



Minutes of the meeting of the Finance & General Purposes Committee of the New Milton Town Council held on Monday 26 April 2021 at 6.30pm 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 Hawkins, R Murrow & H Wallis- Dowling			
Officers:	G Flexman - Town Clerk			
	J Hayward – Communications Officer			
	H Ormerod – Admin Assistant			
	S Ramsaywack - Youth Services Manager			

The Chairman welcomed councillors, officers, and a member of the public to the virtual meeting.

Alan Watson, representing NMRA, referred to the grant aid received for the VE75 and VJ75 community events which were now hoped to take place in 2022 and asked if the grant aid could be held over to that time. He also mentioned the Queen's Platinum Jubilee event in 2022.

Lions Club of New Milton had taken over the arrangements for the Xmas festival at the end of November and were currently putting together costings to apply for grant aid in due course.

247. APOLOGIES – none

248. DECLARATIONS OF INTEREST - none

249. PUBLIC PARTICIPATION

The Chairman referred to the NMRA request of grant aid being held over to next year which members supported.

250. MINUTES

The Chairman referred to the minutes of the last meeting held on Monday 15 March 2021. It was

**RESOLVED:**

***That the minutes of the meeting held on 15 March 2021, having been circulated, be signed by the Chairman as a correct record.***

The minutes will be signed in due course.

## 251. MATTERS ARISING

All action points had been completed in the timescale given.

Minute	Action Point	Date	Action By
236	£30k CIL fund Green Routes	29.03.21	Town Council
238	Risk Assessments 2020-21	29.03.21	Town Council
241	Youth Grant Aid - ASBOC	29.03.21	Town Council

## 252. CORRESPONDENCE

The Town Clerk introduced Helen Ormerod Administrative Assistant being a new member of staff and referred to the following items of correspondence.

- a) An email from the Internal Auditor who would carry out a remote audit on Thursday 27 & Friday 28 May 2021 utilising the services of the Town Clerk again.
- b) An email from NFDC regarding the first instalment of CIL monies this financial year of £20,560.86 noting the whole year budget for 2021-22 was £20k, compared to £16,366 CIL monies received in total last year against an annual budget for 2020-21 of £40k.

## 253. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 – 31 March 2021, in the sum of £109,664.77, as previously distributed.

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

- a) HMRC – PAYE and NIC for February £8,624.07
- b) HCC – Pensions contributions for February £7,929.34
- c) Christchurch Garden Machinery – Annual service for grounds kit £2,489.90
- d) Hillier – purchase of trees for *Plant a Tree* initiative £1,204.80
- e) NFDC – CCTV contributions for 6 months and 7 cameras £2,564
- f) NF Land Advice Service – Environmental Stewardship Advice - £1,470
- g) Rinnai – Capex for Fawcetts hot water system £12,578.40
- h) Screwfix – Capex for Fawcetts Project £1,838.03
- i) Zurich Municipal – Annual insurance renewal £15,426.61
- j) Staff/members – salaries and allowances for March £28,536.11
- k) Central Southern Security – Lighting/fire alarm servicing at Ashley, Fawcetts and the Bowls Club £4,405.20
- l) Hillier – Further purchase of trees for *Plant a Tree* initiative - £1,030.80

- m) Lacey's Solicitors – Memorial Hall / War Memorial charity final bill £3,600
- n) Npower – Utility supply for Moore Close and mainly Ashley £1,286.66

Cllr A O'Sullivan queried the Rainmaker irrigation systems annual service of £984.00 which the Town Clerk said was for maintenance of the Bowling Greens.

Cllr K Craze queried the NF Land Advice Service cost which was for 1,225 hours advice.

It was then,

***ENDORSED:***

***That the Schedule of Payments 08/20/21 covering the period 1 – 31 March 2021, in the sum of £109,664.77 be ENDORSED for Council approval.***

254. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2, Monthly Accounts for February 2021, which was noted by members.

The Town Clerk referred to the apparent “savings”, or underspends to date suggesting at year-end this could be £100k, due to reduced activity last year as a result of Covid-19.

Cllr D Hawkins queried the bad debt provision, which would be reviewed in more detail before the next meeting once year end accounts are completed.

Cllr S Clarke asked if any “savings” could be earmarked towards Town Council projects to benefit the town and community post Covid. Such savings could be earmarked.

255. CALENDAR OF MEETINGS

The Town Clerk referred to Appendix 3, Calendar of Meetings, dated 26 April 2021 and asked members to note the addition of an Extraordinary Amenities meeting on 27 April 2021 looking at the Ashley Rec development and that the Annual Meeting was now scheduled to take place on Wednesday 5 May 2021 starting at a revised time of 5.00pm.

Cllr H Wallis-Dowling queried the start time of 5.00pm which was due to NFDC holding their Annual Meeting also on Wednesday 5 May before virtual meetings are banned, this being an exceptional case.

The Clerk reminded members that the Annual Towns Meeting will include a presentation to the Citizen of the Year and would be held on Friday 30 April 2021 starting at 6.30pm.

Cllr O'Sullivan asked about the hosting of council meetings after 7 May and if there was a directive allowing in person meetings before 21 June. The Clerk replied that under current emergency Government legislation, councils could meet virtually up to and including 6 May, but thereafter all council meetings must be held in person, noting we have Amenities on 1 June and F&GP on 15 June, and 3 planning meetings on 19 May, 3 and 17 June.

#### 256. AMENITIES REFERRED MATTERS

The Chairman referred to Appendix 4, Amenities Minute 283 being a referred matter covering a new play area at Ashley Recreation Ground.

The Clerk confirmed the decision to appoint HAGS as the main contractor to supply a new play park in the sum of £95k plus £5k for purchase of a Climbing Cube from Kompan, being a total of £100k. Cllr Reid suggested a contingency of 10% be added.

Cllr Blunden confirmed there is already a contingency amount in place and that S.106 monies applied.

It was then,

**ENDORSED:**

***That NMTC appoint HAGS to supply a new play park costing £95k at Ashley Recreation Ground with an item of equipment costing £5k from Kompan.***

#### 257. GRANT AID

The Chairman referred to Appendix 5, Grant Aid requests from Victim Support and NFDIS.

- a) Victim Support request for £300 was considered with Cllr Clarke suggesting this be increased to £500 which was supported by members.

It was then,

**RESOLVED:**

***That Victim Support be granted £500 from the Grant Aid Budget.***

- b) NFDIS request for £500 was considered and supported by members.

It was,

**RESOLVED:**

***That NFDIS be granted £500 from the Grant Aid Budget.***

258. FESTIVE LIGHTS

The Chairman referred to Appendix 6, Festive Lights contract for 2021-2023 displays.

Members thanked the Assistant Town Clerk for her excellent work and comprehensive report featuring Festive Lights contract for the next 3 years.

It was then,

***RECOMMENDED: That the Festive Lights contract be adopted by Town Council***

259. YOUTH WORK

The YSM read out her attached report covering the support and facilities provided by the Youth Team including a Mindfulness Course and Youth Club. Noting that New Milton Youth Trust were appointing new trustees and that the New Milton Youth & Play Forum was well supported, the Chairman thanked the YSM and the team for all their hard work and asked the Town Clerk to prepare a Press Release praising their support.

260. RECORDING OF MEETINGS

The Town Clerk gave a verbal update from the Working Party noting that although it is a good idea in principle, the Working Party looked at other considerations including GDPR implications and equipment purchase.

The biggest concern seemed to be over the recording of non-NMTC officers and members without their specific agreement. The Clerk will ascertain how NFDC overcome such concerns and chase up Rejuvenate for a quote covering recording equipment and storage.

The Chairman asked the Clerk to arrange a further Working Party meeting ahead of the next F&GP meeting on 15 June 2021.

261. ANY OTHER MATTERS – none262. NEXT MEETING

The next meeting will be held on **Tuesday 15 June 2021** at 6.30pm at a location to be advised subject to Risk Assessment and prevailing Government guidelines.

The Chairman thanked the member of the public for attending and closed the public part of the meeting at 7.24pm.

**PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

***The Chairman may move that the public be excluded from the meeting for any item(s) of business pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.***

263. INVESTMENTS

The Chairman referred to the Clerk regarding a recent Working Party meeting, and Cllr M Brownsea to summarise his report. The Chairman asked the Clerk to arrange a further Working Party meeting ahead of the next F&GP meeting on 15 June 2021 with a view to making recommendations about further investments.

There being no further business to discuss, the Chairman thanked members, and officers for attending and closed the meeting at 7.33pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Minute	Action Point	Date	Action By
252 a)	Internal Audit 27 and 28 May	27 May 2021	Town Clerk
256	Endorse HAGS contract	5 May 2021	Town Council
258	Festive Lights contract	5 May 2021	Town Council
259	Youth Work Press Release	5 May 2021	YSM / Town Clerk
260	Recording of Meetings WP	15 June 2021	Town Clerk
263	Investments Working Party	15 June 2021	Town Clerk

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