



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 2 November 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: Cllrs D Samber, R Murrow, D Hawkins, H Wallis-Dowling

Officers:
 G Flexman - Town Clerk
 J Hayward - Administrator
 S Ramsaywack - Youth Services Manager
 L Mulcahy – Senior Youth Worker

The Chairman welcomed councillors, officers, and a press representative to the virtual meeting.

The Chairman welcomed Laura Mulcahy, Senior Youth Worker, to the meeting.

The Chairman referred to Agenda item 10 Grant Aid and advised that this would be discussed in Private Session.

185. APOLOGIES – None

186. DECLARATIONS OF INTEREST – None

187. PUBLIC PARTICIPATION – None

188. MINUTES

The Chairman referred to the minutes of the last meeting.

It was

RESOLVED:

That the minutes of the meeting held on 21 September 2020, having been circulated, be signed by the Chairman as a correct record.

The minutes would be signed in due course.

189. MATTERS ARISING – None190. CORRESPONDENCE

The Town Clerk referred to the following correspondence:

- a) A thank you letter from New Forest Citizens Advice Service for the generous donation of £5k that allows them to develop services in these challenging times.
- b) An email from Colin Read from NFDC with dates for free car parking being Small Business Saturday 5 December and weekends 12 & 13, 19 & 20 December.
- c) An email from Colin Read from NFDC advising that they were considering our request for assistance with Covid expenditure incurred as far as signage was concerned. The Town Clerk noted no response had been received from HCC Leader Cllr K Mans.
- d) An email from NFDC advising that their Information Offices would remain open for essential services for new lockdown period 5 November to 2 December. The Town Clerk confirmed our council offices will be officially closed during this period.

191. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1-30 September 2020, in the sum of £77,580.46, as previously distributed. The Town Clerk highlighted the following items over £1,000:

- a) HM Inland Revenue Tax and NIC for August £8,228.87
- b) HCC for pension contributions in August £7,424.85
- c) Bournemouth Water for Middle and Upper Ashley allotment sites £1,019.30
- d) DCK Accounting for Accountancy & Payroll services £1,011.13
- e) Gristwood & Toms Reactive tree works £3,585.96
- f) A Harris & Co for legal charges regarding the Cultural Hub project £1,229.40
- g) Hibbs for Fawcetts pitch work and green waste clearance £1,022.72
- h) NFDC charges for recycling container to March 2021 and renewal of Recreation Ground premises licence £1,150
- i) Salaries & Wages, plus Member's Allowances totalling £30,911 (including 6 months backpay of 2.75% following recently agreed NJC cost of living rise from April)
- j) Glasdon UK - Recreation Ground bins and benches £4,005.24
- k) Npower electricity charges for Ashley Recreation Ground and Moores Close £1,465.71
- l) Rejuvenate monthly service costs £1,046.88
- m) Turflet Hire for equipment hire charges for end of season pitch renovations £3,036

Cllr G Blunden questioned the payment to South Coast Social for Social media management. *[Post Meeting Note: Professional consultancy and specialist social media boosting sites, following feeds and traders, reporting on their progress]*

Cllr K Craze questioned the payment to A Harris Solicitors of £1,229.40 and in particular the total HUB legal costs incurred to date. The Town Clerk replied we paid Lacey's £4.4k plus VAT in February, and Anthony Harris' costs cover the last 2 years HUB advice.

Cllr A Reid referred to the Rejuvenate payment and questioned the use of MS Teams. The Town Clerk said it was for training mainly and may be used again.



The Chairman queried the Loaders fuel bill of £776.96 and if that was only for August. *[Post Meeting Note: It included £137.86 for unleaded fuel purchased for strimming and hedge-cutting machinery at this time of year].*

The Chairman referred to the purchase of copier paper from Hants CC and the Town Clerk confirmed this was via County Supplies who supply and deliver a range of goods at discounted rates. *[Post Meeting Note: County Supplies is a major purchasing and supply organisation, being a Business Unit of HCC, that supply to registered customers in education, local government and the third sector].*

ENDORSED:

The Schedule of Payments 04/20/21 covering the period 1-30 September 2020, in the sum of £77,580.46 was ENDORSED for Council approval.

192. MONTHLY ACCOUNTS

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

The Town Clerk confirmed current savings on Amenities to date of £20k was due mainly to staff savings of £9k and £10k savings on Open Spaces due to Covid-19 reduced activity over the last 6 months.

F&GP savings of £56.5k included savings of £5.5k re Neighbourhood Plan Implementation Officer, £3k events expenditure, NP consultancy savings of nearly £8k, Youth Coordination savings of £13k, Communications and Media savings of £10k, community events savings of £2.5k, grant aid savings of £2k to date, plus other savings of £12.5k due to reduced activity as a consequence of Covid-19.

Total savings to date amount to £76,418, being 15% below budget to date.

193. REFERRED MATTERS

The Chairman referred to Appendix 3, Amenities Referred Matters.

The Town Clerk referred to the Fawcetts Field new heating system amounting to £68k being part of an overall scheme costing £136k, compared to £120k budget.

Cllr K Craze asked about any forthcoming major costs and projects and the Town Clerk referred to other improvements at Fawcetts Field and confirmed a 5-year maintenance plan is being prepared in conjunction with the budget for next year.

There followed a discussion on CIL and S106 monies with the Town Clerk confirming that there are clear parameters for using CIL monies with an annual report being sent to NFDC in December. In summary, we have received CIL monies of £126,785 to date, spent £3.5k on SLRs and committed a further £47k towards other ongoing projects.



194. INTERNAL AUDIT

The Town Clerk referred to Appendix 5, Internal Audit checklist.

The Auditing Solutions Auditor would be undertaking the Audit remotely on 3-4 December 2020 with the Town Clerk providing the documentation in advance for the Interim Audit.

It was

ENDORSED

That the Auditing Solutions checklist be agreed and covering email noted.

195. YOUTH WORK

The YSM referred to the recent Youth & Play Forum having a conversation about the effect of Covid restrictions on Youth Service provision. A Youth Services Directory was a project proposed to be undertaken by the NMYT.

Cllr J Ward supported this initiative and offered £200 from the NFDC Community Grant towards the production of a booklet.

Cllr Clarke referred to young people on the Recreation Ground which they should be encouraged to continue using.

A rota was proposed for Cllrs to visit the Recreation Ground to meet and talk to the young people and other Recreation Ground users.

196. ANY ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

The Press representative, Chris March from the A&T asked for a copy of the YSM report and queried why the Grant Aid item was to be considered in Private Session.

197. NEXT MEETING

The next meeting will be held on **Monday 14 December 2020** at 6.30 pm, via Zoom.

There being no further business to discuss, the Chairman thanked members of the public and press for attending and closed the public part of the meeting at 7.17pm.

PRIVATE SESSION - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for the following item of business pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960, claiming publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

198. GRANT AID APPLICATION

The Chairman referred to Appendix 4.

There was a full and frank discussion regarding the Grant Aid application from the Memorial Centre, particularly the legality of granting £5k aid, it being beyond our grant aid limit of £500 per organisation.

Further legal advice would be provided pending full Council review on 16 November 2020.

With there being no further business to discuss, the Chairman thanked members for attending and closed the private session of the meeting at 8.00pm.

Chairman _____

Date _____

Minute	Action Point	Date	Action By
191	PMN's - Schedule of Payments	16 November 2020	Town Clerk
193	Referred Matters CIL report	14 December 2020	Town Clerk
194	Interim Internal Audit	3 & 4 December 2020	Town Clerk
196	YSM Report for A&T	3 November 2020	Town Clerk
198	Grant Aid request	16 November 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