



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 21 September 2020 at 6.30 pm through Zoom video communications.

	Chairman	p	S P Davies
	Vice-Chairman	p	D N Tungate
Councillors:	G R Blunden	p	S J Clarke
p	K Craze	p	A D O'Sullivan
p	A Reid	p	J G Ward
	M Brownsea		
In attendance:	D Samber		
Officers:	G Flexman - Town Clerk		
	E Towler - Business Administrator		
	S Ramsaywack - Youth Services Manager		

The Chairman welcomed councillors, two members 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.

169. APOLOGIES

Cllrs Blunden and Brownsea.

170. DECLARATIONS OF INTEREST

None

171. PUBLIC PARTICIPATION

None

172. MINUTES

The Chairman referred to the minutes of the last meeting.

It was

RESOLVED:

That the minutes of the meeting held on 27 July 2020, having been circulated, be signed by the Chairman as a correct record.

The minutes would be signed in due course.

173. MATTERS ARISING

None

174. CORRESPONDENCE

- a) A letter received from Brendon Care notifying the Council of a data breach including records of a copy of the cheque sent by the Town Council through Grant Aid in 2017. This information has now been removed from their donor records to prevent this incident happening in the future.
- b) A letter from the National Joint Council for local government services confirming recent cost of living rise of 2.75% as well as annual leave increasing from 21 to 22 days for employees with less than five years' service.
- c) A letter from Anthony Harris, Town Council Solicitor, enclosing copies of the new licence agreement between the New Milton Men's Shed and the Town Council for a further 12 months from 1 October 2020.

175. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 July - 31 August 2020, in the sum of £157,243.07, as previously distributed. The Town Clerk highlighted the following items over £1,000:

- a) Central Southern Security - fire system statutory remedials Fawcetts / Fernhill - £1,242.00
- b) Gristwood & Toms – Two tree storm damage call outs on 2 and 30 June 2020 - £1,070.50
- c) LITE - Xmas light bracket pull test - 96 load tests including Engineer's report - £3,294.00
- d) Laceys Solicitors - Community Hub legal fees/charges re Charity Commission - £4,425.60
- e) NM Sand & Ballast – EOS pitch renovations (£1,588.10), sandbags for road signs, gravel for footbridge at Ballard Lake, general waste town wide (£258) – £1,936.09
- f) NF Signs - COVID signs (part of total Covid-19 outlay of £20k) - £2,276.40
- g) Screwfix – Cabstar loading straps & low vibe mechanical tools - £1,234.29
[Post meeting note: New low vibration tools help reduce HAV – Hand/Arm Vibration]
- h) Site Safety - Cleaning items, COVID PPE - £1,138.27
- i) Rejuvenate IT – Prepaid support, nitro package for doc bundling, PC upgrade - £1,625.08
- j) Christchurch Powr Tools - brushcutter, gang mower, bowser system repairs - £1,491.00
- k) RMB Hydroseeding - hydroseeding Ashley rugby & Fawcetts football pitches - £5,901.00
- l) Christchurch Powr Tools - Bowser system, John Deere, mower repairs - £1,042.74
- m) Collaborative Impact Ltd - 3 x workshop for Neighbourhood Plan strategy - £1,800.00
- n) Edmat Gas Services - Annual gas testing (statutory) all sports sites - £1,953.43
- o) Fireguard Services - Fire equipment testing and refill extinguishers - £1,499.96
- p) Glasdon UK – 8 litter and dog bins (£1,694.59), PPE disposal point - £1,885.10
- q) Kiwa - Lamp column strength test and display report - £1,464.00

Chairman queried the Glasdon PPE disposal point location. The Clerk will add to minutes.

[Post meeting note: There are two PPE bins, one in the office and one at Fawcetts]

Cllr Craze queried whether the Xmas Lights budget covered fixtures and fittings which the Clerk confirmed it did.

Cllr Clarke queried the invoices from NM Sand & Ballast green waste disposal and questioned additional costs. The Clerk will put details in the minutes.

[Post meeting note: Invoice for £766.20 covers general / Fly-tipping waste (£276), green waste town wide (£267), yard clearance of tyres (£60) and hazardous waste (£163.20)]

Cllr Davies queried the Gristwood & Toms callout and wanted to confirm the month that the works took place. The Clerk will put details in the minutes.

[Post meeting note: The work was carried out at the end of June noting that as hot air moved over the UK pushing temperatures well into the low 30Cs thunderstorm risk increased with Friday 26th June seeing severe thunderstorms, lightning and hail – www.netweather.tv]

ENDORSED:

The Schedule of Payments 03/20/21 covering the period 1 July - 31 August 2020, in the sum of £157,243.07 was ENDORSED for Council approval.

176. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Accounts for July 2020, which was noted by members.

The Clerk confirmed that current savings to date of around £71k are due mainly to postponed events and reduced activity because of coronavirus.

It is anticipated some of the £91k savings to the end of August will start to be spent on various Neighbourhood Plan projects before the end of the financial year.

177. REFERRED MATTERS

The Chairman referred to Appendix 3, Amenities Referred Matters.

An email from the Friendly Dog Club who reported that repair works were needed to their building and there was a request to review their rent due to the Covid-19 crisis.

The Clerk confirmed the Friendly Dog Club were provided with details regarding support from NFDC via a Business Grant. Being a commercial undertaking, a business case is needed.

A Grant of up to £500 from the Town Council would require an official request via application.

178. CITIZENS ADVICE

The Chairman referred to Appendix 4, being a Grant Aid request, previously circulated.

The Town Clerk informed members that the application was for continued support for which we have a budget of £5,000. Members were presented with diagrams showing types of help and number of clients assisted in New Milton during 2019/20, including during the pandemic.

It was then

RESOLVED

That the Citizens Advice New Forest be awarded the budgeted grant of £5,000 towards their services for the year, helping residents in New Milton.

179. INTERNAL AUDIT REVIEW

The Chairman referred to Appendix 5, Internal Audit Review, which was noted by members.

The Town Clerk emphasised that this is an annual requirement to endorse the work of Internal Audit and confirm their appointment for another year.

Members were pleased to retain the services of Auditing Solutions for a further year.

180. ANNUAL RETURN 2019/20

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

181. CALENDAR OF MEETINGS

The Chairman referred to Appendix 7, being Calendar of Meetings prepared for 2021.

Regarding this year's Remembrance Sunday, it was noted that the Town Council, District Council and RBL will be laying wreaths but there will be no march before or service afterwards. Organisations have been contacted regarding laying wreaths and part of Old Milton Road will be closed for people to wait and pay their respects.

182. YOUTH UPDATE

The Youth Services Manager referred to Appendix 8 - Youth Report, which was noted.

The Youth MOT sessions were very well received, and a formal evaluation report is being put together. It is hoped that, once a physical youth club is operating again, these sessions can be accessed by more young people. Following advice from the National Youth Agency, it is possible for a youth club to go ahead with a reduced number of attendees in friendship bubbles, similar to current school set up. The Chairman thanked the YSM for her report.

183. ANY OTHER UPDATES

None

184. NEXT MEETING

The next meeting will be held on **Monday 2 November 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 7.15pm.

Chairman _____

Date _____

Minute	Action Point	Date	Action By
175	Approve Payments	05 October 2020	Town Council
177	Send Grant Aid form	30 September 2020	Administrator
178	Citizens Advice grant	30 September 2020	Town Clerk
179	Internal Auditor 2020	30 September 2020	Town Clerk
181	Remembrance Sunday	08 November 2020	All to note

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