment and explained that the Station Master's House had previously been identified as a key heritage asset through the Neighbourhood Plan, and widely agreed the building should be preserved.

Mandy outlined the history of the project, originally led by the Town Council in 2018, which stalled in 2021 due to structural concerns. Network Rail had reportedly invested around £100,000 in the property prior to this. FNMS have since revived the project with the aim of bringing the building into community use. A public consultation will help determine the final use of the building.

FNMS see their role as facilitators, bringing together partners rather than determining the final use. Flexibility is key to attracting funding. A fundraising campaign to raise £40,000 in seed funding will launch on 18 April 2025, covering surveys, legal and lease costs, planning, and consultation. The project will be managed by the Hampshire Community Rail Partnership (HCRP), a Community Interest Company with experience restoring disused station buildings. They are currently working on Romsey Station House and received national recognition in 2023.

Julia added that raising the £40,000 would demonstrate community commitment and strengthen future grant applications, including to the Railway Heritage Trust. It was,

***RECOMMENDED: That a financial contribution of £10,000 from the Community Infrastructure Levy (CIL) allocation be approved by the Finance & General Purposes Committee, in support of the No.1 Project.***

## Grant Aid Applications

April 2024 – March 2025

### Grant Aid

### Grants

**Budget is £7,500** – Expenditure is as follows:

28 Oct	F&GP -	Parkinson's New Forest Open Sight	£500 £500
10 Dec	F&GP -	Helping Older People (Hope) New Forest Bike Project CIC Honeypot Children's Charity	£500 £500 £500
03 Feb	F&GP –	Friends of the Indian Memorial (Processed March)	£500
17 Mar	F&GP –	New Milton Music Festival	£500

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**£3,500**

### Community Events

**Budget is £5,000** - Expenditure is as follows:

22 April	F&GP -	Lions May Fayre (Provided for in 2023-24) Friends of the Indian Memorial - (Ditto)	£500 £500
22 July	F&GP -	Lions Club – Town Show	£500
30 Sept	Council -	Lions Club – Xmas Festival (VE Day	£3,000

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**£4,500**

### Youth Projects

**Budget is £15,000** - Expenditure is as follows:

10 Dec	F&GP -	New Milton Youth Trust Home Start Hampshire Honeypot Children's Charity (Paid March '25)	£13,000 £500 £1,000
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**£14,500**

### Citizens Advice Bureau

**Budget is £5,000** - Expenditure is as follows:

28 Oct	F&GP	Annual Grant	<b>£5,000</b>
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## NEW MILTON TOWN COUNCIL

### GRANT APPLICATION FORM

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.  
(You may use a continuation sheet if necessary)

Name of organisation making the application: Hampshire Cultural Trust - Forest Arts Centre	
Name of person to whom correspondence should be addressed: John Creedy	Address for correspondence: Forest Arts Centre, Old Milton Road, New Milton Post Code: BH25 6DS Email: john.creedy@hampshireculturaltrust.org.uk
Payee for Grant Cheque: Hampshire Cultural Trust	Daytime Tel: 01425 619983
<p>Details of the organisation, i.e. what does it do?</p> <p>Forest Arts Centre in New Milton is part of Hampshire Cultural Trust, a charity that manages museums and arts centres around the county and runs workshops, events and projects in its local communities.</p> <p>Forest Arts Centre is a vibrant hub for arts and culture, providing entertainment and activities for local residents. A third of our visitors come from New Milton, a third from the wider New Forest, and a third are attracted into the area from further afield.</p> <p>We're committed to:</p> <ul style="list-style-type: none"><li>• <b>High-quality, contemporary arts:</b> Offering a wide range of programming, from live music and comedy to theatre and literature.</li><li>• <b>Community well-being:</b> Fostering a sense of belonging through inclusive workshops, classes, and outreach projects. We deliver targeted programs for specific groups, such as older adults and young people, addressing social issues like health, wellbeing and isolation.</li><li>• <b>Local partnerships:</b> We collaborate with local artists, organisations, and councils to create a thriving cultural ecosystem with economic benefits for all.</li></ul> <p>By providing accessible, high-quality arts and cultural experiences, we aim to enrich lives, inspire creativity, and strengthen our community.</p>	
<p>Amount of Grant applied for: £1,000</p> <p>Total estimated project cost based on quotes is £1896</p>	
<p>What is the Grant for and who will benefit? (Give details of the project)</p> <p>Forest Arts Centre is a busy local hub with a growing number of visitors coming to enjoy its programming. This has created issues of capacity in our car park, with a risk of safety issues at busy times and potential inconvenience to our neighbours as people park on nearby residential roads. The proposed project is to comprehensively redefine and repaint the parking bay lines and on-floor safety notices within the Centre car park. This will improve the layout, increase the number of spaces and clearly communicate safety guidelines.</p> <p>The project will benefit all local visitors to the Centre and nearby residents, providing a safer more welcoming experience for those visiting this community hub and reducing parking stress in the local area.</p>	



## **NEW MILTON TOWN COUNCIL**

It will help ensure that we are fully accessible for those with reduced mobility who need parking close to the building.

Upon the successful completion of this stage of the project, we intend to explore the feasibility of installing electric vehicle (EV) charging points within the car park. This forward-thinking addition will not only support the increasing number of local EV users but also align with HCT's commitment to promoting sustainable practices to benefit the local environment. By implementing these improvements, we strive to enhance the overall experience for all visitors to the Forest Arts Centre.

Have you applied to any other body for a grant towards this project? (If yes, please give details)

We are seeking 50% of the project's costs from this grant, we are contributing £500 of our own funding and have secured £500 in a community grant from Cllr Alan O'Sullivan at NFDC

How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)

We are a charity and sustain our operations through a mix of commercial activities – ticketed events, paid for classes and our cafes, and fundraising, with grants, campaigns and donations.

What age groups do you cater for?

All age groups

Total Membership:

We have on average 500 people a week use the Centre.

Are you a registered charity? If yes, please provide your number.

1158583

**Signature of Responsible Adult:** (Chairman, President, Leader)



**Date:** 18.03.25

**Bank Details**

Account Name: Hampshire Cultural Trust Ltd

Sort Code: 

Acc Number: 

***For Council use only***




**You must attach the following to your application:**

Copy of: Last year's accounts, Minutes of your last AGM, current Constitution or Rules.

## NEW MILTON TOWN COUNCIL

### GRANT APPLICATION FORM

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.  
(You may use a continuation sheet if necessary)

Name of organisation making the application: <div style="text-align: right;">ArtfulScribe</div>		
Name of person to whom correspondence should be addressed:  Bridget Floyer	Address for correspondence:  c/o MAST Mayflower Studios 142-144 Above Bar St, Southampton  Post Code: SO14 7DU	
Payee for Grant Cheque: ArtfulScribe	Daytime Tel: 07855 957 275	
Details of the organisation, ie what does it do?  Please see continuation sheet		Amount of Grant applied for:  £1,000
What is the Grant for and who will benefit? (Give details of the project)  Please see continuation sheet		
Have you applied to any other body for a grant towards this project? (If yes, please give details) Yes. £5,000 has been committed by Culture in Common and £5,000 is committed from our Arts Council grant for literature development in the New Forest		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)  We anticipate raising approx £4,000 in earned income (based on last year). Partner organisations also contribute in-kind support through running additional events and activities.		
What age groups do you cater for?  All ages	Total Membership:  3 Member/Directors	Are you a registered charity? If yes, please provide your number.  No. We are a non-profit company limited by guarantee, and have just submitted an application to become a Community Interest Company with an asset lock.
Signature of Responsible Adult: (Chairman, President, Leader)   Date: Associate Executive Director  18 March 2025	Bank Details Account Name: ArtfulScribe Sort Code:  Account Number: 	<b>For Council use only</b>

**You must attach the following to your application:**

Copy of: Last year's accounts, Minutes of your last AGM, current Constitution or Rules.

Last year's accounts, current constitution, proposed constitution and CIC statement attached.

S:\Grant Aid\Grant Aid application form and policy Dec 2017.doc

### **Details of the organisation, ie what does it do?**

ArtfulScribe is a literature development agency based in Southampton. We support emerging and continuing writers in Hampshire and Dorset to create new work and develop skills through writing workshops, live events and career-development opportunities. We work with all ages and levels of ability, from primary years through to life's later stages. Our work includes collaboration with schools, businesses and organisations, embedding writing into everyday activities through residencies, creative programmes and individual events that celebrate both spoken and written word.

We have been working in the New Forest since 2023, coordinating the community-led Play on Words Literature Festival, running free classes for children and young people aged 7-11 and 11-14 and a monthly open mic poetry event at Forest Arts, Writing for Wellbeing workshops in partnership with Solent Mind at the Hollies, and most recently storytelling sessions for older people in care homes across the New Forest.

### **What is the Grant for and who will benefit? (Give details of the project)**

We are requesting this grant to support the delivery of the 2025 Play on Words literature festival. Play on Words was founded in New Milton in 2018 but did not run from 2020-2022 due to the pandemic. After a pilot in 2023 and the first full festival for five years in 2024, this support will enable the programme to become established, making the festival more sustainable in future years. The Festival is based in New Milton with some events taking place across the New Forest. This funding will be dedicated to New Milton events and activities, subsidising a heritage walking tour of New Milton, writing for wellbeing workshops and free writing sessions for young people. Funds will also support coordination and marketing for these sessions and those run and/or hosted by local partners, supporting local businesses.

Other events offered in previous years have included a Book Lovers Lunch with well known local writers, Words, Wine and Tapas with international wine judge and fiction writer Helen McGinn of Saturday Kitchen; and a night of music and spoken word from Tongue Fu which featured young people from New Milton Youth Trust, at Forest Arts Centre. There were a wealth of participatory activities for children, families and adults including comic creating, 'zine writing, heritage walks, writing for wellbeing and CPD sessions for writers as well as last year our first Local Writer Showcase celebrating local talent. Venues in New Milton and nearby last year included Forest Arts, New Milton Library, the Memorial Centre, the Cliff House Restaurant, the House Martin Pub, Ballard Lake Guide Hut and Coda Music and Arts Centre.

The festival is run by a steering group made up of local residents, writers and organisations including Culture in Common, Forest Arts, New Forest District Council, New Forest National Park Authority and St Barbe Museum and Art Gallery, coordinated by the Solent's literature development organisation ArtfulScribe, with other partners and supporters including Artswork, Coda Music and Arts Trust, Hampshire Libraries, Fluid Motion Theatre Company, the Imaginarium bookshop, MAST Mayflower Studios, and SPUD.

**ArtfulScribe**  
**March 2025**

## **F&GP Committee Meeting**

**28.04.25**

### **RISK ASSESSMENTS 2025-26**

The Town Council uses an updated version of Local Council Risk Assessment (LCRS) software program that was originally installed to help identify and address nearly 400 potential risks.

The program now covers 50 risk areas from allotments to websites identifying 397 potential risks facing local councils. Some risk areas such as beach huts, car parks, cemeteries, conveniences and libraries do not apply to New Milton (yet). For 2025-26, in respect of this council, a total of 45 risk areas and 333 potential risks were identified.

This latest Risk Assessment review was undertaken by the Town Clerk/ Estates Manager. The likelihood of each risk arising and the impact on the Council were considered in turn. If the likelihood was low it scored 1 medium 2, high 3. If the impact was low it scored 1, medium 2, high 3.

By way of exception reporting, some risk areas are highlighted below:

1. Allotments – Covering inspection of 5 allotment sites & over 100 plots.
2. Bus Shelters – Complete replacement programme nearing completion.
3. Car Parks – Reduce fly-tipping / ensure safety NMTC gravel car parks.
4. Commons – Ensure safe grazing, maintaining security of open access.
5. Flooding – Minimise risk, work with Environment Agency NFDC / HCC.
6. Staffing – Ensure sufficient / appropriate staff attendance, as required.
7. Investments – Ensure integrity, after dynamic White House policy shift.
8. Recs – Reporting ASB / vandalism via New Forest Safety Partnership.
9. MUGA /Play areas – Ensure adequate security measures are in place.
10. Play Areas – Ensure adequate and regular inspections are carried out.
11. Skatepark – A Multi-agency approach / CCTV to tackle ASB problems.
12. CCTV – Ensure increased and sufficient surveillance of new cameras.
13. Insurance – Ensure all assets, and potential risks adequately covered.
14. Youth Club – Ensure continuation of weekly youth service on the Rec.
15. Succession Planning – Plan implementation for key members of staff.
16. Town Development Manager – Admin of Neighbourhood Plan Review.
17. Youth Services Manager – Remit includes running Ashley Youth Club.
18. Public Events - Continue to support community events where possible.
19. Local Govt Reorganisation – Prepare for changes / increased staffing.
20. Transfer of Assets – Ensure relevant budgets are in place prior to LGR.
21. Upgrading of Assets – Ongoing maintenance, buildings and equipment.
22. Town Hall – Ensure adequate facilities identified /provided in the future.
23. Local Councils – Plan /consider work arrangements with other councils.
24. District Council – Agree which assets to be transferred to local councils
25. County Council – Agree working arrangements with new unitary council

#### **RECOMMENDED:**

**That F&GP endorses Risk Assessments listed for 2025-2026.**

LCRS / CBC

Local Council Risk System

Step 4 - Allocate your Action Plans

Area / Function	Requirement	ID	Likelihood and impact scores		Allocate Action Plan	Action plan	Action Date	Action By
Commons and Common Pastures	To minimise the risk of loss/damage/injury	244	Medium	Medium	Action Plan	Increased security - reduced trespassers	31/03/2026	Clerk
Community Centres	To minimise the risk of loss/damage/injury	226	Medium	Medium	Action Plan	Vulnerability of buildings, especially on Rec	31/03/2026	Clerk
Drainage	To minimise risk arising from flooding.	203	Medium	Medium	Action Plan	Address flooding via Environment Agency	31/03/2026	Clerk
Entertainment and the arts	To ensure that minimum staffing on duty	198	Low	Medium	Action Plan	Outside events proving ever more popular	31/03/2026	Administrator
Entertainment and the arts	To ensure proper maintenance of equipment	187	Low	Medium	Action Plan	Contract hire new equipment as required	31/03/2026	Estates Manager
Entertainment and the arts	To ensure proper maintenance of premises	185	Low	Medium	Action Plan	Continue review of all council premises	31/03/2026	Estates Manager
Investments	To ensure integrity of investment.	165	Medium	High	Action Plan	Review investment following White House	31/03/2026	Clerk
Open spaces	To minimise the impact of fly tipping	121	Low	Medium	Action Plan	Work in conjunction with the Police, NFDC	31/03/2026	Clerk
Open spaces	To minimise health and safety risks	781	Low	Medium	Action Plan	Minimise Hand / Arm Vibration equipment	31/03/2026	Estates Manager
Open spaces	To ensure that all council assets are safe	118	Medium	Low	Action Plan	Introduce safe working practices all sites	31/03/2026	Estates Manager
Play Areas	To ensure play surfaces & equipment are ok	322	Low	Medium	Action Plan	Continuous monitoring, especially surfaces	31/03/2026	Estates Manager
Public buildings and Village hall	To minimise the risk of loss/damage/injury	105	Low	Medium	Action Plan	Work with New Forest Safety Partnership	31/03/2026	Clerk
Skatepark	To minimise the risk of loss/damage/injury	366	Low	Medium	Action Plan	Main problems associated ASB / vandalism	31/03/2026	Clerk



LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Score		Action to be taken		Responsibility & Action by		Action by date completed	
Ref					Impact						
<u>Commons and Common Pastures</u>											
10	Environmental	Vandalism.		Medium	4	Increased security - reduced trespassers		Estates Manager		31/03/2026	
To minimise the risk of loss/damage/injury arising from vandalism.											
Arrange regular inspection.											
Review security arrangements.											
Maintain liaison with enforcement agency.											
Instigate legal action against perpetrators where possible.											

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Ref									
<u>Community Centres</u>									
140	Environmental	Vandalism.		Medium	4	Vulnerability of buildings, especially on Rec which could do with enhanced CCTV	Youth Co-ordinator	31/03/2026	
To minimise the risk of loss/damage/injury arising from vandalism.									
Review security and monitor all areas on a regular basis									
Maintain liaison with local enforcement agencies.									
Define a policy for dealing with antisocial behaviour.									
Instigate legal action against perpetrators where appropriate.									

Submitted to council: No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

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- (not recorded on LCRS .



# LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Score		Action to be taken		Responsibility & Action by		Action by date completed	
Ref					Impact						
146	Environmental	Flooding.		Medium	4	Address flooding via Environment Agency		Estates Manager		31/03/2026	
		To minimise risk arising from flooding.		Medium				Clerk			

## Drainage

Define responsibility for dealing with floods.  
Ensure that effective arrangements are in place to deal with any council responsibility.

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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  4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

No of issues listed: 1

# LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard	Requirement / Control	Likelihood & Score Impact	Action to be taken	Responsibility & Action by	Action by date completed
442	Administration/Legal	Absence of key staff.	Outside events proving ever more popular	Administrator	31/03/2026
To ensure that minimum staffing arrangements are in place to meet service need.					
Define responsibility for staff control					
Ensure that proper arrangements are in place to meet service requirements.					
Have arrangements in place for emergency cover.					
176	Physical	Maintenance of buildings.	Continue review of all council premises having started with Ashley Pavilion in 2019 and Fawcetts Field changing rooms in 2020 and Fernhill more recently in 2024.	Estates Manager	31/03/2026
To ensure proper maintenance of premises and minimise risk of loss/damage/injury.					
Define responsibility for maintenance.					
Carry out regular inspections of all premises.					
Maintain detailed records of all work scheduled/completed.					
440	Physical	Maintenance of equipment	Contract hire new equipment as required Review existing equipment and vehicles. Reduce hand / arm vibration equipment.	Estates Manager	31/03/2026
To ensure proper maintenance of equipment and minimize loss/damage/injury.					
Determine responsibility for use and control.					
Arrange contract maintenance for specialist equipment.					
Provide for any necessary staff training.					
Provide for appropriate protective clothing.					
Ensure that any necessary licences, certificates for use have been obtained.					
Ensure that security is sound.					

**Submitted to council:**

**Minute reference:**

**Date:**

**Signed by chairperson - Chairperson name:** Cllr Alvin Reid

**Signed by responsible Finance officer:** Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .



# LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Impact		Score		Action to be taken		Responsibility & Action by		Action by date		Action completed	
Ref															
<u>Investments</u>															
198	Financial	Inappropriate investment		Medium	5	Review investment following White House policies that are affecting trading markets		Responsible Finance Officer		31/03/2026					
To ensure integrity of investment.															
Define policy and responsibility for investment of council funds.															
Record details/approval of all investments in council minutes.															
Ensure regular report to council															

Submitted to council: No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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  3. Action by date - the proposed date that this action should be completed by.
  4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

# LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
<b>Open spaces</b>							
433 Environmental	Fly tipping	Low Medium	3	Work in conjunction with the Police, NFDC	Estates Manager	31/03/2026	
<i>To minimise the impact of fly tipping and associated health/safety risk.</i>							
Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate. Regular liaison with local enforcement agencies.							
315 Physical	Property Maintenance	Medium Low	3	Introduce safe working practices all sites plus schedules at all our sites.	Estates Manager	31/03/2026	
<i>Top ensure that all council assets are properly maintained.</i>							
Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing.							
Physical	Protection of manual workers from health risks associated with the land.	Low Medium	3	Minimise Hand / Arm Vibration equipment is concerned. Continually monitor staff and employ ELAS consultants. Refer to Occupational Health as and when required.	Estates Manager	31/03/2026	
<i>To minimise health and safety risks .</i>							
Define standards required. Provide for any necessary training. Provide for appropriate protective clothing. Ensure any hazardous material is properly dealt with. Ensure that all workers have any necessary licences, certificates for use have been obtained. Ensure that all relevant regulations are adhered to and understood by all relevant parties.							

**Submitted to council:**

**Minute reference:**

**Date:**

**Signed by chairperson - Chairperson name:** Cllr Alvin Reid

**Signed by responsible Finance officer:** Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .



LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Score		Action to be taken		Responsibility & Action by		Action by date		Action completed	
Ref					Impact								
0	Physical	Personal Injury		Low	Medium	3	Continuous monitoring, especially surfaces of play area on the War Memorial Recreation Ground and at Long Meadow. Work in collaboration with contractor who is now addressing the surfacing problem.	Estates Manager		31/03/2026			
To ensure play surfaces & equipment are in a safe condition.													
Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified RoSPA inspector. All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified.													

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

No of issues listed: 1



LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Risk / Hazard		Requirement / Control		Likelihood & Score		Action to be taken		Responsibility & Action by		Action by date completed	
Ref					Impact						
<u>Public buildings and Village hall</u>											
269	Physical	Vandalism.		Low		3	Work with New Forest Safety Partnership			31/03/2026	
To minimise the risk of loss/damage/injury arising from vandalism.											
Maintain efficient and effective security.											
Maintain liaison with local enforcement agencies.											
Take action as appropriate against offenders.											
Clerk											

Submitted to council: No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

- 1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
- 2. Action by person - the name or names of the persons taking the relevant actions.
- 3. Action by date - the proposed date that this action should be completed by.
- 4. Action completed - that the proposed action has been taken (ticked)

(not recorded on LCRS .

# LCRS 7. Action Plan/s for New Milton Town Council

Assessment year: 2025

Ref	Risk / Hazard	Requirement / Control	Likelihood & Score		Action to be taken	Responsibility & Action	
			Impact	Score		Action by	Action by date completed
0	Environmental	Vandalism	Low	3	Main problems associated ASB / vandalism. These are being address by appointment of YSM working closely with NFDC/Police.	Clerk	31/03/2026
To minimise the risk of loss/damage/injury arising from vandalism.							
To minimise risk arising from anti-social behaviour.							
Take reasonable action to maintain security of site.							
Arrange for regular site visits.							
Consider use of professional security service where necessary.							
Maintain liaison with law enforcement agencies.							
Define policy for dealing with offenders.							

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Alvin Reid

Signed by responsible Finance officer: Graham Flexman, Town Clerk

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

No of issues listed: 1

## Appendix 9

### NEW MILTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

#### 1 Introduction

1.1 This document forms part of the Council's Risk Management Strategy. It sets out:

- What is risk management?
- Why does the Council need a risk management strategy?
- What is the Council's philosophy on risk management?
- What is the risk management process?
- How will risk management feed into the Council's existing policies?
- Implementation timetable
- Roles and responsibilities
- Future monitoring
- LGR implications

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes.
- Manage risk in accordance with best practice.

#### 2 What is Risk Management?

2.1 Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled.

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, or risk assessments, but applies to all aspects of the Council's work, including public safety.

2.3 Risks can be classified into various types; but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - Long-term adverse impacts from poor decision-making or from poor implementation. Risks damage to the reputation of the Council and loss of public confidence, especially in regard to providing additional services following LGR.

**Compliance Risk** - Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Such risks potentially expose the council to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

## Appendix 9

**Financial Risk** - Fraud, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Precept levels/impact on Council reserves following LGR.

**Operating Risk** - Failure to deliver (any new) services effectively; malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims; higher insurance premiums; lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### 3 **Why does the Council need a Risk Management Strategy?**

3.1 Risk management strengthens the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy helps to ensure that the Council has an understanding of risk, and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance of some risk.

3.3 Strategic risk management is also an integral part of the audit process and as such is an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts & Audit Regulations to establish and maintain a systematic strategy, framework and process for managing risk.

### 4. **Risk Management Policy Statement**

New Milton Town Council recognises that it has responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council accepts that some risks can never be fully eliminated, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes and duties.

### 5. **Implementing the Strategy**

**Risk Identification** – Identifying and understanding hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks are identified and recorded in the Council's Risk Register that is updated every year.

## Appendix 9

**Risk Analysis** – Once risks are identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment is undertaken of the impact and likelihood of risks occurring with impact and likelihood scored. Action Plans are prepared to address any risks with a residual risk or where risk impact is judged to be major. Residual risks will be subject to monitoring and action will be taken to reduce residual risk in all cases.

### 5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification / implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level, particularly any new service provisions following LGR.

Options for control include:

**Elimination** – Circumstances from which the risk arises are removed so that the risk no longer exists.

**Reduction** – Control measures are implemented to reduce the impact/ likelihood of the risk occurring.

**Transfer** – Financial impact is passed to others eg by revising contractual terms.

**Sharing** - Risk is shared with another party.

**Insuring** - Insure against some or all of a risk to mitigate financial impact where possible.

**Acceptance** – Documenting decisions after assessment of areas where the Council accepts or tolerates risk to a certain extent.

### 5.2 Risk Monitoring

The Risk Management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6 How will Risk Management feed into the Council's existing policies?

6.1 The initial identification of risks is achieved by compiling a list of the risks integrated into a comprehensive risk register, that is reviewed annually by F&GP and Internal Audit.

6.2 **Projects and Service Changes** – Projects or changes to services will include risks identification and measures to eliminate or control risks will be documented in agenda reports and briefing papers to be considered by the Council and its committees.

## Appendix 9

- 6.3 **Partnership Working** – The Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified, and appropriate control mechanisms are built into the management arrangements for partnership working. It is now a safeguarding prerequisite that at least two officers and two Councillors attend all external / partnership meetings, especially those regarding the transfer of any new service provision from HCC / NFDC.

### 7. **Implementation Timetable**

The Town Clerk and F&GP Committee examine the Council Risk Management Strategy and Risk Management Policy Statement annually identifying current risks in detail.

- Risk Management Strategy – originally adopted by Council on 3 January 2012.
- Risk Assessments and action plans are agreed by F&GP annually in April.
- Risk Management Strategy is reviewed by F&GP Committee annually in July.

### 8 **Roles and Responsibilities**

- 8.1 Risk management has become embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process is driven from the top but must also involve Council staff.
- 8.2 **Elected Members** – Risk management is a key part of Elected Member's role with an expectation that Elected Members will lead and monitor the approach adopted, including:
- (a) Approval of the Risk Management Strategy
  - (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
  - (c) Approval of year-end Annual Governance and Accountability Return (AGAR)
  - (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 8.3 **Employees** – Undertake their duties within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They work to control risks or threats within their jobs, monitor progress and report on job-related risks.
- 8.4 **Town Clerk** – Acts as the Lead Officer on Risk Management and is responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk:
- (a) provides advice as to the legality of policy and service delivery choices
  - (b) provides advice on the implications for service areas of the Council's aims / objectives
  - (c) updates the Council on the implications of new or revised legislation
  - (d) assists in handling any litigation claims
  - (e) provides advice on human resource issues and cases of work-related illness or injury
  - (e) advises on health and safety implications of service delivery methods
  - (f) reports progress to Council via F&GP

## Appendix 9

### 8.5 **Responsible Finance Officer** – as the Council's RFO, the Town Clerk:

- (a) assesses and implements the Council's insurance requirements
- (b) assesses the financial implications of strategic policy options
- (c) provides assistance and advice on budgetary planning and control
- (d) ensures that the financial information system allows effective budgetary control
- (e) manages the Council's investments as part of the Investments Working Party

### 8.6 **Role of Internal Audit**

Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that all necessary risk management systems are in situ and significant business risks are managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud, and now looks at wider operational aspects.

Internal Audit reports to full Town Council and may make appropriate recommendations.

### 8.7 **Scrutiny Committee** – Review and future development of the Risk Management Policy and Strategy and review of the Risk Register is overseen by the F&GP Committee.

### 8.8 **Training** – Where possible Risk Management training is provided to Members and staff through a variety of mediums, the aim being to ensure both Members and staff have the skills necessary to identify, evaluate and control risks associated with Council services.

### 8.9 **Reporting** - In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

## 9 **Monitoring**

### 9.1 **Review of Risk Management Strategy**

This Strategy is regularly considered as part of the Council's on-going review of its policy documents, Standing Orders and Financial Regulations. Recommendations are reported to the Council.

### 9.2 But it is crucial that information is regularly reviewed and updated. As noted last year, new risks emerged and needed to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, such as the Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC) and other relevant local council forums, including the New Forest Association of Local Councils (NFALC) and South-East Employers (SEE) all of which we are members of.

### 9.3 **Reporting on Progress**

The Town Clerk provides an annual review and assessment of risks in April each year.



## Appendix 9

### 10 Conclusion

The adoption of a sound risk management approach achieves many benefits for the Council. It assists in demonstrating that the Council is committed to continuous service improvement and effective corporate governance updating risk assessments as required.

### 11 Freedom of Information

In accordance with the Freedom of Information Act 2000, and GDPR legislation, this document will be posted on the Council's Website [www.newmiltontowncouncil.gov.uk](http://www.newmiltontowncouncil.gov.uk) and copies of this document, and the Annual Governance & Accountability Return (AGAR) is available for inspection at the Council Offices.

## TYPES OF RISK AND IMPACTS

MAJOR	SUBSTANTIAL
<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Death or life-changing injuries</li> <li>• Medium term loss of service and / or operational capability</li> <li>• Adverse national publicity</li> <li>• More than 10 people involved</li> <li>• Litigation almost certain and difficult to defend successfully</li> <li>• Financial loss in excess of £250,000</li> <li>• Breaches of law punishable by imprisonment</li> <li>• Corporate Manslaughter</li> <li>• Corporate Governance failure</li> <li>• <b>LGR – Insufficient Budget provision</b></li> </ul>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Extensive, permanent injuries, long term sickness</li> <li>• Short term loss of service and / or operational capability</li> <li>• Adverse local publicity</li> <li>• Up to 10 people involved</li> <li>• Litigation to be expected</li> <li>• Financial loss between £100,000 and £250,000</li> <li>• Breaches of the law punishable by fines</li> <li>• GDPR breaches / loss of data</li> <li>• Disaster Recovery failure</li> <li>• <b>LGR – Inability to provide new services</b></li> </ul>
MODERATE	MINOR
<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Medical treatment required / long-term injury sustained to staff or public</li> <li>• Short term disruption to service and / or operational capability</li> <li>• Needs careful public relations</li> <li>• No more than 5 people involved</li> <li>• High potential for complaint locally, lower-level litigation possible</li> <li>• Financial loss greater than 10% and between £25,000 and £100,000</li> <li>• Breaches of regulations / standards</li> <li>• Higher Risk Investment of £250,000</li> <li>• <b>LGR – Increase in Service Provision</b></li> </ul>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• No injuries beyond first aid level to staff</li> <li>• No significant disruption to service and / or operational capability</li> <li>• Unlikely to cause any adverse publicity</li> <li>• No more than 2 people involved</li> <li>• Unlikely to cause complaint / litigation</li> <li>• Financial loss below £25,000</li> <li>• Breaches of local procedures</li> <li>• Breaches of local standards</li> <li>• Breaches of accepted protocol</li> <li>• Minor misdemeanours</li> <li>• Financial loss less than 10%</li> <li>• <b>LGR – Staff morale from changes</b></li> </ul>