

NEW MILTON TOWN COUNCIL

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

NOTICE IS HEREBY GIVEN that a Finance & General Purposes Committee meeting of New Milton Town Council will be held at the Town Council Offices, Town Hall, 2 Ashley Road, New Milton BH25 6AS on Monday 19 December 2022 at 6.30pm

G P A Flexman
Town Clerk

9 December 2022

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

A G E N D A

1. Apologies
2. Declarations of Interest: To note any declarations of interest by members. (Members have a dispensation to discuss and set a Budget and Precept).
3. Public Participation: To note any item raised during public participation.
4. Minutes: To confirm minutes of the meeting held on 31 October 2022.
5. Matters Arising from those Minutes Not Covered Elsewhere on Agenda
6. Correspondence: To consider any correspondence received.
7. Budget Proposals 2023/24:
 - a) Amenities Committee: Fees & Charges and Budget. To consider the proposals of Executive Committee and endorse any amendments.
 - b) F&GP Committee: To consider proposals of Executive Committee, plus any subsequent amendments and endorse them as appropriate.

Having considered the above: To make recommendations to the Council regarding the overall Budget and Precept for 2023/24. (Annex B V3 refers)

Please note Executive Committee Minutes of 28 October (Min 31) and 11 November (41/42), Amenities Minutes (85/86) of 28 November 2022
8. Schedule of Payments S/No 05/22/23 for the period 1 Oct – 30 Nov 2022: To endorse schedule of £348,587.45 for Council approval. (Appendix 1).
9. Monthly Accounts: To receive and note October accounts. (Appendix 2).
10. Grant Aid Requests: To consider any requests received. (Appendix 3).
11. Community Infrastructure Levy: To receive a report on CIL receipts and expenditure for the reported year 2021/22. (Appendix 4).

12. Internal Audit: To note First Interim Audit report for 2022-23. (Appendix 5).
13. Youth Work: To consider future youth work co-ordination within the town.
14. Chairman's Items: To note any urgent items /significant matters of interest.
15. Next Meeting: **Monday 30 January 2023**.

PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

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

(If required)

To: **Councillors**

A D O'Sullivan

S J Clarke

K E Craze

R A Reid

G R Blunden

Councillors

D N Tungate – Chairman

S P Davies – Vice Chairman

M Brownsea

J G Ward

Distribution:

Other Town Councillors

District Councillors J L Cleary, C V Ward

County Councillors M Kendal, K Mans, F Carpenter

New Milton Library

New Milton Police

Press



Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 31 October 2022 at 6.30 pm in New Milton Town Hall.

Chairman p D N Tungate

Vice-Chairman p S P Davies

Councillors: p K Craze p S J Clarke
 p R A Reid p A D O'Sullivan
 p J Ward M Brownsea
 p G R Blunden

In Attendance:

Councillor: D Hawkins

Officers: G Flexman - Town Clerk
 J Bean – Committee/Comms Administrative Assistant
 S Ramsaywack – Youth Services Manager

The Chairman welcomed members and officers, together with eight members of the public.

Brian Coy of Open Sight gave some background to his Grant Aid application and advised members that Cllr Reid had attended one or more of their meetings.

Martin Medhurst of the Men's Shed spoke about a draft lease that had been prepared and which was now with their recently instructed solicitors. He had hoped the Lease would be ready to sign today and expressed regret that the matter had not yet been finalised.

Having recently appointed solicitors, they have now instructed them to negotiate with the Town Council solicitor.

54. APOLOGIES

Cllr M Brownsea

55. DECLARATIONS OF INTEREST

- a) Cllr Reid advised that he knows Brian Coy of Open Sight having previously been his neighbour. And that he had visited Open Sight meetings on a couple of occasions. He did not consider that this should stop him joining in the debate.
- b) Cllr Davies stated that he had looked through the paperwork in relation to the grant aid application by Compass Counselling and noted that one of the directors is a Mrs M Swayne, he was concerned that she is known to several members of the Committee.

The Chairman acknowledged his concern, and it was suggested that perhaps the matter should be deferred to the next meeting pending further investigation, and whether it would constitute a conflict of interest.

- c) Councillor Craze stated that he would not be involved in any discussions relating to the grant aid application by Parkinson's New Forest, his brother is suffering very badly with the disease, and he stated that he finds the matter emotive.

56. PUBLIC PARTICIPATION

The Chairman thanked Brian Coy and Martin Medhurst for their comments and advised both items were on the agenda and would be dealt with later in the meeting.

57. MINUTES**RESOLVED:**

That the Minutes of the meeting held on 26 September 2022, previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.

58. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

The Town Clerk confirmed all action points listed had been or are being addressed.

Minute	Action Points	Action by date	To be actioned by
43a)	Publish Notice from PKF	30.09.22	Town Clerk
43c)	Consider request from RBL	03.10.22	Town Council
43d)	Prepare Men's Shed Lease	ASAP	Town Clerk
43f)	Arrange payment to CANF	ASAP	Asst Town Clerk
44	Endorse Schedule of Payments	03.10.22	Town Council
47	Community Garden Licence	03.01.23	Town Council
48	Internal Audit Work Program	On-going	Town Clerk
49	External Audit appointment	03.10.22	Town Council
51	HALC Membership Changes	03.10.22	Town Council

59. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) An email from Goff Beck conveying the gratitude of the Royal British Legion for the Town Council's sponsorship of the poppy appeal this year.
- b) A message from the New Forest Bike Project to thank the Town Council for the donation which has now been received.
- c) An email from the parking office at NFDC advising of their intention to have 4 days in 2022 when charges will not apply in their car parks. The days will be Saturday 3rd December, to coincide with small business Saturday; Saturday 26th November which is the day of the New Milton Christmas Festival & Carnival Parade. Town Clerk to confirm 26 November with NFDC Parking Office by 18 November. Also, parking charges will be suspended on Saturday and Sunday 17th/18th December, being the final weekend before Christmas.
- d) The next tranche of the Community Infrastructure Levy monies has arrived in the sum of £19,371.80.

- e) An email has been received from Lisa Cook, Team Leader – HCC Passenger Transport, following a recent on-line meeting with interested parties about Passenger Transport Savings and CANGO.

The outcome of the recent Consultation confirmed that people broadly preferred to have reduced trip opportunities over reduced destinations. The fact is that CANGO offers the Council the poorest value for money in terms of subsidy per passenger trip of all the services in the New Forest. All options are on the table with regards to what happens with the service.

This includes not operating all existing days; a change in the length of the operation day; a move to a conventional timetable; completely withdrawing the service; and some or equally none of those options. Lisa confirmed there had been discussions on all those options, and others and that she had gone back to the bus company for their feedback.

There was a discussion also about the possibility that the service converts to a conventional timetable and that the booking service may no longer be needed, and maybe the funding that the three councils currently contribute could be recycled back into the service.

Lisa advised she is briefing Cllr Heron, the Executive Member on all possible options to achieve required savings. Finally, Cllr Heron will decide about what savings are to be made on 7th November 2022. The report with all proposed detail is due to be published a week ahead of this Decision Day.

Cllr David Hawkins commented that HCC have not helped the older residents of the town, now the main buses are down to one an hour (following recent withdrawal of Yellow Buses) and they no longer run late into the night, many OAPs cannot now go anywhere and return at a convenient time. Hampshire needs to do something for the residents, it is not fair to diminish their opportunities for travel, especially at this time.

The Chairman thought that was a good point made. Members agreed.

The Town Clerk was asked to write to Cllr Edward Heron, highlighting the above salient points prior to Decision Day.



60. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, being Schedule of Payments, for the period from 1 to 30 September 2022 in the sum of £224,705.01, as previously distributed.

The Town Clerk highlighted the following items over £1,000:

- a) Lombard - vehicle leasing x 4 + hire of Nissan Rapid £1,945.99
- b) DCK Payroll/Accounting - Monthly provision of accounting/payroll services and annual allotment invoices. £1,057.14
- c) Gristwood & Toms - Completed tree works August 2022 £1,299.80
- d) HCC – Pension Contributions August 2022 £9,151.73
- e) HMRC – Tax and NIC August 2022 £8,890.75
- f) Lite Ltd – 60 load tests including structural engineers report £2,499.60
- g) Lion's Club – Grant Aid as approved at F & GP 25/07/22 £3,000
- h) NMSB – Disposal of fly tip/general vegetation/hazardous waste various locations – soil for Fawcetts toilet area improvements £1,015.58
- i) Source for Business – Water charges for Becton Lane, upper/lower/middle Ashley allotments/Indoor and Outdoor bowls club/Ashley sports ground/trough Barton Common Road (Feb- Aug 2022) £1891.61
- j) Turfleet Hire – End of season trilo hire Ashley & Fawcetts/John Deere tractor and front loader hire £1,728.00
- k) Bowcom – Line marking paint for Ashley and Fawcetts £1,224.00
- l) David Ogilvie – Queen's Platinum Jubilee seat x 7 (£5,126 + All vat CIL monies and Cllr Contribution) £8,551.20
- m) Manor Grounds Maintenance – Middle Ashley allotment – clear excess debris and vegetation becoming a health and safety issue £1,187.47
- n) NMSB – Ashley project car park extension excavation work/compost open spaces beds/vegetation waste disposal (part CAPEX)
- o) PKF – External audit limited assurance review of Annual Governance and Accountability return for year ended 31 March 2022
- p) Staff / members' Salaries and allowances September 2022 - £29,449.81

Members queried:

- The sums paid to Tom Morrissey. The Town Clerk advised that Tom is a contractor who does not wish to be employed at this time. He said that the estates team is generally understaffed by one operative at present.
- The monies paid to 'We Are Robot' and the advertising for the Afternoon of Music which they appeared at. The question was what the budget for these events is. The Town Clerk advised that in the past there was a budget of £5,000 per year for such events, but during Covid no events had taken place and so there is no budget at present but would be considered for next financial year.

- The sum of £411.82 paid to Pitney Bowes (quarterly charge), the point was made that surely most communication should be by email nowadays. The Clerk will pursue the matter and put something in the minutes.

(Post Meeting Note: The charge levied is that agreed at contract, so applies regardless of level of use. Consumables changes with use accordingly. Most information is already emailed, and we were forced to further reassess during 2020 office closures. However, we still serve a demographic where not everyone has access to e-mail and neither should be expected to.)

- The sum of £1,187.47 paid to Manor Grounds Maintenance, what is the excess debris and vegetation? The Town Clerk said debris from allotments and will put some further explanation in the minutes.

(Post Meeting Note: Clearances relate to Upper & Middle Ashley allotments where a significant build of assorted debris on untenanted plots and at the end of Middle Ashley was becoming a major health & safety issue. The in-house team still understrength were unable to carry out the works so Manor was engaged to clear and dispose, they work at the same agreed rate as Tom Morrissey and are brought in to assist when absolutely necessary. Robust procedures are being put in place across our allotments to ensure that untenanted plots are not allowed to deteriorate into dumping grounds.)

It was then

RECOMMENDED:

That Schedule of Payments No. 04/22/23 covering the period 1-30 September 2022, in the sum of £105,024.01 be ENDORSED for Town Council approval.

61. SEPTEMBER ACCOUNTS

The Chairman referred to Appendix 2, being Monthly Management Accounts for the half year ending 30 September 2022.

The Town Clerk reported accounts show overall savings to date of circa £100,000. There had been additional income from several sources including £30k from a developer in connection with a development adjacent to land at Barton Common. Also, £15k from the organisers of the music events at Chewton Glen. As a result, Amenities shows an underspend of £36k to date.

There is a similar trend with F&GP that also benefitting from savings/underspends. Grants had also come in from Government departments for Covid-related signage in the sum of £7,929 and monies from the Welcome Back fund for the cookery lessons in the sum of £5,777. Overall £64k savings to date.

However, the Town Clerk warned there are likely to be overspends in relation to the project at Ashley and the purchase of land in the town.

62. YOUTH REPORT

The Youth Services Manager gave her report, previously circulated as Appendix 3.

YSM advised that at the recent Play and Youth Forum meeting it had been announced that the NMYT would be supporting the group financially and on meeting days, this had been decided to ensure continuity particularly with the vacant/temporary positions within youth service. The NMYT AGM has now taken place at the Community Centre in Osborne Road.

Ashley Youth Club has a regular attendance of up to 25 young people each session and that more were added each week. Mostly they are year 11s. When the new building in Ashley opens there will be separate sessions of under 14s and over 14s.

The need for separate sessions had been highlighted following a visit from Youth Options who provided a workshop on knife crime. The year 11s proved to be very knowledgeable already whereas the younger members would benefit from a slightly different presentation.

As numbers are increasing quickly while based at the Memorial Centre she has no doubt that there will be even more interest once the club is based back in Ashley.

YSM had recently provided some ideas to the Executive Committee in relation to the future plans for youth services following her retirement on 23rd November. It has been agreed that she will return one day a week as a consultant.

The YSM confirmed a meeting with Coastal Medical Partnership with her associate Dr Maret Dymond Bassett. They spoke about the Youth MOT program and were asked if a similar program could be provided for adults. Maret had advised that if an organisation could sponsor some of the cost this would be a possibility.

Finally, the YSM stated that this is her last report and she advised that she had enjoyed her role a great deal and had been pleased to make a difference within the community and to the young people of New Milton.

There was much deserved applause from members.

63. COMMUNITY GARDEN

The Town Clerk referred to Appendix 4, being the proposed 10-year Licence for the Community Garden that is now ready for signature.

64. MEN'S SHED FAWCETTS

Chairman referred to Appendix 5, being the proposed 21-year Lease for Men's Shed.

The Chairman acknowledged the comments which Martin Medhurst made during public participation and agreed that it was regretful this had taken so long. However, he hoped the Lease would be agreed soon, asking the Town Clerk if he had an idea about how much longer it would take.

The Town Clerk advised that he hoped it would be quick once the two solicitors had a chance to discuss any amendments required.

65. GRANT AID

The Town Clerk referred to Appendix 6, being the Grant Aid Applications as follows:

- a) Open Sight who had requested a grant of £500. Cllr Reid confirmed his attendance at some of their meetings, and his view that the charity did an excellent job and that the Town Council should support it.

Cllr Davies agreed with this but was concerned that the bank account on the form was a general Hampshire Open Sight account rather than a local New Milton one.

The Chairman took the meeting out of session so that Mr Coy could respond.

Mr Coy stated that as the local account had started to incur charges whenever a cheque was issued the organisation now had more centralised accounts, the monies paid into the Hampshire account for the New Milton branch would only be used by the New Milton branch.

The Chairman went back into session and following detailed discussion and a unanimous vote in favour

It was

RESOLVED:

That Open Sight New Milton be granted £500 from the Grant Aid Budget under the General Power of Competence.

- b) Compass Counselling who had requested a grant of £500.

It was

RESOLVED:

That this application be deferred until the next meeting pending further investigations as to whether there is a conflict of interest.

(Post Meeting Note: It's a non-pecuniary interest but members need to decide if they are biased / predetermined or not. If not, they can discuss and vote. If they are, they should be excluded. It's their individual risk. Each Cllr should complete an interests register form and choose accordingly what to tick.)

- c) Parkinson's New Forest who had requested a grant of £500. Cllr Clarke spoke in favour of making this grant, stating many people in the town suffered from Parkinson's and that organisations such as this offered very valuable assistance.

Following detailed discussion and a unanimous vote in favour

It was

RESOLVED:

That Parkinson's New Forest be granted £500 from the Grant Aid Budget under the General Power of Competence.

- d) An application received somewhat late in the day from Julia Stamper for £2,000 for the Community Garden group.

Following discussion and a unanimous vote in favour

It was

RESOLVED: That this application be deferred until the next meeting

66. CANF/CAB Statistics

The Town Clerk referred to Appendix 7, being detailed documents sent by CANF showing key data broken down by wards.

67. CHAIRMAN'S UPDATES - None.

68. NEXT MEETING – **Monday 19 December 2022** at 6.30pm in Town Hall, New Milton.

There being no further business to discuss, the Chairman thanked everyone for attending and closed the meeting at 7.10pm

CHAIRMAN _____ DATE _____

Minute	Action Points	Action by date	To be actioned by
59c)	FOC Car Parking - 26 Nov 2022	18.11.22	Town Clerk / NFDC
59d)	Prepare Annual CIL Report	31.12.22	Town Clerk / NFDC
59e)	Forward minute to Cllr E Heron	07.11.22	Town Clerk / HCC
60	September Payments Schedule	14.11.22	Town Council / Estates Manager
63	Sign Community Garden Licence	ASAP	Town Clerk
64	Men's Shed Lease preparation	ASAP	Council Solicitor
65 a / c	Grant Aid payments	ASAP	Assistant Clerk
65b)	Compass Counselling Check potential Interests	19.12.22	Assistant Clerk
65d)	Community Garden group Defer to next F&GP meeting	19.12.22	Town Clerk

Distribution:

Town Councillors

Estates & Facilities Manager

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

New Milton Police

Press

Alan Watson – FOCUS & NMRA

NEW MILTON TOWN COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF NEW MILTON TOWN COUNCIL HELD ON FRIDAY 28 OCTOBER 2022 AT 15.00 HRS AT THE TOWN HALL.

Councillors: p K E Craze – Chairman
p G R Blunden
p S J Clarke
p B Murrow – Vice Chairman
p D N Tungate

In attendance: Cllrs D Hawkins, A D O'Sullivan
Officer: G Flexman - Town Clerk

The Chairman welcomed everyone to this first budget meeting for 2023-24 of the Executives.

25. APOLOGIES – Cllr B Murrow

26. DECLARATIONS OF INTEREST

Members have a general dispensation to discuss budgets and set a precept for 2023-24.

27. PUBLIC PARTICIPATION - None

28. MINUTES

The Chairman referred to the minutes of the last meeting held on 30 September 2022.

It was

RESOLVED: That the minutes of 30 September 2022 be signed as a correct record.

The minutes were duly signed.

29. MATTERS ARISING – That a Working Group be set up to consider Project Progress.

30. CORRESPONDENCE

The Chairman said that after several email exchanges with local residents of Marine Drive West, and also John Sorrell, Parking Services Team Manager at HCC, John has spoken to Nicholas Waite of the Gypsy and Traveller Team and will visit the in-situ camper van on the cliff top next week, speak to the owner and issue a 'Moving On' Notice if appropriate.

31. COMMITTEE BUDGETS 2023-24

The Town Clerk referred to Appendix 1, being first draft of Committee Budgets for 2023-24.

Members went through the budgets page by page. The Town Clerk highlighted the overall budget of £1.282m with proposed Cap Ex of £120k again which was agreed by members. Where appropriate, an inflation rate of 10% has been used, based on half year projections and likely expenditure next year. Regarding salaries and wages, a rise of £2k per employee was budgeted, based on national negotiations. Overall staff numbers will remain the same.

Subject to some minor amendments, Committee Budgets for 2023/2024 would be endorsed at the Executive Committee at its meeting on Friday 11 November 2022 for consideration by the standing committees, Amenities on 28 November and F&GP on 19 December 2022.

There was also discussion about transferring £22.5k from General Reserve to reduce the Precept to £1,259,740 resulting in an overall increase of 4.98%, similar to last year, but that would be down to full Town Council when approving the final precept on 3 January 2023.

RESOLVED: Executives meet on 11 November 2022 to recommend 2023-24 budget.

32. YOUTH STRATEGY

Cllr Clarke said this was discussed at the last Execs meeting on 30 September, but the Chairman explained he wanted to establish precisely who would be on the Youth Strategy Working Group with Cllrs David Hawkins, Steve Clarke, Keith Craze and Geoff Blunden. (**Post Meeting Note:** Silma Ramsaywack & Helen Wallis-Dowling also expressed interest).

It was previously agreed a Working Group be set up to look at the council's future Youth Strategy, including the Ashley Community building, future direction of youth services within the town, coordinating with other organisations, and how best to facilitate this over the next 6 months utilising the current Youth Services Manager on a consultancy basis, as required.

RESOLVED: That the Working Group meet to discuss / agree NMTC Youth Strategy.

33. ANY OTHER BUSINESS

Steve Clarke updated members on Gore Road matters:

- a) Strategic Site meeting is being held on 10 November at 1.00pm, being Teams Meeting – update from agents regarding housing land at Gore Road.
- b) Community HUB – Outline Planning Application number 22/11157. Decision due by 8 December. Town Council has an Option to Buy land for £100k once OPP granted.
- c) Application for 17 houses adjacent to Old Barn. Brian Stevenson and Darryl Howells attended NMTC Planning Committee yesterday and advised there had been a change in circumstances that arose from NFDC drafting a Heads of Term on the S106 Agreement, so the application is having to go back to NFDC Planning Committee on 9th November.

34. DATE OF NEXT MEETING – Next Execs Meeting **Friday 11 November 2022 at 3.00pm**

There being no further business to discuss, the Chairman closed the meeting at 4.30 pm and thanked everyone for attending.

CHAIRMAN _____ DATE _____

Distribution:

Members of the Executive Committee
 Town Councillors – For Information
 District Councillors C V Ward, J L Cleary
 County Councillors M Kendal, F Carpenter and K Mans
 Press

Silma explained that another youth worker is needed to cover sickness and holidays. We currently have 3 youth workers who are old enough to have obtained a youth work qualification and worked in the field, but this is not something that is common.

This new person would not be a Senior Youth Worker in charge of the youth club but will ensure we have sufficient numbers of youth workers required on club night. Medium-term, over the next 6 months or so, Silma is willing to assist on Wednesday evenings.

Longer-term, the Town Council will have to decide what level of input would be needed in the future. It was agreed this matter would be discussed further at the next Execs.

41. FEES & CHARGES

Town Clerk referred to Annex A Version 1 being proposed Fees & Charges for 2023-2024.

Members went through this page by page, noting proposed inflation rate of 5% was used. Following this, and discussion of some operational issues and rounding up of some fees members asked that a 10% inflationary increase be applied to Fees & Charges for 2023/24.

Subject to the above

It was

RECOMMENDED:

That Schedule of Fees & Charges for 2023/24 be endorsed by Amenities Committee.

42. COMMITTEE BUDGETS

Subject to some minor amendments, arising from the above review of Fees & Charges, Committee Budgets for 2023/2024 were endorsed for consideration by the standing committees, being Amenities on 28 November 2022 and F&GP on 19 December 2022.

Subject to the above

It was

RECOMMENDED:

That Committee Budgets for 2023/24 be endorsed by relevant standing committees.

43. CHAIRMAN'S ITEMS – Reserves, CIL and s.106 monies will be discussed at next meeting.

44. DATE OF NEXT MEETING – Next Execs Meeting **Monday 5 December 2022 at 2.30pm**

There being no further business to discuss, the Chairman closed the meeting at 4.10 pm.

CHAIRMAN _____ DATE _____

Distribution:

- Members of the Executive Committee
- Town Councillors – For Information
- District Councillors C V Ward, J L Cleary
- County Councillors M Kendal, F Carpenter and K Mans
- Press

**85. FEES & CHARGES 2023/24**

The Town Clerk referred to the Schedule of Charge 2023/24, Annex A – version 2 which had previously been circulated and advised that the second version had been prepared with a 10% uplift due to inflation. The previous version featured a 5% uplift, but this was considered to be insufficient. Inflation is quite unpredictable at the moment.

The Town Clerk went through Fees & Charges highlighting the changes, he pointed out that there are certain anomalies, eg: Indoor Bowling Club paying more than the Outdoor Club, but as previously mentioned this reflected the difference in the agreements which had been reached with them in terms of maintenance.

The Town Clerk mentioned payments from the Football Club to clear outstanding debts and on-going indebtedness. They were adversely affected during covid. Cllr D Rice-Mundy advised caution about putting all the charges up as money is tight for everyone now. He said that he did not believe the football club could afford it.

The Chairman interjected to say that the expenditure and work done at the football club exceeded the income. The Estates Manager confirmed the Chairman's comment adding that the end of season re-seeding had particularly gone up, but they had suffered with loss of business with less teams playing now.

Cllr S Clarke said he was concerned at approaches from groups seeking reductions in rent. He said that the Town Council represents all the residents and not just those who are members of the football or bowling club. Acceding to their requests for reduction would lead to further similar requests.

The Chairman acknowledged this and said meetings would be arranged with the Indoor Bowling Club and the Football Club for a general discussion regarding their charges.

RECOMMENDED:

That the Fees & Charges for 2023/24 be endorsed by the Finance & General Purposes Committee at its meeting on 19 December 2022.

86. AMENITIES COMMITTEE BUDGET 2023/24

The Town Clerk referred to the Amenities Committee Budget, Annex B – version 3 which had previously been circulated, noting that the largest expenditure is staff salaries which had increased by £1,925 per head this year and a similar provision for next year's budget had been made.

Previously, a provision had been put in the accounts for potential bad debt of £11,500. There is also a provision in next year's budget for ash tree die back, noting this was not needed the last couple of years.

A sum of £45,000 has been budgeted for work at Ballard Lake which is to be drained and the fish removed and relocated elsewhere.

So far as the budget for grounds maintenance of open spaces is concerned, this remains the same as last year, as does floral expenditure of £20k.



Cllr Clarke mentioned that he had visited Hunstanton in Norfolk recently and they had a scheme where members of the public sponsored planters or pots and could have a small plaque on them in memory or celebration of someone. As we are unable to provide many benches anymore, particularly on the cliff top, maybe we could consider this as a possible source of income.

The Town Clerk advised that the budget for Xmas lights had been increased by 10% for next year, in line with inflation

RECOMMENDED:

That the Amenities Budget for 2023/24 be endorsed by the Finance & General Purposes Committee at its meeting on 19 December 2022.

87. ENVIRONMENTAL SUTAINABILITY ACTION PLAN

The Chairman referred to the Environmental Sustainability Action Plan which had previously been circulated as Appendix 2. Highlighting the reductions in emissions made by the installation of the solar panels at Fawcetts Field, the Estates Manager confirmed that this was around 10 tonnes of carbon dioxide saved.

88. QUEEN'S GREEN CANOPY

The Chairman updated the Committee on the Queen's Green Canopy and the on-going issues relating to streetscene improvements at Ashley Parade and Old Milton.

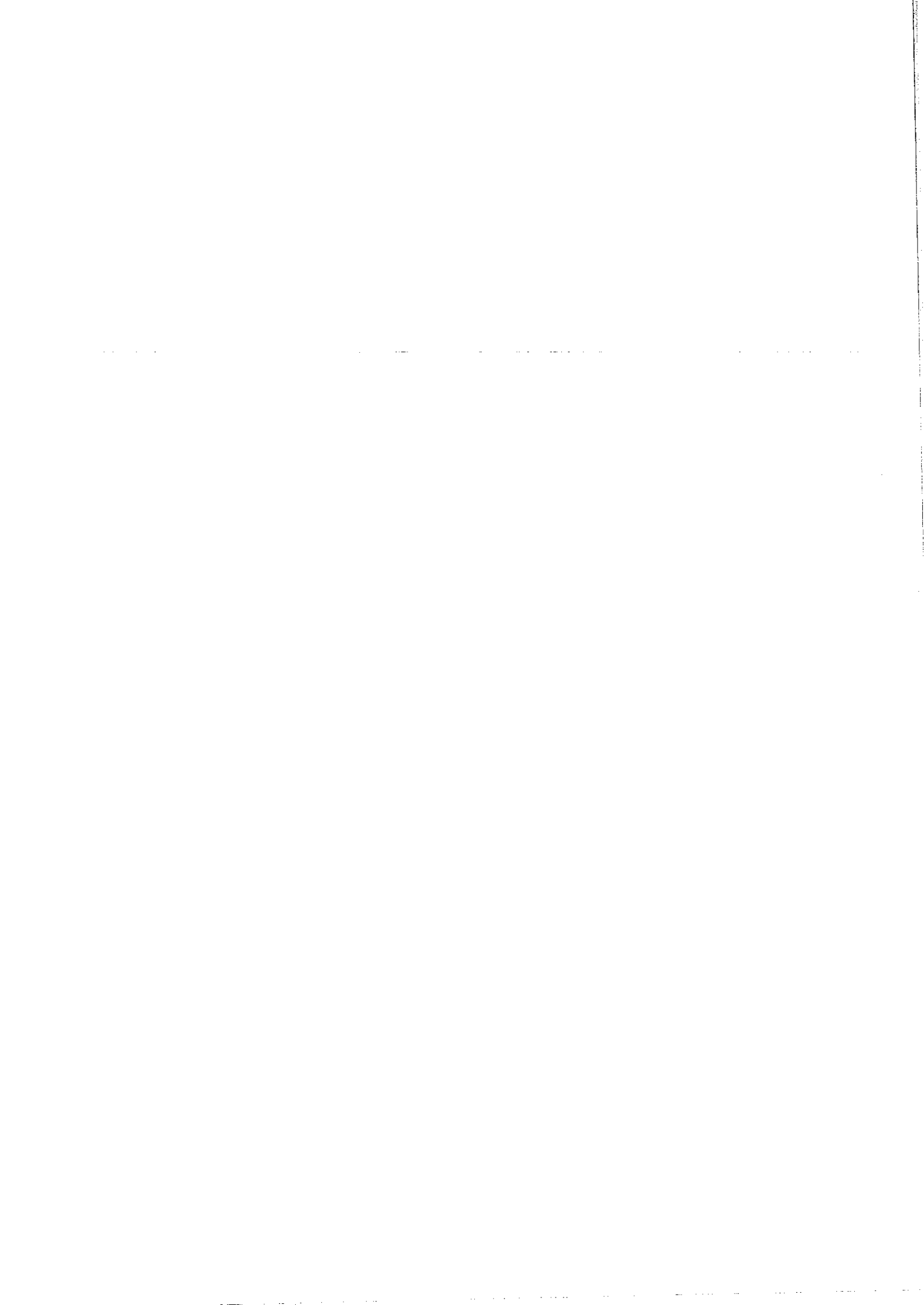
A report had been sent to HCC relating to paving and footpaths and their response has been that they have no money to make improvements but will carry out necessary reactive measures but can do no more than that at the present time.

Cllr V Schooling stated that she was disappointed but wondered if the Town Development Manager might be able to source some funds which could help with these two very run-down areas. She thought that Suna had found some money to apply for in the past. The Chairman said this was a good suggestion and would form an action point for the TDM.

Cllr Clarke advised that he had seen reports on social media about the drive for tree planting and suggestions that many of the new trees had died following a difficult drought filled summer.

The Estates Manager advised that in fact the new trees had done well and that more trees had been lost to vandalism than to drought, but overall, less than 10% had been lost. Cllr Clarke asked that this should be put into the public domain and the Communications Officer confirmed she would do so.

The Chairman went on to advise that National Tree Week began today and that two trees would be planted at the Arnewood School on Wednesday, a field maple and a silver birch. He invited the councillors to attend if they are available.



	Payee	Description	Gross
Oct			
1	Lombard	Vehicle leasing x 4 BW21. NYH/BV71 ZJZ/BC21 NLU/DY20 HTT	£1,945.99
	NFDC	NNDR (6 of 10) offices and premises	£499.00
	NFDC	NNDR (6 of 10) Fawcetts sports ground & premises	£419.00
4	Lesar	3 personalised ID cards	£27.60
5	Tom Morrissey	Carry out building and general works 26 - 30 September (5 days)	£750.00
	NFDC	Outline planning submission to NFDC - Gore Road Youth and Family Hub	£231.00
6	HCC	Pre planning application advice - land south of Gore Road	£350.00
7	Vodafone/EE	Work mobiles and Ipad - September 2022	£508.22
12	Tom Morrissey	Carry out general works site wide 3 - 7 October (5 days)	£750.00
	Novuna	Wessex cutting deck monthly contract hire	£87.74
	Societe Generale	Monthly lease rental Kubota mower & cutting deck	£303.40
14	All Clear Pest Control	To inspect for wasp activity - Boldre Close BOS	£45.00
	Allotment Holder	Allotment deposit refunds x 5 plus rental refund x 1	£209.00
	Natasha Beatty	To provide cookery classes - 4 week sessions (October 2022)	£800.00
	Bravo Benefits	Voucher deducted from staff member Sept 2022	£260.50
	Cango	Bus service co-ordination September 2022	£450.00
	CEF	Cable ties general use	£9.48
	C'Church Gdn Mach	Machinery repairs - Kubota flail/HF21 deck belts/Wessex cutting deck/Kubota ride-on mower/cordless hedgetrimmer	£485.29
	Citizens Advice NF	Grant aid as agreed by F & GP 26 Sept 2022	£5,000.00
	DCK Payroll Solutions	Monthly provision of payroll services	£326.16
	Eagle Plant	Machinery fuel bowser at Fawcetts/secure storage at Ashley	£327.36
	Everton Nurseries Ltd	Top soil - open spaces general	£27.13
	Gristwood & Toms	Completed tree works September 2022	£10,497.74
	HCC	Pension contributions - September 2022	£10,043.90
	HMRC	Tax and NIC - September 2022	£8,890.75
	Juice	Website changes - the Queen's message design, build and take down/logo updates and Remembrance poster	£270.00
	Keffen Plant Hire Ltd	Carry out flail hedge cutting Fawcetts Field and Ashley	£781.20
	Geoff Kilbey	To move container from the indoor Bowls Club to Fawcetts and one container from the side of indoor Bowls Club to Fernhill	£360.00
	MPS	Carry out MOT test Nissan DX67 UYD	£50.35
	New Forest Mindfulness	Planning Youth MOT (1 hour)	£75.00
		Carried Forward	£34,283.07

		Balance Brought Forward	£34,283.07
14	New Forest Stationers	Various stationery supplies - September 2022	£115.96
	NMSB	Hedge cutting/veg clearance/bench installation reinstatement/Ashley green route footpath work/general waste site wide/Long Meadow stream clearance/hedge removal Ashley	£2,924.14
	Rejuvenate	Provision of managed services/IT support and domain registration renewal 1 year and monthly telephone services	£733.94
	Salt and Heather	Preparation of outline Planning Application for proposed Youth and Family Hub, Milton Barns New Milton	£2,200.00
	Screwfix	Hand tools/toilet paper (Fawcetts)/First aid bag for Barton Common Volunteer Group	£89.07
	John Shutler Tree Serv	Undertake Ash dieback safety survey/10 sitemaps	£1,074.00
	Sitesafety	Toilet rolls - Ashley Pavilion	£43.81
	SparkX	Christmas lighting preparations including power box to ground floor southern elevation at Brewers/installation of brackets and eyelets at M & S/ eyelet and bulb installation at Mc Colls	£2,622.00
	Travis Perkins	Plate compactor/ breaker/generator hire and line marking paint	£204.96
	Turfleet Hire	John Deere tractor /front loader monthly hire	£864.00
	Unison	Subs taken from salaries - September 2022	£11.50
	Vita Health Group	Provision of Employee Assistance Programme - monthly fee	£74.99
	Waste Mgt Facilities	Ashley Sports Ground - mixed municipal waste	£117.67
	Worldpay	Subscription fees October 2022	£11.94
19	Tom Morrissey	Carry out general works site wide 9 - 14 October 2022 (6 days)	£900.00
	WP Group	Fawcetts vehicle and machinery fuel	£6,050.00
	Worldpay	Miscellaneous charges September 2022	£84.93
20	Nightsearcher	Sports Star rechargeable training lights for Youth Services	£2,766.94
	NPower	Electricity supplied to Spencer Road/Mallard Court/Fawcetts main site/Ashley sports Pavilion/Talking Newspaper from 1-31 August 2022	£1,050.04
24	Lombard	Road Fund Licence - Peugeot Boxer BV71ZJZ	£25.00
26	Tom Morrissey	General works town wide from 17 - 21 October 2022 (5 days)	£750.00
28	A & T	Advert for Friends of Ballard Water Meadow AGM	£114.00
	All Clear Pest Control	Regular placing and monitoring of rodent baits at Ashley Rugby Club	£55.00
	Atech Electrical	Cherry picker hire - removal of flowers baskets around New Milton	£808.99
	Bravo Benefits	Voucher deducted from staff member - October 2022	£260.50
		Carried Forward	£58,236.45

		Balance Brought Forward	£58,236.45
	CEF Electrical	Cable for use site wide & Lamps for Fawcetts trim trail	£69.04
	Complete Weed Control	Autumn/winter weed & feed re Ashley and Fawcetts	£1,919.78
	Citation	Health and safety services - monthly fee	£271.20
	Cripps Pemberton	Fees re licence & extra consents re electricity box - 61 Station Road	£1,500.00
	DCK Accounting Solutions	Monthly provision of accounting services - September 2022	£543.30
	Eden	Monthly water cooler rental and supplies - August 2022	£67.62
	M A Hart Asphalt	Carry out works to construct new footway - green routes and car park extension/general site clearance (Ashley project) - Section 106 and Green Route	£78,300.00
	Keffen Plant Hire	Flail hire - carry out flail hedge cutting at Ashley/Lym Rd allotments and Naish/Hollandswood open spaces	£1,209.60
	LEDhouse	50% deposit for hire of LED screen for the King's Coronation - May 2023	£1,650.00
	Manor Grounds Maint	General works site wide (2 men - 4 days work)	£1,226.30
	Natasha Beatty	To provide 1 day cookery class	£200.00
	NM Memorial Centre	Hire of main hall for Ashley Youth Club - 3 dates in September	£202.50
	NMSB	Vegetation/planter/general waste clearance & soil for Ashley pitch repairs	£560.25
	Northfield Nursery	Supply of bedding plants - autumn/winter display	£1,199.88
	David Ogilvie	Supply and deliver Queen's Platinum Jubilee Pergola (CIL monies)	£7,014.00
	Rejuvenate	Supply 1 x wired USB headset for staff member	£43.51
	Screwfix	Goal net pegs for Fawcetts Field	£59.90
	Sitesafety	Materials - Fawcetts and Ashley general cleaning	£163.65
	Source for Business	Water supplied at Moore Close from 12/04/22 to 6/10/22	£54.43
	Staff/members	Salaries/expenses/allowances October 2022	£29,176.41
	Travis Perkins	Ashley Rec - break out old rugby posts /new goal posts at Hollandswood open space	£227.71
	Vita Play	Supply and fix replacement rings to monkey bar unit at Doe Copse	£264.00
31	Royal British Legion	Town Council sponsorship of this year's Poppy Appeal - New Milton branch of the Royal British Legion	£300.00
		Carried Forward	£184,459.53

		Balance Brought Forward	£184,459.53
NOV			
1	Lombard	Vehicle leasing x 5 BW21 NYH/BV71 ZJZ/BC21 NLU/DY20 HTT/DX67 UYD	£2,332.87
1	NFDC	NNDR (7 of 10) offices and premises	£499.00
	NFDC	NNDR (7 of 10) Fawcetts sports ground & premises	£419.00
	Barton Common Volunteers Group	Purchases for Volunteer Group including First Aid kit/bowsaw/safety goggles/fork x 3/long-handled loppers/thornproof gloves	£371.54
2	Eden	Monthly water cooler rental	£5.63
4	Euro Car Parks	Parking charge notice - Estates and Facilities hire vehicle	£60.00
7	Littlebig UK	Performance and workshop fee - NM Memorial Centre for the Christmas Youth Club event 7 December 2022 (50% deposit)	£175.00
	Tom Morrissey	General works site wide 24 - 28 October 2022 (5 days)	£750.00
	New Forest Metallwork Ltd	Metal Sikh silhouette for Indian Memorial funded by members of FISM	£440.90
	Oakhaven Hospice	Donation to Oakhaven Hospice on behalf of guest speaker at the Allotments AGM	£75.00
	Vodafone/EE	Work mobiles and Ipad - October 2022	£507.17
9	Tom Morrissey	General works site wide 31st October - 4th November 2022 (5 days)	£750.00
11	A & T	Advert for FBWM on 21 October 2022	£54.00
	All Clear Pest Control	For the regular placing and monitoring of rodent bates at Fawcetts Field.	£55.00
	Ampfield Traffic Ltd	Deployment of speed limit reminders x 6	£300.00
	Aquacare	Monthly water hygiene monitoring at Fawcetts Field	£227.56
	Natasha Beatty	To provide cookery education for daytime and evening courses on 2nd, 9th, 16th and 22nd November @ £800 per course	£1,600.00
	Bowcom	Pitch line marking machine replacement parts	£139.06
	Cango	Bus service co-ordination - October 2022	£445.00
	Capstan Security Ltd	Intruder alarm maintenance contract renewal Sept 22 to September 23 (50% recharge to NM Rugby Club)	£91.27
	DCK Accounting Solutions	Monthly provision of payroll/accounting services - October 2022	£869.46
	Eagle Plant	Machinery fuel bowser at Fawcetts/secure storage at Ashley	£312.48
	Eden Springs UK Ld	Monthly water cooler rental and supplies - November 2022	£45.40
	Everton Nurseries Ltd	Top soil for open spaces - general use	£33.92
	Garic Ltd	Transport from site dust suppressor	£567.31
	HCC	Pension contributions - October 2022	£9,817.80
		Carried Forward	£205,403.90

		Balance Brought Forward	£205,403.90
11. HMRC	Tax and NIC - October 2022		£10,004.94
KSP Consultancy	To Provide budget estimate - construction cost Ashley Youth Facility		£600.00
L Kitcher Fencing	To replace broken fencing at Ballard Water Meadow (northern boundary)		£7,800.00
Manor Grounds Maint	Vegetation clearance at Fawcetts Field		£24.66
Meridian Property Serv	War Memorial and Rev Kelsall's bench cleaning		£200.00
New Forest Hire Ltd	Cable scan for new water service at Moore Close		£45.60
New Forest Stationers	Various stationary supplies - August and October 2022		£121.29
NM Memorial Centre	Hire of main hall for Ashley Youth Club - 4 dates in October 2022		£260.50
NMSB	Super soil for Ashley Rugby pitches/cable Fawcetts trim trail/Fawcetts hedge cutting/general waste site wide		£447.87
NMSB Concrete	Bench bases Ashley Recreation Ground		£110.30
NPower	Electricity supplied to Ashley Sports Pavilion/Tennis Pavilion/Spencer Rd Sth/Mallard Court/Fawcetts Field main site for period 1 - 30 September 2022		£661.16
Open Sight New Milton	Grant aid as approved at F & GP 31 October 2022		£500.00
Parkinson's New Forest	Grant aid as approved at F & GP 31 October 2022		£500.00
Recognition Express	Town Council name badge/name plate and holder		£30.30
Rejuvenate IT	Provision of managed services/IT support		£513.91
Screwfix	Heavy duty broom for Ashley changing rooms		£56.92
John Shutler Tree Serv	Storm works resultant from Ashley 'Tornado' on 30/10/22		£5,472.00
Sitesafety	Barton Common Car Park - replacement height barrier (CAPEX project)		£3,865.22
South Coast Social Ltd	Social media management November 2022 - January 2023		£900.00
Sparkx Ltd	50% of agreed festive lighting contract / repairs from healthy check		£6,090.00
SPG Machinery	Stihl cordless machinery x 6 (CAPEX)		£2,451.08
Town and Country Planning Association	Annual membership fee and journal fee		£90.00
Travis Perkins	Various materials - Hollands Wood footbridge/Community Garden Moore Close water supply (CIL monies)/Postcrete Ashley Rugby post		£458.30
Turfleet Hire	John Deere tractor /front loader monthly hire (Sept and Oct 2022)		£1,728.00
Unison	Subs taken from salaries - October 2022		£14.00
Vita Health Group	Employee Assistance Programme provision - November 2022		£74.99
Waste Mgt Facilities	Ashley Sports Ground - mixed municipal waste		£117.67
	Carried Forward		£248,542.61

		Balance Brought Forward	£248,542.61
12	Novuna	Wessex cutting deck monthly contract hire	£87.74
	Societe Generale	Monthly lease rental Kubota mower & cutting deck	£303.40
14	NMSB	Fawcetts pitch repairs /vegetation waste disposal various sites	£198.68
	Worldpay	Covid support group subscription	£11.94
16	HMRC	NI underpayment - September 2022	£1,021.28
17	Tom Morrissey	General works site wide 7 - 13 November 2022 (7 days)	£1,050.00
	Viking	Copy paper for Town Hall use (unpaid invoice September 2022)	£110.34
18	NMTC	Petty Cash	£250.00
23	Tom Morrissey	General works site wide 14 - 18 November 2022 (5 days)	£750.00
25	A & T	Advert for Remebrance Sunday 11 November 2022	£216.00
	Anthony Harris	Professional charges - new lease NM Bowl Club	£600.00
	Aquacare	Water hygiene monitoring - Fawcetts Field/Ashley Sports Ground/Fernhill Sports Ground	£660.55
	Bournemouth White Lining Ltd	Hire of scarab sweeper - for use at various locations - lead up to Remembrance Sunday	£456.00
	Christchurch Scout Band	Performance fee - Remembrance Parade	£80.00
	Empire Industrial Doors	Fit new Motor Bowls Club Roller Shutter door	£882.00
	Everton Nurseries Ltd	8 Norway spruce Christmas trees	£129.60
	GD Print	Order of service for Remembrance Sunday	£136.40
	Gristwood & Toms	Completed tree works - October 2022	£1,027.64
	HAGS	The provision of play equipment and installation at Ashley Recreation Play area (Section 106)	£32,426.40
	JSS Scaffolding	Memorial clock - supply, erect and dismantle scaffolding to enable placement of memorial plaque	£720.00
	Jewson	Sealcrete fix & grout - Fawcetts toilet block	£32.09
	John Shutler Tree Serv	Storm works arising from 31 October high winds and willow pruning at Caird Avenue	£3,648.00
	Juice	Design and artwork - Christmas Carol poster & website events calendar fixes	£138.00
	Keffen Plant Hire	Flail cutting - various locations	£655.20
	L Kitcher Fencing	Take down and remove existing bridge and supply and erect new bridge at Ballard Water Meadow/NM Bowls Club fence repairs	£696.00
	Christine Langton	Piano performance fee - Remembrance Sunday	£80.00
		Carried Forward	£294,909.87

		Balance Brought Forward	£294,909.87
25	Lush Signs	Commemorative bench plaques x 2	£96.00
	Mole Country Stores	Materials for fence repairs at Barton Common	£49.20
	NMSB	Waste disposal - recyclable/vegetation and wood waste	£1,624.60
	NFDC	Grounds maintenance tree surveys July 22 - October 22	£501.60
	NM Men's Shed	To supply 1 dummy plunger for Christmas lights switch on	£40.00
	PBS Pools	To supply marine ply boards and other materials used to mount tiles - Mencap Platinum Jubilee mural (labour provided FOC)	£264.53
	Rainmaker Irrigation	Annual servicing of Irrigation system at NM Cricket Club	£468.00
	Rejuvenate	Provision of monthly telephone services	£208.70
	Smith of Derby	Replace existing clock mechanism & lighting with new movement control system - Memorial Clock	£2,731.20
	Sparkx Ltd	Repairs to Fire Station mature Holm Oak - replace 5 strings damaged	£1,266.00
	Staff/members	Salaries/expenses/allowances November 2022	£42,872.57
	St John Ambulance	First Aid at work course - staff member	£628.80
	Stannah	Service midlift at Ashley Rugby Pavillion (recharge 50% to NM Rugby Club)	£409.73
	Travis Perkins	Material re Mencap mural/Fawcetts toilet block/Fawcetts workshop repairs/fence repair at Barton Common/pitch rugby posts at Ashley	£1,051.45
	Turfleet Hire	Avant trencher hire - new cable trim trail lights and new water supply at Moore Close for Community Garden (CIL monies)	£924.00
	Wessex Sound	PA system - Remembrance Sunday Service	£270.00
28	Citation	Health and safety services - monthly fee	£271.20
		Total	£348,587.45

SUMMARY

Appendix 2

MONTHLY MANAGEMENT ACCOUNTS - OCTOBER 2022

	Actual Oct £	Budget Oct £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
AMENITIES	136191	61953	74238	120%	476392	457662	18730	4%	639742	163350	26%
F&GP	51208	50423	785	2%	275637	336817	-61180	-18%	560258	423008	76%
TOTAL	187399	112376	75023	67%	752029	794479	-42450	-5%	1200000	447971	37%

AMENITIES

MONTHLY MANAGEMENT ACCOUNTS - OCTOBER 2022

	Actual Oct £	Budget Oct £	Var £	Var %	Actual YTD £	Budget YTD £	Var £	Var %	Annual Budget £	Amount Left £	Left %
Amenities - General											
Expenditure:											
Wages & Salaries	17711	18491	-780	-4%	126194	129433	-3239	-3%	221887	95693	43%
Ers NI	1796	1757	39	2%	12520	12297	223	2%	21080	8580	41%
Ers Pension	3689	3735	-46	-1%	25507	26145	-638	-2%	44821	19314	43%
Skip Hire	450	583	-133	-23%	3150	4083	-933	-23%	7000	3850	55%
Tree Work	4560	1500	3060	204%	20771	10500	10271	98%	18000	-2771	-15%
Tree Planting	0	417	-417	-100%	0	2917	-2917	-100%	5000	5000	100%
Signs	0	333	-333	-100%	25	2333	-2308	-99%	4000	3975	0%
Vehicle Maintenance	0	1458	-1458	-100%	4569	10208	-5639	-55%	17500	12931	74%
Fuel & Oil	210	1083	-873	-81%	10495	7583	2912	38%	13000	2505	19%
Contract Hire van	2697	2500	197	8%	19413	17500	1913	11%	30000	10587	35%
Safety Equip/Covid signs	0	833	-833	-100%	4794	5833	-1039	-18%	10000	5206	52%
Hand Tools	28	62	-34	-55%	1279	437	842	192%	750	-529	-71%
Dog Fouling	0	125	-125	-100%	811	875	-64	-7%	1500	689	46%
Environmental Schemes	0	0	0		379	0	379		0	-379	
Statutory Testing	190	583	-393	-67%	7772	4083	3689	90%	7000	-772	-11%
Service Level Agreement	0	417	-417	-100%	1658	2917	-1259	-43%	5000	3342	67%
Sub-Total	31331	33878	-2547	-8%	239337	237146	2191	1%	406538	167201	41%
Income:											
Income received	0	0	0	0%	29722	992	28730	0%	1700	-28022	0%
Sub-Total	0	0	0	0%	29722	992	28730	0%	1700	-28022	0%
SUB-TOTAL	31331	33878	-2547	-8%	209615	236154	-26539	-11%	404838	195223	48%
Ashley Sports	2486	864	1622	188%	9182	6049	3133	52%	10370	1188	11%
Rec (including skatepark)	335	1565	-1230	-79%	-725	10954	-11679	-107%	18778	19503	104%
Fawcetts	-1022	1486	-2508	-169%	-18982	10402	-29384	-282%	17832	36814	206%
Moore Close	54	-57	111	0%	-1760	-396	-1364	0%	-679	1081	-159%
Fernhill Lane	-1300	853	-2153	0%	-5759	5970	-11729	-198%	10234	15993	156%
Allotments	287	92	195	0%	1225	642	583	91%	1100	-125	-11%
Donated Seats	-1241	42	-1283	0%	429	292	137	47%	500	71	14%
Open Spaces	9480	4396	5084	116%	56049	52754	3295	6%	52754	-3295	-6%
Flowerbed sponsorship	0	-353	353	1.00	-500	-2470	1970	-80%	-4235	-3735	88%
Bus Shelter advertising	0	-250	250	1.00	0	-1750	1750	-100%	-3000	-3000	100%
Plant a Tree income	-163	-167	4	-2%	-363	-1167	804	-69%	-2000	-1637	82%
HLS Income	0	-500	500	-100%	0	-3500	3500	-100%	-6000	-6000	100%
Street Trading Income	-780	-1146	366	-32%	-6000	-8021	2021	-25%	-13750	-7750	56%
Playgrounds (Incl. Rec)	220	250	-30	-12%	1405	1750	-345	-20%	3000	1595	53%
Cap Ex - Ashley Project	96504	21000	75504	360%	232576	160000	82576	55%	150000	-82576	-55%
Sub-Total	104860	28075	76785	273%	266777	221508	45269	20%	234904	-31873	-14%
AMENITIES	136191	61953	74238	120%	476392	457662	18730	4%	639742	163350	26%

FINANCE AND GENERAL

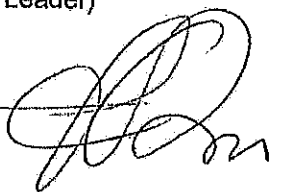
F&GP	Actual Budget		Actual		Budget		Annual Amount					
	Oct	Oct	Var	Var	YTD	YTD	Var	Var	Budget	Left	Left	
General Expenditure												
Wages & Salaries	18282	17989	293	2%	122566	125924	-3358	-3%	215869	93303	43%	
Ers NI	1756	1938	-182	-9%	11809	13567	-1758	-13%	23257	11448	49%	
Ers Pension	3847	3455	392	11%	25037	24183	854	4%	41456	16419	40%	
Staff Expenses	444	125	319	255%	1385	875	510	58%	1500	115	8%	
Staff Training	0	417	-417	-100%	208	2917	-2709	-93%	5000	4792	96%	
Telephone & Fax	596	542	54	10%	4005	3792	213	6%	6500	2495	38%	
Postage	0	167	-167	-100%	595	1167	-572	-49%	2000	1405	70%	
Stationery	101	208	-107	-52%	1095	1458	-363	-25%	2500	1405	56%	
Advertising	365	417	-52	-12%	1616	2917	-1301	-45%	5000	3384	68%	
Subs + Pubs	80	167	-87	-52%	1823	1167	656	56%	2000	177	9%	
Photocopier	0	167	-167	-100%	761	1167	-406	-35%	2000	1239	62%	
Events Expenditure	1375	1000	375	38%	9061	1750	7311	418%	3000	-6061	-202%	
Neighbourhood Planning	0	167	-167	-100%	800	1167	-367	-31%	2000	1200	60%	
Youth Co-ordination	5487	2629	2858	109%	12779	18404	-5625	-31%	31550	18771	59%	
Communications+Media	750	1762	-1012	-57%	4662	12337	-7675	-62%	21150	16488	78%	
Town Development	0	775	-775	-100%	0	5425	-5425	-100%	9300	9300	100%	
Professional Fees	7584	4354	3230	74%	30414	30479	-65	0%	52250	21836	42%	
Bank Charges	76	167	-91	-54%	1099	1167	-68	-6%	2000	901	45%	
Insurance	0	0	0	0%	15433	16000	-567	-4%	16000	567	4%	
CAB	5000	5000	0	0%	5000	5000	0	0%	5000	0	0%	
Election Expenses	0	417	-417	-100%	0	2917	-2917		5000	5000	100%	
Mayoral Allowance	0	125	-125	-100%	941	875	66	8%	1500	559	37%	
Twinning	0	83	-83	-100%	0	583	-583	-100%	1000	1000	100%	
Members Allowances	1344	1500	-156	-10%	9406	10500	-1094	-10%	18000	8594	48%	
Members Training	0	167	-167	-100%	0	1167	-1167	-100%	2000	2000	100%	
Civic Entertainment	0	83	-83	-100%	95	583	-488	-84%	1000	905	91%	
Grant Aid	300	417	-117		1820	2917	-1097	-38%	5000	3180	64%	
Events Budget (Xmas)	0	0	0		3000	3000	0	0%	3000	0	0%	
CANGO	445	500	-55	-11%	3090	3500	-410	-12%	6000	2910	0%	
Youth Grant Aid	0	1000	-1000	0%	0	7000	-7000	0%	12000	12000	100%	
Sub-Total	47832	45736	2096	5%	268500	303902	-35402	-12%	503832	235332	47%	
Welcome Back Fund cool	0	0	0		5777	0	5777	0%	0	-5777	0%	
Donations / Contributions	0	0	0		1823	0	1823	0%	0	-1823	0%	
Wayleave	0	0	0		6	8	-2	0%	14	8	0%	
Interest Received	1005	0	1005		1765	0	1765	0%	0	-1765	0%	
CANGO	0	333	-333	-100%	0	2333	-2333	-100%	4000	4000	0%	
Sub-Total	1005	333	672		9371	2341	7030		4014	-5357	0%	
SUB-TOTAL	46827	45403	1424	0	259129	301560	-42431	-14%	499818	240689	48%	
Rent (Paid 2021-22)	0	0	0	0%	7540	4398	3142	0%	7540	0	0%	
Rates	499	416	83	20%	3518	2911	607	21%	4990	1472	29%	
Water	0	0	0	0%	0	29	-29	0%	50	50	100%	
Electricity	0	0	0	0%	0	2042	-2042	0%	3500	3500	100%	
Gas	0	0	0	0%	0	875	-875	0%	1500	1500	100%	
General Maint (2021-22)	141	0	141	0%	19952	7064	12888	0%	12110	-7842	-65%	
Equipment Maint	0	104	-104	-100%	0	729	-729	0%	1250	1250	100%	
F&F	0	42	-42	-100%	0	292	-292	-100%	500	500	100%	
Reserve(Town Hall Costs)	0	0	0	0%	-25197	0	-25197		0	25197		
Christmas Lights	3741	3750	-9	0%	11934	11958	-24	0%	20500	8566	42%	
SUB-TOTAL	4381	4312	69	0%	17747	30298	-12551	-41%	51940	34193	66%	
SLR (covered by CIL)	0	0	0	0%	0	0	0	0%	0	0	0%	
IT Equipment	0	250	-250	0%	626	1750	-1124	0%	3000	2374	79%	
Jubilee Seats	0	0	0		2000	0	2000		0	-2000		
CCTV	0	458	-458	-100%	2564	3208	-644	-20%	5500	2936	53%	
Misc Receipts	0	0	0	0%	1500	0	1500		0	-1500		
Grants Received (Covid)	0	0	0		-7929	0	-7929		0	7929		
SUB-TOTAL	0	708	-708	-100%	-1239	4958	-6197	-125%	8500	9739	115%	
F&GP TOTAL	51208	50423	785	2%	275637	336817	-61180	-18%	560258	284621	51%	

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: Compass Counselling New Forest Ltd		
Name of person to whom correspondence should be addressed: Rachel Shuttler	Address for correspondence: Gosport House, 50 Gosport Street, Lymington Post Code: SO41 9BB	
Payee for Grant Cheque: Compass Counselling New Forest Ltd	Daytime Tel: 01590 674011	
Details of the organisation, ie what does it do? Provides affordable counselling for the local area and subsidized counselling for those on low income or unable to work.		Amount of Grant applied for: £2000
What is the Grant for and who will benefit? (Give details of the project) To enable us to continue to provide affordable counselling for those in the community who cannot afford private counselling or need long term counselling not provided by the NHS. It currently costs us approximately £35 to provide a session, our minimum fee is £15 and this grant would help to cover the shortfall of £25 for 80 sessions. This would enable us to see some new clients on reduced fees but to also help some of our existing clients to reduce their payments if they are struggling with the rising costs of living so that we can support them in working towards a healthy end to their therapy rather than them having to stop abruptly as they can no longer afford it. We see clients from the New Forest area and we currently have 63 clients who are seen weekly and 23 on our waiting list – 29 of these clients live in the New Milton area. So far in 2022 we have had 90 bookings for initial assessments – 21 of these gave New Milton addresses.		
Have you applied to any other body for a grant towards this project? (If yes, please give details) This year we have applied to NFDC and we will also be applying to the other local town councils for support such as Lymington & Pennington town council, Milford, Hordle and Hythe.		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) - Counselling session fees from Clients - We also apply for grants from funds such as National Lottery, Arnold Clark Community fund and HIWCF with varying amounts of success. - We also receive donations from members of the public.		
What age groups do you cater for? 18 - 90 years	Total Membership: 64 clients Waiting list of 20	Are you a registered charity? If yes, please provide your number. 1078724

<p>Signature of Responsible Adult: (Chairman, President, Leader)</p>  <p>John Barnes Chair of Trustees</p> <p>Date: 28/09/2022</p>	<p>Bank Details</p> <p>Account Name: Compass Counselling New Forest Ltd</p> <p>Sort Code: 40 30 36</p> <p>Account Number: 81305298</p>	<p><i>For Council use only</i></p>
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You must attach the following to your application:

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

10. Grant Aid
Appendix 3b)

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 COMMUNITY GARDEN	
Name of person to whom correspondence should be addressed: JULIA STAMPER	Address for correspondence: Julia.stamper@gmail.com Post Code: BH25 5LA
Payee for Grant Cheque: NEW MILTON COMMUNITY GARDEN	Daytime Tel: 07778 189888
Details of the organisation ie what does it do PROVISION OF A NATURAL GREEN SPACE TO ENHANCE PHYSICAL & MENTAL WELLBEING, A SPACE TO GROW FOOD AND FLOWERS WHICH WILL BE FREE FOR ALL. A SPACE TO ENABLE FRIENDSHIP, INTERGENERATIONAL CONNECTIVITY, EDUCATION AND COMBAT LONELINESS AND HARDSHIP	Amount of Grant applied for: £2,000.00
What is the Grant for and who will benefit? (Give details of the project) THE GRANT WILL ENABLE THE NMCG GROUP TO PURCHASE MATERIALS TO BUILD RAISED BEDS, SEATING, PERGOLAS AND WILDLIFE HABITATS. BENEFICIARIES OF THE GARDEN WILL BE ALL RESIDENTS OF THE NEW MILTON PARISH, IRRESPECTIVE OF AGE OR ABILITY	
Have you applied to any other body for a grant towards this project? (If yes, please give details) COASTAL MEDICAL PARTNERSHIP AND THE NEW MILTON RESIDENTS' ASSOCIATION HAVE PLEDGED DONATIONS, AND NFDC/HCC HAVE ALSO INDICATED THEY WILL PROVIDE FUNDING. WE HAVE SPOKEN TO OTHER ORGANISATIONS AND HAVE YET TO MAKE FORMAL GRANT REQUESTS.	
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) THE GARDEN WILL BE FREE TO USE TO GROW PRODUCE. WE WILL HAVE FUNDRAISING EVENTS SUCH AS CELEBRITY GUESTS ON HORTICULTURE & WILDLIFE, CRAFTING, WOODWORKING ETC. ALSO MINDFULNESS/MEDITATION SESSIONS.	

RAFFLES, CHILDRENS' COMPETITIONS.

WE WILL ALSO HAVE A SIGNIFICANT DONATION 'IN KIND' OF COMPOST/SOIL/GRAVEL FROM NEW MILTON SAND & BALLAST.

WE ALSO EXPECT TO RECEIVE DONATIONS OF PLANTS ETC FROM LOCAL GROUPS/SUPPLIERS/INDIVIDUALS

What age groups do you cater for?

ALL AGES

Total Membership:

UNLIMITED

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

WE ARE IN THE PROCESS OF REGISTERING AS A CIO

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

Julia Stamper, Chair

Date: 26/20/11

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.

10. Grant Aid
Appendix 3 d

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 Disability Information Service		
Name of person to whom correspondence should be addressed: Jacki Keable	Address for correspondence: 6-8 Osborne Road New Milton Post Code: BH25 6AD	
Payee for Grant Cheque: New Forest Disability Information Service	Daytime Tel: 01425 628750	
Details of the organisation ie what does it do We provide free, confidential, impartial disability related information, advice and guidance to anyone of any age living with any disability, their families, carers and professionals in the New Forest area		Amount of Grant applied for: at your discretion please. You awarded £500 in 2018/19; £500 in 2019/20, £500 in 2021/22
What is the Grant for and who will benefit? (Give details of the project) To support New Milton residents with our services. We are specialists in welfare benefits for disabled people and support them from new applications to challenging refused or incorrect awards at tribunal hearings. We secure in excess of £1m a year for our clients.		
Have you applied to any other body for a grant towards this project? (If yes, please give details) We apply to all town and parish councils to support their residents. We applied to NFDC and were awarded £18,000 for 2022/23. We have applied to HCC awaiting outcome. Please note: we are seeing a higher number of clients newly qualifying for disability benefits, due to covid or mental health issues brought on by covid stress and isolation		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) We sell new and lightly used donated mobility equipment and daily living aids and run 2 projects under SLAs for NFDC. We provide training in Disability Awareness; Disability Related Welfare Benefits etc to charities and companies (for a fee) and run our own monthly lottery.		
What age groups do you cater for? Any age, youngest 3 months to 103 eldest so far.	Total Membership: 1,800 people a year overall	Are you a registered charity, if yes please provide your number? YES 1104589
Signature of Responsible Adult (eg Chairman, President, Leader) JMK/keable J M Keable – Chief Executive Date: 3 November 2022		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.

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



NEW MILTON TOWN COUNCIL
Community Infrastructure Levy
For the reported year 2021/22

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:

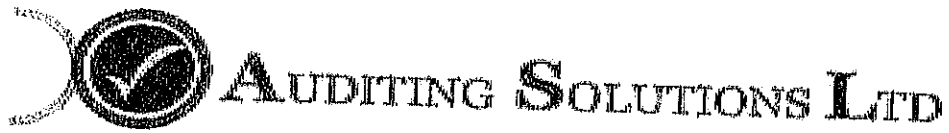
- (a) The total CIL receipts for the reported year received by NMTC from NFDC amount to £37,536.47
- (b) The total CIL expenditure for the reported year amounted to £nil
- (c) Summary of CIL expenditure during the reported year including—
 - (i) The items to which CIL has been applied: None
 - (ii) The amount of CIL expenditure on each item – None
- (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 £37,536.47
 - (ii) CIL receipts from previous years retained at the end of the reported year was £123359.38

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.



New Milton Town Council

Internal Audit Report 2022-23 (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 2022-23 financial year; the Interim review took place, on site on the 7th and 8th November 2022.

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 FY2021-22 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 two recommendations for improvement have been made which are detailed in the main body of this report and the appended Action Plan.

We have noted that the Council has continues to keep public health matters in mind as the country emerges from the Covid situation. The Clerk/RFO and his team are again to be complimented on the exemplary performance of New Milton Town Council the economic recovery phase, which is very much, 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 2022-23;
- Agreed the opening Trial Balance in the accounting software for 2022-23 to the closing Financial Statements for 2021-22 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 2022) from all NatWest accounts, including the daily "sweep" transfers, to the relevant Omega cash books;
- Noted that the Council has, as per the recommendations in our prior year internal audit report, taken action to diversify its 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 from the to the 30th September 2022 confirming total funds invested in the amount of £270,978.00 (£317,182 as at the 30th September 2022);
- 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 2022 stood at £500,000 (£500,000 as at the 30th September 2022); and,
- Checked and verified the Rialtas bank reconciliations, for all the Council's bank and investment accounts as at the 30th April, 30th September 2022 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 21st September 2022,
- Reviewed the Full Council and Standing Committee minutes (except Planning) for the financial year to the 30th September 2022 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 18th March 2022 meeting of the Full Town Council (revision number 11) under minute reference 132c;
- 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 FY 2021-22 during the Annual Meeting of the Town Council on the 9th May 2022, under Minute reference 9;
- Noted that the Council's website has now been redeveloped, is fully compliant with the prevailing Accessibility legislation and is very easy for visitors to use and readily access information;
- Noted that the Council provided the opportunity for the Exercise of Public Rights for 32 working days including the first 10 working days in July, from the 30th June to the 12th August 2022 inclusive, rather than the 30 days as required by the Accounts and Audit Regulations for the examination of the 2021-22 financial year financial statements and supporting documents;
- Noted that the Council has reviewed the Council's Risk Strategy at the Amenities Committee of the 25th July 2022, under Minute reference 34, where Members received a report from the Town Clerk advising that two items, one of moderate and one of minor risk be added to the register in relation to the Council's Investment Risks.

The Council's main Health & Safety and Business Risk Registers have not been formally reviewed during the financial year to the 30th September 2022;

- 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 which currently include the proposed development of a community facility on a site at Gore Road to replace the Phoenix Centre sold by Hampshire County Council. It is anticipated that the New Milton Youth Trust, a CIO established by New Milton Town Council in December 2019 will assist in securing funding to develop the new youth and community facility.

The Council is currently engaged in the upgrade of the Ashley Recreation Ground and the establishment of a new youth facility there, which is hoped will eventually be run by the New

Milton Youth Trust. As at the date of the interim audit, £265,000 of section 106 monies received from New Forest District Council have helped to fund the project.

We have noted the Chairman's report, delivered at the Annual Meeting of the Town Council, and 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 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 that have, and will continue to assist the New Milton community as the recovery from the public-health lockdowns continues. It should also be noted that despite the additional demands placed on the council, its operational targets have been largely met, with major new projects, as mentioned above, in progress during the first half of the 2022-23 financial year.

Conclusions

There is only one matter arising in this area of our interim review warranting formal comment or recommendation: The statutory Notice for the Exercise of Public Rights is required to be published for a period of exactly 30 days to include the first ten working days in July, commencing at least one day after the formal announcement is made. For the 2021-22 financial year, the Notice for the Exercise of Public Rights was made for the period of the 30th June to the 12th August 2022; 32 days in total.

R1. The Statutory Notice for the Exercise of Public Rights is required to be for the period of exactly thirty (30) days, to commence at least one full day after the announcement is made, to include the first ten working days in July.

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 a sample of 59 payments in total, comprised of all payments individually above £3,000, together with every 30th cashbook transaction (irrespective of value), and totalling £373,119.76 and equating to approximately 63% of all non-pay expenditure processed to the above date 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 2023 is as follows:

Policy number: YLL-272009-6773

Term of cover: 01st April 2022 to the 31st March 2023

Key features

- Public Liability £15M
- Employers Liability £10M
- Fidelity Guarantee £2M
- Hirers' Liability £2M
- Libel & 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 25th July 2022 meeting of the Finance & General Purposes Committee under Minute Reference 34;

- Reviewed the Council's arrangements for the regular inspection of playgrounds and recreational areas, noting that Zurich Insurance inspect the playgrounds monthly, 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, generally in 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

There are no matters arising in this area of our review warranting formal comment or recommendation. Members are reminded to review and formally readopt its Business and Health & Safety Risk Registers at least once annually, during the financial year.

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 2022 is broadly in line with its budgetary projections for the financial year, although there are potential cost overruns with the Ashley ground community facility upgrade due to the significant increases in materials and labour due to the high rates of inflation;
- The Council continues to conduct a robust Budget setting and Precept determination process, against a pre-agreed schedule of planning and review meetings, which had just commenced and 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.

As with all Council's throughout the UK, New Milton's income stream was impacted by the mandatory 'lockdowns' imposed by Central Government in relation to the Covid-19 situation, we are pleased to note that the Council's non-Precept income has recovered to almost pre-lockdown levels:

- 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 2022-23 financial year;
- We have checked and agreed all receipts recorded in Cashbook 1 to the corresponding Bank Statements for the months of April and September 2022;
- We have reviewed all invoices and receipts pertaining to Sales Receipts as entered on Cashbook 1, for the months of April and September 2022, ensuring that the fees charged were in accord with the published scales with no undue delays identified in settlement by customers;
- We have checked and verified the receipt of Allotment Rental payments for the 2022-23 financial year to the 30th September 2022, with reference to the Allotment Rental control sheet, Sales Ledger, Sales invoices, Cashbook and corresponding bank statements with no issues arising;
- 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 2022 with no issues arising.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation at this time. We noted that there were a small number of aged debts recorded on the Sales Ledger and discussed these with the Clerk/RFO who advised us of his strategy to manage this situation which we consider both reasonable and proportionate. We shall review the aged debt situation again during the year-end audit.

Review of Petty Cash Accounts

The Council operates a limited petty cash account, topped up "as and when" with periodic cheque re-imburements (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 two sample month's transactions, April and September 2022, 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 2022 Petty Cash reconciliation in the amount of £292,74.

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 2022 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 2022 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 30-09-22
Current Account	CBI	£1,725.00
First Reserve Account 1	CB2	£06,47
Business Reserve Account 2	CB3	£6,662.26
Special Interest Bearing Account 3	CB5	£916,868.25
		Total £925,261.98

As at the 30th September 2022 the Council held surplus finds, totalling circa £925,262, as indicated in the table above, (£132,666 as at the 31st March 2022). The detail of each account has been checked and verified against the prime documentation, i.e. bank statements as at the 30th September 2022, cashbook entries and corresponding bank reconciliations.

The Council also holds a share portfolio investment with Quilter Cheviot which had decreased in value by £17,696 (5.5%) to £305,775 during the financial year to the 31st March 2022, and has decreased in value again, by a total of £50,767 (15.78%) from the original investment, to £270,978.00 as a result of market volatility. Checked and verified against the Quilter Cheviot report dated 30th September 2022.

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 2022 stood at £500,000.

The Clerk/RFO and Members had reduced the funds invested with the National Westminster Bank not covered by the Government's Financial Services Compensation Scheme from £1,140,022 as at the 30th September 2021 to £47,666 as at the 31st March 2022. However, with the receipt on the 29th September 2022, of the second tranche of the Precept Payment in the amount of £593,000, additional CIL funds and S.106 funds in the amount of £265,000 received from New Forest District Council, the level of funds that were not protected by the FSCS as at the 30th September 2022 stood at approximately £840,262.

We have discussed the above matter with the Clerk/RFO who was in the process of developing a plan for the investment of these excess funds to be discussed at the Finance & General Purposes Committee.

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

Conclusion and recommendation

We have noted the Clerk/RFO and Council's actions, in the prior year, aimed at reducing the level of public funds under the Council's management which had been significantly successful. However, it is critical that the level of exposed funds are reviewed on a continuous basis, so that the public's funds are protected to the extent that it is possible to do so.

R2. *The Clerk/RFO and Members should continuously monitor the level of the public funds under its management at all times, keeping in view the level of funds that are not protected by the Government's FSCS, and take all reasonable and proportionate steps to minimise this.*

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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.

FY2022-23 Action Plan


Rec. No.	Recommendations	Response
Review of Corporate Governance.		
R1	The Statutory Notice for the Exercise of Public Rights is required to be for the period of exactly thirty (30) days, to commence at least one full day after the announcement is made, to include the first ten working days in July.	<i>Noted. The form attached actually refers to at least 30 days under note (c) and 30 days under note (d)</i>
Review of Investments and Loans		
R2	The Clerk/RFO and Members should continuously monitor the level of the public funds under its management at all times, keeping in view the level of funds that are not protected by the Government's FSCS, and take all reasonable and proportionate steps to minimise this.	<i>Noted. Funds at the end of Nov 2022 amount to £599k at NATWEST. Next 1/2 year precept due in Apr '23. (CCLA note says FSCS does not apply)</i>

Smaller authority name: NEW MILTON TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement (a) Monday 27 June 2022</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Graham Flexman, Town Clerk and Responsible Financial Officer clerk@newmiltontowncouncil.gov.uk Tel: 01425 619120 New Milton Town Council Town Hall New Milton Hants BH25 6BZ</p> <p>commencing on (c) Thursday 30 June 2022 and ending on (d) Friday 12 August 2022</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p>  <p>5. This announcement is made by (e) Graham Flexman, Town Clerk & RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

From: Mark Davies
Sent: 19 January 2021 09:36
To: Graham Flexman <Clerk@newmiltontowncouncil.gov.uk>
Subject: RE: CCLA update

Good to hear from you Graham, I hope you're keeping well.

I am not able to advise Council what to do but I am pleased to supply information about the two funds that our LA clients make use of: Public Sector Deposit Fund and Local Authorities' Property Fund, below – plus attachments.

May I point out that New Milton TC is not covered by the Financial Services Compensation Scheme. You are too big – I see that your total income in 19/20 was £1.145m (precept of £994k + other income) – only Councils whose income is below 500,000Euros come within the scope of FSCS. In the event of a bank failure you would not get anything back, not even the first £85,000.

PSDF mitigates your risk by placing cash deposits with c30 counterparties on any given day.

Have a read through and let me know if you would like to arrange a call/meeting over Teams where I can elaborate and answer any questions.

I look forward to hearing from you.

Regards,

Mark

Mark Davies
Relationship Manager, Local Government

CCLA

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