



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 27 July 2020 at 6.30 pm through Zoom video communications.

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

In attendance:

Officers: G Flexman - Town Clerk
E Towler - Business Administrator
S Ramsaywack - Youth Services Manager

The Chairman welcomed councillors, a member of the public and a press representative to the virtual meeting, together with 3 officers from the Town Council.

Members of the public wishing to join the virtual meetings can find out how to join by viewing the agenda uploaded to the Town Council website.

154. APOLOGIES - none

155. DECLARATIONS OF INTEREST - none

156. PUBLIC PARTICIPATION - none

157. MINUTES

RESOLVED:

That the minutes of the meeting held on 15 June 2020, having been circulated, be signed by the Chairman as a correct record.

The minutes would be signed in due course.

158. MATTERS ARISING

The Town Clerk confirmed that Action Points will now be back in place following the Amenities Committee meeting on the 13th July.

159. CORRESPONDENCE

- a) The Town Clerk read an email from New Milton Town Partnership (NMTP) confirming they have decided to cancel the Christmas Festival 2020 due to safety and Insurance concerns surrounding Coronavirus.

Cllr Clarke queried whether we should request the £3k towards the event be returned for the 2020 Xmas Festival rather than NMTP keeping it. This was agreed by members and the Town Clerk will contact them accordingly.

- b) The Town Clerk also read out the ASBOC plans to hold summer events across four weeks starting 3rd August every Monday, Wednesday, Friday and Saturday 3-6pm depending on staff availability. The Youth Services Manager commended their plans. Cllrs shared their support for these events and the importance of providing support for the young people of our Town in these difficult times.

160. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 May - 30 June 2020, in the sum of £192,732.78, as previously distributed. The Town Clerk noted several expenses due to Coronavirus and highlighted the following items over £1,000:

- a) Juice - Instagram fixes/website updates/web hosting -£1,662.00
- b) NF Basics Bank - Donations - £15,000.00
- c) Gristwood & Toms - April Tree Work, cyclical and responding to resident calls - £6,558.34
- d) HALC - Associate Fee for 2020/21 - £1,260.00
- e) Christchurch Powr Tools - Mower repairs and new mower - £10,011.18
- f) Christchurch Powr Tools - New rotovator and low vibration strimmer - £1,447.00
- g) Lamps & Tubes - bunting installation and supply - £2,304.67
- h) Npower - Feb - April electricity for several sites - £1,018.64
- i) NF Signs - COVID signs for street trading, skatepark and play parks - £1,464.00
- j) Auditing Solutions - Internal Audit provision year end 2019 - 20 - £1,068.00
- k) Npower - Feb - May Fawcetts & Ashley - £1,279.99
- l) NF Signs - COVID town centre signage - £8,553.60
- m) Northfield Nursery - summer florals plus additional requirements - £10,593.60
- n) Seton - COVID barriers for pedestrian management - £3,498.54
- o) Site Safety - COVID road signs, sandbags and other safety measures - £4,184.29
- p) Turflet Hire - progator and top dresser hire, swingwing (wildflowers) - £1,962.00

Members queried the Juice payment of £1,662.00. The Town Clerk confirmed that he would speak to the Town Development Manager and provide an update in the minutes.

[Post meeting note: The bulk of this related to WorldPress, Themes & Security updates for 3 sites for one year charged in advance in the sum of £1,512]

Cllr Reid queried how much of the expenditure due to COVID was claimable back. The Town Clerk confirmed up to £12k could be claimed back from both HCC and NFDC.

Cllr Clarke queried the Lesar payment for £80 towards staff ID card. The Town Clerk confirmed that an explanation would be provided in the minutes.

[Post meeting note: The Lesar invoice was for purchase of 10 x ID cards]



Cllr O'Sullivan queried a payment to Rejuvenate for £600 which the Town Clerk confirmed was for technical assistance paid in advance, some of which related to home working.

Cllr Ward referred to the Xmas Festival being cancelled and queried whether the Xmas Lights in the town would still be going ahead to which the Town Clerk confirmed they are.

Cllr Davies queried whether the Seton barriers were to rent or buy. The Town Clerk confirmed that they were purchased.

ENDORSEMENT:

The Schedule of Payments 02/20/21 covering the period 1 May - 30 June 2020, in the sum of ££192,732.78 was ENDORSED for Council approval.

161. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Management Accounts for June 2020, which was noted by members. There may be a shortfall of income from pitch fees going forward.

Cllr O'Sullivan queried the unused CAB budget and suggested we forward a payment. The Town Clerk would contact Alison Talbot, Chief Officer, Citizens Advice, New Forest.

162. REFERRED MATTERS

The Chairman referred to Appendix 3, being Amenities Referred Matters.

a) Men's Shed

The first referred matter, Amenities minute 179, referred to the New Milton Men's Shed and their request for an extension to their licence for the workshop at Fernhill.

It was then

ENDORSED:

That New Milton Men's Shed licence be extended 12 months to 30 September 2021.

b) Centenary Rose Garden

Amenities Minute 182, proposed Centenary Rose Garden, was discussed by members.

Cllr Craze raised concerns over the location of the rose garden and ongoing running costs.

Cllr Blunden confirmed that the annual cost would be appropriate to the size and maintenance of the garden.

It was then

ENDORSED:

That up to £15k CIL monies be earmarked for this project.

Recorded Vote: Cllrs Craze & O'Sullivan against.

c) Fairy Doors Walk

Amenities minute 183, proposed Fairy Doors Walk, was discussed by members. The walk would go from Doe Copse Way to Ballard Lake.

Councillors voiced their support for the proposal with the doors containing educational and seasonal information to encourage young people to walk around the town.

It was then

ENDORSED:

That up to £3k CIL monies be earmarked for this project.

163. FINANCIAL STATEMENTS

The Chairman referred to Appendix 4, being draft Financial Statements for the Year Ended 31 March 2020, which was noted by members.

Town Clerk went through the statement page by page, noting changes required to page 3.

RECOMMENDATION:

That the Financial Statements for the Year Ended 31 March 2020 be ENDORSED for Town Council approval.

164. INTERNAL AUDIT REPORT

The Chairman referred to Appendix 5, being the Final Internal Audit Report, which was noted by members.

RECOMMENDATION:

That the Internal Audit Report for 2019/20 be ENDORSED for Town Council approval.

165. ANNUAL RETURN

The Chairman referred to Appendix 6, Annual Return, which was noted by members.

Once signed off by Town Council on 10 August 2020, this will be displayed in the front window of the Town Hall for Exercise of Public Rights.

RECOMMENDATION:

The Annual Return 2019/20 was received and ENDORSED for Town Council approval.

166. YOUTH WORK

The Youth Services Manager provided a detailed update highlighting the Youth MOT which was undertaken in the first of its six-week sessions. The Online Youth Nights proved a huge success and an Ashley Youth Club BBQ is due to take place which will be for members only.

167. ANY OTHER UPDATES

The Chairman reminded members of the Casual Vacancy in the Barton Ward with the correct procedure highlighted by the Town Clerk. The Town Clerk confirmed there was no request for an election from 10 electors, and so it was agreed to advertise the vacancy for the Barton Ward to be filled by co-option. Information can be found at www.newmiltontowncouncil.gov.uk

168. NEXT MEETING

The next meeting will be held on **Monday 21 September 2020** at 6.30 pm, location will be confirmed.

With there being no further business, the Chairman thanked members of the public and press for attending and closed the virtual meeting at 7.42pm.

Chairman _____

Date _____

Minute	Action Point	Date	Action By
163	Financial Statements	10 August 2020	Town Council
164	Internal Audit Report	10 August 2020	Town Council
165	Annual Return	10 August 2020	Town Council
166	Ashley Youth BBQ	TBA	YSM
167	Co-opt Barton Cllr	10 August 2020	Town Council

Distribution:

Town Councillors

District Councillors Mrs C V Ward, Mrs J L Cleary

County Councillors M Kendal, K Mans, F Carpenter

New Milton Police

Press

NMRA – Alan Watson