

	Payee	Description	Gross
MAY			
23	Info Comm Office	Annual renewal - Data Protection register	£60.00
31	Lombard	Vehicle leasing Nissan Rapid DX67UYD	£386.88
Jun			
1	Google	Google workspace monthly fee - Youth Trust	£8.28
	Lombard	Vehicle leasing x 4 BW21 NYH/BV71 ZJZ/BC21 NLU/DY20 HTT	£1,945.99
	NFDC	NNDR (3 of 10) offices and premises	£499.00
	NFDC	NNDR (3 of 10) Fawcetts sports ground & premises	£419.00
	Worldpay	Subscription fees	£11.94
2	British Gas	Direct debit for Fernhill - April 2022	£146.00
7	Vodafone/EE	Work mobiles and Ipad - May 2022	£507.67
9	DC Event Medical Ltd	Ambulance technician for the Skate Jam	£252.50
	L Kitcher Fencing	To supply and fit post and rail fencing, self close gates and full height weldmesh at Ashley Play area (Section 106)	£14,400.00
	Marchwood Military Wives Choir	Performance fee - Platinum Jubilee Service on 29 May 2022	£80.00
	Moose Skateshop Ltd	Organisation and delivery of Skatepark Jam	£1,000.00
	Tom Morrissey	Carry out building and general works (8 days) 28/05/22 - 04/06/22	£1,200.00
	NM Sands WI	Provision of refreshments at Platinum Jubilee Civic Service - 29 May 2022	£120.00
	PCC of Milton Parish Church	Church Hall hire - Jubilee Civic Service	£30.00
10	NMTC	Petty cash	£250.00
12	Hitachi	Wessex cutting deck monthly contract hire	£87.74
	Societe Generale	Monthly lease rental Kubota mower & cutting deck	£303.40
14	ELAS	Health and Safety Services - monthly charge	£252.00
	HM Land Registry	Title plan view - listed building project	£3.00
	Lombard	Road fund licence recharge	£25.00
15	Tom Morrissey	Carry out building and general works (7 days) 06/06/22 - 12/06/22	£1,050.00
16	HM Land Registry	Title Plan and Register view - tree adjacent to NFDC car park	£6.00
17	Agrovista	Compost & soil improver - open spaces	£280.00
	Ampfield Traffic Ltd	Deployment of speed limit reminders x 7	£350.00
	Atech Electrical	Inspections at flower boxes & pavilion /ladies toilet lighting at Fawcetts/review footage and edit image for police use	£1,651.52
	Auditing Solutions Ltd	To provide final internal audit service for 2021-22 incl preliminary and subsequent work	£1,104.00
	Bowcom	Line marking paint for Fawcetts/Ashley	£924.00
	Cango	Bus services for May 2022	£445.00
	C'Church Gdn Mach	Machinery repairs Kubota flail/Honda water pump	£108.00
		Carried Forward	£27,460.04

	Balance brought forward	£27,460.04
Jill Colclough	Landscape consultancy Fawcetts Field Vision Plan Incl. site visit/analysis/meetings/sketch concepts/vision plan	£3,412.50
Complete Weed Control	Supply/apply weed control - Fernhill Cricket ground & gravel car parks/Fawcetts Field.	£1,708.56
DCK Accounting	Provision of monthly accounting and payroll services	£1,420.80
Eagle Plant	Machinery fuel bowser at Fawcetts/secure storage at Ashley	£327.36
Eden	Monthly water cooler rental plus water	£44.02
Empire Indust doors	Replace rotten and damaged changing room doors/Ashley Pavillion (CAPEX) & replace shutter door at Bowling Club	£7,689.60
Enduamaxx Limited	Skld mounted plant watering bowser (CAPEX)	£1,680.00
Everton Nurseries	Plants for summer floral displays	£554.24
Fireguard Services	Replacement fire extinguisher for Kubota B221	£61.68
Forest PAT Testing	PAT testing and inspection PA system speakers and mixing desk	£40.00
Garic	Watering and Irrigation at various sites	£862.99
G D Print	150 Jubilee order of service - full colour	£116.00
HCC	Pension contributions - May 2022	£8,833.59
HMRC	Tax and NIC - May 2022	£9,539.27
John Shutler Tree Serv	Felling of oak tree on the Recreation Ground	£1,362.00
Kiwa	Annual testing of lamp columns floral/festive displays	£1,716.00
Loaders Garage	NM Cricket Club machinery fuel	£62.39
Martin Pilley Services	Machinery clip holders	£14.36
Meridian Property Serv	Power wash War Memorial & Rev Kelsall's bench	£180.00
Mole Country Stores	Tree planting various	£269.64
Natasha Beatty	Cookery classes - 4 week sessions	£800.00
New Forest Signs	Supply Youth Music festival banner/allbond Union Jack template/afternoon of music banner	£534.00
New Forest Stationers	Various stationery supplies - May 2022	£155.00
NM Memorial Centre	Hall hire for Extra-ordinary Planning meeting re Gore Rd housing site	£180.50
NMSB	Supplies - various including Ashley project landscaping/box mowing/make-up levels at Calrd Ave (CAPEX)	£957.16
Northfield Nursery	Plants for summer floral displays 2022 (824 plants)	£11,901.94
Npower	Electricity supplied to Fawcetts Field main site March & April 22/Spencer Rd Sth/Mallard Court/Tennis pavilion/Ashley sports pavilion April 2022	£2,311.27
	Carried Forward	£84,194.91

		Balance brough forward	£84,194.91
	Rainmaker Irrigation	Supply & Install new water storage tank at Fernhill (CAPEX)	£5,409.60
	Rejuvenate	Provision of managed services and all IT support for June 2022 and telephone services May 2022	£702.97
	Rialtas	Omega cashbook/sales and purchase ledger annual support and maintenance	£624.00
	RMB Hydroseeding	Wildflower hydroseeding - open spaces	£5,136.00
	Screwfix	Various supplies open spaces/smoking signs/bench repairs/hand tools/safety boots x 5/security for Jubilee portaloos/events signage	£1,420.31
	Sitesafety	PPE for staff member/electric kettle x 2 for Fawcetts mess room	£134.90
	SparkX	Lighting column infrastructure upgrades	£7,560.00
	Staff member	Expenses (mileage/reimbursement for purchase of goods/services)	£637.15
	Travis Perkins	various supplies including rasied bed edging/new play area signs/combination lock for Fawcetts/bench repairs	£287.23
	Turfleet Hire	Hire of tractor mounted rotavator - open spce ground levelling and John Deere tractor/front loader monthly hire	£1,584.00
	Tyremarx	Replacement tyre for Nissan Rapid	£57.52
	Unison	Subs taken from salaries - May 2022	£11.50
	University Hospital Southampton	Staff member - baseline health qustionnalre	£27.60
	Viking Direct	Copy paper for Town Hall usage	£95.86
	Waste Management Facilities	Ashley Sports Ground mixed municipal waste	£117.67
21	Worldpay	Transaction and miscellaneous charges	£80.26
24	Staff/members A & T	Salaries and allowances June 2022	£29,569.54
		Advertisements re Afternoon of Music for the Army Band Sandhurst, Jubilee window display competition and congrats for the Queen in the Jubilee supplement	£830.40
	Allotment holder	Allotment deposit refund	£50.00
	Bravo Benefits	Voucher deducted from staff member - June 22	£260.50
	Chichester Tree & Shrub	KFC and open spaces planting (286 plants)	£1,440.53
	C'Church Gdn Mach	New floral/watering bowser	£164.70
	DCK Payroll Solutions	Provision of monthly payroll services	£343.68
	Juice	Design & artwork re Jubilee posters/ Eat Yourself Healthy & business card printing	£295.20
	NMSB	Collection of general waste at Fawcetts Field	£270.00
		Carried forward	£141,306.03

[illegible]

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - JUNE 2022

	Actual June £	Budget June £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	85618	73653	11965	16%	209512	236624	-26112	-11%	639742	430230	67%
F&GP	26348	43681	-17333	-40%	129821	152495	-22674	-15%	560258	423008	76%
TOTAL	111966	117334	-5368	-5%	339333	388119	-48786	-13%	1200000	860667	72%

SUMMARY

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FINANCE AND GENERAL

F&GP	Actual Budget				Actual Budget				Annual Amount		
General Expenditure	June	June	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
Wages & Salaries	17201	17989	-788	-4%	52978	53967	-989	-2%	215869	182891	75%
Ers NI	1594	1938	-344	-18%	5009	5814	-805	-14%	23257	18248	78%
Ers Pension	3449	3455	-6	0%	10292	10364	-72	-1%	41456	31164	75%
Staff Expenses	652	125	527	422%	770	375	395	105%	1500	730	49%
Staff Training	0	417	-417	-100%	0	1250	-1250	-100%	5000	5000	100%
Telephone & Fax	596	542	54	10%	1615	1625	-10	-1%	6500	4885	75%
Postage	9	167	-158	-95%	9	500	-491	-98%	2000	1991	100%
Stationery	183	208	-25	-12%	557	625	-68	-11%	2500	1943	78%
Advertising	21	417	-396	-95%	967	1250	-283	-23%	5000	4033	81%
Subscriptions	0	167	-167	-100%	1672	500	1172	234%	2000	328	16%
Photocopier	409	167	242	145%	409	500	-91	-18%	2000	1591	80%
Events Expenditure	1799	250	1549	620%	4894	750	4144	553%	3000	-1894	-63%
Neighbourhood Planning	0	167	-167	-100%	0	500	-500	-100%	2000	2000	100%
Youth Co-ordination	1194	2629	-1435	-55%	3942	7888	-3946	-50%	31550	27608	88%
Communications+Media	601	1762	-1161	-66%	3119	5288	-2169	-41%	21150	18031	85%
Town Development	0	775	-775	-100%	0	2325	-2325	-100%	9300	9300	100%
Professional Fees	3927	4354	-427	-10%	12144	13063	-919	-7%	52250	40106	77%
Bank Charges	260	167	93	56%	539	500	39	8%	2000	1461	73%
Insurance	0	0	0	0%	15433	16000	-567	-4%	16000	567	4%
CAB	0	417	-417	0%	0	1250	-1250	-100%	5000	5000	100%
Election Expenses	0	417	-417	-100%	0	1250	-1250	-100%	5000	5000	100%
Mayoral Allowance	0	125	-125	-100%	941	375	566	151%	1500	559	37%
Twinning	0	83	-83	-100%	0	250	-250	-100%	1000	1000	100%
Members Allowances	1320	1500	-180	-12%	3961	4500	-539	-12%	18000	14039	78%
Members Training	0	167	-167	-100%	0	500	-500	-100%	2000	2000	100%
Civic Entertainment	0	83	-83	-100%	95	250	-155	-62%	1000	905	91%
Grant Aid	0	417	-417	-100%	520	1250	-730	-58%	5000	4480	90%
CANGO	425	500	-75	-15%	1280	1500	-220	-15%	6000	4720	0%
Youth Grant Aid	0	1250	-1250	0%	0	3750	-3750	0%	15000	15000	100%
Sub-Total	33640	40653	-7013	-17%	121146	137958	-16812	-12%	503832	382686	76%
Welcome Back Fund	5777	0	5777	0%	5777	0	5777	0%	0	-5777	0%
Mencap (plus £500 July)	4290	0	4290	0%	4650	0	4650	0%	0	-4650	0%
Wayleave	0	0	0	0%	6	4	3	0%	14	8	0%
Interest Received	417	0	417	0%	745	745	0	0%	0	-745	0%
CANGO	0	333	-333	-100%	0	1000	-1000	-100%	4000	4000	0%
Sub-Total	10484	333	10151		11178	1749	9430		4014	-7164	0%
SUB-TOTAL	23156	40319	-17163	0	109968	136210	-26242	-19%	499818	389850	78%
Rent (Paid 2021-22)	0	0	0	0%	7540	1885	5655	0%	7540	0	0%
Rates	499	416	83	20%	1522	1248	275	22%	4990	3468	69%
Water	0	0	0	0%	0	13	-13	0%	50	50	100%
Electricity	0	0	0	0%	0	875	-875	0%	3500	3500	100%
Gas	0	0	0	0%	0	375	-375	0%	1500	1500	100%
General Maint (2021-22)	754	0	754	0%	19557	3028	16530	0%	12110	-7447	-61%
Equipment Maint	0	104	-104	-100%	0	313	-313	0%	1250	1250	100%
F&F	0	42	-42	-100%	0	125	-125	-100%	500	500	100%
Transfer from Reserve	0	0	0	0%	-25197	0	-25197	0%	0	25197	0%
Christmas Lights	-625	0	-625	0%	5860	5125	735	0%	20500	14640	71%
SUB-TOTAL	628	562	66	0%	9282	12985	-3703	-29%	51940	42658	82%
<i>Other Income/Expenditure</i>											
SLR	0	0	0	0%	2975	0	2975	0%	0	-2975	0%
IT Equipment	0	250	-250	0%	626	750	-124	0%	3000	2374	79%
Transfer to reserves	0	0	0	0%	11835	11835	0	0%	0	-11835	0%
CCTV	2564	2550	14	1%	2564	2550	14	1%	5500	2936	53%
Misc Receipts	0	0	0	0%	500	0	500	0%	0	-500	0%
Grants Received	0	0	0	0%	-7929	0	-7929	0%	0	7929	0%
SUB-TOTAL	2564	2800	-236	-8%	10571	3300	7271	220%	8500	-9500	-112%
F&GP TOTAL	26348	43681	-17333	-40%	129821	152495	-22674	-15%	560258	423008	76%

Youth Services Manager's Report

F&GP Committee

July 2022

We were approached by Jasmine Taylor and her team at Forest Arts, to see if we would support them with their application to the Supporting Grassroots Live Music Fund.

We've provided information about the youth club and how we have supported young people with lots of live music activities from busking to Youth Music Festivals.

We also provided case studies of how important music is to young people and how it can change their lives for the better.

The Parents supporting Parents session was small in attendance. However, those who did attend asked if they could be another regular meeting. Support and hearing how others are managing, seemed to be important.

We have also become aware that there are many grandparents who have legal responsibility for their grandchildren, in the area. We expect to hold another event soon after the new intake into secondary school in the Autumn Term.

We will be conducting another Mindfulness session at Arnewood school for the new academic year 7s summer activities in August.

The school were happy to donate to the hour-long session. The activity was well received by the new intake last year. They will also be given information about the Youth MOT in September.

We have organised activities on the New Milton Recreation Ground and Ashley Recreation Ground, on the 10th and 17th August respectively, from 10.30am till 2.30pm.

Saints Football Coaches will run a two-hour session at Ashley and New Milton. We have acquired a professional Table Tennis Table and a local Table Tennis Club will provide some informal coaching both days. We will also provide other activities along with food and drink

There have been enquiries from young people attending Brockenhurst College, who are interested in a career in youth services. We are encouraging them to work with us as a volunteer or use us for work experience.

Our regular youth club session will resume on Wednesday 14th September 7 till 8.30 pm at the Memorial Centre.

Our next big event is the Youth Music and Cultural Festival on Saturday 23rd July 12 till 6pm. There will be a variety of performers and stalls.

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: New Forest Bike Project CIC	
Name of person to whom correspondence should be addressed: Louis Bonney (Mr)	Address for correspondence: New Forest Bike Project CIC, 55 Old Milton Road, New Milton, Hampshire Post Code: BH25 6DJ
Payee for Grant Cheque: New Forest Bike Project CIC	Daytime Tel: 07818 403114
<p>Details of the organisation ie what does it do: 'New Forest Bike Project' (NFBP) is a not for profit Community Interest Company that recycles and relocates bikes, supporting disadvantaged people in the local community. We do this using donations of unwanted bikes that might otherwise end up in landfill, refurbishing them & offering to those in need. NFBP provides volunteering opportunities as well as training in bike maintenance - specialising in working with local young people from schools and youth groups in things like bike builds where they learn new skills and get to keep and use what they have made. We are also currently providing bikes and doing free services for Ukrainian refugees who are being hosted by local families. The ethos is very much about helping people to help themselves, gaining new skills, improving wellbeing and building firm community relationships. We serve the New Forest area and are based in New Milton. Have a look at www.newforestbikeproject.org or social media pages @newforestbike to get a better idea of what we do, or do come and visit us.</p>	
Amount of Grant applied for: £1000	
<p>What is the Grant for and who will benefit? (Give details of the project)</p> <p>The main reason for applying is that sadly our current New Milton workshop in Old Milton Road is being sold off to developers. After much searching we have found some new premises on the same road and aim to move shortly. It's a lot more in rental which will have to raise but we need to keep operating until something more affordable becomes available locally (please keep us informed if you know of anything). The logistics of moving, securing and setting out the new place will cost time and money for volunteer expenses and some materials, we're estimating around £1500 - 2000 - it's towards this we'd like to apply to you for help with. It would really help us get back to normal operation quickly serving more local people in the community - 550 used us in the past year.</p>	



NFBP would of course be happy to publicise and share any support you can offer if you wish. Thanks for considering our request.

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

We have applied for help from Meyrick Estate Trust, Lord Montagu's Trust, Sunlife Financial of Canada (Hampshire based), local Coop and Waitrose stores.

How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc): Income last year was c.40% from fundraising grants and 60% from trading - sales of bikes, parts, servicing and taught sessions. To remain sustainable, we have tried to keep a fair balance between grants and trading, always allocating time and looking for avenues to maximise both of these. The annual review for last year with the accounts summary is attached.

What age groups do you cater for?

All ages from kids to pensioners. Being in New Milton for a number of years now we get more local people calling in to use our services which has been great to see.

Total Membership:

3 on board, 5 regular volunteers (more ad-hoc), c. 550 users served last year

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

No, we are a not for profit registered Community Interest Company, no. 10327640

Signature of Responsible Adult (eg Chairman, President, Leader)



For Council use only

Date: 13th June 2022

You must attach the following to your application:

Copy of: Last year's accounts, approved review from Directors, 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: Lions Club of New Milton		
Name of person to whom correspondence should be addressed: Christopher Clarke (Chris)	Address for correspondence: Jammin House, 29 Marley Avenue, New Milton, Hants Post Code: BH25 5LQ	
Payee for Grant Cheque: Lions Club of New Milton	Daytime Tel: 01425 838911 or (m) 07889 846007	
Details of the organisation, i.e. what does it do? <ul style="list-style-type: none"> • Charitable organisation • We raise money for causes which we support. • The Lions motto is 'We Serve' and we do this in our local community by fundraising and giving freely of our time. 		Amount of Grant applied for: £3,250
What is the Grant for and who will benefit? (Give details of the project) Financial support for our Annual New Milton Christmas Festival 2022 – staged for the benefit of all Residents and Visitors to our Town; planned for Saturday 26th November, to coincide with Christmas Lights 'switch on' by council.		
Have you applied to any other body for a grant towards this project? (If yes, please give details) No		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) An 'Artisan Fair' is provisionally scheduled for Saturday the 12th November, the proceeds from which will assist the costs of the Festival, together with funding from a number of local Groups to be canvassed for additional financial support.		
What age groups do you cater for? All ages	Total Membership: Lions club membership is currently 29	Are you a registered charity? If yes, please provide your number. CIO Registration: 1177005
Signature of Responsible Adult: (Chairman, President, Leader) Chair of Activities Committee Chris Clarke Date: 2022.06.29	Bank Details Account Name: Lions Club of New Milton (CIO) Welfare Account Sort Code: 40-34-25 Account Number: 21543288	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.



AMENITIES REFERRED MATTERS

34. AIR RAID SHELTER

The Chairman referred to Appendix 2 – a recommendation from Planning regarding costs to preserve the Air Raid Shelter. Councillor Steve Clarke was aghast at the cost, and the legalistic approach taken by PHP and their lawyers. The costs between £7K and £9K is far too much and represents unnecessary red tape and is an utter farce. He did suggest that the Town Council write to PHP to ask that they should be informed if PHP intend to do anything with the Air Raid Shelter. It was then

RECOMMENDED:

That the Air Raid Shelter project be discontinued due to cost outweighing the benefit.

35. COMMUNITY GARDEN

The Chairman confirmed that there had been a good meeting with the working group. That the group had drawn up a plan which had now been enhanced with the addition of trees, this forms the basis of their proposals and should be agreed.

2 matters to consider next, namely the 10-year licence recommended by Anthony Harris and the provision of services to the orchard site. The suggestion being that the Town Council would assist with the site alongside the friends group. And with this in mind the planting of the orchard fits well with the tree planting policy and the jubilee canopy.

The estimated cost for the water is £2,000 (done in-house) and the trees at least £2,000.

Councillor Valya Schooling asked how many trees and was advised around 15 at £150 each.

Councillor Clarke asked if the orchard trees could be selected from older heritage varieties.

Councillor Dean Samber stated that he was delighted to see this going ahead. It will help to encourage people to get outside into nature.

It was then

RECOMMENDED

That Town Council earmarks up to £5,000 for the Community Garden from CIL monies.



39. **CCTV**

The Town Clerk spoke about the need to upgrade the CCTV on the Recreation Ground, by the MUGA. Brian Byrne of New Forest District Council had advised that this would cost around £10,000 plus VAT. There was some discussion about installing CCTV in other parts of the town and in particular at Barton. However, this was not under consideration today and following a vote it was

RECOMMENDED

That the Town Council earmarks up to £10,000 for additional CCTV from CIL monies.



NEW MILTON TOWN COUNCIL INVESTMENT STRATEGY

1. Introduction

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

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

In accordance with Governance & Accountability for Local Councils – A Practitioners' Guide (England) March 2014:

Where a council builds up balances these must be safeguarded by investing in an appropriate account; investing balances by local councils must be done prudently and in accordance with the requirements of the Local Government Act 2003 and DCLG Guidance on Local Government investments (second edition) issued on 11 March 2010.

2. Investment Objectives

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

- (a) such guidance as the Secretary of State may issue, and*
- (b) such other guidance as the Secretary of State may by regulations specify.*

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

All investments will be made in sterling.

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

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

3. Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

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

- Deposits with banks, building societies, local and other public authorities
- Investing and earmarking General Reserves of the Town Council separately

4. Non-Specified Investments

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

Given the unpredictability and uncertainties surrounding such investments, New Milton Town Council will only use this type of investment up to a maximum of £250k.

5. Liquidity of Investments

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

6. Longer-Term Investments

Longer-term investments are defined in the Guidance as greater than 12 months. The Council only holds £500k 'longer-term' investments of more than a year with CCLA. These longer-term investments (equivalent to reserves currently held) were assessed for consideration in line with previously received Internal Audit advice.

7. End of Year Investment Report

Investment forecasts for the coming financial year are accounted for when the budget is prepared. At the end of the financial year, the Town Clerk reports on outcome and investment activity to the Finance and General Purposes Committee.

8. Freedom of Information

In accordance with the Freedom of Information Act 2000, this Investment Strategy Document will be posted on the Council website. www.newmiltontowncouncil.gov.uk

The strategy will be reviewed annually.

15.07.22

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

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.

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.

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Financial Risk - Fraud and corruption, 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.

Operating Risk - Failure to deliver 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 and Audit Regulations 2003 (SI2003/533) 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.

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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 as with home working / Zoom meetings.

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.

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- 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, except with the express permission in writing of the Town Clerk.

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 March.
- 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

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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 March each year.

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

01.08.22

The following comments offer a high level summary of markets from the senior members of our research team. If you would like more information, please visit www.quiltercheviot.com



ALAN MCINTOSH
CHIEF INVESTMENT
STRATEGIST

MARKET AND ECONOMIC COMMENTARY

There is no denying that the second quarter has been a particularly testing one for investors, with increasingly aggressive measures from central banks to combat stubbornly high inflation weighing on financial markets. Inflation metrics in the US and UK hit their highest levels since the early 1980s while the equivalent reading for the Eurozone surged to its highest level on record.

The Federal Reserve upped the ante with its monetary policy response, delivering its first 50bp hike in over 20 years at the start of May before following it up with a 75 basis point increase at the subsequent meeting in June, its largest hike since 1994. The Bank of England also hiked at both its Q2 meetings, albeit at a slower clip of 25 basis point as rate-setters in London decided against a faster pace due to growing concerns surrounding a slowing economy. Although the European Central Bank (ECB) kept its benchmark rate at record lows it has become increasingly hawkish, strongly hinting that lift-off will begin at its July meeting and announcing its huge bond-buying regime will end in the third quarter.

For equities the declines largely came in the form of derating as earnings updates for the first quarter remained solid overall. Guidance to analysts continues to be fairly positive despite cost pressures and earnings estimates remaining marginally higher than at the start of the year.

After recovering from the initial geopolitical shock of Russia's invasion of Ukraine, global stock markets have been back under pressure for much of the last three months and the MSCI All Country World Index slipped into bear market territory, defined by a 20% drop from its previous peak. The declines have largely been orderly rather than driven by panic selling, with global shares falling for seven consecutive weeks during April and May. This decline was reduced to around 11% for sterling-based investors after taking into account US dollar strength.

US benchmarks posted their worst first six months of the year since 1970 as indices slipped into bear market territory after a decline of around 16% for the quarter. Signs that economic activity is slowing are becoming more frequent and clearer as consumer confidence readings, purchasing managers indices (PMIs) and housing data all softened. Despite this, the Federal Reserve remains committed to aggressively tightening monetary policy and are widely expected to deliver another 75 basis point hike in July.

US consumer price growth accelerated in May as the annual inflation rate rose to 8.6%, the highest level since December 1981. Although this is a new peak for the cycle, it is only 0.1% higher than the March reading and with commodity markets pulling back from their recent highs there are signs that rising price pressures could be topping out. However, for the Federal Reserve to expedite the process of easing off on aggressive hikes they will likely need to see a substantial decline in these readings. Despite cumulative hikes of 125 basis points in the last quarter, rate-setters expect the fed funds rate of 1.75% to rise well above 3% by year-end. The US 10-year Treasury yield jumped from around 2.34% to a peak of 3.50%, its highest level since 2011, before pulling back to around 3.01%.

UK shares fell into negative territory for the year, ending the quarter down by a little over 4%. The relative outperformance versus its US and European counterparts was largely due to the benchmark's composition and a greater weighting to energy and mining stocks, which were boosted by rising commodity prices. It has been a volatile few months for the oil price with international benchmark Brent crude spending most the quarter significantly higher, although a sell-off at the end of June meant a three-month return of only around 4%. Russian sanctions due to the war in Ukraine and the threat of further supply disruption are attracting buyers into the market, although growing fears of a forthcoming growth slowdown are checking enthusiasm from the demand side.

UK government bonds have also come under pressure with the 10-year gilt yield rising sharply, rallying around 100 basis points on the quarter to a high of 2.74%, before pulling back a little to trade around 2.26%. As in the US, the latest UK inflation data has made a new peak for the cycle with the consumer price index hitting 9.1% in May and the Bank of England expects inflation to reach 11% in the second half of the year, when the energy price cap is lifted in October. Further interest rate hikes are expected with the Bank of England's base rate forecast to rise to around 2.8% by year-end, up from the current 1.25%.

A notable drop in June leaves European stock benchmarks underperforming the UK equivalent but holding up better than their US peers. Core government bond yields rose on the expectation that the ECB will soon begin raising rates from record lows of -0.5%.

Overall, we continue to hold a cautious outlook as long-term investors. While inflation may be close to a peak in some regions, growth is likely to slow as central banks raise rates further and we expect volatile markets to persist for the time being.

QUILTER CHEVIOT

Senator House
85 Queen Victoria Street
London EC4V 4AB

Please contact our
Marketing Department
on +44 (0)20 7150 4000 or email
marketing@quiltercheviot.com



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QUILTER CHEVIOT
INVESTMENT MANAGEMENT

Changes to New Forest Electoral Arrangements

Briefing Note for Town and Parish Councils July 2022.

In this document;

- Local Government Boundary Commission Review of New Forest District Council
- Community Governance Reviews
- Elections Act 2022
- District and Parish Elections May 2023



Local Government Boundary Commission Review of New Forest District Council

The Local Government Boundary Commission for England (LGBCE) has now concluded its review of the electoral arrangements for New Forest District Council and the necessary legislative changes order to implement their recommendations was made on 26 July 2021.

In their final recommendations, the LGBCE concluded that New Forest District Council should have 48 councillors, 12 fewer than there are now, representing 26 wards, a decrease of eight, with the boundaries of all existing wards changing as a result.

The final report is available here [New Forest final recommendations report.pdf](#)

These changes are now being implemented and come into effect for the May 2023 "all out" District and Parish elections.

As part of an electoral review, the LGBCE are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 ('the 2009 Act'). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. They cannot recommend changes to the external boundaries of parishes as part of an electoral review.

As a result of the proposed ward boundaries and having regard to the statutory criteria set out in the 2009 Act, the LGBCE are providing revised parish electoral arrangements for;

Fawley Parish Council,
 Hythe & Dibden Parish Council,
 Lymington & Pennington Town Council,
 New Milton Town Council,
 Ringwood Town Council
 and Totton & Eling Town Council*.

These changes are intended to better align the district and parish boundaries and impact on the internal boundaries of the named town/parish councils only.

They do not change the number of elected representatives in these areas.

These changes are also being implemented for the May 2023 elections and those councils named should

familiarise themselves with their revised parish electoral arrangements within the final report, as linked above. Maps of the new arrangements are also available on the NFDC website at www.newforest.gov.uk/elections.

All required changes will come into effect for the May 2023 District and Parish elections.

Community Governance Reviews

Under the 2009 Act the LGBCE only have the power to make changes to parish electoral arrangements where these are as a direct consequence of their recommendations for principal authority warding arrangements. However, New Forest District Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

As previously communicated, it is not our intention at this stage to look further at Town and Parish electoral arrangements, but to implement the necessary changes arising from the Parliamentary Order, required by 2023. However, following the 2023 elections, the Council will then look to work with Town and Parish Councils to identify priority areas for review. We will be keen to engage further with you at that stage on this issue.

*Further information on the changes to parish electoral arrangements is contained at page 25 of the LGBCE [New Forest final recommendations report.pdf](#)

These changes only apply to Fawley Parish Council, Hythe & Dibden Parish Council, Lymington & Pennington Town Council, New Milton Town Council, Ringwood Town Council and Totton & Eling Town Council.

The changes seek to align parish wards within a single district ward, where these parish wards have been divided as a result of the district ward boundary changes. Maps of the new parish wards are available at [2023 district ward maps - New Forest District Council](#)



Elections Act 2022

The Elections Act 2022, now in force, makes changes to election law, intended to protect the integrity of the UK's democracy.

It is proposed that many of these changes will be implemented for May 2023 elections, most significantly the requirement to show voter ID in polling stations and enhanced accessibility for voters.

We are currently awaiting further guidance on the detailed implementation of these changes so at this stage electors do not need to take any action.

In summary the Act:

- Requires voters to show photo identification at polling stations before a ballot paper is issued
- Requires Electoral Registration Officers, based in local authorities, to issue free voter identification documents to those without a valid form of photo identification
- Requires postal voters to reapply for a postal vote every three years, replacing current rules of refreshing their signature every five years
- Restricts the handling of postal votes, including limiting the number of postal votes an individual can hand in at a polling station

- Further limits the number of people someone may act as proxy for
- Extends accessibility to elections including requiring Returning Officers to take all reasonable steps to provide support for those with a disability in polling stations
- Simplifies and clarifies the offence of undue influence
- Changes the voting and candidacy arrangements for EU voters
- Allows all British Citizens living overseas to vote in UK Parliamentary elections, regardless of when they left the UK.

As we work to introduce the changes, we would welcome the support of Town and Parish Councils in ensuring that information regarding these changes is widely communicated within local communities, through reposting NFDC social media, in your newsletters and signposting to the NFDC website where further and more detailed information is available by visiting www.newforest.gov.uk/elections



District and Parish Elections - May 2023

The "all out" district and parish elections are scheduled to take place on Thursday 4 May 2023. This means that all district council councillor seats, and the councillor seats of every Town and Parish council within the New Forest area will be up for re-election on this date.

Information regarding these elections will be available on the NFDC website by visiting www.newforest.gov.uk/elections and these pages will be updated with new content as it becomes available.

As we near the elections it is our intention to hold briefing sessions with Town and Parish Clerks. These sessions will include more information on the changes detailed in this briefing note, the nomination process (including support available to candidates in completing the forms), and count arrangements.

Indicative costs of the elections will also be provided to each individual Town and Parish council later in the year, including the approximate costs if the election is not contested.

This set of elections is one of the most challenging that NFDC administers and the changes to the electoral arrangements, and in electoral legislation, will mean that they will be even more complex for May 2023.

The support of Town and Parish councils in disseminating information and in supporting your councillors and prospective candidates is invaluable to the successful running of these elections.

For more information on any aspect of this briefing note, or to discuss specific issues for your Town or Parish Council please contact electoralservices@nfdc.gov.uk.

Keep up to date

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newforest.gov.uk/elections

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023 8028 5445

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