



**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 30 October 2023 at 6.30 pm in New Milton Town Hall.**

Chairman p D N Tungate

Vice-Chairman p R A Reid

Councillors: p J Adams W Davies  
p G R Blunden p A D O'Sullivan  
p S J Clarke p M Scott-Johns  
p K E Craze

In Attendance:

Councillors: D Hawkins, R Murrow

Officers: G Flexman - Town Clerk

J Bean – Committee/Comms Administrative Assistant

The Chairman welcomed Councillors, Officers and 3 members of the public.

51. APOLOGIES

Cllr W Davies

52. DECLARATIONS OF INTEREST

The Chairman advised that he is a Trustee of HOPE and would not therefore speak or vote in relation to the Grant Aid Application made on their behalf.

53. PUBLIC PARTICIPATION

None

54. MINUTES

**RESOLVED:**

***That the Minutes of the meeting held on 18<sup>th</sup> September 2023, previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

55. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON AGENDA

The Town Clerk confirmed all action points listed had been addressed, as follows:

Minute	Action Points	Action by date	To be actioned by
38	Review Car Boot administration	13.11.23	Town Clerk
41	Request for additional toilets	16.10.23	Amenities
42 e)	Review Events budget costs	30.10.23	Estates Manager
45	Col Wheeler's Grave upkeep	02.10.23	Town Council
46	Lions Club - grant Xmas event	02.10.23	Asst Clerk
47	Sign off 2022-2023 Accounts	02.10.23	Town Clerk / BDO

- a) The Town Clerk advised that in regard to Minute 41, relating to a request from the Lions for additional for the Christmas event, this had been discussed at the Amenities Committee Meeting on 16<sup>th</sup> October, as below:

“The Chairman stated that the toilets on the Recreation Ground are the responsibility of NFDC and that if they are all working there should not be a problem, therefore contact should be made with NFDC to request that they check on them”.

The Town Clerk stated that he had today spoken to a representative of NFDC and had been advised that Ian Park and Stuart Phillips are the people who deal with toilets and we will make contact with them.

- b) The Town Clerk advised that so far as Minute 42d) is concerned, Afternoons of Music had cost just under £5,000. Cllr O’Sullivan asked for a copy of the breakdown.

56. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence received.



- a) An email from Angie Hjerling at NFDC advising that all NFDC offices would be closed on 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> December with normal hours resuming on 28<sup>th</sup> and 29<sup>th</sup> December when we would have staff present in the office to answer any questions. Noted.
- b) An email from the parking office at NFDC advising of dates for free Xmas parking in NFDC car parks. These are:

**Saturday 25<sup>th</sup> November** coinciding with the Lion's Christmas Festival and the lights switch on.

**Saturday 2<sup>nd</sup> December** which is small business Saturday

**Saturday and Sunday 16<sup>th</sup> and 17<sup>th</sup> December.**

The Town Clerk advised that these dates had been discussed at the Execs meeting and members agreed the proposed dates.

- c) A letter from NFDC with an invoice for Election Fees amounting to £27,416.81 which was £4K more than estimated by NFDC in November of last year.

The Town Clerk had been in touch to find out the reason for the discrepancy, and had been advised by NFDC that:

*There are a number of factors that meant increased costs for these elections including:*

- *A revised Hampshire & Isle of Wight scale of fees 2023, advised by the Government, which introduced an increase in Election staff fees (polling station and count)*
  - *New regulations introducing Holiday pay entitlement to Election staff (polling station and count)*
  - *The Elections Act amendment for poll card letters to be enveloped including increased costs of postage and stationery.*
  - *High numbers of candidates for ballot papers and stationery*
- d) A remittance advice confirming that the next tranche of CIL monies had been received from NFDC in the sum of £9,391.87.



- e) An email from Brogan Rehill at Age Concern Hampshire as follows:

“I am contacting you following the generous award of £270 from the New Milton Town Council in 2022 towards a new freezer at the Gore Grange Care and Wellbeing Centre. Our internal audit process has shown that we did not spend the money on the specified item listed in the initial request (Hoover Freestanding Freezer) due to limited stock. Instead, we have allocated the £270 donated towards a dual fridge freezer costing £314.”

- f) A card from Cllrs Judith Baker and Wyn Davies following the death of Cllr Charles Baker:

“Thank you for your support during the last few weeks - Judith Baker and Wyn Davies”.

- g) A letter from Oakhaven Hospice acknowledging the Town Council’s recent donation:

“I am writing to thank you for the very kind donation of £30.00 to Oakhaven Hospice in memory of Cllr Charles Baker”.

## 57. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1, Schedule of Payments for the period 1 – 30<sup>th</sup> September in the sum of £191,852.53.

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

a)	Lombard	Vehicle leasing x 3 - BC21 NLU/BW21 NYH/BV71 ZJZ	£1,477.62
b)	MTST Group Ltd	Ashley Project Youth facility - 3rd stage payment as agreed	£41,900.00
c)	Manor Grounds Maintenance	General works site wide (18 days @ £120 per day) (Now VAT registered - £100 plus £20 VAT per day)	£2,160.00
d)	Tom Morrissey	General works site wide (9 days @ £150 per day)	£1,350.00
e)	Anchor Pipework Ltd	Essential repairs to the changing rooms ventilation at Ashley Sports Pavilion - HVAC System	£1,760.68
f)	Elliott Builders	Ashley project additional soakaway works for relocated rainwater discharge existing pavilion - additional work	£1,699.03
g)	Empire Indust Doors	Indoor Bowls/ASBOC CAPEX works - fire door upgrades	£15,661.00
h)	Gristwood & Toms	Completed tree works - August 2023	£1,865.77



i)	HCC	Pension contributions	£10,270.08
j)	HMRC	Tax and NIC - August 2023	£10,087.11
k)	Natasha Beatty	To provide 2 x cookery courses September 2023	£1,600.00
l)	NMSB	Ashley project (Section 106) Park improvements/footway construction/car park works/general waste disposal site wide/new bench bases Barton on Sea	£2,652.02
m)	PDP Architecture	Ashley project - RIBA stage 4 planning discharge work, building and CDM regulation work (Section 106)	£6,180.00
n)	Source for Business	Water supplied at Upper, Middle, Lower Ashley/Becton Lane allotments/Barton Common/Indoor Bowls club Feb - August 2023	£1,293.37
o)	Travis Perkins	Barton Common fence repair/Ashley project new facility storm drainage/new utility services/lighting duct piping/water supply materials/plate compactor hire	£1,814.14
p)	Tom Morrissey	General works site wide - 10 days @ £150 per day	£1,500.00
q)	Atech Electrical	To provide energy efficient lighting and hand driers at Indoor Bowls Club/Floodlight cable diversion to re-route away from new build at New Milton RC - environmental project	£7,557.20
r)	John Shutler	Ash dieback works - 3 and 6 month priority works/ Brook Ave/Fernhill Lane/1 year works	£15,763.32
s)	John Shutler	Tree works at various locations	£1,656.00
t)	LITE Ltd	69 load tests including Structural Engineers report	£2,559.60
u)	L Kitcher Fencing	Extend Fawcetts compound fencing to extend yard/Recreation Ground - re-instate fencing Whitefield Road boundary/replacement post at entrance to Fawcetts Field - CAPEX	£5,220.00
v)	S M Lockyer	Carry out external works around car park and pavilion area - Ashley project external works (as per quote)	£18,387.28
w)	Manor Grounds Maint	General works site wide	£1,210.00
x)	Sitesafety	Barton Common height barrier replacement (existing badly damaged)	£4,184.40



y)	Vita Play Ltd	Ashley project - infill between gabion cages and ker-blaine/Table tennis surfacing at the Recreation Ground (part funded by the Table Tennis Group) Surface repair at Doe Copse Play Area (Caused by ASB)/MUGA net repairs (damaged caused by ASB)/playground inspections and maintenance during August 2023	£13,436.71
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- a) Cllr A O' Sullivan asked if the sum of £960 for the PA System and Engineer for the Afternoon of Music on 3<sup>rd</sup> September, and the sum of £55 in respect of refreshments for the Military Band, paid to the WI were both included in the total previously discussed. The Town Clerk advised that the £960 is included but the £55 should be added to the total. Cllr O' Sullivan asked for a copy of the breakdown.
- b) Cllr A O' Sullivan then went on to question the sums of £134.45 and £122.91 on replacing fairy doors for the Ballard Trail and wondered if they were being vandalised. Cllr S Clarke advised that they are being replaced due to wear and tear through use by small children who open and close them and are generally entranced by them. There was no suggestion that vandalism was at the root of this.
- c) Cllr A Reid asked about the payment of £1,760 to Anchor Pipework relating to repairs to the changing rooms ventilation at Ashley Sports Pavilion – HVAC System. He stated that the works were done quite recently, and wondered if there was a warranty or guarantee which might be explored in relation to this payment. The Town Clerk would investigate.

**(Post Meeting Note: re Anchor Pipework, the work was carried out in 2019 and the warranty expired in 2022 however most of the work carried out were not warranty items in any case)**

- d) Cllr A Reid then asked about the payment to Chatfield's Garden Service in the sum of £600, this covered monthly weeding and deadheading of the floral displays, he asked if this was not something which the Estates Team could do? The Town Clerk advised that there are other priorities for them and that the Team is not at full strength.

**(Post Meeting Note: re Chatfield Garden Services, in previous years Council employed a seasonal operative (mainly Richard Silcock) to assist with floral display maintenance for around 16 weeks working 2-3 days a week. The cost was around £7-8k pa. Using Chatfield Garden Services is more economical and gives us greater flexibility)**

- e) Cllr Reid also asked if the monies paid to Elliot Builders in the sum of £1,699 should be Cap Ex. The Town Clerk said he would look into this.

**(Post Meeting Note: Elliott Builders Merchants were employed for the additional soakaway works for the Ashley Project and is part of the S106/CIL funding, so it is Cap Ex works)**



- f) Cllr K Craze asked about the position on costs relating to the Ashley Project. The Town Clerk advised that these are coming to an end with the balance of the payments due to come from CIL monies. The Chairman confirmed that the project is in budget.

**ENDORSED:**

***That the Schedule of Payments No. 4/23/24 for the period 1- 30 September 2023 in the sum of £191,852.53 be ENDORSED for Town Council approval.***

58. **SEPTEMBER ACCOUNTS**

The Town Clerk referred to Appendix 2 - Monthly Management Accounts for September 2023. He stated that the half-year accounts are providing a reality check. Amenities is now over budget, mainly due to tree maintenance costs, offset by F&GP remaining below budget.

He advised that there had been considerable expense on tree work – a total of £35k against a budget of £18k YTD, with £14.5k incurred in the month. It was unfortunate that there was work which had not been budgeted for but needed doing. There had also been overspend on open spaces generally with Amenities £28K over budget at the half year stage.

F&GP remains under budget with savings on Town Development of £4.5k, Comms £7k, Professional Fees £13k and Youth Grant Aid £4k. Interest received of £12k - which has gone up from £200 to £2,000 per month over the last 18 months – helped offset Event costs.

Cllr G Blunden stated that the tree budget for next year may need to be reconsidered again in light of the fact that there is another storm due this week.

The Chairman said incidents caused by the weather cannot be foreseen, and often urgent work is needed due to Health and Safety issues, unfortunately that money has to be found.

The Town Clerk said we now have to budget for previously *once in a lifetime* events, annually.

Cllr J Adams asked about recent Environmental Schemes costing nearly £5k. Town Clerk confirmed that costs remain in budget and will confirm details of £4,962 in the minutes.

**(Post Meeting Note: It was the LED lighting upgrade carried out at the Indoor Bowls, which it was thought could be undertaken as part of the Environmental Schemes budget)**

Cllr Craze asked about increased Town Hall Costs. The Town Clerk advised a substantial part of this relates to new Air Conditioning units in his office and Assistant Town Clerk's office.

59. YOUTH REPORT

The Chairman referred to Appendix 3 - Youth Co-ordinator report for September 2023. The Youth Co-ordinator had sent her apologies as she was unwell.

Cllr S Clarke attended a meeting between the Town Council and the Youth Trust that is looking to step in once ASBOC ceases. It is hoped the current ASBOC staff will stay on and that there will be a “drop-in” facility at the ASBOC cafe which will be renamed.

Cllr Clarke also took the opportunity to report back on his visit to the Story Quest event at Ballard Water Meadow, he said that he had been there for the launch and that many families and young children had attended. He said it was absolutely brilliant involving literacy, education and an outdoor activity. It was wonderful that it will be available for a full year.

Cllr A O’ Sullivan asked when the new Ashley Building will be finished, and Cllr Clarke advised it will be completed by February.

60. REFERRED MATTERS

The Chairman referred to the Appendix 4 being an extract from the Minutes of the Amenities Committee Meeting held on 16<sup>th</sup> October 2023, as follows:

a) Min 60 – CORRESPONDENCE

***An email from Brian Byrne in relation to CCTV addressed to the Town Clerk and Mayor. The email asked if the Town wishes to proceed with camera installations in the town. And based on the contributions of £734 pa per camera what would be the maximum number? The Town Clerk confirmed they had advised two additional cameras be deployed at Ashley Recreation Ground. It was recommended for endorsement by F&GP.***

Cllr G Blunden who chairs the Amenities Committee said this would be discussed further at the next Amenities Committee meeting.

It was then...

**RESOLVED: That the matter be referred back to Amenities for further consideration.**



**b) Min 65 - SHARED PROSPERITY FUND**

*The Town Clerk referred to Appendix 1 an email from Patricia Salami, Interim Programme Manager at NFDC advising that the District Council has allocated £15K as part of its Levelling Up fund from Govt. to New Milton.*

*The Town Clerk then referred to the other document at Appendix 1 the proposal prepared by the Estates Manager for the regeneration of Ashley Parade and the surrounding area the total cost would be £30K and this would be made up of the £15K from the Levelling up Fund and £15K of CIL monies.*

*The Estates Manager said that there may be some legal issues as 90% of the forecourt is privately owned, but it will be a worthwhile project which the Council has been keen to implement for a while now. Cllr V Schooling thanked the Estates Manager for his report and was very happy that plans are afoot to bring Ashley Parade back into the fold after so many years of neglect. Following a vote, it was recommended to F&GP.*

Following a short discussion and vote

It was then...

**RECOMMENDED:**

**That the regeneration of Ashley Parade in the sum of £30K overall should be referred to Town Council for approval.**

**61. CANF/CAB**

The Town Clerk referred to Appendix 5 – a letter and enclosures from the Chief Officer of Citizens Advice New Forest who had provided information on their work in the town on a ward-by-ward basis.

It was unanimously...

***Recommended: That CANF be awarded £5,000 from funds earmarked for this purpose.***

**62. GRANT AID APPLICATIONS**

The Chairman referred to Appendix 6 - Grant Aid requests and Town Clerk's summary:



- a) **Parkinson's UK New Forest Branch** for the sum of £500

Following some discussion and a vote

It was,

**RESOLVED:**

***That Parkinsons UK New Forest Branch be granted £500 from the Grant Aid Budget under the General Power of Competence.***

- b) **New Forest Disability Information Service (NFDIS)**

Following some discussion and a vote

It was,

**RESOLVED:**

***That NFDIS be granted £500 from the Grant Aid Budget under General Power of Competence.***

- c) **Honeypot Children's Charity**

Following some discussion and a vote

It was,

**RESOLVED:**

***That Honeypot Children's Charity be granted £500 from the Grant Aid Budget and £500 from Youth Grant Aid Budget under the General Power of Competence.***

- d) **Helping Older People (HOPE)**

Following some discussion and a vote that the Chairman played no part in.

It was,

***RESOLVED: That HOPE be granted £500 from the Grant Aid Budget under the General Power of Competence.***

63. CO-OPTION OF COUNCILLOR

The Town Clerk referred to Appendix 7 - Co-option Procedure which had previously been circulated. The Chairman's view is that there was no great rush and that it could be left to the January Town Council meeting to get the ball rolling after advertising the Vacancy.

64. CHAIRMAN'S UPDATES - None65. NEXT MEETING – **Tuesday 12 December 2023** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman closed the meeting at 7.15pm.

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

Minute	Action Points	Action by date	To be actioned by
55 a)	Contact NFDC re Rec Toilets	13.11.23	Estates Manager
55 b)	Provide Cllr O'Sullivan with details	ASAP	Comms Officer
56 b)	NFDC FOC Car Parking dates	ASAP	Town Clerk
56 c)	Pay Election Fees of £27,416.81	13.11.23	Town Clerk
60	Consider extra CCTV cameras	27.11.23	Amenities
61	CANF – Grant Aid	13.11.23	Asst Town Clerk
62	Grant Aid applications	13.11.23	Asst Town Clerk

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