


Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 25 April 2022 at 6.30 pm in New Milton Town Hall.

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|---------------------|---------------|-------------|-------------|----------------|
| | Chairman | p | D N Tungate | |
| | Vice-Chairman | p | S P Davies | |
| <u>Councillors:</u> | p | K Craze | p | S J Clarke |
| | | R A Reid | p | A D O'Sullivan |
| | | J Ward | | M Brownsea |
| | p | G R Blunden | | |

In Attendance:

Councillors D Hawkins, D Samber and H Wallis-Dowling

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

The Chairman welcomed members and officers to the meeting.

117. APOLOGIES – Cllrs M Brownsea, A Reid and J Ward.

118. DECLARATIONS OF INTEREST - none

119. PUBLIC PARTICIPATION - none

120. MINUTES

RESOLVED:

That the Minutes of the meeting held on 14 March 2022, previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.

121. MATTERS ARISING FROM THOSE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

The Town Clerk confirmed all action points listed had been addressed and updated on the following minutes:

Regarding minute 106, Rejuvenate IT costs for the year totalled £22,000, approximately £5,000 over budget mainly due to the purchase of a new server. The Town Clerk would be investigating alternative providers, but the days of cheap cover are long gone.



Regarding minute 106, proposed acquisition of land off Gore Road, the Town Clerk undertook to pursue the matter with solicitors as a matter of urgency.

Regarding minute 107, update from the Police regarding ASB, Inspector Ord hoped to attend the Town Council's Annual Meeting on 9 May 2022.

Regarding minute 108b, legal action for damage to a tree, the Police would not be taking any further action and the Town Council's Solicitor had advised that due to the unknown and potentially considerable costs involved in taking this to court, no further action be taken.

There was some debate regarding this matter, and it was agreed that since action taken could set a precedent for future breaches, the Town Clerk be requested to write to the tree surgeons informing them that legal action would be pursued.

| Minute | Action Points | Action by date | To be actioned by |
|---------------|---|-----------------------|--------------------------|
| 105b | Memorial Centre grant application | 14 March 2022 | Town Clerk |
| 106 | Rejuvenate IT and CPT review | asap | Town Clerk |
| 106 | Agreement – Land off Gore Road | asap | Town Clerk |
| 106 | Schedule of Payments 07/21/22 1 Jan – 28 Feb 2022 | 28 March 2022 | Town Clerk |
| 107 | Update from Police re ASB | 28 March 2022 | Town Council |
| 108a | Formal licence PHP | 28 March 2022 | Town Council |
| 108b | Legal Action for damage to tree | 28 March 2022 | Town Council |
| 109 | Standing Orders | 28 March 2022 | Town Council |
| 111 | Employee Assistance | 25 April 2022 | F&GP |
| 112 | Menopause Guidance | 28 March 2022 | Town Council |
| 113 | Grant Aid – Age Concern | asap | Administrator |

122. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) Confirmation from NFDC that the Town Council had received approximately £12,000 CIL monies and £8,000 in respect of Covid road closures as part of the Government's Welcome Back fund.
- b) The Town Council's end of year investment report had been received confirming our investment had reduced since December 2021 by £17,696 equating to 5.5%.



123. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments, for the period 1 – 31 March 2022 in the sum of £93,103.09 as previously distributed.

The Town Clerk highlighted the following items over £1,000 (excl. Pensions, PAYE):

- a) Lombard – Vehicle leasing x 4 (Navara Pickup/Peugeot Boxer x 3) £1,945.99
- b) ATech Electrical – Upgrade external lighting at Ashley Pavilion/take down bunting & high level hedge cutting at bottom bowling green/replace lighting at bowl club £4,235.09
- c) Fireguard Services Ltd – Full fire risk assessments at all sites £4,434.00
- d) L Kitcher fencing – Ashington Park footbridge replacement £2,378.40
- e) New Forest Mindfulness – training & assessments March '21 – February '22 £1,110.00
- f) Rejuvenate – Provision of managed services & IT support/webcams & headsets/domain renewals £2,919.47
- g) John Shutler Tree Services – attend storm damaged trees – February storms £1,602.00
- h) Source for Business – Water charges Becton Lane/Upper Ashley/Lower Ashley allotments/Indoor Bowls Club/Ashley Sports Ground (Aug 21 -Feb 22) £1,094.00
- i) Gristwood and Toms – Completed tree works February 2022 £4,173.73
- j) Hillier Nurseries Ltd – Supply rootball trees and replacement trees for Naish £7,594.80

In respect of the payment to Vitaplay Ltd, Cllr Davies asked for details regarding the nature of the remedial works at Doe Copse Play Park.

[Post Meeting Note: The cost was for replacement monkey hoops which had been vandalised. Because of the nature of the equipment, they need to be robust and are expensive to repair.]

In respect of the payment to Aquacare, Cllr O'Sullivan asked why we were required to have a statutory legionella 2 yearly review when statutory legionella checks were undertaken monthly at all sites.

[Post Meeting Note: The 2 yearly review relates to our Legionella Risk Assessment, and we are legally bound to carry out the review. The monthly monitoring is based on this risk assessment and is amended if the review finds any areas that require adjustment.]

It was then

ENDORSED:

That the Schedule of Payments No. 08/21/22 covering, in the sum of £93,103.09 be duly ENDORSED for Town Council approval.

124. FEBRUARY ACCOUNTS

The Chairman referred to Appendix 2, monthly accounts for February 2022.

The Town Clerk noted that Amenities was on budget. There was an underspend on F&GP, in particular Events Expenditure, Neighbourhood Planning, Youth Co-ordination, Youth Grant Aid and Communications & Media.



Cllr Craze raised the issue of Ash die back. The Town Clerk reported that no incidents had been reported however this would be remain in the budget as agreed for the next few years.

Cllr O'Sullivan raised concern that there was insufficient in the budget to cover salary costs for March. The Town Clerk confirmed that this was as a result of employing youth workers in the last financial year and there would need to be a reallocation of some of the Youth co-ordination budget to cover these salary costs, ie a virement, and this was agreed.

The Town Clerk said the problem was faith groups and voluntary organisations had not reopened their youth facilities. Cllr Tungate undertook to revisit next year's budget at the next meeting of the Executive Committee, looking at youth work costs in particular.

125. GRANT AID

The Chairman referred to Appendix 3, Grant Aid requests from Victim Support and New Milton Memorial Centre.

- a) Victim Support request for £250 towards security items was considered and supported by members.

RESOLVED:

That Victim Support be granted £250 from the Grant Aid Budget.

- b) New Milton Memorial Centre request for £500 towards the cost of replacement floor tiles. Cllr O'Sullivan reported that he and Cllr Blunden would be meeting their trustees on Thursday to discuss the future direction of the Memorial Centre.

It was then

RESOLVED:

That this request be deferred pending the outcome of the meeting with the trustees.

126. CALENDAR OF MEETINGS

The Town Clerk referred to Appendix 4, Calendar of Meetings, dated 1 May 2022 and asked members to note the date of the Annual Towns Meeting next year to allow for the 6-week pre-election period, formerly known as "Purdah".

127. EMPLOYEE ASSISTANCE PROGRAMME

The Chairman referred to Appendix 5

Further to the last meeting, the Assistant Town Clerk had provided an updated written report including further details on eligibility of persons covered by each programme. It was recommended that the Town Council pursue option 2 based on price for a 60-month term.



Following considerable discussion, Cllr Blunden suggested, and Cllr Clarke proposed the Town Council pursue option 3 covering all staff and members and that this be reviewed on an annual basis. This would bring the Town Council in line with NDFC, increasing the potential for a future SLA. This was seconded by Cllr Blunden. The proposal was voted upon and agreed by the majority of members present and able to vote.

RECOMMENDED:

Town Council pursue Option 3 covering all staff and members to be reviewed annually.

128. YOUTH REPORT

The Youth Services Manager presented a report which was noted by members. In particular, she reported on events organised for the summer for young people. Youth activities were taking place at the Memorial Hall with 15 to 20 young people attending by invitation. This was working well, there had been no issues of antisocial behaviour outside or inside the venue.

Concern was expressed over the possibility of returning to the Rugby Club at this stage due to the lack of support from other agencies particularly should any issues of antisocial behaviour arise. It was suggested that the Youth Club return to the Rugby Club in August when there could be outdoor activities. Further training was required for Youth workers, particularly in relation to county lines and supporting children excluded from school. It was hoped this would take place in July when the Youth Club would be closing for a few weeks.

Members supported the need for professional support for Youth workers and the need for further dialogue with the Police and Safer New Forest Partnership.

Cllr Blunden reported on a potential NFDC bid for funding through the Safer Streets Initiative to support youth work in New Milton.

Cllr Wallis-Dowling commented that the onus should **not** be on voluntary and charitable organisations such as ASBOC to provide support to our Youth workers, rather agencies with statutory responsibility, including NFDC and HCC Children's Services should assist.

Cllr Blunden agreed there needed to be a joint way forward regarding this on-going issue.

129. AMENITIES REFERRED MATTERS

The Chairman referred to Amenities minute 146, that the Town Council purchase one additional SLR to be acquired via CIL funding.

RECOMMENDED: That the Town Council purchase an additional SLR via CIL funding.

This was **ENDORSED** for Town Council approval.

130. CHAIRMAN'S UPDATES - none

131. NEXT COMMITTEE MEETING

Monday 13 June 2022 at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman closed the meeting at 7.40pm.

CHAIRMAN _____ DATE _____

| Minute | Action Points | Action by date | To be actioned by |
|---------------|--------------------------------|-----------------------|--------------------------|
| 121 | Rejuvenate IT review | asap | Town Clerk |
| 121 | Land acquisition off Gore Rd | asap | Town Clerk |
| 121 | Legal action re damage to tree | asap | Town Clerk |
| 125b | Grant Aid – Memorial Centre | 13 June 2022 | F & GP |
| 127 | Employee Assistance Programme | 9 May 2022 | Town Council |
| 129 | Purchase of one additional SLR | 9 May 2022 | Town Council |

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