



**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 18 September 2023 at 6.30 pm in New Milton Town Hall.**

Chairman p D N Tungate

Vice-Chairman p R A Reid

Councillors: p J Adams p W Davies  
 p G R Blunden p A D O'Sullivan  
 p S J Clarke p M Scott-Johns  
 K E Craze

In Attendance:

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

The Chairman welcomed members and officers, two members of the public and a representative of the press.

**Public Participation**

Alan Watson a representative of New Milton and Barton on Sea RNLI and a member of the Lion's Club raised the issue of the £50 payment for the superintendent at Car Boot Sales. The £50 payment is tipping the balance against groups making a profit. He stated that HOPE had cancelled 4 of their car boots, and the weather had not been on their side all summer and this had affected interest as well as the car boots were not consistent. He asked if the council could consider the groups to be capable of running the day themselves without the need for a superintendent.

36. APOLOGIES

Cllr K E Craze

37. DECLARATIONS OF INTEREST

Cllr Reid advised that he is a member of the Lions Club of New Milton and would not speak or vote on item 11, Grant Aid request.

38. PUBLIC PARTICIPATION

The Town Clerk advised that now the Car Boot season has come to an end the system would be reviewed.

39. MINUTES**RESOLVED:**

***That the Minutes of the meeting held on 24<sup>th</sup> July 2023, previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

40. 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 |
|--------|-------------------------------|----------------|-------------------|
| 26c)   | CCTV meeting acceptance       | ASAP           | Town Clerk        |
| 26d)   | Ticket Office appeal          | ASAP           | Town Clerk        |
| 26e)   | Resident of Marine Drive West | ASAP           | Town Clerk        |
| 26f)   | Land off Gore Road            | ASAP           | Town Clerk        |
| 31     | Grant Aid – ASBOC             | 07.08.23       | Town Council      |
| 32     | Investment Strategy           | 07.08.23       | Town Council      |
| 33     | Risk Strategy                 | 07.08.23       | Town Council      |

41. CORRESPONDENCE

The Town Clerk referred to an email from Chris Clarke of Lions Club relating to the Lions Christmas Festival on 25<sup>th</sup> November 2023, as follows:

***“We are well into our formal planning for our next big event as above. And the subject of Additional Toilet Provision has once again been raised for consideration. You will appreciate this event will not involve the Recreation Ground. However, we decided to raise this need with the Town Council to see if we can obtain support for, or toward the costing of additional Toilets.”***

It was agreed that this should be referred to the Amenities Committee for consideration.

42. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 July - 31 August in the sum of £413,579.65.

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

|    |                 |   |           |
|----|-----------------|---|-----------|
| a) | Lombard Vehicle | Monthly contract costs of 5 works vehicles                        | £2,313.90 |
| b) | MTST Group      | Ashley Project youth facility – stage payment (Section 106 CAPEX) | £1,745.68 |



|    |                              |  |            |
|----|------------------------------|--|------------|
| c) | Christchurch Garden Machines | Repairs to machinery – Kubota flail/ride-on mower/Wessex mower/floral and misc. watering system  | £1,208.35  |
| d) | Autocross Euroshel Ltd       | Removing existing bus shelters and replace with new stainless-steel shelters with hammer glass   | £19,017.60 |
| e) | Edmat Gas Services           | Annual statutory gas service (boilers) at Ashley / Fawcetts changing rooms / Fawcetts workshop /outdoor Bowls/Fernhill Pavilion (rate unchanged since 2015)  | £1,350.36  |
| f) | G Farwell Ltd                | Removal of meadow arising following clearance by Friends of Ballard Water Meadow/vegetation clearance adjacent new facility at NM Rugby Club /move table tennis table from Fawcetts Field to the Recreation Ground | £2,153.44  |
| g) | Hampshire County Council     | Pension Contributions May  | £10,272.30 |
| h) | HMRC                         | Tax and NIC – May 2023   | £10,156.02 |
| i) | John Shutler Tree Services   | Grind out roots – new path for Community Garden at Moore Close (CIL monies) / Carrick Way woodland storm damage tree removal   | £5,910.00  |
| j) | Keffen Plant Hire            | Repair damage caused by Coles Fun Fair visit and general surface repairs (less £500 deposit withheld)  | £1,829.45  |
| k) | Manor Grounds Maintenance    | General works site wide – June/July 2023   | £2,080.00  |
| l) | Tom Morrissey                | General works site wide (10 dates June/July)   | £1,500.00  |
| m) | NFDC                         | Annual rent for offices at Ashley Road, annual service charge including additional cooling system works requested of £10K servicing of dog and general waste bins at Fawcetts Field.                               | £36,736.00 |
| n) | Northfield Nursery           | Summer bedding plants and planters - rate as 2022.   | £11,128.80 |
| o) | Solar Aeration Systems       | Solar panels and cable/new aeration system install at Ballard Lake   | £2,900.40  |
| p) | Wel Medical                  | De-fib cabinet upgrade at final three sites – Fernhill/Boots/Barton (old cabinets 8yrs old)  | £1,872.00  |
| q) | Anthony Harris               | Purchase of land South side of Gore Road for Youth facility £90K (plus land registry fee / solicitors fees / searches) CAPEX   | £92,588.47 |
| r) | Glasdon UK Ltd               | 6 x topsy jubilee litter bins / 6 x phoenix seats / 4 x eco-rest benches (phoenix seats costs covered by residents £6,000 contribution)  | £6,854.78  |
| s) | L Kitcher Fencing            | Supply and fit replacement footbridge at Danewood (existing footbridge damaged beyond economical repair)   | £1,440.00  |
| t) | Tom Morrissey                | General works site wide (10 days)  | £1,500.00  |
| u) | Manor Grounds Maintenance    | General works site wide (10 days)  | £1,200.00  |



|     |                            |   |            |
|-----|----------------------------|---|------------|
| v)  | NMSB                       | Ashley end of season pitch work (£2,645.55) Rose Garden mulch/ Woar Copse footpath repair/overhanging vegetation clearance/general waste site wide/sustainable planning York Avenue/Ashley Road   | £3,301.10  |
| w)  | Staff/members              | Salaries / expenses / quarterly councillor allowances – July 2023   | £31,521.13 |
| x)  | Synergy Security           | Fawcetts Field compound night security due to travellers and unsecure site  | £1,360.80  |
| y)  | WP Group                   | Vehicle fuel for 6 months   | £4,627.08  |
| z)  | Lombard                    | Vehicle leasing for 5 vehicles  | £2,341.78  |
| aa) | Anchor Pipework Ltd        | Full service on HVAC units in changing rooms at Ashley Sports pavilion  | £1,635.84  |
| ab) | ASBOC                      | Grant Aid as agreed by F & GP 24 <sup>th</sup> July 2023  | £3,600.00  |
| ac) | G Farwell Ltd              | Clearance following travellers Fawcetts Field Trespass  | £1,297.20  |
| ad) | Gristwood & Toms           | Tree Works for July 2023  | £14,186.23 |
| ae) | HCC                        | Pension Contributions   | £10,243.06 |
| af) | HRC                        | Tax and NI  | £11,054.63 |
| ag) | Juice                      | Instagram feed fix/design, artwork and printing of Business cards   | £1,027.20  |
| ah) | Manor Grounds Maintenance  | General works site wide   | £1,190.00  |
| ai) | Tom Morrissey              | General Works site wide @ £150 per day (11 days)  | £1,650.00  |
| aj) | NFDC                       | Six monthly contribution towards CCTV line rental costs   | £2,564.00  |
| ak) | NMSB                       | Fawcetts e-o-s and repairs to damage caused by trespassing travellers / removal of fly tip left by travellers / vegetation clearance at Ashley Rec / disposal of damaged paving/repairs to Ballard Meadow footway and open spaces / mulch open spaces/vegetation clearance from Long Meadow Stream / removal of general waste site wide | £2,112.25  |
| al) | John Shutler Tree Services | Emergency work – Caird Avenue amenity space, Ashdown Walk and Ellingham Road  | £1,353.00  |
| am) | Turfleet Hire              | John Deere tractor and front loader hire – monthly charge /John Deere mower with hi lift grass collector  | £1,464.00  |
| an) | Tom Morrissey              | General works site wide (9 days @ £150 per day)   | £1,350.00  |
| ao) | NMSB                       | Vegetation waste disposal / limestone for Ashley S.106 project / Rugby club shingle for pipework bedding and additional soakaway to existing building   | £2,328.51  |
| ap) | John Shutler Tree Services | Oak tree work and lake bank improvements – Ballard Lake (part of budgeted Lake improvement)   | £2,820.00  |
| aq) | Turfleet Hire              | John Deere tractor and front loader hire – monthly charge   | £1,174.80  |
| ar) | Staff/members              | Salaries / expenses / allowances – August 2023  | £28,354.31 |



Members queried:

- a) Amounts incurred from Synergy Security, Farwell and NMSB due to travellers' occupation of Fawcetts Field & Ashley Rec. Cllr J Adams asked if NFDC and police were involved.

The Town Clerk confirmed that NFDC and the police were involved and that the travellers had left a lot of mess to be cleared up. He commented that the travellers had gained entry to a lot of NFDC car parks last year and as their security had been increased on those sites, travellers looked for alternative areas within the town.

- b) Cllr A O' Sullivan questioned the monies being paid to Tom Morrissey, why is he doing work which our team were not doing?

The Chairman explained that he is an experienced contractor and does not want to be employed. The use of contractors saves the ongoing costs of an employee, because they are used on an ad hoc basis.

- c) Cllr A O' Sullivan then asked about the monthly payments to DCK Accounting.

The Town Clerk explained the DCK Accountant enters information and carries out checks monthly to ensure our accounts are in order and presented correctly, such that our auditors will be happy with them. He also advised DCK provide a monthly payroll service.

- d) Cllr A O' Sullivan asked that when the budget is considered for next year that a detailed breakdown of expenditure for the Afternoons of Music be provided. The Town Clerk agreed Events expenditure needs reviewing as the budget had been exceeded this year (due mainly to costs of the Coronation event that were not budgeted).

- e) Cllr G Blunden asked about the situation with CCTV. He was concerned that although it had been agreed CIL monies would be used for a new camera for use on the recreation ground this had not happened, and he was disappointed it is taking so long.

The Town Clerk explained that any additional CCTV cameras need to be tied into the main system and this requires the involvement of Brian Byrne at NFDC and the need to increase use of cameras in the town as a whole is currently being reviewed with him.

- f) The Chairman stated that he found the expanded descriptions on the payment schedule to be very helpful.

**ENDORSED:**

***That the Schedule of Payments No. 03/23/24 for the period 1 July – 31 August 2023 in the sum of £413,579.65 be ENDORSED for Town Council approval.***

43. **JULY ACCOUNTS**

The Chairman referred to Appendix 2 - Monthly Management Accounts for July 2023. The Town Clerk advised that total savings against budget at that point were £28,500. Amenities account for almost £3,000 of that (with Environmental Scheme savings) but F&GP savings



are the lion's share including: £4k Comms/Media, £9k Professional Fees, and £5k in respect of Youth Grant Aid, plus £7,500 interest received that was not budgeted.

#### 44. YOUTH REPORT

The Chairman referred to Appendix 3 - Youth Co-ordinator report for July 2023.

The Town Clerk said he had asked the Co-ordinator to complete her report after the recent Youth Event held on Saturday so she could provide an up-to-date on that. Cllr S Clarke stated that the Youth Event had been very worthwhile, the stalls were interesting, and the entertainment was good. Cllr A O' Sullivan had attended, as well as the Mayor. He thought it had been a success and the event should be repeated next year.

He advised that there is a meeting tomorrow to consider the aims and objectives for youth work in the town. Once the aims and objectives are decided then there will be a meeting with the Youth Trust in early October. He is hopeful that there will be a seamless transition of the youth provision after ASBOC comes to an end.

He added that the £100k purchase of the land at Gore Road is now complete and the NMYT needs to provide a full business plan for the family hub. The building needs to be self-sufficient, used across the week, and all day every day. He said that the old Family Centre had done good work across the spectrum, and we are hoping to replicate that.

The Chairman stated that this was all good news, and he commented that Louise Beardmore the recently appointed Youth Services Co-ordinator had really hit the ground running.

#### 45. REFERRED MATTERS

The Chairman referred to the Appendix 4 being an extract from the Minutes of the Amenities Committee Meeting held on 4<sup>th</sup> September 2023, as follows:

##### Min. 51 - COL WHEELERS GRAVE

The Chairman advised that the Estates Manager had obtained a quote for the repairs to Colonel Wheeler's grave, in the sum of £130. Following a brief discussion and a vote  
It was:

##### **RESOLVED:**

***That the Town Council take over the upkeep of Colonel Wheeler's VC grave.***

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

46. GRANT AID APPLICATIONS

The Chairman referred to Appendix 5 - Grant Aid request from the Lion's Club for a further grant of £500 towards their "Christmas Festival and Carnival Parade".

Following some discussion and a vote

It was

**RESOLVED:**

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

47. LOCAL COUNCIL PRECEPTS

The Chairman referred to Appendix 6 – recently released list of top 100 Town Council precepts. The Town Clerk advised that New Milton now sits at 66 on the list, having been overtaken by a number of town councils in "unitary" areas (eg. Cornwall, Somerset, Wiltshire) that had taken over more responsibilities, such as Public Conveniences and Libraries.

48. EXTERNAL AUDIT

The Town Clerk advised that he had not yet received the Notice of Conclusion of Audit for 2022-2023 as our new external auditors BDO have just asked for some further information, by 19 September, as below. The information was provided at the end of last week.

**"As discussed, could you please provide the following for the Ashley project costs:**

- **Invoices for the work done (in the year 2022-23)**
- **Minutes showing where the work was approved."**

Hopefully, the Report and Accounts for 2022-23 will be signed off shortly by BDO Auditors.

49. CHAIRMAN'S UPDATES - None50. NEXT MEETING - **Monday 30 October 2023** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman closed the meeting at 7.05 pm.

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

| Minute | Action Points                  | Action by date | To be actioned by |
|--------|--------------------------------|----------------|-------------------|
| 38     | Review Car Boot administration | 13.11.23       | Town Clerk        |
| 41     | Request for additional toilets | 16.10.23       | Amenities         |
| 42 e)  | Review Events budget costs     | 30.10.23       | Estates Manager   |



|    |                               |          |                  |
|----|-------------------------------|----------|------------------|
| 45 | Col Wheeler's Grave upkeep    | 02.10.23 | Town Council     |
| 46 | Lions Club - grant Xmas event | 02.10.23 | Asst Clerk       |
| 47 | Sign off 2022-2023 Accounts   | 02.10.23 | Town Clerk / BDO |

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