

	Payee	Description	Gross
Sept			
29	Staff/Members	Salaries/expenses - Sept 2023	£28,069.68
Oct			
1	NFDC	NNDR (7 of 10) Sports Ground and Premises	£419.00
	NFDC	NNDR (7 of 10) Offices and Premises	£499.00
	Lombard	Vehicle leasing x 5 - DX67 UYD/DY20 HTT/BW21 NYH/BV71 ZJZ/BC21 NLU	£2,313.90
	Tom Morrissey	General works site wide - 10 days @ £150 per day	£1,500.00
6	Vodafone	Mobile phone rental x 25	£487.30
8	Zoom	Zoom pro annual subscription	£119.90
12	Lombard	BV71 ZJZ - road fund licence renewal	£55.00
	Societe Generale	Kubota monthly contract hire	£303.40
13	A & T	Conservation Grazing advertising	£199.80
	Aquacare	Monthly water hygiene monitoring at Ashley Rugby Club/Fawcetts Field main site/Fernhill Sports Ground	£673.75
	BDO LLP	Limited Assurance Review for year ended 31 March 2023	£2,520.00
	Natasha Beatty	To provide 1 cookery education course - October 2023	£800.00
	Bowcom	Line marking paint for Ashley Youth Rugby Festival	£703.20
	Chatfield's Gdn Serv	Town floral displays - final visit	£600.00
	C'Church Gdn Mach	Repairs to Kubota rideon lawn mower/Peugeot Boxer van/helmet PPE - <i>recommend replacement Mower 23/24 due to age and high maintenance costs. Contract hire proposed</i>	£657.05
	Coastal Asphalts Ltd	Ashley Project - new footway surfacing (S.106) CAPEX	£4,087.56
	DCK Accounting	Monthly provision of accounts - September 2023	£594.60
	Eden Springs Uk Ltd	Monthly water cooler rental and water delivery	£49.50
	Jerry Still Installations	Essential maintenance to protect the fabric of the Indoor Bowls building (new guttering downpipes etc)	£1,900.00
	HCC	Pension contributions	£10,324.11
	HMRC	Tax and NIC September 2023	£10,121.80
	Jewson	Ashley Project - Gabion cages for landscaping (S.106) CAPEX	£5,266.94
	Juice	Design and artwork Remembrance poster	£96.00
	Keffen Plant Hire	Ashley floodlight cable diversion excavator hire	£206.40
	L Kitcher Fencing	Fawcetts Yard/compound improvements	£1,620.00
	Loader's Garage	Machinery fuel	£35.26
	MTST Group	Ashley Project Youth Facility - part payment (S. 106) CAPEX	£25,000.00
	Manor Grounds Maint	General works site wide - 5 days @£100 per day	£600.00
	Mark Harrod Ltd	Fawcetts and Ashley boot scraper brushes	£349.34
	NAMBA	Street Trading - annual subscription 2023/24	£384.00
	NFDC	GIS Partnership contribution for period 1/10/23 - 30/09/24	£687.50
	NF Signs	Entrance sign enhancements at NMTC main sites	£3,360.00
	NF Stationers	Stationery supplies for Town Hall use - September 2023	£219.04
	NM & District RFC	Provision of refreshments and bar staff for Civic event	£156.00
	NMSB	Ashley floodlight cable repair/limestone for Ashley Project/Conservation Connect wild flower arisings Fawcetts	£562.70
	NMSB Concrete	Materials for bench bases at Barton on Sea	£230.41
		Carried Forward	£105,772.14

Oct		Balance Brought Forward	£105,772.14
	PFSS	Statutory Fire Door survey as per risk assessment	£2,484.00
	Pitney Bowes	Franking machine ink cartridges	£227.82
	Rejuvenate	Provision of monthly managed IT & telephone services	£773.53
	Screwfix	Materials for vehicle maintenance/boots for Barton and Ballard volunteers/PPE	£190.02
	Seton	Supplies - PPE/Fawcetts	£96.60
	Sharp	Photocopier - 3 monthly rental plus copy charges	£485.53
	Sitesafety	Cleaning products for use at Fawcetts and Ashley	£201.35
	South Coast Social	Social media management - May to October 2023	£1,800.00
	Stannah	Stairlift service at Ashley Rugby Club (50% recharge to NMRC)	£446.60
	Travis Perkins	Materials re pitch protection Ashley/new litterbins/padlock for Barton Common height barrier/Fawcetts compound extension	£452.73
	Turfleet Hire	John Deere tractor and front loader hire	£864.00
	uCheck	DBS Registration fee	£58.80
	Unison	Subs taken from staff member	£14.00
	Waste Mgt Facilities	Mixed municipal waste - Ashley Sports Ground	£127.08
	Well Medical	Pads and battery for Town Centre de-fibs	£942.78
	WP Group	Fawcetts vehicle/machinery fuel	£3,145.20
14	Worldpay	Support group facility subscription fees	£11.94
17	HeBlad	Two table tennis tables (paid for by donations)	£5,700.00
19	Worldpay	Office card terminal miscellaneous/transaction charges	£80.92
20	Citation	Monthly health and safety support services	£301.93
	Tom Morrissey	General works site wide - 10 days @ £150 per day	£1,350.00
27	Allotment Holders	Deposit refund x 4	£200.00
	All Clear Pest Control	Placing and monitoring of rodent baits at Ashley Rugby Club	£65.00
	Ampfield Traffic	Deployment of speed limit reminders x 12	£600.00
	Aquacare	Monthly water hygiene monitoring at Fawcetts Field	£232.10
	Natasha Beatty	To provide cookery education classes during November - lunch & evening classes (funded by SWR grant)	£1,600.00
	CEF Electrical	Cable ties - general use open spaces	£44.04
	Central Sth Security	Service fire alarm at Ashley Rugby Club/Indoor Bowls Club	£194.40
	C'Ch Gdn Machinery	Annual service Hayter rotary mower	£149.89
	Keffen Plant Hire	Fawcetts Trim Trail - 1.5 tonne digger for new electric trench at Fawcetts Field	£404.40
	L Kitcher Fencing	Replace fencing and posts at Ballard Water Meadow (existing fencing & gates on west side replaced as beyond repair) HLS	£7,980.00
	Manor Grounds Maint	General works site wide - 10 days @ £100 per day	£1,200.00
	NF Stationers	Stationery supplies for Town Hall use - August 2023	£17.84
	NMSB	Cable protection Trim Trail (£59.23)/bench bases BOS (£62.84)/general & vegetation waste site wide (£347)/Lymington Rd lay-by for allotment parking (£294.42)/clear vegetation adjacent Bowls Club (£34.52)/filling sand for Moore Close (£15.20)	£822.66
		Carried Forward	£139,037.30

Oct		Balance Brought Forward	£139,037.30
27	Rejuvenate Source for Business Staff/Members Total Energies Travis Perkins Waste Mgt Facilities	Pre-paid IT support hours Water bill for services at Lymington Road allotments Salaries/expenses - October 2023 Gas invoice - usage September 2023- Fawcetts Field (£799.48)/ Ashley RFC (£122.99) Various supplies - padlock for tennis courts/line marking paint/plate compactor hire for Lym Rd allotments/metal cutting disks for open spaces Overweight charges mixed municipal waste (NM Rugby Club re-charged)	£600.00 £3.46 £30,973.31 £922.47 £218.15 £95.04
		Total	£171,849.73

		Balance Brought Forward	£171,849.73
Nov			
1	Hoare Banks	Cleaning of Col Wheeler Memorial	£156.00
	Lombard	Vehicle leasing BW21 NYH/BC21 NLU/BV71 ZJZ/DY20HTT/DX67UYD	£2,341.78
	NFDC	NNDR (8 of 10) Sports Ground and Premises	£419.00
	NFDC	NNDR (8 of 10) Offices and Premises	£499.00
2	Tom Morrissey	General works site wide (10 days @ £150 per day)	£1,500.00
3	St John Ambulance	First Aid at Work course for 2 staff members	£816.00
7	Aish Electro-Mech Serv	Call out to check and resolve high level warning at Pumping Station, NM Cricket Club	£253.18
	Vodafone	Mobile phones monthly charges	£477.20
10	Bob Lord	Barton Common volunteer PPE & materials	£127.62
12	Societe Generale	Kubota monthly contract hire	£303.40
13	Vitaplay Limited	Inspections at Doe Copse/Ashley Rec/New Milton Rec/Long Meadow play areas/ temporary fix to damaged MUGA /replacement cradle seat at Ashley Rec (caused by ASB)/replacement trampoline bounce mat (£2,120.40)	£2,909.52
14	Worldpay	Subscription fees Nov 2023	£11.94
17	A & T	FBWM AGM poster/coping with loss advert	£352.80
	All Clear Pest Control	For the regular placing and monitoring of rodent baits at Fawcetts Field	£65.00
	AquaCare	Monthly water hygiene monitoring at Ashley Rugby Club/Fawcetts Field main site/Fernhill Sports Ground	£673.75
	Auditing Solutions	Provision of first Interim Internal Audit service for 2023/24	£1,200.00
	Bravo Benefits	Childcare voucher deducted from staff member	£260.50
	Brewers Ltd	Training pitch goal post paint	£77.00
	Capstan Security	Intruder alarm at NM Rugby Club - Maintenance contract renewal (re-charge 50% to Rugby Club)	£96.00
	C'Ch Gdn Machinery	Repairs to Kubota F3680 rideon mower	£181.48
	Coastal Asphalts Ltd	Ashley Project - completion of footway base around new and existing facility (Section 106) CAPEX	£3,229.08
	Complete Weed Cont	Fawcetts Field - weed and feed	£607.04
	DCK Accounting	Provision of accounting/payroll services Oct 23	£1,019.52
	Eden	Monthly water cooler rental	£6.44
	Elliotts Ltd	Ashley Project - internal fit out (Section 106)	£999.96
	Fireguard Services	Fire awareness and fire marshal training courses (Statutory requirement)	£696.00
	GD Print	2 x Remembrance roller banners	£141.60
	Gristwood & Toms	Completed tree works - October 2023	£8,482.96
	HCC	Pension contributions	£10,119.58
	HMRC	Tax and NIC	£10,685.39
	HOPE	Grant aid as approved by F & GP Committee 30 Oct 23	£500.00
	Hoare Banks	Clean War Memorial & Rev Kesalls bench & monument stone	£1,488.00
	Honeypot Child Charity	Grant aid as approved by F & GP Committee 30 Oct 23	£500.00
	Jewson	Materials for fence repair	£9.76
	Juice	Christmas poster updates/website updates	£1,128.00
		Carried Forward	£224,184.23

Nov		Balance Brough Forward	£224,184.23
17	Keffen Plant Hire	Large flail unit for hedge cutting at the Cricket Club	£831.60
	Lapwing	Metal road sign for general road closures	£340.75
	Loaders Garage	Fuel for Estates vehicles	£59.52
	Lush Signs	Plaque in memory of Cllr Alan Rice (paid for by CC Fran Carpenter)/replacement noticeboard panel	£541.20
	Manor Grounds Maint	General works site wide (12 days @ £100 per day)	£1,440.00
	NFDIS	Grant aid as approved by F & GP Committee 30 Oct 23	£500.00
	Tom Morrissey	General works site wide (12 days @ £150 per day)	£1,800.00
	NMSB	Various - vegetation waste removal various locations/supplies Ashley project pavilion & new buildings footpath	£2,001.22
	NMSB Concrete	Ashley Project pavilion & footpaths	£725.69
	Npower	Electricity supplied from 1 - 30 Sept 23 to Spencer Rd Sth/Mallard Court/Fawcetts Field main site and Moore Close/ASBOC/Ashley Sports Pavilion	£998.56
	NF Stationers	Supplies for Town Hall use October 2023	£93.07
	Northfield Nursery	Autumn/winter floral displays	£1,747.01
	Parkinsons UK	Grant aid as approved by F & GP Committee 30 Oct 23	£500.00
	Bryan Pinchen	Fee for presentation to Allotment AGM Oct 23	£65.00
	Pitney Bowes	Franking machine top up	£237.89
	Rejuvenate	Provision of monthly managed IT & telephone services	£743.48
	Rexel	Ashley Project - car park and building lighting	£500.15
	Screwfix	PPE/sundries	£64.96
	Seton	Fire Warden clothing/general PPE	£141.90
	John Shutler Tree Ser	Tree works - October 2023	£1,620.00
	Source for Business	Water supplied to Moore Close Apr 23 - Oct 23	£84.75
	South Coast Social Ltd	Social Media Management Nov 23 - Jan 24	£900.00
	SparkX Ltd	Strip tree and redress trunk of Fire Station tree/ 50% of agreed festive lighting contract	£5,607.00
	Staff Member	Travel/DBS checks expenses	£107.25
	Total Energies	Gas supplied to Ashley Pavilion	£80.93
	Travis Perkins	Supplies for various projects including Community Garden/Fawcetts workshop/skatepark/Ballard Fairy Trail/Ashley changing rooms/Ashley Pavilion/padlock for Fawcetts	£438.44
	Turfleet Hire	John Deere tractor and front loader monthly hire	£864.00
	Unison	Subs taken from staff member	£14.00
	Viking UK Ltd	Copy paper for Town Hall use	£124.51
	Vitaplay Limited	Playground inspections Doe Copse/Ashley/NM Rec/Long Meadow play areas	£702.24
	Waste Mgt Facilities	Mixed municipal waste - Ashley Sports Ground (incl. overweight charge)	£137.64
	Wessex Sound	Remembrance Sunday Service PA system	£270.00
	Citation	Health and Safety support - monthly charges	£301.93
21	NALC	Reconnecting Communities through Community Transport - course TDM	£39.22
		Carried Forward	£248,808.14

		Balance Brought Forward	£248,808.14
21	NALC	Winning Strategies for the Funding Game - course TDM	£39.22
	A & T	Remembrance Sunday advert - 10 November 2023	£288.00
	Ampfield Traffic	Deployment of speed limit reminders x 9 - October 2023	£450.00
	Aspire UAV	Flat roof inspection at New Milton Bowls Club	£520.00
	Mrs N Beatty	To provide cookery education classes - Dec 2023	£400.00
	Bravo Benefits	Childcare voucher deducted from staff member - Nov 2023	£260.50
	Citizens Advice New Forest	£5,000 grant aid as approved by F & GP 30 October 2023	£5,000.00
	A & K Dinesen	Popular Nordmann 3 x 16ft @£115 each 2 x 20ft @£175 each plus delivery charge (£80)	£930.00
	Fireguard Services	Service and reseal fire extinguisher at NM Bowling Club	£31.26
	G D Print	Remembrance Sunday programme booklets x 200	£132.00
	Lush Signs	Design and supply plaques for sponsors - christmas festive lighting/trees	£168.00
	NFDC	Election expenses - Contested election fees 4 May 2023	£27,416.81
	Pitney Bowes	Service contract including parts	£90.47
	SparkX Ltd	Supply lights and install to 3 trees/icicles for Boots crossing	£2,732.40
	Travis Perkins	Blue rope for Recreation Ground - Remembrance Sunday	£33.24
	Viking UK Ltd	Green copy paper for Town Hall use	£33.55
25	Staff /Members	Salaries & expenses - November 2023	£38,877.21
27	Staff Member	Expenses claim - replacement lights for 3ft display trees/socket extension	£93.25
28	M & S	Refreshments for meeting with consultant re Neighbourhood Plan - 5 December 2023	£38.50
30	Barton Common Volunteer	PPE and tools for Barton Common volunteer workers	£206.59
	MTST Group Ltd	Ashley Project Youth Facility -£10,000 external works/£15,000 internal fit out (CAPEX)	£25,000.00
	Manor Grounds Maint	General works site wide (10 days @ £100 per day)	£1,200.00
	Tom Morrissey	General works site wide (10 days @ £150 per day)	£1,500.00
		Total	£354,249.14

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - OCTOBER 2023

	Actual Oct £	Budget Oct £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	62732	54693	8039	15%	391547	393322	-1775	0%	674304	282757	42%
F&GP	63096	41418	21678	52%	320442	347174	-26732	-8%	605587	285145	47%
TOTAL	125828	96111	29717	31%	711989	740496	-28507	-4%	1279891	567902	44%

AMENITIES

MONTHLY MANAGEMENT ACCOUNTS - OCTOBER 2023

	Actual Budget		Var	Var	Actual Budget		Var	Var	Annual Amount		
	Oct	Oct			YTD	YTD			Budget	Left	Left
	£	£	£	%	£	£	£	%	£	£	%
Amenities - General											
Expenditure:											
Wages & Salaries	18436	19598	-1162	-6%	133319	137175	-3856	-3%	235171	101852	43%
Ers NI	1812	1960	-148	-8%	13065	13717	-652	-5%	23517	10452	44%
Ers Pension	3945	4194	-249	-6%	28209	29356	-1147	-4%	50327	22118	44%
Skip Hire	450	500	-50	-10%	2510	3500	-990	-28%	6000	3490	58%
Tree Work	8419	0	8419		43974	10499	33475	319%	18000	-25974	-144%
Tree Planting	355	458	-103	-23%	2150	3208	-1058	-33%	5500	3350	61%
Signs	0	367	-367	-100%	0	2567	-2567	-100%	4400	4400	0%
Vehicle Maintenance	722	1604	-882	-55%	8274	11229	-2955	-26%	19250	10976	57%
Fuel & Oil	2671	1192	1479	124%	10254	8341	1913	23%	14300	4046	28%
Contract Hire van	2979	2500	479	19%	20737	17499	3238	19%	30000	9263	31%
Safety Equip/Covid signs	245	833	-588	-71%	1362	5833	-4471	-77%	10000	8638	86%
Hand Tools	0	62	-62	-100%	121	437	-316	-72%	750	629	84%
Dog Fouling	0	137	-137	-100%	885	962	-77	-8%	1650	765	46%
Environmental Schemes	0	1167	-1167	-100%	0	8166	-8166	-100%	14000	14000	100%
Service Level Agreement	0	417	-417	-100%	1295	2917	-1622	-56%	5000	3705	74%
Statutory Testing	2631	583	2048	351%	9062	4083	4979	122%	7000	-2062	-29%
Sub-Total	42665	35572	7093	20%	275217	259490	15727	6%	444865	169648	38%
Insurance claim	0	156	-156	0%	2909	1094	1815	0%	1875	-1034	0%
Sub-Total	0	156	-156	0%	2909	1094	1815	0%	1875	-1034	0%
SUB-TOTAL	42665	35416	7249	20%	272308	258396	13912	5%	442990	170682	39%
Ashley Sports	627	634	-7	-1%	11777	4437	7340	165%	7607	-4170	-55%
Rec (including skatepark)	1503	254	1249		4810	1777	3033	171%	3046	-1764	-58%
Fawcetts	-1053	577	-1630	-283%	3688	4038	-350	-9%	6923	3235	47%
Moore Close	222	-263	485	0%	-3693	-1839	-1854	101%	-3152	541	-17%
Fernhill Lane	-1089	269	-1358	0%	-8023	1886	-9909		3234	11257	348%
Allotments	269	225	44	0%	-574	1578	-2152	-136%	2706	3280	121%
Donated Seats	-781	96	-877	0%	-2678	671	-3349		1150	3828	333%
Open Spaces	6908	7233	-325	-4%	84158	50630	33528	66%	86800	2642	3%
Flowerbed sponsorship	0	-375	375	-1.00	0	-2625	2625	-100%	-4500	-4500	100%
Bus Shelter advertising	0	-250	250	-1.00	0	-1750	1750	-100%	-3000	-3000	100%
Plant a Tree income	-628	-208	-420	201%	-2063	-1458	-605	41%	-2500	-437	17%
HLS income	0	-667	667	-100%	0	-4666	4666	-100%	-8000	-8000	100%
Street Trading Income	-830	-1000	170	-17%	-4960	-7000	2040	-29%	-12000	-7040	59%
Playgrounds Table Tennis	2132	250	1882	753%	9159	1750	7409	423%	3000	-6159	
Ashley Project - CapEx	27200	0	27200		161815	0	161815	0%			0%
Green Routes	0	0	0		1446	0	1446	0%			0%
Land Purchase Gore Rd		0	0		102588	0	102588	0%			0%
Transfer from Reserves		0	0		-38830	0	-38830	0%			0%
Pergola & Groundworks	0	0	0		37436	0	37436	0%			0%
Transfer from CIL	-27200	0	-27200		-17753	0	-17753	0%			0%
Bus Shelters		1250	-1250		23247	8750	14498	0%	15000	0	0%
Transfer to CIL		0	0		0	0	0	0%			0%
Vehicles & Equipment		0	0		397	0	397	0%			0%
Transfer from Reserves	0	0	0		-264403	0	-264403				0%
Other Cap Ex Projects	12787	11250	1537	0	21695	78746	-57051	0%	135000	113305	84%
SUB-TOTAL	20067	19277	790	4%	119239	134925	-15686	-12%	231314	112075	48%
AMENITIES	62732	54693	8039	15%	391547	393322	-1775	0%	674304	282757	42%

FINANCE AND GENERAL

F&GP General Expenditure	Actual Budget				Actual Budget				Annual Amount		
	Oct	Oct	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left
Wages & Salaries	17906	18614	-708	-4%	124966	130292	-5326	-4%	223371	98405	44%
Ers NI	1696	1861	-165	-9%	11807	13029	-1222	-9%	22337	10530	47%
Ers Pension	3817	4207	-390	-9%	26460	29450	-2990	-10%	50488	24028	48%
Staff Expenses	15	125	-110	-88%	102	875	-773	-88%	1500	1398	93%
Staff Training	0	417	-417	-100%	369	2917	-2548	-87%	5000	4631	93%
Telephone	543	583	-40	-7%	4012	4083	-71	-2%	7000	2988	43%
Postage	13	108	-95	-88%	921	758	163	21%	1300	379	29%
Stationery	182	183	-1	-1%	2615	1283	1332	104%	2200	-415	-19%
Advertising	0	417	-417	-100%	1513	2917	-1404	-48%	5000	3487	70%
Subs + Pubs	0	158	-158	-100%	1976	1108	868	78%	1900	-76	-4%
Photocopier	405	140	265	190%	886	977	-91	-9%	1675	789	47%
Events Expenditure	2823	750	2073	276%	21331	5250	16081	306%	9000	-12331	
Neighbourhood Planning	0	167	-167	-100%	0	1167	-1167	-100%	2000	2000	100%
Youth Co-ordination	179	2629	-2450	-93%	15941	18403	-2462	-13%	31550	15609	49%
Communications+Media	790	1762	-972	-55%	4485	12337	-7852	-64%	21150	16665	79%
Town Development	900	750	150	20%	900	5250	-4350	-83%	9000	8100	90%
Professional Fees	3160	5150	-1990	-39%	20675	36048	-15373	-43%	61800	41125	67%
Bank Charges	74	208	-134	-64%	1137	1458	-321	-22%	2500	1363	55%
Insurance	0	0	0	0%	15508	16000	-492	-3%	16000	492	3%
CAB	0	417	-417	0%	0	2917	-2917	-100%	5000	5000	100%
Election Expenses	27417	833	26584	3190%	27417	5833	21584	370%	10000	-17417	
Mayoral Allowance	0	125	-125	-100%	0	875	-875	-100%	1500	1500	100%
Twinning	0	83	-83	-100%	59	583	-524	-90%	1000	941	94%
Members Allowances	4428	0	4428		10326	10499	-173	-2%	18000	7674	43%
Members Training	0	167	-167	-100%	534	1167	-633	-54%	2000	1466	73%
Civic Entertainment	0	83	-83	-100%	929	583	346	59%	1000	71	7%
Grant Aid	0	0	0		1750	2917	-1167	-40%	5000	3250	65%
Events Budget	0	0	0		2500	3500	-1000	-29%	6000	3500	58%
CANGO	0	500	-500	-100%	2228	3500	-1272	-36%	6000	3772	0%
Youth Grant Aid	0	0	0	0%	3600	3600	0	0%	15000	11400	76%
T/f to Reserves	0	0	0		0	0	0				
Sub-Total	64348	40439	23909	59%	304947	319574	-14627	-5%	545271	240324	44%
Events Income	25	0	25		527	0	527	0%	0	-527	0%
Donations /Contributions	0	0	0		1900	0	1900	0%	0	-1900	0%
Wayleave	5	0	5		85	8	77	0%	14	-71	0%
Interest Received	2764	0	2764		15024	0	15024	0%	0	-15024	0%
CANGO		333	-333		0	2333	-2333	-100%	4000	4000	0%
Sub-Total	2794	333	2461		17536	2341	15195		4014	-13522	0%
SUB-TOTAL	61554	40106	21448	53%	287411	317233	-29822	-9%	541257	253846	47%
Rent - Town Hall 22/23	499	0	499	0%	7540	4398	3142	0%	7540	0	0%
Rates		416	-416	-100%	3518	2911	607	21%	4990	1472	29%
Water		0	0	0%	0	29	-29	0%	50	50	100%
Electricity		0	0	0%	0	2042	-2042	0%	3500	3500	100%
Gas		0	0	0%	0	875	-875	0%	1500	1500	100%
Town Hall costs 22/23		0	0	0%	4907	0	4907	0%	13000	8093	
Equipment Maint	13	104	-91	-88%	0	729	-729	0%	1250	1250	100%
F&F	0	42	-42	-100%	334	292	42	15%	500	166	33%
Reserve Town Hall cost		0	0	0%	0	0	0		0	0	
Christmas Lights	1030	0	1030	0%	11822	13416	-1594	0%	23000	11178	49%
SUB-TOTAL	1542	562	980	0%	28121	24691	3430	14%	55330	27209	49%
SLR	0	0	0	0%	0	0	0	0%	0	0	0%
IT Equipment	0	250	-250	0%	0	1750	-1750	0%	3000	3000	100%
Defib	0	0	0		2346	0	2346		0	-2346	
CCTV	0	500	-500		2564	3500	-936	-27%	6000	3436	57%
Misc Receipts	0	0	0	0%	0	0	0		0	0	
Grants Received	0	0	0		0	0	0		0	0	
SUB-TOTAL	0	750	-750	0%	4910	5250	-340	-6%	9000	4090	45%
F&GP TOTAL	63096	41418	21678	52%	320442	347174	-26732	-8%	605587	285145	47%



New Milton Town Council

Internal Audit Report 2023-24 (interim)

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the Internal Audit process for the 2023-24 financial year and the Interim review took place on the 7th and 8th November 2023.

Internal Audit Approach

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts contained within the Annual Governance and Accountability Return (AGAR). Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's AGAR process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We have followed up the suggestions and formal recommendations made in our FY2022-23 reports and acknowledge that the members have noted and considered these in their deliberations and have implemented these as appropriate. The Council has continued to make significant business processes and performance improvements, and report that, on the basis of the work undertaken to date in the current year, the Council continues to operate robust and effective internal controls in all areas examined to date. Resultantly, only six recommendations for improvement have been made which are detailed in the main body of this report and the appended Action Plan.

The Clerk/RFO and his team are again to be complimented on the exemplary performance of New Milton Town Council during the economic recovery phase, which continues to be work in progress.

Once again, we commend the Clerk/RFO, Assistant Clerk and their team for their continued professional management and administration of the Council's finance, governance and delivery functions. As in previous years, the requested audit files and associated documentation were presented for audit in timely and professional manner by the Clerk/RFO and the Assistant Clerk, making this in-person review a relatively straightforward process.

We ask that Members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

Detailed Report

Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers.

The Council uses the Omega accounting software to maintain its accounting records, which also provides the basis for preparation of the year-end Statement of Accounts and Annual Return.

The Council maintains the public funds under its management in three National Westminster Bank accounts, A Quilter Cheviot Investment Account and a Churches, Councils and Local Authorities Public Sector Deposit Fund (CCLA PSDF).

The services of external contact accountants (DCKs) are employed to maintain the day-to-day accounting records and prepare the year-end detailed Statement of Accounts / Annual Return data. We have to date: -

- Verified that an appropriate cost centre and nominal ledger structure remains in place for 2023-24;
- Agreed the opening Trial Balance in the accounting software for 2023-24 to the closing Financial Statements for 2022-23 to ensure that all the detailed balances have been properly rolled forward;
- Checked and agreed two sample months' receipts and payments transactions (April, and September 2023) from all NatWest accounts, including the daily "sweep" transfers, to the relevant Omega cash books;
- Noted that the Council continues to maintain a diverse portfolio of investments, to ensure as far as it is possible to do so, that the council's funds are protected whilst generating a reasonable rate of return;
- Noted the contents of the latest Quilter Cheviot investment report covering the period to the 30th September 2023, showing a slight recovery of losses incurred, and confirming total funds invested in the amount of £283,351.00 (*£284,461.00 as at the 31st March 2023*);
- Noted that the Council continues to maintain a CCLA PSDF account with the intention of transferring the half-year Precept payment directly into this account. The Account balance as at the 30th September 2023 stood at £500,000 (*£500,000 as at the 31st March 2023*); and,
- Checked and verified all the Rialtas bank reconciliations, for all the Council's bank and investment accounts for the period of the 1st of April to the 30th September 2023 to ensure that there are no long-standing, uncleared items or other another anomalous entries arising.

Conclusion

There are no matters arising during this area of our review warranting further comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Council received an Unqualified Audit Certificate from the External Auditors on the 29th September 2023;
- Reviewed the Full Council and Standing Committee minutes (except Planning) for the financial year to the 30th September 2023 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist;
- Noted that the Council last reviewed and re-adopted its revised combined Standing Orders and Financial Regulations at the 26th June 2023 meeting of the Full Town Council (revision number 17) under minute reference 31;
- Noted that the Council confirmed that it continued to meet the criteria to avail itself of the General Power of Competence, and Resolved to readopt the General Power of Competence for the 2023-24 financial year, during the Annual Meeting of the Town Council on the 15th May 2023, under Minute reference 9;
- Noted that the Council's new website is fully compliant with the prevailing Accessibility legislation and is very easy for visitors to use and readily access information;
- Noted that the Council correctly provided the opportunity for the Exercise of Public Rights: The Announcement was dated the 28th June 2023, for a period of exactly 30 working days, including the first 10 working days in July, from Monday the 3rd July 2023 to the 11th August 2023 inclusive;
- Noted that the Council continues to operate a robust Risk Management Strategy. There is clear evidence of Member scrutiny of Risk at the Full Council and its Standing Committees; and,
- Noted that the Clerk/RFO and Assistant Clerk continue to take all reasonable steps to ensure the Council's immediate and ongoing compliance with the General Data Protection Regulation (GDPR). This includes, but is not limited to, arranging secure off-site cloud backup facilities, the ongoing development of new Information & Data Protection and Privacy policies, the provision of dedicated Council e-mail addresses for all council members and administration staff, and the amendment of forms and e-mails to ensure users of the council's services are aware of what data will be retained and the Council's Privacy Policy.

We note that the Council continues to make significant investment into Youth Services, and that the proposed development of the Youth Hub facility at the Ashley Recreation Ground is well under way.

We have commenced the formal review of the Minutes of the Full Council and all its standing committees (with the exception of the Planning Committee which is beyond the remit of the Internal Audit process) and find that New Milton Town Council continues to place the public

health and well-being of its constituents at the heart of its Neighbourhood Plan, with the Council's youth services widely regarded to be amongst the best available in the New Forest.

Additionally, the play and recreation areas in the Council's control provide sports and leisure facilities for all age groups within the town. All these facilities have been subject to regular risk review during the ongoing public health situation as detailed later in this report.

The Council continues to support several initiatives promoting local business and shopping areas, including award winning spring and summer floral displays and the Christmas Lights. Additionally, the Council now manages the "Go New Milton" website which promotes local shops and businesses.

In relation to the Council's forward planning, we note that the Clerk/RFO and Members have made all reasonable and proportionate efforts to implement the recommendations made in our prior year reports and continue to undertake a thorough budgetary process (which is commented on later in this report), and focus on the provision of services to constituents and the promotion of New Milton as a shopping destination and business friendly town.

The Clerk & Members have continuously demonstrated a prudent approach to financial management and its operational targets have been largely met, with major new projects, as mentioned above, in progress during the 2023-24 financial year.

Conclusions

There are no matters arising in this area of review warranting formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our examination of payments for compliance with the above criteria, selecting an initial sample of 951 payments in total for the 2023-24 financial year to the 30th September 2023, comprised of all non-payroll related payments individually above £3,000, together with every 30th cashbook transaction (irrespective of value), and totalling £365,675.94 and equating to approximately 45% of all non-pay related expenditure processed to the above date with no issues arising.

Finally, in this area of our review, we have checked and verified the first two quarterly VAT reclaims for the 2023-24 financial year, ensuring that these were correctly submitted in accord with the Omega control record and properly disclosed in the year-end accounting statements, with no issues arising.

Conclusions

There are no matters arising in this area of our review warranting further comment or recommendation.

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. Consequently, we:

- Noted that the Council's insurance cover continues to be provided by Zurich under a 'Select for Local Councils Policy' on a long term agreement to reduce costs.

The current year's policy schedule running to 31st March 2026 is as follows:

Policy number: YLL-272009-6773

Term of cover: 14th April 2023 to the 31st March 2024

Key features

- Public Liability £15M
- Employers Liability £10M
- Fidelity Guarantee £2M
- Hirers' Liability £2M
- Plant Protection £500K
- Liable & Slander £250K
- Personal Accident £2M per incident / £500k per person
- Legal Expenses £200k

We consider the above appropriate for the Council's immediate requirements.

- Noted that the Council's Risk Management Strategy remains robust with a dynamic approach to Risk Management with Risk Registers reviewed on an ongoing basis throughout the year and governed by an umbrella Health & Safety policy;
- Noted the Council's Risk Strategy. Received a report from the Town Clerk that 2 items re moderate and minor risk be added to the register in relation to the Council's Investment Risks, at the 7th August 2023 meeting of the Full Town Council under Minute Reference 44;
- Noted that the Council's Risk Registers were reviewed and readopted at the 26th June 2023 meeting of the Finance & General Purposes Committee under Minute Reference 25;
- Reviewed the Council's arrangements for the regular inspection of playgrounds and recreational areas, noting that Vitaplay now inspects the playgrounds and recreational areas on a fortnightly basis, making recommendations for replacement, repair and general maintenance. Additionally, the Council's play areas, MUGA and skatepark are visually inspected weekly by members of the Estates Team who have been trained and are

qualified to carry out weekly visual inspections. These inspections are recorded, and hard copies kept on file and also electronically stored in their own folder on the Town Council shared drive.

Any minor repairs required as a result of inspections are carried out by the Council's nominated and certified sub-contractor 'Vitaplay'. Any equipment or area deemed to be in need of a major repair and/or presents a potential health and safety risk is taken out of service immediately until a full repair can be undertaken.

All play areas, the MUGA and Skatepark are fully inspected annually, usually during July, by the Play Inspection Company.

Finally, in this area of our review and as an adjunct to the above, we have noted that the Town Council now organises and holds Play Inspector Courses carried out by qualified instructors. These courses are open to employees of other government and not for profit entities. To date, New Milton Town Council has hosted course delegates from organisations including New Forest District Council, Lymington, Pennington Town Council, Horsham Town Council, Warminster Town Council, and the Fleet Air Arm Museum Yeovilton.

This training process continues to enable New Milton Town Council to train members of the Estates Team at net neutral cost, as the course fees have been offset by the income received from running the course, which is a benefit both to the Council and its Constituents and is, in this auditor's opinion, an exemplary initiative.

Conclusions & Recommendations

RISK MANAGEMENT

Whereas there are no matters arising in this area of our review warranting formal comment or recommendation due to the Council's operations in relation to Risk Management, which I consider to be exemplary, a significant matter has arisen which could have seriously impacted the Council, its employees and Members which I must draw attention to:

A recent event, being organised by a local charity required a full and formal Risk Assessment to be undertaken prior to the event being authorised by the Town Council. On examining the Risk Assessment which was provided it became apparent that no proper Risk Assessment for the event had been undertaken, rather a Risk Assessment for "Milford on Sea Arts & Music Festival 2013". The spreadsheet records that the assessment provided to support the event scheduled for November 2023 at New Milton, was in fact undertaken on the 27th November 2012, for activities that cannot, in any respect whatsoever, be regarded as substantially similar.

For the avoidance of doubt, I must inform the Clerk/RFO and Members that should the event have gone forward, and an unfortunate incident have occurred, that the Council as the landowners and Members could potentially have been found to be guilty of corporate negligence, or in a worst case scenario, even criminally negligent as no proper Risk Assessment had been undertaken.

As stated earlier in this report, there is clear evidence that New Milton Town Council, its Clerk/RFO, Estates & Facilities Manager, Members and Staff to pay close attention to Risk Management and the Mitigation of Risk throughout the records and culture of the Council. Risk Management, a critical aspect of all Council operations, is now a continuous professional requirement rather than a task that can be managed on an 'as and when' basis.

To this end, I strongly suggest that the Council appoints a professional Risk Management Consultancy to assist it in developing its current Risk Strategy, live and special events Risk Assessments to avoid any recurrence of the matter that arose recently.

- R1. *Members should instruct the Clerk/RFO and the Estates and Facilities Manager to seek quotations for / go to tender for a professional Risk Management Consultancy to assist it in developing its existing Risk Strategy, Risk Registers and associated documentation.*
- R2. *Henceforth, the Clerk/RFO, Estates and Facilities Manager must create and issue a Risk Assessment proforma to any organisation wishing to hold an event on Council property. This Risk Assessment must be fully completed, submitted with all required supporting documentation, (such as insurance documentation, confirmation of attendance by St. John's Ambulance, other professionally trained staff for example), prior to Council approval for an event is awarded.*

PLAYGROUNDS & RECREATION AREAS

The Council has an excellent inspection, repair and replacement regime in place in relation to its playgrounds and recreation areas. I draw the Council's attention to the fact that litigation in relation to alleged and actual injuries in playgrounds is increasing and becoming increasingly vexatious.



Stacking Road
Poole
Dorset
BH16 8NL
01202 590675

9 - Low Risk (Finding 10)			
Item:	Swings - 2 Bay 2 Flat 1 Cradle Seat	Risk Level:	L - Low Risk
Manufacturer:	Spiel Art	Surface:	Bonded Rubber Mulch
Finding: There is some evidence of rot in the timber		Action: Monitor for any further deterioration and replace as required	

10 - Risk Assessment not Undertaken (Finding 11)			
Item:	Swings - 2 Bay 2 Flat 1 Cradle Seat	Risk Level:	N - Risk Assessment not Undertaken
Manufacturer:	Spiel Art	Surface:	Bonded Rubber Mulch
Finding: The inspector has some concerns about the internal condition of the timber and was unable to verify the structural integrity without further testing. We recommend a Res-PD survey to establish the condition of the timber at it's core.		Action: Contact the Play Inspection Company office for further information.	

During this review I have noted the Play Inspection company, independent inspection report concerning the Long Meadow Play Area, which was opened in April 2012 and is of timber construction.

Although it has been given a low overall risk score during the last annual inspection carried out in August, there are concerns about possible degradation of the timber which requires further investigation. The area looks dilapidated, and the Estates & Facilities Manager advises me that several pieces of equipment are out of service for safety reasons.

R3. The Clerk/RFO, Estates and Facilities Manager should review this play facility and draft a repair/replacement/removal strategy for scrutiny and onward endorsement/approval by Members of the appropriate Standing Committee and the Full Council.

Review of Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from New Forest District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise. We have:-

- Noted that the Council's actual expenditure to the 30th September 2023 is broadly in line with its budgetary projections for the financial year;
- The Council continues to conduct a robust Budget setting and Precept determination process, against a pre-agreed schedule of planning and review meetings, which was ongoing at the time of the Interim Internal Audit; and,
- We note that members continue to be provided with detail of the current budgetary performance at the monthly meetings of the Finance and General Purposes Committee.

Conclusion

There are no matters arising in this area of the Final Update review warranting formal comment or recommendation.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the invoice is submitted in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We note that, in addition to the Precept, the Council continues to receive income from a variety of sources including sports field hire, allotment rents, property leases, market stall rents, investment interest, recovered VAT, sundry wayleaves, sponsorship, grants and CIL monies.

We have:

- Noted that the Council undertook a formal review of its fees and charges during the prior-year budget setting process, with increases approved accordingly for the 2023-24 financial year;
- Checked and Verified all receipts recorded in Cashbook 1 to the corresponding Bank Statements for the financial year from the 1st April to the 30th September 2023;

- We have reviewed all invoices and receipts pertaining to Sales Receipts as entered on Cashbook 1, for the financial year from the 1st April to the 30th September 2023, ensuring that the fees charged were in accord with the published scales with no undue delays identified in settlement by customers;
- Reviewed the Sales Ledger for aged debt and any anomalous entries; and,
- We have reviewed the way in which cash and cheque receipts are recorded for banking for the financial year to 30th September 2023 with no issues arising.

Conclusions and recommendations

We have reviewed all the sales invoices issued by the Council from the 1st April to the 30th September 2023. Whereas all the fees were charged correctly only 8 of the 25 invoices raised to the 30th September 2023 were compliant with VAT invoice standards. One invoice was incorrectly addressed to an organisation that did not correspond to the organisation recorded in the Sales Ledger. Sixteen invoices contained only an abbreviation of the Client's name.

Further, Credit Notes are being issued as a balancing charge, rather than being applied as a journal. And different invoice sequences are being applied for different perceived 'types' of invoice.

We advise the following:

- R4. *All invoices issued by the Council must contain the full name and business address of the Client as the invoices are formal business documents and are used to support the Council's VAT reclaim.*
- R5. *It is considered Best Practice to apply credits to the Sales Ledger by processing a journal. Not by applying a balancing entry.*
- R6. *There should be a single invoice number sequence; 10001, 10002, 10003 etc., there should not be any differentiation in invoice types as this is recorded in the account code and cost centre in Omega.*

Review of Petty Cash Accounts

The Council operates a limited petty cash account, topped up "as and when" with periodic cash (ATM) re-imbursements (generally of £250 each). The DCK contractor maintains appropriate Excel based control sheets to analyse the expenditure for posting to Omega.

We have checked and agreed three sample month's transactions, April and September 2022 and March 2023, to ensure that each payment was supported by relevant supplier invoices / till receipts and that the expenditure was appropriate for the Council's activities with no issues arising. To this end, we have checked and verified the DCK produced and approved Petty Cash reconciliation reports, which have been endorsed in the Management Accounts by the F&GP Committee and which have been certified by the Clerk/RFO.

We have checked and verified the 30th September 2023 Petty Cash reconciliation, in the amount of £213.06, which has been certified by the Clerk/RFO with no matters arising.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the LGPS (further revised with effect from 1st April 2020 as regards employee contribution percentage bandings).

The Council continues to outsource the production of its monthly payroll to its contractor accountants: we have examined the September 2023 payroll, which included payroll payments to councillors in relation to their emolument payments, the grounds and office staff. We have: -

- Noted that the Council's payroll function continues to be outsourced to DCK Accounting Solutions;
- Ensured that the Council has approved employee pay rates for the Financial Year, ensuring that these were correctly applied;
- Ensured that appropriate PAYE tax codes are being applied to both employees and members' allowances;
- Checked and verified all Timesheets for the September 2023 pay period had been correctly tabulated, transcribed and authorised and that the corresponding variable pay had been paid at the correct overtime rate;
- Ensured that NI deductions were computed accurately based on the current "tables";
- Ensured that the correct percentage superannuation deductions, based on the revised LGPS, are being applied where appropriate; and,
- Verified that net salary payments have been made to staff appropriately and been recorded accurately in the accounting records, noting that all salary and members' allowance payments continue to be made by BACS.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation.

Review of Investments and Loans

We have noted that the Council continues to maintain a detailed Investment Strategy and policy.

Account	Cashbook Number	Reconciled balance as at 30.09.23
Current Account	CB1	£2,500.00
First Reserve Account 1	CB2	£210.41
Business Reserve Account 2	CB3	£7,377.59
Special Interest Bearing Account 3	CB5	£580,490.81
		Total £590,578.81

As at the 30th September 2023 the Council held surplus funds, totalling circa £590,579.00 as indicated in the table above, (£298,559.00 as at the 31st March 2023). The detail of each account

has been checked and verified against the prime documentation, i.e. bank statements as at the 30th September 2024, cashbook entries and corresponding bank reconciliations.

The Council also holds a share portfolio investment with Quilter Cheviot which as of the 30th September 2023 held a market value of £283,351.00.

We note that Quilter Cheviot continues to utilise Investment Income in addition to Sale Proceeds to purchase further investments. Whilst this appears to be within their remit to do so, the action does take control of the investment decision making process away from the Clerk/RFO and Members and does create further sums, the use of which will be restricted by Capital Accounting Regulations when the Investment Portfolio is finally liquidated.

Noted that the Council maintains a CCLA Public Sector Deposit Fund (PSDF) account, opened on the 17th September 2021, and that the funds balance as at the 30th September 2023 stood at £500,000 with dividends being paid directly into the Council's current account. We note that the CCLA continues to outperform the majority of investments open to councils.

We are advised by the Clerk/RFO that the level of the Council's banked funds and its investments are regularly reviewed at the Finance & General Purposes Committee.

The Council has no loans repayable by or to it currently.

Conclusion and recommendation

We note that once again, the Quilter Cheviot account has not performed as originally anticipated and all dividends achieved are automatically reinvested. We further note that the Council's CCLA PSDF account continues to significantly out perform the Quilter Cheviot investment. With the current geopolitical situation and uncertainty in financial markets I suggest, once again, that the Clerk/RFO and Members reviews all its investments, and in particular, the funds invested with Quilter Cheviot.

R7. The Clerk/RFO and Members should seriously review its current investment with Quilter Cheviot, and its other investments, to ensure that, as far as is practicably possible, that the poorly performing investments transferred into more performant organisations.

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NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from Auditing Solutions Ltd.'s servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation.

Action Plan

1

Rec. No.	Recommendations	Response
Review of Assessment & Management of Risk		
R1	Members should instruct the Clerk/RFO and the Estates and Facilities Manager to seek quotations for / go to tender for a professional Risk Management Consultancy to assist it in developing its existing Risk Strategy, Risk Registers and associated documentation.	
R2	Henceforth, the Clerk/RFO, Estates and Facilities Manager must create and issue a Risk Assessment proforma to any organisation wishing to hold an event on Council property. This Risk Assessment must be fully completed, submitted with all required supporting documentation, (such as insurance documentation, confirmation of attendance by St. John's Ambulance, other professionally trained staff for example), prior to Council approval for an event is awarded.	
R3	The Clerk/RFO, Estates and Facilities Manager should review this play facility and draft a repair/replacement/removal strategy for scrutiny and onward endorsement/approval by Members of the appropriate Standing Committee and the Full Council.	
Review of Income		
R4	All invoices issued by the Council must contain the full name and business address of the Client as the invoices are formal business documents and are used to support the Council's VAT reclaim.	
R5	It is considered Best Practice to apply credits to the Sales Ledger by processing a journal. Not by applying a balancing entry.	
R6	There should be a single invoice number sequence; 10001, 10002, 10003 etc., there should not be any differentiation in invoice types as this is recorded in the account code and cost centre in Omega.	

ANNUAL REPORT OF THE TRUSTEES – WAR MEMORIAL RECREATION GROUND
(CHARITY NO. 301891) FOR THE YEAR ENDED - 31 MARCH 2023

As reported in the local New Milton Advertiser & Times newspaper at the time, thousands of visitors flocked to the New Milton Lions' Easter Extravaganza on 16 April to enjoy one of the town's first major public event since the pandemic ended.



Crowds of up to 4,000 visitors were thought to have attended (photo Steve West)

Other well-attended events included various Sunday Afternoons of Music under the Performance Pavilion, Skatepark Competition, Youth Music & Cultural Festival plus New Forest Pride Event that took place on 20 August that attracted 1,000+.

Remembrance events proved ever popular, with the 40th Anniversary of the end of the Falklands War on 14 June, Armistice Day on Friday 11 November, and Remembrance Sunday on 13 November that saw the return of the Marching Band.



Full list of events held on the War Memorial Recreation Ground shown overleaf...

EVENTS HELD ON THE WAR MEMORIAL RECREATION GROUND

2022/2023

Saturday 16 April 2022	Lions Easter Extravaganza
Saturday 28 May 2022	Skate Competition on the Skate Park
3-4 June 2022 (Bank Holiday)	Platinum Jubilee Celebration
Sunday 12 June 2022	Afternoon of Music – Sandhurst Army Band
Tuesday 14 June 2022	40 th anniversary of the Falklands conflict
Sunday 3 July 2022	Afternoon of Music - Blue Tides Band
Saturday 23 July 2022	Youth Festival
2, 9, 16 & 25 August	Youth Summer Activity Sessions
Sunday 7 August 2022	Afternoon of Music - Caribbean Connection
Saturday 20 August 2022	New Forest Pride Festival
Saturday 27 August 2022	Conservation Connection Bee Fayre
Sunday 4 September 2022	Afternoon of Music - We are Robot
Friday 11 November 2022	Armistice Day
Sunday 13 November 2022	Remembrance Sunday Parade and Wreath-laying Ceremony
Saturday 10 December 2022	New Life Church Nativity Trail



NEW MILTON TOWN COUNCIL
Community Infrastructure Levy
For the reported year 2022/23

Regulation 59C of the CIL Regulations sets out how CIL money can be used and is quoted below:

Application of CIL by local councils

59C — A local council must use CIL receipts passed to it to support the development of the local council's area, or any part of that area.

At a meeting of New Milton Town Council held on 7 August 2017 following recommendation from its Executive Committee on 7 July 2017, it was agreed that CIL monies be spent on the provision, improvement, replacement, operation or maintenance of infrastructure generally.

Regulation 62A of the CIL Regulations sets out the reporting that is required having received CIL funding from the District Council. Having received CIL receipts from the District Council it is a requirement to publish a monitoring report.

Reporting by local councils

62A — A local council must prepare a report for any financial year ("the reported year") in which it receives CIL receipts, as follows:

- (a) The total CIL receipts for the reported year received by NMTC from NFDC amount to £31,205.94
- (b) The total CIL expenditure for the reported year amounted to £133,282
- (c) Summary of CIL expenditure during the reported year including—
 - (i) The items to which CIL has been applied: TBA
 - (ii) The amount of CIL expenditure on each item:
- (d) Details of any notices received in accordance with regulation 59E – None
- (e) The total amount of—
 - (i) CIL receipts for the reported year retained at the end of the reported year was £19,372
 - (ii) CIL receipts from previous years, retained at the end of the reported year was £39,448

The local council must:

- (a) Publish the report on its website.
And,
- (b) Send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website.

Youth Services Coordinator Report

December F&GP - Agenda Item 13



Outdoor Education

As the development of the Community Garden is coming along, we have been working with Arnewood School to get some young people involved. A group of students attended the garden to help plant some hedges. They worked hard and were keen to get involved. Over the coming months the young people will get involved with planting and growing their own plants, flowers and vegetables.

Mental Health Support

Following a meeting with Solent Mind, I am exploring what the gaps are in youth mental health provision and what we can do to plug the gaps to ensure young people are getting support when they need it. Waiting lists for Child and Adolescent Mental Health Services are years long, meaning people are only seen when they hit crisis point, or they turn 18 and are transferred to adult services before they are seen. There has been a dramatic increase in mental health issues over recent years, and early intervention is an important tool for recovery and reducing the risk of it becoming more serious.

Outreach

We are trying to find a cost-effective way to provide some outreach youth work within the town, with the recruitment of volunteers it gives more scope to provide outreach work at a lower cost.

Cookery Classes for families

Following the success of the cookery classes for adults, we are looking into providing something similar for a parent and young person to attend.

Back to Basics

Having attended training with Yellow Brick Road Projects, we are utilising the 'Back to Basics' and 'Make Every Contact Count' within our youth services. The approach focuses on taking small steps to make positive lifestyle changes and therefore improve mental well-being on an individual level and within families and the wider community. Contact with community members is focused on supporting them to make their own choices and positive changes to improve their well-being.

Ashley Youth Building

The windows and doors are in, and the building is taking shape. We are starting to build up interested parties to ensure the building is fully utilised.

Education Centre

One of the avenues being explored for the new building is setting it up as an education centre. This will allow the opportunity for young people to have access to alternative qualifications if they struggle with mainstream education. Staff and volunteers will be able to discuss career options, ambitions and it will open-up the opportunity to provide guidance to some of the most vulnerable young people in the area. It will also allow us to train our staff and volunteers in-house.

Volunteer Recruitment

Our team of volunteers is growing. We now have four volunteers fully signed off and a further four going through recruitment. The volunteers have a multitude of skills to support our youth with their needs.

Graham Flexman

From: New Milton Youth Trust <hello@nmyt.org.uk>
Sent: 28 November 2023 15:06
To: Graham Flexman
Cc: Sarah Conacher; Gordon Davies; John Lay-Flurrie
Subject: NMYT Grant Aid application
Attachments: New Milton Youth Trust Grant Aid application form November 2023.docx; New Milton Youth Trust AGM Tuesday, 25th October 2022New.pdf; NMYT statement of accounts 010422 to 310323.xlsx; New Milton Youth Trust Constitution.pdf

Good afternoon Graham,

Please find attached a completed Grant Aid application for New Milton Youth Trust which I believe will be considered by Councillors at the next F&GP meeting on 12th December 2023.

As requested I also attached our Constitution, Statement of accounts for the year 2022/2023 and the Minutes of our last AGM in October 2022 (our next AGM is 4th December 2023). I am happy to attend this meeting should you feel it would be helpful.

Please let me know if you required any further information.

Helen
Chair of Trustees



<https://nmyt.org.uk>


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 Milton Youth Trust	
Name of person to whom correspondence should be addressed: Helen Wallis-Dowling	Address for correspondence: 64 Brook Avenue North, New Milton Post Code: BH25 5HQ
Payee for Grant Cheque: New Milton Youth Trust	Daytime Tel: 07766900064
Details of the organisation, ie what does it do? The aim of addressing the social welfare needs of all people aged 0 to 25 years old resident in New Milton and its surrounding areas. We will achieve this aim by supporting young people and their families to create projects and opportunities which will support them to develop knowledge, skills and experience to reach their full potential as active citizens. We believe that children, young people and their families have the capacity to take the lead in identifying, developing and organising projects that benefit both them and the wider community. The role of the New Milton Youth Trust is to support them in this endeavour, by employing skilled staff to bring people together around the issues they are facing; to identify the root causes and take collective action to create sustainable solutions.	Amount of Grant applied for: £10,000
What is the Grant for and who will benefit? (Give details of the project) The grant is to fund the salaries and on-costs of 3 youth workers for both detached and building based youth work in New Milton (payroll services and pension included). It will also fund a subscription to essential registering, monitoring and evaluation software. In addition it will enable us to provide equipment and resources for this work including branded clothing, rucksacks and safety equipment for detached work as well as resources to equip the youth workers to support the young people they engage with.	
Have you applied to any other body for a grant towards this project? (If yes, please give details) Not at this time	
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) We are in the process of applying for funding from both local organisations such as the Lions as well as	

<p>other grant making organisation. NMYT has a wide ambition to not only focus on youth provision for 11 years plus, but to look at expanding our work to include play work opportunities for 5 to 11 years as well as family support. To this end, we are considering numerous grant making organisation to raise income.</p>		
<p>What age groups do you cater for? 0 – 25 year olds and their families</p>	<p>Total Membership: N/A – we are not a membership organisation</p>	<p>Are you a registered charity? If yes, please provide your number. 1186952</p>
<p>Signature of Responsible Adult: (Chairman, President, Leader)  Date: 28th November 2023</p>	<p>Bank Details Account Name: New Milton Youth Trust Sort Code: 08-92-99 Account Number: 67281956</p>	<p>For Council use only</p>

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 YOUTH TRUST
Statement of Accounts
Period ending 31st March 2023

	Income	Balance
01/04/2022 Opening Balance		6,658.34
Tescos funder raising (paid in via Lions)	142.74	
NFDC Councillor Clarke Grant	301.00	
Natwest Interest	30.19	
Total	473.93	7,132.27
31/03/2023 Closing Balance		7,132.27

Verified by Claire Lingard, Internal Auditor of Auditing Solutions Ltd

2022
^

New Milton Youth Trust AGM held on Tuesday, 25th October at 7.30pm in the Community Centre.

Attendees:- Trustees: Helen Wallis-Dowling (Chair), Sarah Conacher (Vice), John Lay-Flurrie (Treasurer), Gordon Davies (Secretary), Silma Ramsayack, Steve Clarke, Donna Lenton, Graham Flexman, Julie Weston. Also in attendance Mai Brillet (Culture in Common), Spencer Bungard (ASBOC).

Apologies:- Trustees: Sue Larking, Emma Towler, Alvin Reid and Jackie Ibbotson (Culture in Common).

1. Welcome.
Helen welcomed everyone to the AGM. In particular Mai Brillet, Projects & Promotions Co-ordinator of Culture in Common and Spencer Bungard of ASBOC. She asked those present to introduce themselves, which they did.
2. Minutes of Last AGM.
The minutes of the last AGM held on Tuesday, 8th June 2021 were agreed as true record.
3. Matters Arising from Last AGM.
There were no matters arising.
4. Accounts.
Graham presented a statement of accounts audited by Claire Lingard of Auditing Solutions Limited showing a balance of £6,662-26 as at 30th September 2022.
5. Re-Election of Auditors.
Auditing Solutions were reappointed as Auditors.
6. Chairs Report.
Helen produced a very comprehensive report, copy attached.
7. Trustees
 - 7.1. Resignations
Geoff Blunden resigned in September and Graham Flexman resigned at the AGM. Both Trustees were thanked for their hard work in getting the Trust off the ground and achieving Charitable status for the Trust.
 - 7.2. Election of Trustees.
Helen Wallis-Dowling (Chair) and Sarah Conacher (Vice) had to put themselves forward for re-election. Helen was proposed by Sarah Conacher and seconded by Steve Clarke, Sarah was proposed by Helen Wallis-Dowling and seconded by Steve Clarke. They were duly re-elected.

Steve Clarke Proposed by Silma Ramsaywack, Seconded by Sarah Conacher.
Donna Lenton Proposed by John Lay-Flurrie, Seconded by Steve Clarke.
Gordon Davies Proposed by Helen Wallis-Dowling, Seconded by Donna Lenton.
Sue Larking Proposed by Gordon Davies, Seconded by Silma Ramsaywack.

All the above Trustees were duly elected.

8. Any Other Business.

8.1. Leaflet.

The leaflet describes the method of working and how the Trust is going to facilitate the needs of families and young people in New Milton and district (see attached).

8.2. Youth Workers.

Helen said that the Trust can carry out accredited training of Youth Workers.

8.3. Play & Youth Forum.

Helen said that the Play & Youth Forum is under the umbrella of the Trust and is a welcome addition,

8.4. Youth & Families Hub.

Spencer asked what was happening about the new Youth & Families Hub. Steve said that outline planning permission was being sought as the proposed building was going to be built on Green Belt land. Once this was granted New Milton Town Council would intend to purchase it and lease it to the Trust to run. Graham said the building would benefit the whole community. Donna said the building will attract new people from different areas who will identify with it. Steve said that health and wellbeing activities could take place there. Silma said that ASBOC could use the building as well as the one on the Recreation Ground.

8.5. Ashley Youth Club.

Silma said there should be a new building built on the Ashley Recreation Ground for the use of the Youth Club and other youth and family activities by July 2023.

9. Meeting Closed.

Helen closed the meeting at 8.20pm and said that the Trust looked forward to doing real work.

10. Next AGM.

The date, time and venue of the next AGM is to be advised.



AMENITIES REFERRED MATTERS

Minutes of the meeting of the Amenities Committee of New Milton Town Council held on Monday 27 November 2023 at 6.30pm at the Town Hall, Ashley Road, New Milton, BH25 6AS.

Chairman: p G R Blunden p M Craze (Vice Chair)

Councillors: p D Hawkins B Murrow
J Baker p A O' Sullivan
D Rice-Mundy p V Schooling

In attendance:

Officers: G Flexman - Town Clerk M Jeffries – Estates & Facilities Manager
J Bean – Committee and Civic Administrator

74. NEW FOREST LCWIP

RECOMMENDED:

That NMTC supports New Forest Local Cycling & Walking Implementation Plan (LCWIP) concept recognising much work will be required to determine the actual safest cycling routes.

79. FEES & CHARGES 2024/25

RECOMMENDED:

That the Fees & Charges (Version 2) for 2024/25 be endorsed by the Finance & General Purposes Committee at its meeting on 12 December 2023.

80. AMENITIES COMMITTEE BUDGET 2024/25

RECOMMENDED:

That the Amenities Budget for 2024/25 in the sum of £720k be endorsed by the Finance & General Purposes Committee at its meeting on 12 December 2023.

83. CCTV - Proposals for five new cameras to be situated at:

1. Ashley Recreation Ground in the corner of the car park
2. Station Road opposite Morrisons
3. The area of the MUGA on the Rec
4. Fawcetts Field by our site depot
5. The entrance to the Arnewood School and Cemetery

RECOMMENDED: *That CCTV proposals be endorsed by the Finance & General Purposes Committee for Town Council approval.*

84. AUDIT REPORT

RECOMMENDED:

That proposals /quotes be sought for independent advice on risk assessments.