

**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 25 July 2022 at 6.30 pm in New Milton Town Hall.**

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

In Attendance:

Councillor: D Hawkins

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

The Chairman welcomed members and officers, noting there were no members of the public or press in attendance.

22. APOLOGIES

Cllrs Alan O' Sullivan and Mark Brownsea

23. DECLARATIONS OF INTEREST

a) Cllr Geoff Blunden

Non-pecuniary interest relating to Item 11 CCTV as portfolio holder for partnering and wellbeing at NFDC.

b) Cllr Alvin Reid

Non-pecuniary interest relating to Item 10 as a member of New Milton Lions

24. PUBLIC PARTICIPATION

No members of the public were present.

25. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 13 June 2022, previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

**26. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON AGENDA**

The Town Clerk confirmed all action points listed had been addressed, save that the proposed meeting with ASBOC had not yet taken place. ASBOC were however running some sessions on the Recreation Ground during August which was good news.

<b>Minute</b>	<b>Action Points</b>	<b>Action by date</b>	<b>To be actioned by</b>
5)	To note Declarations of Cllrs	ASAP	Admin Asst
10)	Broken window insurance claim	ASAP	Estates Manager
11)	Calendar of Meetings 2022-23	27.06.22	Town Council
12)	Meeting with ASBOC	ASAP	YSM / Town Clerk
13a)	Grant Aid – Memorial Hall	ASAP	Town Clerk
13b)	Indian Soldiers Friends Group	ASAP	Town Clerk
14a)	Indian Flagpole – CIL monies	27.06.22	Town Council
14b)	New Outdoor Bowls Lease	27.06.22	Town Council
17)	Financial Statements 2022-23	27.06.22	Town Council
18)	Annual Return (AGAR) 2022-23	27.06.22	Town Council
19)	Internal Audit Report 2022-23	27.06.22	Town Council

**27. CORRESPONDENCE**

The Town Clerk referred to the following items of correspondence:

- a) A consultation from HCC in relation to the 20 is Plenty campaign across the county. This covers potential areas where the 20mph could be introduced as well as for feedback where it is already in operation. The consultation is led by a Task and Finish Group of eight councillors. The closing date to complete the consultation is 12/09/2022.
- b) A HCC consultation in relation to supported passenger transport including Cango. The Town Clerk had completed an online consultation and received a very detailed response from John Warden the Chairman of the Cango User Forum. It referred to the fact that although Cango passengers had decreased by 56% during lockdown, it was essential in getting people to their vaccination appointments and providing transport for disabled people and those with access problems. The Town Clerk apprised members and HCC of our involvement as paymasters for the Cango Booking System a joint venture involving Sway PC (£2.5K), Hordle (£500) and NMTC (£2K +) that has worked well from 2015.
- c) A letter from Nigel Pressnell head teacher at Arnewood School praising the Town Council and its employees for continuing to offer services which benefit all in the town in straitened times. The letter will be displayed on our website for all to see.

## 28. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments, for the period 1 – 30 June 2022 in the sum of £184,519.62 as previously distributed.

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

- a) Lombard – vehicle leasing x 4 + hire of Nissan Rapid £1,945.99
- b) Kitcher Fencing – supplying and fitting post and rail fencing, self-close gates and full height weldmesh at Ashley Play Area - £14,400.00
- c) Moose Skateshop – Organisation and delivery of Skatepark Jam - £1,000.00
- d) Tom Morrissey – Carry out building and general works (8 days) - £1,200.00
- e) Tom Morrissey – Carry out building and general works (7 days) - £1,050.00
- f) Atech Electrical – Inspections at flower boxes & pavilion/ladies toilet lighting at Fawcetts/review footage and edit image for police use - £1,651.52
- g) Auditing Solutions – to provide final internal audit service for 2021-22 including preliminary and subsequent work - £1,104.00
- h) Jill Colclough – Landscape consultancy Fawcetts Field Vision Plan incl. Site visit/analysis meetings/sketch/concepts/vision plan - £3,412.50
- i) Complete Weed Control – Supply/apply weed control – Fernhill Cricket ground and gravel car parks/Fawcetts Field - £1,708.56
- j) DCK Accounting – Provision of monthly accounting and payroll services - £1,420.80
- k) Empire Industrial Doors – Replace rotten and damaged changing room doors/Ashley Pavilion (CAPEX) & replace shutter door at Bowling Club - £7,689.60
- l) Enduamaxx Skid mounted plant watering bowser (CAPEX) - £1,680.00
- m) HCC – Pension Contributions – May 2022 - £8,833.59
- n) HMRC – Tax and NIC May 2022 - £9,539.27
- o) John Shutler Tree Service – Felling of Oak Tree on the Recreation Ground - £1,362.00
- p) Kiwa – Annual testing of lamp columns floral/festive displays - £1,716.00
- q) Northfield Nursery – Plants for summer floral displays 2022 (824 plants) - £11,901.94
- r) Npower – Electricity supplied to Fawcetts Field main site March & April 22/Spencer Rd Sth/Mallard Court/Tennis pavilion/Ashley sport pavilion April 2022 - £2,311.27
- s) Rainmaker Irrigation – Supply & install new water storage tank at Fernhill (CAPEX) - £5,409.60
- t) RMB Hydroseeding – Wildflower hydroseeding – open spaces - £5,136.00
- u) Screwfix – Various supplies open spaces/smoking signs/bench repairs/hand tools/safety boots x 5/security for Jubilee portals/events signage - £1,420.31
- v) SparkX – Lighting column infrastructure upgrades - £7,560.00
- w) Turfleet Hire – Hire of tractor mounted rotavator – open space ground levelling and John Deere tractor/front loader monthly hire - £1,584.00
- x) Salaries and allowances – June 2022 - £29,569.54
- y) Chichester Tree & Shrub – KFC and open spaces planting (286 plants) - £1,440.53
- z) NFDC – Rent & Utilities (£31,350)/annual CCTV 6 monthly line rental contribution servicing of dog bins 6 monthly) - £34,887.70
- aa) Total Energies – Fawcetts Field and Ashley Rugby Club - £4,254.40
- bb) Tom Morrissey – Carry out building and general works (10 days) - £1,500.00

Members queried:

- a) The sum of £7,689.60 paid to Empire Industrial Doors (item k) and asked the Town Clerk to check that the proper procedure was followed when choosing them as a provider as it seemed to be a lot of money. The Town Clerk said he used a firm in Bristol previously for roller shutter doors at Fernhill that proved expensive.  
**(Post Meeting Note: Please see attached sheet headed up Empire Industrial Doors)**
- b) The sum of £11,901.94 paid to Northfield Nursery (item q) it was suggested that the narrative on the schedule be changed as this appeared to amount to around £15 per plant  
**(Post Meeting Note: covers plants and flower baskets/troughs pre-planted)**
- c) Monies paid to Tom Morrissey (items: d, e and bb) – the Town Clerk advised that he is not employed by the Estates Team but assists regularly and is paid a daily rate of £150. Cllr Blunden praised this arrangement as being excellent value for the Council.

It was then

**ENDORSED:**

***That the Schedule of Payments No. 02/22/23 covering the period 1 to 30 June 2022, in the sum of £184,519.62 be ENDORSED for Town Council approval.***

29. JUNE ACCOUNTS

The Chairman referred to Appendix 2, Monthly Management Accounts for June 2022. The Town Clerk reported that there had been additional income this year. This had helped bottom lines with monies received of £30K from AC Developments. Overall, Amenities is £26K under budget to date as a result.

F & GP received 3 separate payments 2 of them from Government grants: A payment of almost £8K relating to Covid Signage, £15K from the Welcome Back fund relating to the cookery lessons sourced by the Town Development Manager and just over £5K for Mencap which is almost ready to be handed over. All in all, a £22K saving to date to F & GP. Overall, £48K additional income (£26K Amenities, £22K F&GP)

Cllr Blunden asked if the Mencap monies now cover the full amount needed for the mural the Town Clerk confirmed that they did and would shortly be passing the monies over of £5,150.

30. YOUTH REPORT

The Chairman referred to Appendix 3, previously circulated.

Cllr Steve Davies highlighted the third paragraph from the end, relating to the fact that students from Brockenhurst college are working as volunteers with the youth services, or

else using youth services for work experience. He was very pleased to see this. Other councillors agreed that this is a very good development.

Cllr Steve Clarke advised that he had visited the Recreation ground on Saturday during the Youth Festival, saying that the turnout was a bit low but that it was a very good event, nonetheless. Several young people had overcome their nerves to perform on the day.

### 31. GRANT AID APPLICATIONS

The Chairman referred to Appendix 4, Grant Aid requests from New Forest Bike Project and Lions Club of New Milton

- a) **New Forest Bike Project** request for £1,000 following their need to relocate from their workshop on Old Milton Road which had been sold to developers. They have now found new premises further up the road, but these are more expensive. The grant would be to assist with moving and volunteer expenses as well as materials.

Following a discussion and a vote

It was

**RESOLVED:**

***That New Forest Bike Project be granted £500 from the Grant Aid Budget under GPC.***

- b) **Lions Club of New Milton** requested £3,250.00 as financial support for the Annual New Milton Christmas Festival 2022 to take place on 26<sup>th</sup> November.

There was some discussion centred on the fact that the amount had increased from £3,000 last year to £3,250 this year. The Town Clerk furnished committee members with a breakdown that the Lions Club had provided setting out their initial projections for the event to justify the increase.

The Chairman commented that £3,000 is the figure in the budget and that it could not be exceeded. It may increase next year, but not this year.

Following the discussion and a vote

It was

**RECOMMENDED:**

***That Lions Club of New Milton be granted £3000 from the Grant Aid Budget under GPC.***

### 32. AMENITIES REFERRED MATTERS

The Chairman referred to Appendix 5 - Amenities Referred Matters, previously circulated.

- a) **Air Raid Shelter**

It was recommended by Amenities and Planning **that the Air Raid Shelter project be discontinued due to cost outweighing the benefit.**

The Chairman referred to Amenities Minute 34 that the Air Raid Shelter project be discontinued. Councillors expressed their horror at the price for legal fees relating to this matter and then

This was **ENDORSED** for Town Council approval

#### **b) Community Garden**

It was recommended by Amenities **that Town Council earmarks up to £5,000 for the Community Garden from CIL monies.**

The Chairman referred to Amenities Minute 35 that Town Council earmarks up to £5,000 for the Community Garden from CIL monies to help the project as far as water service and orchard trees are concerned.

This was **ENDORSED** for Town Council approval

#### **c) CCTV**

It was recommended by Amenities **that Town Council earmarks up to £10,000 for additional CCTV from CIL monies.**

The Chairman referred to Amenities Minute 36 that Town Council earmarks up to £10,000 for additional CCTV from CIL monies for installation of additional CCTV by the MUGA area.

This was **ENDORSED** for Town Council approval

### **33. INVESTMENT STRATEGY**

The Chairman referred to Appendix 6, New Milton Town Council Investment Strategy previously circulated. The Town Clerk advised that the investments had been going up and down but were generally looking good. He further advised that £500K had been invested with CCLA to cover reserves as it was safer than the Natwest bank account. The Clerk confirmed that the money was accessible and could be withdrawn at short notice.

### **34. RISK STRATEGY**

The Chairman referred to Appendix 7, New Milton Town Council Risk Management Strategy previously circulated. The Town Clerk advised that 2 items were added at the end referring to investment risks, namely moderate and minor risks.

Cllr Blunden asked whether it would be possible to access £100K easily if it were needed for a project. The Town Clerk confirmed that this would be possible.

35. ELECTIONS REVIEW

The Chairman referred to Appendix 8, being the Briefing Note from NFDC previously circulated. The Town Clerk advised that he had been invited to attend a drop-in session at Appletree Court to see large maps displaying the changes. The Town Clerk confirmed he would be attending Appletree Court on Monday 1<sup>st</sup> August.

Cllr Clarke advised that District Councillors had also been invited and would be attending sessions.

He said that some issues had been highlighted in the area relating to polling stations, namely that the sea scouts hut at Long Meadow is not accessible. And that the cricket club is outside of the new ward. He added that it was outside the old ward as well.

Cllr Blunden stated that the problem at the scout hut relates to the gravel path and that matting can be put down to solve this issue.

36. CHAIRMAN'S UPDATES - None.37. NEXT MEETING - **Monday 19 September 2022** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman closed the meeting at 7.16pm

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

Minute	Action Points	Action by date	To be actioned by
27a)	HCC Consultation "20 is Plenty"	12 Sep 2022	Asst Town Clerk
27b)	HCC Consultation Passenger Transport including CANGO	24 July 2022	Town Clerk
27c)	Letter from N Pressnell Arnewood Headmaster For our WEBSITE	ASAP	Admin Assistant
28k)	Cost of Doors	ASAP	Estates Manager
31a)	Grant Aid – New Forest Bike Project	ASAP	Asst Town Clerk
31b)	Grant Aid – Lions Club of New Milton (over £2K)	8 August 2022	Town Council
32a)	Air Raid Shelter	8 August 2022	Town Council
32b)	Community Garden	8 August 2022	Town Council
32c)	CCTV for MUGA	8 August 2022	Town Council





Distribution:

Town Councillors

Estates & Facilities Manager

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

New Milton Police

Press

Alan Watson – FOCUS & NMRA



**Empire Industrial Doors** proved to be best value, along with excellent service and workmanship for the Fawcetts changing rooms project and it was prudent to use them at Ashley and the bowls club.

Estimate at Ashley to replace the 4 vandalised external wooden doors and frames with steel security doors and frames was £6,000 plus VAT (Empire quote £4,640 plus VAT). Likewise, to replace the failed roller shutter door at the bowls club was £2,000 plus VAT (Empire Quote £1,768 plus VAT). Total for both jobs was £6,408.00 plus £1,281.60 VAT an important point for members to keep in mind.

Also, it needs to be clarified that the Ashley doors were Strongdor steel security doors and frames with new locks and furniture. Likewise, the roller shutter door at the bowls club were almost 3m wide and included a new electric motor, winding gear etc. Below is a description of what was installed at both sites which also might be helpful.

### **ASHLEY**

*RECOMMENDED WORKS- NEW STEEL DOORS  
AFTER OUR SURVEY TO SUPPLY AND INSTALL THE FOLLOWING-*

#### **STRONGDOR STEELDOR**

*SINGLE REBATED FRAME SYSTEM  
104MM EXPANDABLE FRAME SYSTEM  
HONEYCOMBE CORE INFIL  
STANDARD LEAF  
SASH LOCK AND LEVER HANDLES  
DEADLOCK WITH THUMB TURN INSIDE  
MASONARY FIX KIT  
OPENING INWARDS  
STANDARD ALUMINIUM THRESHOLD  
ALL PARTS POWDER COATED IN A STANDARD COLOUR (VANDYKE BROWN TBC)*

*DOOR 1 COST: £1,160 PLUS VAT*

*DOOR 2-COST: £1,160 PLUS VAT*

*DOOR 3-COST: £1,160 PLUS VAT*

*DOOR 4-COST: £1,160 PLUS VAT*

***TOTAL COST: £4,640.00 PLUS VAT***

### **BOWLS CLUB**

*QUANTITY: 1*

*DRIVE ARRANGEMENT: 240v TUBE MOTOR*

*FIXING ARRANGEMENT: FACE FIXED*

*LOCATION: INTERNAL*

*CURTAIN COLOUR: BROWN/WHITE BOTTOM BAR*

*FRAME COLOUR: WHITE*

*OPENING WIDTH: 2730*

*OPENING HEIGHT: 2120*

*INCLUSIONS:*

*SOMFY ROLLIXO RTS REMOTE CONTROL C/W 2 X KEYGO4 TRX*

*BUILT ON COURTESY LIGHT*

*WIRELESS RTS XSE OPTICAL SAFETY EDGE KIT*

*BUILT IN ALARM SOUNDER*

*75 X 34 mm EXTRUDED ALUM. GUIDE CHANNELS*

*300 mm PRE-CAST ALUM. SIDE CAPS*

*77 mm FOAM FILLED LATH*

*BOTTOM RUBBER WEATHER SEAL*

*DOUBLE BRUSH GUIDE SEALS.*

*AUTO LOCKING DEVICES*

*SAFETY BRAKE MECHANISM*

*MANUAL OVERRIDE*

***TOTAL COST: £1,768.00 PLUS VAT***