



**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 12 June 2023 at 6.30 pm in New Milton Town Hall.**

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

In Attendance:

Officers: G Flexman - Town Clerk  
J Bean – Committee/Comms Administrative Assistant

The Chairman welcomed members and officers as well as a member of the public and a representative of the press.

4. APOLOGIES

Cllrs Blunden and O' Sullivan

5. DECLARATIONS OF INTEREST

Councillor Reid advised that he is a member of the Lions Club who have made a Grant Aid application and he stated that he would not comment or vote on that application.

Councillor Craze advised that his wife Councillor Madalaine Craze is a member of the Friends of the Indian Soldiers Memorial Committee who have made an application for Grant Aid, he would not speak or vote on that application.

6. PUBLIC PARTICIPATION

None

7. MINUTES

**RESOLVED:**

***That the Minutes of the meetings held on 13<sup>th</sup> March and 15<sup>th</sup> May 2023, previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

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

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

Minute	Action Points	Action by date	To be actioned by
101	Members' Allowances - quarterly	27.03.23	Town Council
103	Schedule of Payments	27.03.23	Town Council
106	Amenities Referred Matter	27.03.23	Town Council
107	Youth Co-ordinator interviews	15.03.23	Interviewers
108	Risk Assessments Review	31.03.23	Town Clerk

9. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) A notification that the interest received on the Town Council's half million-pound investment with CLLA has increased in line with rising interest rates, from £200 to £2,000 per month.
- b) A letter from the Town Council's solicitor Anthony Harris enclosing the local searches relating to the land at Gore Road and seeking the payment of £10,000 being 10% of the agreed price of the land for the Youth and Family Hub – Option to Buy by 27<sup>th</sup> July 2023. Cllr S Clarke asked if this money could be paid over swiftly as the cost of the land represents a highly discounted rate and is excellent value.

***RECOMMENDED: That the Town Council pay £10k deposit towards the Gore Road land costing £100k.***

10. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments, for the period 1 Mar – 31 March in the sum of £126,813.38.

11. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 2, Schedule of Payments, for the period 1 April – 31 May 2023 in the sum of £313,694.50 as previously distributed.

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



a)	Lombard Vehicle	Monthly contract costs of 4 works vehicles	£1,477.62
b)	MTST Group Ltd	Ashley Project 12.5% deposit (CAPEX)	£23,312.50
c)	Manor Grounds Maintenance	General Site works x 3 weeks (13/02 to 03/03) @£100 per day	£1,500.00
d)	HMRC	PAYE and NOC February	£9,417.83
e)	Hants County Council	Pension contributions February	£9,074.44
f)	Gristwood and Toms	Tree work February	£2,761.03
g)	NFDC	2022-23 Tree surveys and report prep £3,000.60/market fruit and veg recycling £1,860.00	£4,869.60
h)	Npower	Various sites January supply/Fawcetts December	£2,236.88
i)	Rejuvenate IT	Telephones Feb/Managed IT Feb & March/support	£1,353.52
j)	Watson Welding	Window security grills at Ashely following vandalism	£1,370.00
k)	Staff/members	Salaries and allowances March	£27,935.36
l)	DCK Accounts	Feb and March accounting visits	£1,086.60
m)	Fireguard Services	Statutory fire risk assessments – all risks	£4,794.00
n)	Juice	NMTC website design and construction (5k+VAT)	£6,000.00
o)	NFDC	Street trading recycle £620/GIS £625/6 months CCTV £2,564	£3,809.00
p)	Npower	Feb usage Ashley/Fawcetts plus market	£1,313.00
q)	Jerry Still Installations	Glazing Ashley (insurance claim pending)	£2,390.33
r)	Lombard	3 x Vehicle leasing	£1,477.62
s)	Zurich	NMTC insurances and inspections 2023/24	£15,830.30
t)	Christchurch Garden Machinery	Servicing and repairs to machinery and equipment	£3,390.35
u)	HMRC	Tax and NIC	£9,940.70
v)	Hampshire County Council	Pension Contributions	£9,788.52
w)	Juice	Internet services for NMTC website and Go New Milton	£1,170.00
x)	Lamps & Tubes	Supply and installation of Coronation bunting doe the Town Centre/Recreation Ground	£4,112.55
y)	MTST Group Ltd	Final part of 25% deposit for the Ashley Youth facility	£23,312.50
z)	Total Energies	Gas usage Fawcetts Field from 31/1 to 28/2/23	£1,152.23
aa)	Tom Morrissey	General Works site wide 8 days @ £150 per day	£1,200.00
ab)	MTST Group Ltd	Queen's Platinum Jubilee Pergola (CIL monies)	£2,300.00
ac)	LEDhouse	50% balance payment for hire of screen for King's Coronation	£1,650.00
ad)	Autocross Euroshell Ltd	Remove and replace bus shelter at Oakwood Ave (£8878.80) and repairs to Gore Rd bus shelter (insurance claim pending)	£10,612.20
ae)	Gristwood & Toms	Tree works completed for March 2023	£9,944.10
af)	HALC	Affiliation fees 2023/24	£1,000.00



ag)	HeBlad	Table tennis table for Recreation Ground (table paid for by donations - £6,500 in total transferred to Rec Ground income.	£5,700.00
ah)	Ivel Aquatics Ltd	Ballard Lake improvements – fish health check and removal	£3,240.00
ai)	L Kitcher fencing	Supply and fit post and rail fencing for kissing gate at Ballard Water Meadow and fencing replacement at Willowdene Water Course	£1,806.00
aj)	Lamps & Tubes	Supply and replace tree wall bracket – Westcroft Parade, Station Road	£1,502.40
aj)	NMSB	Materials – Queen’s Platinum Jubilee Pergola (CIL monies via virement)	£1,096.38
ak)	Staff/members	Salaries/expenses/allowances	£27,403.82
al)	Lombard	5 x Vehicle Leasing	£2,313.90
am)	Wessex Sound	Provide PA system and Sound Engineer for Kings Coronation event	£1,554.00
an)	Atech Electrical	Supply heavy duty event cables – Kings Coronation event	£1,077.29
ao)	Natasha Beatty	To provide cookery education classes x 2 – June 2023	£1,600.00
ap)	Chichester Trees	Queen’s Platinum Jubilee – Rose Garden Recreation Ground (CIL money virement)	£1,820.64
aq)	Complete Weed Control	Weed and feed/herbicides – open spaces	£1,484.40
ar)	HCC	Pension Contributions	£9,648.39
as)	HMRC	Tax and NIC	£9,780.70
a)	Ivel Aquatics Ltd	Fish removal at Ballard Lake	£1,680.00
at)	Kiwa	Inspection and testing of lighting columns & report/structural calculations	£1,932.00
au)	Tom Morrissey	General works site wide (14.5 days)	£2,175.00
av)	Source for Business	Water usage Fawcetts Field Nov 2017 – October 2021 and Fernhill Sports Ground Feb 21 to August 21 (these sums date back to 2017 re RTS dispute)	£29,953.55
aw)	Synergy Security	Coronation event site security	£1,152.00
ax)	Turfleet Hire	Rotavator/John Deere tractor hire	£1,578.00
ay)	Vita Play	Playground inspections at Doe Cpse/Ashley Rec/NM Rec/Long Meadow during April 2023/replacement of vandalised equipment at Ashley Recreation Ground/replacement spring Recreation trampoline	£3,917.56
az)	WP Group	Fawcetts vehicle and machinery fuel	£3,376.56
ba)	Autocross Euroshel	Replace vandalised bus shelter panel	£1,733.40
bb)	M A Hart Asphalt	Construct new footway all excavation work pergola	£12,240.00
bc)	NM Youth Trust	New Milton Youth Trust	£7,132.27
bd)	Staff/members	Salaries/expenses/allowances	£28,185.18
be)	TH White	End of lease purchase of Wessex cutting deck	£1,050.00

Members queried:

- a) The payment to NFDC in respect of the market fruit and veg recycling. The Town Clerk had advised that the annual cost is £1,860.00 and that a contribution of £30 per week is received from the holder of the fruit and veg stall. It was agreed that this needs to be considered with the market as a whole this fruit and veg disposal facility is costing the Town Council money. The market is currently poorly attended by stallholders and it was suggested that a Working Party should be set up to review the situation and the future direction.
- b) The monies paid in respect of fish removal at Ballard. There had been quite some expense getting rid of the fish – this was due to the fact that there were many more fish than expected around 1000. Further considerable expense was incurred last summer when pumps had to be employed to help with oxygenation of the water. The Town Clerk advised that his predecessor had cleared Ballard Lake of fish 25 years ago and that the fish which had now been removed had been put in by the public since then. It was suggested that some signage should be put up to indicate that fish should not be deposited in the lake.
- c) Payments in respect of Youth Service consultancy work, that will be coming to an end now that the Town Council has appointed a Youth Co-ordinator. The Town Clerk advised that the hand over to Louise is virtually complete and therefore these charges will be coming to an end.
- d) The payment to Juice for the new website - it was asked when this would be going live?  
**(Post meeting note – within the next 2 months)**

It was then,

**ENDORSED:**

***That the Schedule of Payments No. 8/22/23 for the period 1 – 31 March in the sum of £126,813.38 and the Schedule of Payments No. 1/23/24, for the period 1 April – 31 May 2023 in the sum of £313,694.50 be ENDORSED for Town Council approval.***

12. **GRANT AID APPLICATIONS**

The Chairman referred to Appendix 3, Grant Aid requests from Friends of the Indian Soldiers Memorial, Victim Support, CODA and Lions' Club of New Milton

- a) **Friends of the Indian Soldiers Memorial** request for £500 towards the cost of the arrangements for the Act of Remembrance event on 10<sup>th</sup> July 2023, including facility hire, production of a programme, creating and poster and catering.

Councillor Clarke stated that he was very happy to endorse this request, the Indian Obelisk is one of only two memorials to Indian Soldiers in the country and the Town Council should do all it can to support and promote it.

Following detailed discussion and a vote

It was

**RESOLVED:**

***That the Friends of the Indian Soldiers Memorial be granted £500 from the Grant Aid Budget under the General Power of Competence.***

- b) **Victim Support** requested £250 towards the costs of providing support to residents of New Milton who have been victims of crime.

The Town Clerk advised that this is an annual request. Cllr Reid stated that he thought this amounted to excellent value.

It was

**RESOLVED:**

***That Victim Support be granted £250 from the Grant Aid Budget under the General Power of Competence.***

- c) **CODA's** request is for £3,000 to support therapist and facilitator fees, venue hire, materials and a contribution towards project management costs for their New Milton projects. The Town Clerk advised that the maximum Grant Aid which can be given is £500. And that the annual Grant Aid budget is £5,000.

Cllr Clarke stated that CODA is an excellent organisation and suggested that the way forward with this request would be to grant the sum of £500 and to make it clear to CODA that this is the maximum which they can be given via Grant Aid by this Council.

Following discussion and a vote

It was

**RESOLVED:**

***That CODA be granted £500 from the Grant Aid Budget under the General Power of Competence.***

- d) An application from **Lions Club of New Milton** for £3,500 in respect of their Town Show to take place on 20<sup>th</sup> August 2023

The Town Clerk advised that this request is to be granted from the Events budget which is £5,000 per year.

The Chairman was concerned that granting the full amount would mean a smaller allowance for the annual Lions Xmas event. He felt that £2,500 now would be appropriate leaving £2,500 for the later event.

Cllr Clarke mentioned that Lions Club would also benefit massively from support given by Town Council staff as they always do and that the value of this practical help exceeds the value of the request.

Following discussion and a vote

It was

**RESOLVED:**

***That Lions Club of New Milton be granted £2,500 from the Events Budget under the General Power of Competence.***

13. RISK ASSESSMENTS

The Chairman referred to Appendix 4 the Risk Assessment Report for 2023-24.

**RECOMMENDED: *That the Risk Assessments for 2023-24 be ENDORSED for Town Council approval.***

14. YOUTH REPORT

The Chairman referred to the Appendix 5, the Youth Co-Ordinator's report previously circulated.

Cllr Clarke stated that Louise had hit the ground running and had already experienced some issues with the youth of the town.

There was some discussion about anti-social behaviour in the Town Centre caused by youth and adults. He referred to the last Town Council meeting where some local residents had raised this issue. Cllr Clarke and Cllr Davies have an appointment with Safer New Forest and are looking at multi-agency approaches to tackling this issue which seems to be causing considerable problems now.

There was discussion about CCTV and whether further CCTV would help to identify wrongdoers or could act as a deterrent. The Police were not responding to these issues as we would like, but reports should be made to them in the hope this will galvanise further activity from them. There is always an excuse from the police that their budgets are insufficient, but their resources are being increased. Cllr Craze bemoaned the fact that the Sgt at New Milton has been moved to Lymington just as he had started on some really good work in and with the town.

Funding for ASBOC was also considered, the Town Council had provided a lot of funds. There is a need for some good active outreach work with the youth and Cllr Clarke stated that he hoped Louise would be able to co-ordinate this.

15. MARCH ACCOUNTS

The Chairman referred to Appendix 6, Monthly Management Accounts for March 2023. The Town Clerk reported that there had been an expectation of breaking even. However, due to some unexpected receipts throughout the year the net costs were below budget. Monies had been received via the Welcome Back fund, monies from a local developer, a large increase in the interest rate and income from music events at the Chewton Glen that were not budgeted.

16. FINANCIAL STATEMENTS 2022/23

The Chairman referred to Appendix 7, being the Financial Statements for the Year ended 31<sup>st</sup> March 2023, which was noted by members. The Town Clerk went through the Financial Statements page by page highlighting salient matters as well as noting minor changes and omissions to be rectified.

It was then

**RECOMMENDED:**

***That the Financial Statements for the Year Ended 31 March 2022 be ENDORSED for Town Council approval.***

17. ANNUAL RETURN 2022/23

The Chairman referred to Appendix 8, Annual Return, which was noted by Members. This will be presented to the Town Council meeting on 26<sup>th</sup> June 2022 for final approval.

Cllr Davies made an observation in relation to page 3 at letter M and queried if the tick was in the correct place. The Town Clerk advised that he had discussed this with the Auditor and thought that this had been amended as there had been a disagreement over the number of days which the public notice had to be displayed. The Town Clerk would ask the Auditor to tender a revised page 3 of the AGAR.

***(Post meeting note: An amended copy of the AGAR has now been provided and will be presented at the Town Council meeting.)***

It was

**RECOMMENDED:**

***The Annual Return for 2022/2023 be received / ENDORSED for Town Council approval.***

18. INTERNAL AUDIT REPORT FOR 2022/23

The Chairman referred to Appendix 9 - Audit Report, which had recently been received from the Internal Audit. Members noted the final report and noted the two recommendations at the end.



Cllr Reid thanked the Town Clerk for his hard work and dedication in looking after public funds so well. He referred the Committee to the Overall Conclusions in the report and expressed his gratitude for the hard work done by the Town Clerk and the team, he read out the following from the report:

“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.”

***RECOMMENDED:***

***The Internal Audit Report 2022/23 be received & Endorsed for Town Council approval.***

19. CHAIRMAN’S UPDATES

None.

20. NEXT MEETING - Monday 24 July 2022 at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman closed the meeting at 8.00pm.

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

Minute	Action Points	Action by date	To be actioned by
9b)	Pay £10k deposit Gore Road land	26.06.23	Town Council
12	Pay Grant Aid monies as shown	26.06.23	Assistant Clerk
13	Risk Assessments for 2023-2024	26.06.23	Town Council
16	Financial Statements 2022-2023	26.06.23	Town Council
17	Annual Governance & Accounts	26.06.23	Town Council
18	Internal Audit Report 2022-2023	26.06.23	Town Council

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