



TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

NOTICE IS HEREBY GIVEN that a meeting of the Finance & General Purposes Committee of New Milton Town Council will be held on **MONDAY 17 MARCH 2025** at **6.30 pm** in the Town Hall, 2 Ashley Road, New Milton, Hants BH25 6AS.

G P A Flexman  
Town Clerk

7 March 2025

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**Prior to the commencement of formal business and at the discretion of the Chairman, a short period of Public Participation may take place. Members of the public may speak on any item(s) appearing on the public agenda, or on any other matter that falls within the Committee's terms of reference.**

**A G E N D A**

1. Apologies
2. Declarations of Interest: To note any declarations of interest by members.
3. Public Participation: To note any items raised during public participation.
4. Minutes: To confirm minutes of the meeting held on 3 February 2025.
5. Matters Arising from those Minutes Not Covered Elsewhere on Agenda
6. Correspondence: To consider any correspondence received.
7. Schedule of Payments No. 09/24/25 for the period 1 to 31 January 2025: To endorse the attached schedule for Town Council approval (Appendix 1)
8. January Accounts: To note the latest Management Accounts. (Appendix 2)
9. Referred Matters: To consider referred items from Amenities. (Appendix 3)
10. Policies: To note /endorse updated policies and procedures. (Appendix 4). [Includes: Biodiversity, Child Protection, Safeguarding, Tree Work Policies]
11. Grant Aid: To consider a grant application request received. (Appendix 5).
12. Youth Report: To receive latest report from Youth Manager. (Appendix 6).
13. Chairman's Updates: To note any other matters of interest or urgency.
14. Next Meeting: **Monday 28 April 2025** at 6.30pm in the Town Hall.

PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the above 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.

(If required)

To: **Councillors**

D N Tungate (Chairman)

R A Reid

S J Clarke

M Scott-Johns

G R Blunden

**Councillors**

A D O'Sullivan (Vice Chairman)

J Adams

W Davies

R Maynard

Distribution:

Town Councillors

District Councillors Mrs J L Cleary, Mrs C V Ward

County Councillors M Kendal, K Mans, F Carpenter

New Milton Library

Press



**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 3 February 2025 at 6.30 pm in New Milton Town Hall.**

|                     |               |               |                |           |
|---------------------|---------------|---------------|----------------|-----------|
|                     | Chairman      | p             | D N Tungate    |           |
|                     | Vice-Chairman | p             | A D O'Sullivan |           |
| <u>Councillors:</u> | p             | J Adams       | p              | W Davies  |
|                     | p             | G R Blunden   |                | R Maynard |
|                     | p             | S J Clarke    | p              | R A Reid  |
|                     | p             | M Scott-Johns |                |           |

In Attendance:

Councillors: D Hawkins  
Officers: G Flexman - Town Clerk  
J Bean – Administration Officer

The Chairman welcomed Councillors, 2 Officers and a representative of the press.

86. APOLOGIES

Cllr R Maynard.

87. DECLARATIONS OF INTEREST

None.

88. PUBLIC PARTICIPATION

None.

89. MINUTES

***RESOLVED: That the Minutes of the Meeting held on Tuesday 10 December 2024, as previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

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

None.

91. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) An email from Chris Wraight who attended the last F&GP meeting on 10<sup>th</sup> December to speak about her proposal to voluntarily serve as a High Street Chaplain in New Milton. The Town Clerk had written to her on 22 January 2025 regarding the last F&GP meeting. "At that meeting, it was acknowledged that this initiative did not require the Council's



permission as such.” and “I subsequently met with the local Police and informed them of your suggestion, and they had no objection”.

Chris Wraight wrote back to say: “Thank you for this positive outcome.”

**b)** An email from former councillor Goff Beck, as follows:

“My suggestion is would the Council support past and future Freeman be presented with a jewel similar to that currently presented to outgoing Mayors of the town with the exception of the Past Mayor clasp to be replaced with the word FREEMAN. To enhance the award a ribbon of Green and Yellow could be attached?”

The Chair suggested that rather than a jewel, the Town Council could research the cost of a small honours board, similar to that for Aldermen at Appletree Court in Lyndhurst.

## 92. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period from 1 November to 31 December 2024 in the sum of £317,911.18. The Town Clerk highlighted the following items over £1,000 noting that a £60k refund has been agreed by NFDC in respect of Ivel Aquatic costs of £62k incurred to date on Ballard Lake Improvements.

|                            |                                                                                                                                                                                             |            |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Barrie King                | General Works Site Wide - Contractor 14-25 October                                                                                                                                          | £1,050.00  |
| Ivel Aquatics              | Ballard lake environmental improvements & Nicospan completion Capex s.106                                                                                                                   | £17,863.50 |
| Barrie King                | General Works Site Wide - Contractor 28 Oct - 8 Nov                                                                                                                                         | £1,050.00  |
| Citizens Advice New Forest | Financial support for ongoing assistance locally (Annual support budget)                                                                                                                    | £5,000.00  |
| Greenlock Electrical       | Repair of lights at Fawcetts changing rooms, installation of defibrillator at Barton on Sea Methodist Church (50% cost donated by them), repairs & checks at Bowls Club & Fernhill Pavilion | £1,580.13  |
| HCC (Hants LGPS)           | Pension Contributions - October 2024                                                                                                                                                        | £12,045.56 |
| HMRC Cumberland            | Tax and NIC - October 2024                                                                                                                                                                  | £11,840.90 |
| Hoare Banks                | Cleaning Bench New Milton War Memorial for Remembrance Sunday                                                                                                                               | £1,056.00  |
| Keffen Plant Hire          | Annual Hedge cutting at Fawcetts, Ashley, Allotments & Open Spaces                                                                                                                          | £2,322.00  |
| Suna King                  | Content Management for new NMTC Website Project - 4 Days                                                                                                                                    | £1,000.00  |
| LITE                       | Pull tests, certify and report on 69 wall mounted fixings for Christmas display                                                                                                             | £2,701.20  |
| NFDC                       | Waste collection October 24/ March 25 & GIS fee 01/10/24 - 30/09/25                                                                                                                         | £1,729.91  |
| Bryan J Pinchen            | Insect survey at Barton Common & Ballard Water Meadow (£300 contribution from Friends of Ballard Water Meadow) £1,200 and £600 respectively                                                 | £1,800.00  |
| John Shutler               | Medium Priority tree works at Moore Close, Barton Common, Long Meadow & Woodland Way                                                                                                        | £9,782.00  |
| Tom Morrissey              | General Works Site Wide - Contractor 28 Sept - 10 Nov. £160 per day                                                                                                                         | £1,760.00  |
| Amberol                    | 7 Tree Planters for KFC area & Ashley Parade (4) £500 from KFC Landlord                                                                                                                     | £2,047.20  |
| Auditing Solutions         | Internal audit provision on 5th/6th December - Interim Audit 2024/25                                                                                                                        | £1,224.00  |
| Glasdon                    | Supply of 10 benches, Cost covered by purchasers                                                                                                                                            | £5,976.24  |
| Hillier                    | Supply & Delivery of Trees (7)                                                                                                                                                              | £1,661.40  |
| Ivel Aquatics              | Additional Nicospan completion & Drain system. 3rd stage payment Capex s.106                                                                                                                | £16,714.50 |



|                             |                                                                                                                                                    |            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| John Shutler                | Undertaking of tree works & hire of Cherry Picker                                                                                                  | £1,596.67  |
| Tom Morrissey               | General Works Site Wide - Contractor 11 Nov - 22 Nov                                                                                               | £1,600.00  |
| Npower                      | Electricity invoices for various locations in October                                                                                              | £1,115.01  |
| Northfield Nursery          | Bedding plant for Autumn, Winter & Spring display                                                                                                  | £1,893.30  |
| Staff/Members               | Salaries and expenses November 2024 (includes back pay from 1 April 2024)                                                                          | £41,964.22 |
| Lombard                     | Vehicle leasing BC21 NLU, BW21 NYH, DX67 UYD, BV71 ZJZ, DY20 HTT - Contract Hire November                                                          | £2,063.09  |
| Everton Nurseries           | Whips & Bulbs as part of Carrick Wood Management Plan funded by NFDC (£2,031.90). Plants for Autumn/Winter planting & 8 Christmas Trees            | £2,479.28  |
| HCC (Hants LGPS)            | Pension Contributions - November 2024                                                                                                              | £16,108.39 |
| Hillier Nurseries Ltd       | Trees as Replacements & for Plant A Tree Initiative.                                                                                               | £6,671.16  |
| HMRC Cumbernauld            | Tax and NIC - November 2024                                                                                                                        | £16,833.59 |
| John Shutler                | Medium priority tree works & felling of damaged/leaning trees                                                                                      | £3,221.03  |
| Barrie King                 | General Works Site Wide - Contractor 25 Nov - 6 Dec                                                                                                | £1,050.00  |
| Tom Morrissey               | General Works Site Wide - Contractor 25 Nov - 6 Dec                                                                                                | £1,440.00  |
| NFDC                        | Laser Scythe Cutter for general use site wide                                                                                                      | £2,220.10  |
| New Milton Advertiser       | Christmas Lights Sponsors & New Milton Christmas Day adverts                                                                                       | £1,080.00  |
| The Play Inspection Company | Training of Routine Inspectors including Exam & Registration Fee. Recharge £1,750.00 + VAT to NFDC/ Lymington Town Council & Hordle Parish Council | £2,470.00  |
| rCOH                        | Consulting on the Neighbourhood plan 2x invoices, £5,322.00 (Locality Grant) & £783.00                                                             | £6,105.00  |
| Turfleet Hire               | Hire of John Deere 4066R & 440R Front Loader, Grillo Leaf Collector, and Amazone Groundkeeper for various locations - November                     | £1,983.00  |
| Barrie King                 | General Works Site Wide - Contractor 9 - 20 Dec                                                                                                    | £1,050.00  |
| Tom Morrissey               | General Works Site Wide - Contractor 9 - 23 Dec                                                                                                    | £1,760.00  |
| Greenlock Electrical        | Replace main fuse board on Recreation Ground & replace defective emergency lights at Indoor & Outdoor Bowls, Statutory Requirement                 | £1,362.34  |
| Honeypot Children's Charity | Grant Aid                                                                                                                                          | £1,500.00  |
| IVEL Aquatics Ltd           | Aquatic planting, Pathways & Revetments at Ballard Lake Capex s.106                                                                                | £21,244.07 |
| Lawn and Power              | Mini Dumper for general & volunteer use                                                                                                            | £1,449.00  |
| Staff/Members               | Salaries and expenses December 2024                                                                                                                | £34,336.81 |
| Lombard                     | Vehicle leasing DY20HTT, BW21NYH, DX67UYD, BV71ZJZ, BC21NLU - Contract Hire - December                                                             | £2,452.61  |

Councillors queried the following items on the schedule:

- a) The payment of £11.94 to Worldpay for "Covid Support Terminal" covered a legacy facility that will in future be used for incoming on-line payments, eg allotments, tennis fees.



- b) Cllr G Blunden mentioned the sum of £2,470 paid to the Play Inspection Company for training and the initiative which the Estates Manager had shown in offering the training to other local Councils, bringing the price to the Town Council down by £2,100 to £370.

**RECOMMENDED: That the Schedule of Payments for the period 1 November 2024 - 31 December 2024 in the sum of £311,917.18 be ENDORSED for Town Council approval.**

93. DECEMBER ACCOUNTS

The Chairman referred to Appendix 2 - Monthly Accounts for December. The Town Clerk advised that Amenities is over budget YTD due mainly to employment of contractors. Regarding F&GP, the Town Clerk explained that savings secured and additional income had been received year to date.

In particular, savings to date on Town Development (£9,905), Youth Co-ordination (£5,617) and Prof Fees (£10,313) plus additional income from Grants (£14,579), Misc receipts (£10,935), Interest received (£4,724) and Youth Donations (£3,412). All in all, the accounts are £13.6k under budget.

94. REFERRED MATTER

The Chairman referred to Appendix 3, a Recommendation from the Amenities committee: ***“RECOMMENDED: That the uprights of the new car park barrier along Barton Common Road be painted green, while retaining the yellow crossbar.”***

Cllr S Clarke stated that car park barriers are generally painted yellow for reasons of Health and Safety and Insurance, he felt the barrier should remain yellow. Cllr Reid agreed. Cllr G Blunden also agreed, advising that he had not been at the Amenities meeting.

Cllr S Clarke proposed that the F&GP Committee did not endorse the recommendation. The Chairman agreed, and said the matter would be decided at the next Town Council meeting.

95. GRANT AID

The Chairman referred to Appendix 4 being a grant aid request from Friends of the Indian Memorial for £500 towards the costs of the Annual Commemorative Event taking place on Thursday 10 July 2025.

Following discussions and a vote.

It was

**RESOLVED:**

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

96. YOUTH REPORT

The Chairman referred to Appendix 5 - Youth Report, which had been circulated previously. Members commended the Youth Services Manager and her team for their excellent work and noted the contents of her report, with the new Youth Hub being used for community purposes 2 mornings, 4 afternoons and 2 evenings per week.



97. GORE ROAD UPDATE

The Town Clerk referred to ongoing negotiations with New Milton Youth Trust in relation to the lease of land at Gore Road. Their representative is seeking a 150-year lease.

The Town Clerk had sought the advice of both Anthony Harris and the Internal Auditor regarding this request who both felt that 150 years was too long, with our solicitor recommending 35 years in the first instance.

Cllr S Clarke said that the request for the long lease was to help the Youth Trust to secure bigger grants and funding. And if anything goes substantially wrong the land comes back to the Town Council in any event.

The Chairman felt that granting a 150-year lease on this land could set a precedent and pointed out that it is longer than people get when they buy a leasehold property.

Cllr W Davies stated that in all his dealings with Heritage Lottery he had never seen any requirement for such a long lease to qualify.

Cllr G Blunden thought that the lease will probably run for a long time but there is no need to make that long a provision at the outset.

It was

**RECOMMENDED: That a period of 35 years be offered for Gore Road lease to NMYT.**

98. CHAIRMAN'S UPDATES - The Chairman had no updates.

99. NEXT MEETING **MONDAY 17 MARCH 2025** at 6.30pm in the Town Hall, New Milton.

There being no further business in the Public Session, the Chairman thanked members of the public for attending and then requested that an HR matter be discussed in Private Session at 7.00pm.

**PRIVATE SESSION**

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

***The Chairman moved that 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, on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:***

100. FLEXIBLE RETIREMENT

Members noted the request from a member of staff to work 3 days per week from 1 April 2025, and the Town Clerk explained arrangements for ensuring that continuity of service will be maintained.

It was

**RECOMMENDED:**

***That a Flexible Retirement request be granted in accordance with the Town Council's Flexible Retirement Policy.***



101. ROBINS NEST – FERNHILL

The Town Clerk provided an update on negotiations for the land, referring to an email from the estate agents advising that the sellers had turned down an offer considerably higher than that offered by the Town Council and therefore would not be accepting the Council's offer.

It was

**RECOMMENDED: That the Town Council take no further action at this time.**

There being no further business to discuss, the Chairman then closed the meeting at 7.10pm

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

| Minute | Action Points                                          | Action by date | To be actioned by |
|--------|--------------------------------------------------------|----------------|-------------------|
| 91b)   | Honours Board – Freeman                                | 17.03.25       | Town Clerk        |
| 94     | Referred Matter – car park barrier, Barton Common Road | 17.02.25       | Town Council      |
| 95     | Grant Aid – Friends of Indian Memorial BOS             | ASAP           | Asst Town Clerk   |
| 96     | Ashley HUB & YSM<br>Review opening / working hours     | ASAP           | Town Clerk / YSM  |
| 97     | Gore Road – 35 year lease                              | 17.02.25       | Town Council      |
| 100    | Flexible Retirement                                    | 17.02.25       | Town Council      |
| 101    | Robins Nest - Fernhill                                 | 17.02.25       | Town Council      |

Distribution:

Town Councillors

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

Estates & Facilities Manager

New Milton Police

Press

Editor - Focus

Sue Larking – NMRA

09/24/25

| DATE | PAYEE                          | DESCRIPTION                                                                                                                           | AMOUNT            |
|------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Jan  |                                |                                                                                                                                       |                   |
| 1    | NFDC                           | NNDR (10 of 10) Offices and Premises                                                                                                  | £499.00           |
|      | NFDC                           | NNDR (10 of 10) Sports ground and premises                                                                                            | £419.00           |
| 7    | Vodafone                       | Mobile Phone monthly charges                                                                                                          | £512.30           |
| 12   | Societe Generale               | Kubota contract hire                                                                                                                  | £303.40           |
| 13   | Algeco                         | Second Hand 10' x 8' Shipping Container for Barton Common Volunteers, includes delivery fee                                           | £4,110.00         |
|      | Anthony Harris & Company       | Red Book valuation on Robins Nest with adjacent land at Fernhill Lane                                                                 | £1,000.00         |
|      | Barrie King                    | General Works Site Wide - Contractor                                                                                                  | £315.00           |
| 15   | Cleaning Angels                | Changing room cleaning at Ashley Pavilion                                                                                             | £50.00            |
| 17   | Aish                           | Annual servicing of Fernhill pumping station                                                                                          | £216.00           |
|      | All Clear Pest Control         | Regular placing and monitoring of baits at various locations                                                                          | £345.00           |
|      | All Plant Training South       | Replacement Card/Certification for Abrasive Wheels training course, Recharged to NDFC                                                 | £30.00            |
|      | Ampfield Traffic               | Speed limit reminders, 6 Deployments across 2 dates in December                                                                       | £300.00           |
|      | AquaCare                       | Monthly Water Hygiene Monitoring at Indoor & Outdoor Bowls Club, Ashley Youth Centre, Ashley Sports Ground, Fawcetts Field & Fernhill | £866.12           |
|      | Aspire UAV                     | Drone footage of Fawcetts Field & Community Garden + for Ballard Lake Project                                                         | £240.00           |
|      | B.Cole & Sons                  | Deposit refund following their use of Moore Close to host a Funfair in September                                                      | £1,200.00         |
|      | Brewers                        | Paint for Performance Pavilion maintenance                                                                                            | £20.50            |
|      | Cameron Irrigation Systems Ltd | Provision of new irrigation box covers                                                                                                | £62.64            |
|      | Christchurch Garden Machinery  | Cordless Hedge Trimmer + Repairs to Mounted Flail Mower deck                                                                          | £338.00           |
|      | DCK Accounting Solutions       | Accounting support for November, plus quartely investement accounting work and year end BDO enquiry                                   | £737.70           |
|      | DCK Payroll Solutions          | Monthly Payroll provision for December                                                                                                | £142.56           |
|      | Eden Springs                   | Monthly water cooler rental and 18.5ltr bottles                                                                                       | £8.18             |
|      | Everton Nurseries              | Plants & compost for open spaces                                                                                                      | £111.04           |
|      | Fireguard Services Ltd         | Fire extinguisher checks at Fawcetts Field                                                                                            | £100.45           |
|      | Flagmakers                     | Replacement parts for Recreation Ground Flagpole                                                                                      | £153.29           |
|      | Greenlock Electrical           | Replacement of faulty wiring on Trim Trail lights at Fawcetts + Replacement emergency lights at main entrance at Fernhill             | £669.82           |
|      | HCC (Hants LGPS)               | Pension Contributions - December 2024                                                                                                 | £12,555.88        |
|      | HMRC Cumbernauld               | Tax and NIC - December 2024                                                                                                           | £11,769.55        |
|      | Jewson                         | Supplies for Ashley Pavilion repairs, bench maintenance and Recreation Ground tree planting                                           | £211.84           |
|      | Juice                          | Design & Artwork for Neighbourhood Plan Poster                                                                                        | £90.00            |
|      | L.Kitcher Fencing & Gates      | Replacement of dangerous existing gate at Lymington Road Allotments                                                                   | £1,154.40         |
|      | Lapwing                        | Cleaning products + Tea & Coffee for Estates Team                                                                                     | £202.84           |
|      | LUSH Signs                     | Plaque for Commemorative Bench                                                                                                        | £48.00            |
|      | Martin Pilley Services         | Wiper blade set for Peugeot Boxer BW21 NYH                                                                                            | £47.16            |
|      | Mole Country Stores            | Supplies for open spaces general repairs                                                                                              | £71.88            |
|      | NMSB                           | General waste site wide & gravel for north of Ballard Water Meadow                                                                    | £685.35           |
|      | NMSB Concrete                  | Concrete for benches                                                                                                                  | £196.55           |
|      | Npower                         | Electricity bills for ASBOC, Ashley Sports Pavilion, Christmas lights, Fawcetts & Moore Close for period 01.11.24 - 30.11.25          | £1,443.58         |
|      |                                | <b>Carried forward</b>                                                                                                                | <b>£41,227.03</b> |

09/24/25

|    |                               | <b>Balance brought forward</b>                                                                                                                         | <b>£41,227.03</b>  |
|----|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|    | Friends of the New Forest     | Annual subscription of The New Forest Association                                                                                                      | £22.00             |
|    | NFDC                          | Professional fees for Arboricultural inspections Mar to Oct 2024                                                                                       | £720.00            |
|    | New Forest Mobility Scooters  | Repairs to vehicle damaged by NMTC Boxer pick up, replacement door mirror, less than our insurance claim threshold                                     | £440.40            |
|    | New Forest Stationers         | Stationary Supplies for Town Hall                                                                                                                      | £40.40             |
|    | New Milton Youth Trust        | Grant Aid                                                                                                                                              | £13,000.00         |
|    | Rejuvenate                    | Provision of telephone + IT services & support                                                                                                         | £1,359.53          |
|    | Screwfix                      | PPE + Anti-slip mesh                                                                                                                                   | £232.90            |
|    | SHARP                         | Printer rental 01/01/25 - 31/03/25 & copies produced 30/09/24 - 31/12/24                                                                               | £710.80            |
|    | Travis Perkins                | Maintenance supplies for Estates team                                                                                                                  | £239.99            |
|    | Tudor Environmental           | Salt for winter maintenance & Tree guards                                                                                                              | £373.92            |
|    | UNISON                        | Subs taken from staff member                                                                                                                           | £17.25             |
|    | Viking                        | Stationary Supplies for Town Hall usage                                                                                                                | £72.82             |
|    | Waste Management Facilities   | Mixed Municipal Waste Ashley Sports Ground                                                                                                             | £264.73            |
| 21 | The Arnewood School           | Neighbourhood Plan full page advert in Frozen production programme                                                                                     | £199.00            |
|    | Cleaning Angels UK            | Changing room cleaning at Ashley Pavilion                                                                                                              | £70.00             |
|    | Turfleet Hire                 | Payment for amount unpaid on previous invoice                                                                                                          | £891.00            |
|    | Worldpay                      | Minimum monthly acquiring charge                                                                                                                       | £15.00             |
| 22 | Keffen Plant Hire Ltd         | Hedge Cutting at Long Meadow                                                                                                                           | £297.00            |
|    | L.Kitcher Fencing & Gate      | Barton Common Fence & Gate maintenance + replacement HLS 3 wire stock fencing at Barton Common, Fence renewal at Woar Copse, Hazlewood Avenue entrance | £25,526.59         |
|    | Rejuvenate                    | Provision of managed services & all IT Support including remotely December                                                                             | £564.53            |
| 24 | Barrie King                   | General Works Site Wide - Contractor                                                                                                                   | £945.00            |
| 28 | Citation                      | Health and safety support - monthly fee                                                                                                                | £310.98            |
| 31 | All Clear Pest Control        | Regular Monitoring & placement of bait at Bowls Club                                                                                                   | £65.00             |
|    | AquaCare                      | Monthly Hygiene Monitoring at Fawcetts Sports Ground                                                                                                   | £227.11            |
|    | Christchurch Garden Machinery | Annual servicing of 12 Machinery & Machinery training for Estates team as required by HSE                                                              | £2,410.20          |
|    | Cleaning Angels               | Changing room cleaning at Ashley Pavilion                                                                                                              | £70.00             |
|    | Eden Springs                  | Monthly water cooler rental                                                                                                                            | £6.86              |
|    | Greenlock Electrical          | Replace faulty double socket Fawcetts mess room & change light fitting in Fawcetts office                                                              | £170.54            |
|    | HCS Safety                    | Manual handling course for Estates team (some costs offset by third party attendance)                                                                  | £762.00            |
|    | Suna King                     | Content management for new website                                                                                                                     | £962.50            |
|    | Lombard                       | Vehicle leasing DY20HTT, BC21NLU, BV71ZJZ, BW21NYH, DX67UYD - Contract Hire - January                                                                  | £2,452.61          |
|    | LUSH Signs                    | Design & supply bench plaque                                                                                                                           | £48.00             |
|    | NMSB Concrete                 | New benches for Barton on Sea                                                                                                                          | £126.02            |
|    | NMSB                          | Gravel for Ballard Water Meadow footbridge & soil for Ashley Parade planting                                                                           | £195.95            |
|    | Npower                        | Electricity invoices for various locations in December                                                                                                 | £1,462.04          |
|    | NFDC                          | CCTV Line rental costs contribution 01.10.24 - 31.03.25                                                                                                | £2,564.00          |
|    | NMRFC                         | Electricity charge for Youth Facility                                                                                                                  | £139.20            |
|    | Pitney Bowes                  | Monthly rental of franking machine                                                                                                                     | £90.60             |
|    | Rejuvenate                    | Dell P2225H Monitor for office to replace broken equipment                                                                                             | £157.52            |
|    | Ryan Morrell Coaching         | Holiday Camp - South coast sport academy - HAF youth provision                                                                                         | £90.00             |
|    | Screwfix                      | Various supplies for Estates team                                                                                                                      | £500.70            |
|    | Shelley Perry Artist          | South Coast Sports Academy - Art Day - HAF youth provision                                                                                             | £300.00            |
|    | SLCC                          | Annual Membership Fee for The Society of Local Council Clerks                                                                                          | £480.00            |
|    |                               | <b>Carried forward</b>                                                                                                                                 | <b>£100,821.72</b> |

09/24/25

|  |                           | <b>Balance brought forward</b>                                                            | <b>£100,821.72</b> |
|--|---------------------------|-------------------------------------------------------------------------------------------|--------------------|
|  | Staff/ Members            | Salaries and expenses January 2025                                                        | £39,794.48         |
|  | Stacey Miller Consultancy | Holiday Camp Wellbeing Session - HAF                                                      | £250.00            |
|  | Travis Perkins            | Allotment plot markers, Combi lock for tennis courts, Supplies for footbridge maintenance | £320.43            |
|  | Turfleet Hire             | Hire of John Deere 4066R Tractor & Front Loader 01.12.24 - 31.12.24                       | £864.00            |
|  | Wilson Scout Uniform      | General PPE for Estates Team                                                              | £87.84             |
|  |                           | <b>Total</b>                                                                              | <b>£142,138.47</b> |

# SUMMARY

## Appendix 2

### MONTHLY MANAGEMENT ACCOUNTS - JANUARY 2025

|                  | Actual<br>Jan<br>£ | Budget<br>Jan<br>£ | Var<br>£     | Var<br>%   | Actual<br>YTD<br>£ | Budget<br>YTD<br>£ | Var<br>£      | Var<br>%   | Annual<br>Budget<br>£ | Amount<br>Left<br>£ | Left<br>%  |
|------------------|--------------------|--------------------|--------------|------------|--------------------|--------------------|---------------|------------|-----------------------|---------------------|------------|
| <b>AMENITIES</b> | 65389              | 69175              | -3786        | -5%        | 685789             | 638340             | 47449         | 7%         | 736010                | 50221               | 7%         |
| <b>F&amp;GP</b>  | 68521              | 68762              | -241         | 0%         | 441158             | 525526             | -84368        | -16%       | 622919                | 181761              | 29%        |
| <b>TOTAL</b>     | <b>133910</b>      | <b>137937</b>      | <b>-4027</b> | <b>-3%</b> | <b>1126947</b>     | <b>1163866</b>     | <b>-36919</b> | <b>-3%</b> | <b>1358929</b>        | <b>231982</b>       | <b>17%</b> |

# AMENITIES

## MONTHLY MANAGEMENT ACCOUNTS - JANUARY 2025

|                            | Actual       |              |              |            | Budget        |               |              |            | Annual Amount |               |             |  |
|----------------------------|--------------|--------------|--------------|------------|---------------|---------------|--------------|------------|---------------|---------------|-------------|--|
|                            | Jan          | Jan          | Var          | Var        | YTD           | YTD           | Var          | Var        | Budget        | Left          | Left        |  |
|                            | £            | £            | £            | %          | £             | £             | £            | %          | £             | £             | %           |  |
| <b>Amenities - General</b> |              |              |              |            |               |               |              |            |               |               |             |  |
| <b>Expenditure:</b>        |              |              |              |            |               |               |              |            |               |               |             |  |
| Wages & Salaries           | 24091        | 20549        | 3542         | 17%        | 222839        | 205486        | 17353        | 8%         | 246584        | 23745         | 10%         |  |
| Ers NI                     | 2383         | 2055         | 328          | 16%        | 22628         | 20548         | 2080         | 10%        | 24658         | 2030          | 8%          |  |
| Ers Pension                | 4707         | 4397         | 310          | 7%         | 47132         | 43974         | 3158         | 7%         | 52769         | 5637          | 11%         |  |
| Skip Hire                  | 225          | 625          | -400         | -64%       | 2700          | 6250          | -3550        | -57%       | 7500          | 4800          | 64%         |  |
| Tree Work                  | 2430         | 6000         | -3570        | -60%       | 33187         | 33333         | -146         | 0%         | 40000         | 6813          | 17%         |  |
| Tree Planting              | 63           | 458          | -395         | 0%         | 234           | 4583          | -4349        | -95%       | 5500          | 5266          | 96%         |  |
| Signs                      | 0            | 367          | -367         | -100%      | 0             | 3667          | -3667        | -100%      | 4400          | 4400          | 100%        |  |
| Vehicle Maintenance        | 1734         | 1667         | 67           | 4%         | 12786         | 16667         | -3881        | -23%       | 20000         | 7214          | 36%         |  |
| Fuel & Oil                 | 0            | 1192         | -1192        | -100%      | 7963          | 11917         | -3954        | -33%       | 14300         | 6337          | 44%         |  |
| Contract Hire van          | 3017         | 2500         | 517          | 21%        | 29008         | 25000         | 4008         | 16%        | 30000         | 992           | 3%          |  |
| Safety Equip/Covid signs   | 2527         | 833          | 1694         | 203%       | 8859          | 8333          | 526          | 6%         | 10000         | 1141          | 11%         |  |
| Hand Tools                 | 0            | 62           | -62          | -100%      | 594           | 625           | -31          | -5%        | 750           | 156           | 21%         |  |
| Dog Fouling                | 0            | 900          | -900         | -100%      | 1842          | 1500          | 342          | 23%        | 1800          | -42           | -2%         |  |
| Environmental Schemes      | 0            | 292          | -292         | -100%      | 0             | 2917          | -2917        | -100%      | 3500          | 3500          | 100%        |  |
| Ash Tree Die Back          | 0            | 1250         | -1250        | -100%      | 0             | 12500         | -12500       | -100%      | 15000         | 15000         | 100%        |  |
| Service Level Agreement    | 0            | 208          | -208         | -100%      | 1945          | 2083          | -138         | -7%        | 2500          | 555           | 22%         |  |
| Statutory Testing          | 1311         | 3000         | -1689        | -56%       | 18912         | 10000         | 8912         | 89%        | 12000         | -6912         | -58%        |  |
| <b>Sub-Total</b>           | <b>42488</b> | <b>46355</b> | <b>-3867</b> | <b>-8%</b> | <b>410629</b> | <b>409383</b> | <b>1246</b>  | <b>0%</b>  | <b>491261</b> | <b>80632</b>  | <b>16%</b>  |  |
| <b>Income:</b>             |              |              |              |            |               |               |              |            |               |               |             |  |
| Rent Received              | 0            | 156          | -156         | 0%         | 0             | 1562          | -1562        | 0%         | 1875          | 1875          | 0%          |  |
| <b>Sub-Total</b>           | <b>0</b>     | <b>156</b>   | <b>-156</b>  | <b>0%</b>  | <b>0</b>      | <b>1562</b>   | <b>-1562</b> | <b>0%</b>  | <b>1875</b>   | <b>1875</b>   | <b>0%</b>   |  |
| <b>SUB-TOTAL</b>           | <b>42488</b> | <b>46199</b> | <b>-3711</b> | <b>-8%</b> | <b>410629</b> | <b>407820</b> | <b>2809</b>  | <b>1%</b>  | <b>489386</b> | <b>78757</b>  | <b>16%</b>  |  |
| Ashley Sports              | -2358        | 1140         | -3498        | -307%      | 16346         | 11402         | 4944         | 43%        | 13682         | -2664         | -19%        |  |
| Rec (including skatepark)  | -161         | 193          | -354         |            | 4167          | 1935          | 2232         | 115%       | 2322          | -1845         | -79%        |  |
| Fawcetts                   | 1072         | 668          | 404          | 61%        | 10450         | 6677          | 3773         | 57%        | 8012          | -2438         | -30%        |  |
| Moore Close                | -797         | -369         | -428         | 0%         | -4896         | -3687         | -1209        | 33%        | -4425         | 471           | -11%        |  |
| Fernhill Lane              | -4914        | -19          | -4895        | 0%         | -1048         | -193          | -855         | 0%         | -232          | 816           | 0%          |  |
| Allotments                 | 423          | 113          | 310          | 0%         | 924           | 1129          | -205         | -18%       | 1355          | 431           | 32%         |  |
| Donated Seats              | -552         | 167          | -719         | 0%         | 1511          | 1667          | -156         | -9%        | 2000          | 489           | 24%         |  |
| Open Spaces                | 7596         | 6000         | 1596         | 27%        | 110136        | 54091         | 56045        | 104%       | 64910         | -45226        | -70%        |  |
| Flowerbed sponsorship      | 0            | -375         | 375          | -1.00      | 0             | -3750         | 3750         | -100%      | -4500         | -4500         | 100%        |  |
| Bus Shelter advertising    | 0            | -250         | 250          | -1.00      | -2800         | -2500         | -300         | 12%        | -3000         | -200          | 7%          |  |
| Plant a Tree income        | -150         | -208         | 58           | -28%       | -2560         | -2083         | -477         | 23%        | -2500         | 60            | -2%         |  |
| HLS income                 | 0            | -333         | 333          | -100%      | -2894         | -3333         | 439          | -13%       | -4000         | -1106         | 28%         |  |
| Street Trading Income      | -378         | -1000        | 622          | -62%       | -4008         | -10000        | 5992         | -60%       | -12000        | -7992         | 67%         |  |
| Playgrounds                | 1170         | 250          | 920          | 368%       | 8706          | 2500          | 6206         | 248%       | 3000          | -5706         | -190%       |  |
| Ashley Project - CapEx     | 0            | 0            | 0            | 0%         | 48081         | 0             | 48081        | 0%         | 0             | -48081        | 0%          |  |
| Ashley Parade              | 0            | 0            | 0            | 0%         | 21604         | 0             | 21604        | 0%         | 0             | -21604        | 0%          |  |
| Land Purchase Gore Rd      | 0            | 0            | 0            | 0%         | 1514          | 13333         | -11819       | 0%         | 16000         | 14486         | 91%         |  |
| Empire Skate Building      | 0            | 0            | 0            | 0%         | 5915          | 0             | 5915         | 0%         | 0             | -5915         | 0%          |  |
| Bus Shelters               | 0            | 0            | 0            | 0%         | 22000         | 13333         | 8667         | 0%         | 16000         | -6000         | -38%        |  |
| CIL Receipt                | 0            | 0            | 0            | 0%         | -15000        | 0             | -15000       | 0%         | 0             | 15000         | 0%          |  |
| Ballard Lake               | 0            | 0            | 0            | 0%         | 34723         | 0             | 34723        | 0%         | 0             | -34723        | 0%          |  |
| Transfer from CIL          | 0            | 0            | 0            | 0%         | -7335         | 0             | -7335        | 0%         | 0             | 7335          | 0%          |  |
| Other Cap Ex Projects      | 0            | 17000        | -17000       | 0%         | 2410          | 150000        | -147590      | 0%         | 150000        | 147590        | 98%         |  |
| Barton Common upgrade      | 21950        | 0            | 21950        | 0%         | 21950         | 0             | 21950        | 0%         | 0             | -21950        | 0%          |  |
| Fernhill Pavilion showers  | 0            | 0            | 0            | 0%         | 5264          | 0             | 5264         | 0%         | 0             | -5264         | 0%          |  |
| <b>SUB-TOTAL</b>           | <b>22901</b> | <b>22976</b> | <b>-75</b>   | <b>0%</b>  | <b>275160</b> | <b>230520</b> | <b>44640</b> | <b>19%</b> | <b>246624</b> | <b>-28536</b> | <b>-12%</b> |  |
| <b>AMENITIES</b>           | <b>65389</b> | <b>69175</b> | <b>-3786</b> | <b>-5%</b> | <b>685789</b> | <b>638340</b> | <b>47449</b> | <b>7%</b>  | <b>736010</b> | <b>50221</b>  | <b>7%</b>   |  |

# FINANCE AND GENERAL

| F&GP<br>General Expenditure | Actual Budget |              |              |             | Actual Budget |               |               |             | Annual Amount |               |            |  |
|-----------------------------|---------------|--------------|--------------|-------------|---------------|---------------|---------------|-------------|---------------|---------------|------------|--|
|                             | Jan           | Jan          | Var          | Var         | YTD           | YTD           | Var           | Var         | Budget        | Left          | Left       |  |
| Wages                       | 21623         | 19744        | 1879         | 10%         | 205001        | 197439        | 7562          | 4%          | 236928        | 31927         | 13%        |  |
| Ers NI                      | 2161          | 1974         | 187          | 9%          | 20581         | 19744         | 837           | 4%          | 23693         | 3112          | 13%        |  |
| Ers Pension                 | 4376          | 4430         | -54          | -1%         | 42986         | 44305         | -1319         | -3%         | 53166         | 10180         | 19%        |  |
| Staff Expenses              | 0             | 125          | -125         | -100%       | 2328          | 1250          | 1078          | 86%         | 1500          | -828          | -55%       |  |
| Staff Training              | 0             | 417          | -417         | -100%       | 3647          | 4167          | -520          | -12%        | 5000          | 1353          | 27%        |  |
| Town Development            | 800           | 0            | 800          | 0%          | 4020          | 14583         | -10563        | -72%        | 17500         | 13480         | 77%        |  |
| Telephone                   | 582           | 583          | -1           | 0%          | 5885          | 5833          | 52            | 1%          | 7000          | 1115          | 16%        |  |
| Postage                     | 88            | 108          | -20          | -19%        | 1435          | 1083          | 352           | 32%         | 1300          | -135          | -10%       |  |
| Stationery                  | 98            | 183          | -85          | -47%        | 1729          | 1833          | -104          | -6%         | 2200          | 471           | 21%        |  |
| Subs + Pubs                 | 480           | 158          | 322          | 203%        | 2801          | 1583          | 1218          | 77%         | 1900          | -901          | -47%       |  |
| Photocopier                 | 592           | 140          | 452          | 324%        | 1791          | 1396          | 395           | 28%         | 1675          | -116          | -7%        |  |
| Events Expenditure          | 181           | 1250         | -1069        | -86%        | 11246         | 12500         | -1254         | -10%        | 15000         | 3754          | 25%        |  |
| Advertising                 | 199           | 0            | 199          | 0%          | 3883          | 4167          | -284          | -7%         | 5000          | 1117          | 22%        |  |
| Neighbourhood Planning      | 4233          | 0            | 4233         | 0%          | 14365         | 15000         | -635          | -4%         | 15000         | 635           | 0%         |  |
| Youth Co-ordination         | 1675          | 2667         | -992         | -37%        | 11058         | 26667         | -15609        | -59%        | 32000         | 20942         | 65%        |  |
| Communications+Media        | 963           | 833          | 130          | 16%         | 5728          | 8333          | -2605         | -31%        | 10000         | 4272          | 43%        |  |
| Professional Fees           | 2678          | 5042         | -2364        | -47%        | 37739         | 50416         | -12677        | -25%        | 60500         | 22761         | 38%        |  |
| Bank Charges                | 149           | 208          | -59          | -28%        | 2124          | 2083          | 41            | 2%          | 2500          | 376           | 15%        |  |
| Insurance                   | 0             | 0            | 0            | 0%          | 16799         | 16000         | 799           | 5%          | 16000         | -799          | -5%        |  |
| CAB                         | 0             | 0            | 0            | 0%          | 5000          | 5000          | 0             | 0%          | 5000          | 0             | 0%         |  |
| Election Expenses           | 0             | 0            | 0            | 0%          | 0             | 5000          | -5000         | 0%          | 6000          | 6000          | 100%       |  |
| Mayoral Allowance           | 694           | 500          | 194          | 0%          | 694           | 1250          | -556          | -44%        | 1500          | 806           | 54%        |  |
| Twinning                    | 0             | 0            | 0            | 0%          | 1140          | 1000          | 140           | 14%         | 1200          | 60            | 5%         |  |
| Members Allowances          | 4880          | 5000         | -120         | 0%          | 18025         | 17000         | 1025          | 6%          | 17000         | -1025         | -6%        |  |
| Members Training            | 0             | 167          | -167         | 0%          | 48            | 1667          | -1619         | -97%        | 2000          | 1952          | 98%        |  |
| Civic Entertainment         | 100           | 83           | 17           | 0%          | 991           | 833           | 158           | 19%         | 1000          | 9             | 1%         |  |
| Grant Aid                   | 0             | 500          | -500         | 0%          | 2500          | 6250          | -3750         | 0%          | 7500          | 5000          | 67%        |  |
| Events Budget               | 0             | 0            | 0            | 0%          | 3500          | 4167          | -667          | -16%        | 5000          | 1500          | 30%        |  |
| Youth Grant Aid             | 13000         | 13000        | 0            | 0%          | 13500         | 13500         | 0             | 0%          | 15000         | 1500          | 10%        |  |
| <b>Sub-Total</b>            | <b>59552</b>  | <b>57113</b> | <b>2439</b>  | <b>4%</b>   | <b>440544</b> | <b>484050</b> | <b>-43506</b> | <b>-9%</b>  | <b>569062</b> | <b>128518</b> | <b>23%</b> |  |
| Events Income               | 277           | 0            | 277          | 0%          | 1502          | 0             | 1502          | 0%          | 0             | -1502         | 0%         |  |
| Grant                       | 0             | 0            | 0            | 0%          | 14579         | 0             | 14579         | 0%          | 0             | -14579        | 0%         |  |
| Misc receipts               | 0             | 0            | 0            | 0%          | 10935         | 0             | 10935         | 0%          | 0             | -10935        | 0%         |  |
| Insurance recharges         | 0             | 0            | 0            | 0%          | 0             | 0             | 0             | 0%          | 0             | 0             | 0%         |  |
| Misc Recharges              | 0             | 0            | 0            | 0%          | 0             | 0             | 0             | 0%          | 0             | 0             | 0%         |  |
| Donations /Contributions    | 0             | 0            | 0            | 0%          | 387           | 0             | 387           | 0%          | 0             | -387          | 0%         |  |
| Wayleave                    | 6             | 0            | 6            | 0%          | 20            | 83            | -63           | 0%          | 100           | 80            | 0%         |  |
| Interest Received           | 1536          | 1000         | 536          | 54%         | 15260         | 10000         | 5260          | 0%          | 12000         | -3260         | 0%         |  |
| Donations NM Youth          | 250           | 0            | 250          | 0%          | 3662          | 0             | 3662          | 0%          | 0             | -3662         | 0%         |  |
| <b>Sub-Total</b>            | <b>2069</b>   | <b>1000</b>  | <b>1069</b>  | <b>107%</b> | <b>46345</b>  | <b>10083</b>  | <b>36262</b>  | <b>0%</b>   | <b>12100</b>  | <b>-34245</b> | <b>0%</b>  |  |
| <b>SUB-TOTAL</b>            | <b>57483</b>  | <b>56113</b> | <b>1370</b>  | <b>2%</b>   | <b>394199</b> | <b>473967</b> | <b>-79768</b> | <b>-17%</b> | <b>556962</b> | <b>162763</b> | <b>29%</b> |  |
| Rent - Town Hall            | 0             | 0            | 0            | 0%          | 7540          | 7540          | 0             | 0%          | 7540          | 0             | 0%         |  |
| Rates                       | 499           | 503          | -4           | -1%         | 5015          | 5031          | -16           | 0%          | 5031          | 16            | 0%         |  |
| Town Hall utilities         | 0             | 0            | 0            | 0%          | 1500          | 4208          | -2708         | 0%          | 5050          | 3550          | 70%        |  |
| Town Hall costs             | 0             | 0            | 0            | 0%          | 15262         | 10000         | 5262          | 0%          | 10000         | -5262         | -53%       |  |
| Equipment Maint             | 142           | 104          | 38           | 0%          | 151           | 1042          | -891          | 0%          | 1250          | 1099          | 0%         |  |
| Transfer from Reserve       | 0             | 0            | 0            | 0%          | 0             | 0             | 0             | 0%          | 0             | 0             | 0%         |  |
| Office Equip and F&F        | 0             | 42           | -42          | -100%       | 0             | 417           | -417          | -100%       | 500           | 500           | 100%       |  |
| Christmas Lights            | 9464          | 9500         | -36          | 0%          | 11694         | 12000         | -306          | 0%          | 23000         | 11306         | 49%        |  |
| <b>SUB-TOTAL</b>            | <b>10105</b>  | <b>10149</b> | <b>-44</b>   | <b>0%</b>   | <b>41162</b>  | <b>40238</b>  | <b>924</b>    | <b>2%</b>   | <b>52371</b>  | <b>11209</b>  | <b>21%</b> |  |
| Misc income                 | -1631         | 0            | -1631        | 0%          | -3535         | 0             | -3535         | 0%          | 0             | 3535          | 0%         |  |
| IT Equipment                | 0             | 0            | 0            | 0%          | 748           | 5072          | -4324         | 0%          | 6086          | 5338          | 88%        |  |
| Defib                       | 0             | 0            | 0            | 0%          | 3456          | 0             | 3456          | 0%          | 0             | -3456         | 0%         |  |
| CCTV                        | 2564          | 2500         | 64           | 0%          | 5128          | 6250          | -1122         | 0%          | 7500          | 2372          | 32%        |  |
| <b>SUB-TOTAL</b>            | <b>933</b>    | <b>2500</b>  | <b>-1567</b> | <b>0%</b>   | <b>5797</b>   | <b>11322</b>  | <b>-5525</b>  | <b>0%</b>   | <b>13586</b>  | <b>7789</b>   | <b>57%</b> |  |
| <b>F&amp;GP TOTAL</b>       | <b>68521</b>  | <b>68762</b> | <b>-241</b>  | <b>0%</b>   | <b>441158</b> | <b>525526</b> | <b>-84368</b> | <b>-16%</b> | <b>622919</b> | <b>181761</b> | <b>29%</b> |  |

**Extract Minutes of Meeting of the Amenities Committee of New Milton Town Council held on Monday 03 March 2025 at 6.30pm at the Town Hall, Ashley Road, New Milton.**

Present:

Chairman:                   p G R Blunden (Chairman)           p M Craze (Vice Chair)

Councillors:               p D Hawkins                               R Murrow

                                  p J Baker                                   A D O'Sullivan

                                  p D Rice-Mundy                       p V Schooling

                                  p K Trehorn

In attendance: Councillor R A Reid

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98.    **LAND USE REQUESTS**

**a) New Milton Rugby Club**

A request was received from New Milton Rugby Club for assistance from the Town Council in providing Portaloos for their upcoming Funday event. During discussion, the Town Clerk suggested waiving the usual £250 fee for the event, a recommendation supported by the Chairman and members. The Chairman also offered to supplement this amount using his NFDC Community Grant.

It was

**RECOMMENDED: That the Town Council waive the £250 fee for the Funday.**

99.    **MEN'S SHED**

The Chairman referred to Appendix 1, which included an email with drawings of proposed plans for additional storage within the New Milton Men's Shed area. The email also mentioned the need for storage of batteries for solar panels and a donated dust extractor from Ballard School, which requires a suitable location. While appreciative of the valuable work carried out by the Men's Shed, the Chairman suggested seeking planning advice from NFDC.

It was

**RECOMMENDED: That this item be referred to NFDC for planning advice.**

106.   **CRICKET CLUB LEASE**

The Town Clerk updated members on the progress of the lease, explaining that correspondence was ongoing with the Cricket Club's solicitor. The Town Clerk clarified that the rent would be reviewed every three years. After discussion

It was

**RECOMMENDED: That this matter be endorsed by F&GP on 17<sup>th</sup> March 2025.**



## 1. Introduction (including Statutory duty)

Under the Environment Act, local authorities including town and parish councils must consider what they can do to conserve and enhance biodiversity. Within guidance published in May 2023 it is stated that we must

- Consider what can be done to conserve and enhance biodiversity
- Agree policies and specific objectives based on the above
- Act to deliver the policies and achieve objectives. There is no obligation to publish a report on actions, however.
- To consider actions as soon as possible then reconsider those actions within five years.

To comply with guidance, we could

- Have biodiversity as an agenda item for a meeting
- Note what action we are already taking to conserve and enhance biodiversity
- Agree further steps we should take to conserve and enhance.

## 2. Background

Section 40 of the Natural Environment and Rural Communities Act 2006, updated by section 102 of the Environment Act 2021, places New Milton Town Council under a duty to further the government's general biodiversity objective and invest public funds on conserving it.

The rapid expansion of our town in the early 21st century has meant that there has been fragmentation from the New Forest, plus limited habitat management over many years. There is a need to embrace opportunities to extend habitat connectivity between fragmented sites so wildlife can once again move easily to become more resilient.

## 3. Definition

The definition provided by DEFRA is that Biodiversity is the variety of all life on Earth, and includes all species of animals and plants. It is the building block of our natural world and provides wide-ranging benefits that support economic and social wellbeing. Food, clean water and air, climate regulation, pollination of crops and protection from natural disasters, it is crucial to everyone.

## 4. Aims and Objectives

The objective of the policy is to highlight its importance and demonstrate the efforts to conserve and enhance biodiversity within the council's remit. The Council as a whole and its committees may consider biodiversity when making decisions, developing and implementing strategies as required.

The aim of the policy is to focus actions for biodiversity conservation and enhancement as below.

## 5. Actions

New Milton Town Council own and manage 50 sites including several Sites of Importance for Nature Conservation or SINC's that are non-statutory designations afforded to sites that are of local conservation interest i.e. they are of importance for their natural or semi-natural habitats.

New Milton Town Council own and manage three woodland SINC's, a SINC meadow, a SINC heathland, and non-designated sites such as meadow, woodland, verges, hedgerows, amenity grassland and two recreation grounds including Ashley Recreation Ground, Fernhill Cricket Club and Fawcetts Field.

The Council works to ensure that all green spaces under its care, including all SINC's are managed for biodiversity including consideration given to use of products on the land and buildings.

The Council may

- Consider potential impact on biodiversity when commenting on planning applications, and policy inclusion within the Neighbourhood Plan
- Manage all land and buildings with products that promote biodiversity where possible
- Promote issues around biodiversity through our website and social media campaigns
- Engage in the Higher Level Stewardship scheme where appropriate for the land parcel
- Engage with Friends groups to help maintain biodiversity projects on our land parcels
- Support local organisation activities to enhance and promote biodiversity.

## 6. Monitoring

This policy was adopted on xxxx (minute x) and will be reviewed every two years or sooner should legislation dictate. A summary of how the policy has been implemented will be provided at this point.

**This should be read in conjunction with our Sustainability Policy.**

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## 1. Definition

The Council is committed to ensuring that children and vulnerable persons are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

We will endeavour to achieve this by:

- Appointing a Safeguarding Officer and Deputy Safeguarding Officer.
- Ensuring that our staff and volunteers are carefully selected, trained and supervised.
- Ensuring our councillors, staff and volunteers, whom work directly with children, undergo a DBS (Disclosure and Barring Service) check.
- Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

Note: The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service

Decisions on which employees/volunteers and Councillors will be DBS checked will be taken by the Clerk in consultation with the Designated Safeguarding Officer

DBS checks will be carried out in line with best practice and to meet the needs of the Council's service. Information about DBS checks is available online at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

## 2. Aims and Objectives

This Child Protection and Vulnerable Persons Policy is provided as part of an induction package to all councillors and those employed by this Council, whether paid or unpaid, who will have direct contact with children. The aims are:

- To create a healthy and safe environment at all activities, sport programmes and coaching sessions.
- To ensure children and vulnerable persons are listened to, and kept safe from harm.
- To support and encourage parents to voice their opinions regarding the welfare of their children and to raise their awareness of the importance of asking questions about the clubs and activities to which they send their children.
- To ensure councillors, staff and volunteers, who work with children, are well informed, supported and enabled to provide the best possible practice.

The objectives are:

- To raise the level of awareness of councillors, staff and volunteers about child abuse and its various forms.
- To raise the level of awareness of councillors, staff and volunteers about what children are entitled to be protected from.
- To ensure that, in conjunction with the Child Protection Code of Practice, all councillors, staff and volunteers are able to recognise signs which could signify the abuse of a child.
- To promote the general welfare, health and full development of children during all sessions.
- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

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### **3. Employment Issues**

#### **3.1 Recruitment and Selection of Staff/Volunteers**

All applicants who will work with children and/or vulnerable persons in the course of their job will undertake a DBS check to ensure that there are no irregularities in their background which may give cause for concern. The checks will be repeated every four years. All new employees whether paid or unpaid will be provided with the Child Protection and Vulnerable Person Policy and asked to sign to confirm that they will abide by it.

Application forms are designed to ascertain as much information as possible, such as, but not limited to:

- Past career, relevant interests, any gaps in employment and reasons for leaving, educational, national governing body, First Aid qualifications and child protection training.
- Consent for a DBS check
- At least one reference is taken up, and where relevant followed up by letter or telephone. References taken up will ascertain the person's suitability to work with children.
- It is made clear that all information remains confidential.
- Personal identification will be confirmed by reference to a passport, driving licence, birth or marriage certificate, National Insurance number or utility bill.

#### **3.2 Induction and Training**

The recruitment and selection process is followed up by relevant training.

- Staff are made aware that child abuse can and does occur and that it could be perpetrated by colleagues, who are members of staff or volunteers within the Council.
- Staff are made aware that children can find it very difficult to talk about abuse. They need to be listened to, taken seriously, and have their concerns acted upon.
- Staff are made aware of what they need to do in response to any concerns they may have.

#### **3.3 Supervision**

In general, staff work most effectively where there is a supervisory structure that ensures they are supported, managed and developed. The Council will ensure that staff are sensitive to any concerns about abuse, act on them immediately in accordance with this policy and offer support to those who report such matters.

It is the responsibility of staff to monitor good practice; this can be done in a number of ways, for example:

- Observation of working or coaching practice
- Annual appraisals
- Provide feedback on performance against work programme
- Feedback from participants attending activities

### **4 Good Practice**

It is possible to reduce situations where abuse may occur. The following are more specific examples of care which should be taken when working with children:

#### 4.1 You should:

- Always be publicly open when working with children. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
- Where possible, children should not be left unattended however this will depend on age and circumstances.
- In a sports situation, where possible, parents should take on the responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, ensure that you work in pairs, and do not enter changing rooms of the opposite sex, when supervising children.
- Where there are mixed groups, supervision, where possible, should be by a male **and** female member of staff.
- You must respect the rights, dignity and worth of every person and treat everyone equally.

#### 4.2 You should never:

- Engage in rough, physical or sexually provocative games
- Share a bedroom with a child
- Allow or engage in any form of inappropriate contact
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that children can do for themselves
- Enter the changing rooms of the opposite sex when supervising children, unless in an emergency

*Failure to follow these guidelines may well result in formal action under the Council's disciplinary procedures*

Everyone should be aware that it is **not good practice to:**

- Spend any time alone with children away from others. When talking to children on your own ensure you can be seen by others.
- Take children alone on car journeys, however short.
- Take children to your home where they will be alone with you.

**If exceptionally any of these situations are expected to occur, plans on how to ensure the child is safe and sound must be made with your manager and enacted with the knowledge of the parents.**

## 5.0 Users of New Milton Town Council's Facilities

- All hirers and users of Council facilities will be made aware of New Milton Town Council's Child Protection and Vulnerable Adult Policy at the time of booking.
- Regular hirers and users of New Milton Town Council facilities will be required to produce evidence at the time of booking the Council facilities, of their own Child Protection and Vulnerable Adult policy if the purpose of the hire, use or activity is for children or vulnerable adults.
- Hire agreements for regular hirers or users will be reviewed annually on 1 July.
- New and current long-term hirers who do not currently have their own Child Protection and Vulnerable Adult policy, can find information from the Local Safeguarding Children's Board as to how to produce such a policy at the following links:  
<http://www.4lscb.org.uk/>  
<http://4lscb.proceduresonline.com/>
- Current hirers who do not have their own Child Protection and Vulnerable Adult policy will have a period of twelve weeks from the adoption of this policy to provide New Milton Town Council with a copy of their policy.
- The Council will require the name and contact details of the lead organiser for the hiring.
- The lead organiser for such regular hirings will be required to confirm that they are in possession of a valid DBS check, by signing the appropriate section in the hire agreement.
- Should the lead organiser for regular hirings change, confirmation of possession of a valid DBS check will be required by signing a new hire agreement.
- Failure to comply with these requirements may result in the hirer or user being refused permission to use New Milton Town Council facilities.

## 6.0 What to do if you have concerns

All staff, volunteers and elected Members of the Council have a responsibility to report concerns to the Youth Services Manager, Clerk and/or the Chairman of the Council, who will refer the matter to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority, the contact details of which are shown at the foot of this policy.

## 7.0 Review of Policy

This policy will be reviewed annually or when new legislation or guidance is issued.

### Declaration

New Milton Town Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual and emotional harm.

As a councillor, employee or volunteer of the Council it is therefore important that you have taken the time to thoroughly read this Child Protection and Vulnerable Person Policy. By being made aware of the policy, it is our intention to ensure that **all** councillors, employees and volunteers are pro-active in providing a safe environment for the young people in their care. Any disciplinary measures required as a result of this policy will be dealt with in accordance with normal disciplinary procedures.

**Councillor, employee or volunteer declaration**

I have read and fully understood this Child Protection and Vulnerable Person Policy, and hereby declare that I will carry out my role in line with policy statements and procedures contained therein.

Signed ..... Date .....

Position.....

**This Policy was approved by New Milton Town Council on xxx (Minute reference xxx)**

**USEFUL CONTACTS**

**Hampshire County Council:**

|                      |                   |
|----------------------|-------------------|
| Children’s Services  | Tel 0300 555 1384 |
| Adult Services       | Tel 0300 555 1386 |
| Out of Hours Service | Tel 0300 555 1373 |

Inter-Agency Referral Form (IARF) can be found on the hants.gov.uk website

**Hampshire Constabulary:**

**In an EMERGENCY 999** **Non-Emergency 101**

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## Safeguarding Children, Young People & Adults at Risk

### Policy & Procedures

This policy sets out what should be done if you witness a situation where a vulnerable person is at risk

### **Important:**

Remember it is not up to you to decide if abuse has taken place, BUT it is up to you to report ANY concerns.

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## **1. INTRODUCTION**

New Milton Town Council ('The Council') delivers a varied range of services and functions which can bring employees, Members, volunteers & Contractors into contact with children, young people and adults at risk.

The Council is under a legal (and a moral) duty to ensure that its functions are discharged having regard to the need to safeguard and promote the welfare of children, young people and adults at risk. The purpose of this safeguarding policy is to set out these legal duties, provide a framework and set out the procedures for discharging these safeguarding obligations. Including, promoting wellbeing, preventing harm and responding effectively to concerns.

The Council believes that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The Council is committed to safeguarding from harm all children, young people and adults using any of its services and involved in any of its activities, and to treat them with respect during their dealings with the Council irrespective of their age, gender, disability, race, religious belief, sexual orientation, transgender status or any other protected characteristic (Equality Act 2010).

The important message that this policy seeks to deliver is that the Council's role in safeguarding is not to establish or judge whether abuse is taking place, it is to report any concerns we have over the welfare of children, young people and adults at risk.

This policy covers four separate but closely related topics: Child Safeguarding, Adult Safeguarding, Domestic Abuse and Prevent and is written in accordance with the Children Act 2004, the Care Act 2014, the Counter Terrorism and Security Act 2015 and the associated statutory guidance.

## **2. WHO IS THIS POLICY FOR?**

This policy applies to all Council employees, volunteers ('Council staff') Members, and Contractors including sub-Contractors and organisations that are commissioned, funded by or working on behalf or in partnership with the Council ('Contractors') who come into contact with children, young people and/or adults at risk, whether in someone's home, on Council premises, or in the community.

This policy is not a standalone document and should be read in conjunction with the Council's other policies which contain important safeguarding information.

## **3. REVIEW**

This policy will be reviewed at least every three years and will be updated whenever there is a change in applicable legislation and statutory guidance. Furthermore, this policy will be updated to reflect any particular points of learning which arise out of the Council's duties. This will ensure the document is fit for purpose and up to date.

## **4. SCRUTINY**

At the end of each calendar year, the Town Clerk will provide an annual report to the Council's Executives detailing its ongoing safeguarding duties and reporting the number of safeguarding referrals that have been made. This will keep Council's senior councillors up to date on the Council's safeguarding responsibilities.

## 5. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

### 5.1 What is child and young person safeguarding?

The Children Act 2004 places a statutory duty on all agencies, including Town Councils, to ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children. Prevailing statutory guidance, Working Together to Safeguard Children 2015, defines this as:

Protecting children from maltreatment.

Preventing impairment of children's health or development.

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children to have the best outcomes.

This includes notifying the appropriate agency within the relevant Council Authority (HCC) who will take action to identify, prevent and support children that are **Missing, Exploited and Trafficked ('MET')** and those that are at particular risk of **Child Sexual Exploitation ('CSE')**.

### 5.2 Who is a child or young person?

The Children Act 1989 states the legal definition of a child is "a person under the age of 18". There is no legal definition of a young person. For the purposes of this policy, a young person is someone who might not perceive themselves as a child, but who is still in the age range of the legal definition of a "child".

### 5.3 Types of child abuse

A person may abuse or neglect a child or young person by inflicting harm or by failing to prevent harm. There are four main forms of child abuse, and a child or young person may be subjected to more than one form of abuse:

#### **Physical Abuse**

Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to act to protect.

#### **Emotional Abuse**

Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing the child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children may be left alone unsupervised.

Abuse may take place in a family, in an institutional or community setting, by those known to the victim or, more rarely, by a stranger. The abuser in any case may be an adult or adults, or a child or children. People who behave abusively come from all backgrounds and walks of life. They may be professional people; doctors, nurses, social workers, advocates, councillors, staff members or could be volunteers or others deemed to be in community or family positions of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

## **5.4 What is Child Sexual Exploitation (CSE)?**

Child sexual exploitation is a form of child sexual abuse that is based on an ongoing exploitative relationship between perpetrator and child. A child or young person under the age of 18 is sexually exploited when they have received 'something' (e.g. food, accommodation, drugs, alcohol, gifts, money) in exchange for sex. Sexually exploitative relationships are characterised by an imbalance of power and the use of controlling behaviours to keep the child or young person in a dependent position. Such relationships are often preceded by "grooming" where the perpetrator establishes an exclusive bond with the victim.

Sexual Exploitation Risk Assessment Framework forms (SERAF) are available from Hampshire's Safeguarding Children Partnership (SCP). Guidance will be provided to the appropriate staff members on the use of this form.

## **5.5 Missing, Exploited, Trafficked (MET)**

A key priority in Hampshire is for agencies to work together to identify and prevent children and young people from becoming Missing, Exploited or Trafficked. Council staff should be aware of this issue. A strategy has been prepared which can be accessed at: [www.hampshirescp.org.uk](http://www.hampshirescp.org.uk)

## **5.6 Indications that a child is being abused**

The following is a list of physical and behavioral indications that a child or young person is being abused.

- Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries.
- Injuries for which an explanation seems inconsistent.
- Fear of parents being approached about such injuries.
- Reluctance to get changed e.g. wearing long sleeves in hot weather.
- Flinching when touched or approached.
- A failure to thrive or grow.
- Sudden speech disorders.
- Difficulties in making friends.
- The child is prevented from socialising.
- Sudden or unexplained changes in behaviour.
- Fear of being left with a specific person.
- Sexually explicit behaviour.
- Sexual knowledge beyond their age and developmental level.
- Distrust of adults particularly those whom a close relationship would normally be expected.
- Constant hunger, sometimes stealing food.
- The child being dirty/smelly and unkempt.

- Loss of weight.
- Inappropriate dress for the conditions.

This list is by no means definitive, and it is important to remember that there may be other reasons for changes in behaviour.

### **5.7 Disabled children**

The Disability Discrimination Act 2005 defines a disabled person as someone who has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.”

It is important that Council officers recognise when they are having contact with a disabled child. Children with disabilities have the same rights to be safe from abuse and neglect and to achieve their potential as non-disabled children. However, disabled children can be more susceptible to abuse and the early indicators suggestive of abuse or neglect can be more complicated than with non-disabled children. Children with disabilities may also be more vulnerable to abuse due to their lack of understanding of what abuse is, their trust in adults and through being less able to express their views or worries.

### **5.8 Hampshire Safeguarding Children Partnership (SCP)**

The Council must cooperate with Hampshire County Council, and particularly the Hampshire Safeguarding Children’s Partnership (SCP) in relation to child safeguarding. Website: [www.hampshirescp.org.uk](http://www.hampshirescp.org.uk)

## **6 SAFEGUARDING ADULTS**

### **6.1 What is safeguarding of adults?**

The Care Act 2014 creates a legal framework for how Hampshire County Council and its partners (which include the Council) should work together to protect adults with care and support needs to keep them safe from abuse or neglect.

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible.
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- support them in making choices and having control about how they want to live.
- focus on improving life for the adults concerned.
- raise public awareness so that communities play their part in preventing, identifying and responding to abuse and neglect.
- provide accessible information so people understand the types of abuse, how to stay safe and how to raise concern about someone’s safety or well-being; and
- address what has caused the abuse or neglect.

### **6.2 The six principles**

There are six principles that underpin all adult safeguarding work. These are as follows:

1. **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
2. **Prevention:** It is better to act before harm occurs.
3. **Proportionality:** Using the least intrusive response that is appropriate to the risk presented.
4. **Protection:** Support and representation for those in greatest need.

5. **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. **Accountability:** Accountability and transparency in delivering safeguarding.

### **6.3 Which adults need safeguarding?**

An adult is a person who is aged 18 years or over.

Statutory safeguarding duties apply to any adult who:

- has needs for care and support; and
- is experiencing, or at risk of, abuse or neglect, and
- as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

### **6.4 What is adult abuse or neglect?**

There are different types of abuse and neglect and different circumstances in which these occur. Incidents may be one-off or multiple, may affect one person or many, and may involve an act of abuse or neglect or a failure to act.

#### **Physical Abuse**

Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

#### **Sexual Abuse**

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

#### **Psychological Abuse**

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

#### **Financial or Material Abuse**

Theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

#### **Neglect and acts of omission**

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.

#### **Discriminatory Abuse**

Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.

#### **Domestic Abuse**

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

#### **Organisational abuse**

Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.

### **Modern slavery**

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Self-Neglect**

Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

## **6.5 Recognising Abuse and Neglect**

Abuse can happen anywhere: in someone's own home, in a public place, in hospital or in a care home, when an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- spouses / partners and other family members.
- friends and acquaintances.
- neighbours and local residents.
- people who deliberately exploit adults they perceive as vulnerable to abuse.
- paid staff or professionals; and
- volunteers and strangers.

The adult may say or do things that provide a clue e.g. making a complaint, calling for an urgent response, voicing concern, or issues may emerge during the course of dealings with the adult.

## **6.6 Hampshire Safeguarding Adults Partnership (SAP)**

The Council must cooperate with Hampshire County Council, and particularly the Hampshire Safeguarding Adults Partnership in relation to child safeguarding. Website: <https://www.hampshirescp.org.uk/>

## **7 DOMESTIC ABUSE**

### **7.1 What is Domestic Abuse?**

The cross-government definition of domestic violence and abuse is:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological abuse
- Physical abuse
- Sexual abuse
- Financial abuse
- Emotional abuse

**Controlling behaviour** is defined as 'a range of acts designed to make a person subordinate and/or

dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.’

**Coercive behaviour** is defined as ‘an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.’ Threatening behaviour includes threats of violence, threats of suicide or threats to take the children from the abused person.

**Domestic abuse is more than just an argument.** It is rarely an isolated incident; it is usually an ongoing pattern which escalates over time, becoming more destructive and even life-threatening. Different types of abuse may occur at different times or in combination: some are criminal acts, and all are emotionally damaging for the victim and their family, including children who may witness this.

## **7.2 Who Experiences Domestic Abuse?**

The scale of domestic abuse is hard to quantify. It happens largely behind closed doors. Victims are often too frightened or embarrassed to report what is happening or do not trust that they will be believed by others or safeguarded after their disclosure.

Domestic abuse affects people of all ages, social background, gender, religion, sexual preference or ethnicity, in a range of relationships: married, separated, divorced, living together, dating, heterosexual, gay or lesbian, and includes child on parent abuse, sibling abuse and elder abuse.

Domestic abuse affects children who witness the abuse and may require safeguarding action to be taken.

## **7.3 Responding to Domestic Abuse**

It is not the Council’s role to decide whether abuse has occurred, but if Council staff, Contractors or Members notice anything of concern this should be reported to the Designated Safeguarding Officer (or the Deputy) who is also the Council’s Single Point of Contact for domestic abuse concerns. Contractors should report the concern to their contract administrator in the first instance.

In some circumstances the DASH (Domestic Abuse, Stalking, Harassment and Honour Based Violence) Risk Assessment tool should be used to identify the level of risk and actions needed. Guidance will be provided to the appropriate staff members on the use of this form.

<https://www.dashriskchecklist.com/>

## **7.4 Support for employees**

If any member of Council staff requires support for personal domestic abuse issues, they can contact the Council’s independent and confidential counselling service Right Management:

<https://democracy.newforest.gov.uk/documents/>

## **7.5 Support services available locally**

Stop Domestic Abuse provides support to women, men and children affected by domestic abuse in the New Forest Area.

Telephone number: 03300533630

Website: [STOP DOMESTIC ABUSE](#)

Email: [info@stopdomesticabuse.uk](mailto:info@stopdomesticabuse.uk)

Or: <https://www.hants.gov.uk/socialcareandhealth/domestic-abuse-partnership>

## 8 PREVENT

### 8.1 What is Prevent?

In accordance with the Counter Terrorism and Security Act 2015 the Council must, in the exercise of its functions, have “**due regard to the need to prevent people from being drawn into terrorism**”.

The revised Prevent strategy, published by the Government in 2015, is part of the national counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

### 8.2 What is terrorism and extremism?

The *Prevent* strategy applies to all forms of terrorism and non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views that terrorists then exploit. Preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups.

The Terrorism Act 2000 defines **terrorism** as an action that endangers or causes serious violence to a person/people, serious damage to property or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

The Prevent strategy defines **extremism** as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It also includes calls for the death of members of the armed forces.

### 8.3 What is the Council's role?

The Council is required to:

- Train staff to understand Prevent and raise awareness so that a relevant change in behavior observed by Council staff is not ignored.
- Ensure that Council owned venues and publicly available resources are not used by extremists to disseminate views.
- Ensure organisations the Council works with are not engaged in extremism.
- Report any concerns to the Hampshire Multi Agency Safeguarding Hub [Hampshire MASH](#)
- Co-operate with the Channel Panel which is a multi-agency support model used to help address issues when they have been identified.

### 8.4 Reporting concerns

Council staff, Contractors or Members may be in a position where they notice a change of behaviour in someone, or notice alarming behaviour, which may indicate that a person is being drawn into an extremist way of thinking.

Concerns that someone is promoting terrorism or otherwise may be involved in violent or non-violent extremism, or about someone who may be vulnerable to being drawn into such activity, must be reported directly to the Council's Designated Safeguarding Officer (or the Deputy) as quickly as possible who will implement the county referral procedure.

Contractors should report the concern to their contract administrator in the first instance.

For general advice and information from Hampshire Police email:  
[prevent.engagement@hampshire.pnn.police.uk](mailto:prevent.engagement@hampshire.pnn.police.uk)

In an emergency, please dial 999 or call the Anti-Terrorism Hotline on 0800 789 321.

Prevent training is available at the link below  
<https://www.elearning.prevent.homeoffice.gov.uk/>

## 9 SAFEGUARDING PROCEDURE

### 9.1 Reporting procedure

All Council staff, Contractors and Members must ensure that they are aware of the Council's reporting procedures and are familiar with those members of Council staff who are responsible for safeguarding issues (as outlined in Section 10 of this policy).

For Council staff, all concerns relating to safeguarding of children, young people and adults at risk should be reported using the appropriate Safeguarding Concern Report. Available from the council office shared drive.

**These reports are submitted directly to Hampshire County Council's Adult or Children's Services for review and copied to key Council staff, including the Designated Safeguarding Officer (and the Deputy).**

It is important that detailed and specific information is included within the Safeguarding Concern Report.

For concerns relating to domestic abuse or the Council's Prevent duty a detailed written summary should be emailed to the Designated Safeguarding Officer (or the Deputy).

### 9.2 Process

#### OBSERVE – RECORD – DISCUSS & INFORM – REPORT

##### OBSERVE

- Council staff, Contractors or Members may observe a potential safeguarding concern in the course of their duties (relating to a child, young person, adult at risk, domestic abuse or potential terrorist activity).
- A safeguarding concern may also be disclosed to a member of Council staff, Contractors or Members. If a safeguarding concern is disclosed, the recipient of the information should:
  - Stay calm.
  - Listen carefully.
  - Reassure the person that they are being taken seriously and have done the right thing to tell someone.
  - Be clear that others will be informed.
  - Listen carefully.
  - Avoid jumping to conclusions.

- Only ask questions for clarification, and ensure open questions are used in order to avoid leading questions.
- Let the person talk at their own pace. If they have specific communication needs, provide support and information in a way that is most appropriate to them.

**If the incident or disclosure is considered severe, such as an immediate threat to life or serious harm, the member of Council staff should call the police on 999.**

- The member of Council staff, contractor or Members should make an accurate written record of what they have seen or what has been said to them.
- This record should be made as soon as possible, with report completed within 24 hours where possible. Maximum 48 hours.
- The record must include as much information as possible, including:
  - The date and time of the incident or disclosure.
  - The name, address and date of birth of the person considered to be at risk.
  - The nature of the allegation or incident and, if possible, the name, address and date of birth of any person alleged to have caused the harm.
  - Factual observations e.g. any visible injuries, the person's behavior, physical, emotional state etc.
  - A record of exactly what was said by all parties.
  - Whether there was consent for the information to be shared.
  - All action that was taken.
  - The record should be signed and dated and stored securely and with restricted access in accordance with the Council's Data Protection and Records Management Policies.

#### **DISCUSS & INFORM**

- The member of Council staff should immediately inform their line manager of the safeguarding concern. The line manager may need to assist the member of Council staff with producing the written record.
- If further information is needed, contact should be made with the Designated Safeguarding Officer (or the Deputy).
- In cases of allegations against Council staff, Contractors, or Members section 11 of this policy contains further guidance.
- Members should contact the Council's Designated Safeguarding Officer (or the Deputy) to outline the concern.
- Contractors should contact their contract administrator to outline the Concern. Further advice can be sought from the Council's Designated Safeguarding Officer (or the Deputy) as required.

#### **REPORT**

- The member of Council staff, with the assistance of their line manager as appropriate, should complete the appropriate Safeguarding Concern Report.
- In the case of concerns raised Members, the Safeguarding Officer (or the Deputy) should complete the appropriate Safeguarding Concern Report.

- In the case of concerns raised by Contractors, the contract administrator should complete the appropriate Safeguarding Concern Report.
- Clear records must be kept where a decision not to report is taken, setting out the reason for this decision.
- Safeguarding Referrals do not need consent from the child, young person or adult at risk (or their family), but it is best practice to seek this wherever possible. You will need to inform them that you have a duty to report the information.

**ACTION**

- The Designated Safeguarding Officer (and the Deputy) will monitor all Safeguarding Concern Reports and identify if any action is required by Council staff as part of service delivery.
- The Designated Safeguarding Officer will monitor such action and ensure it is carried out.

Should any employee feel they require support following involvement with safeguarding concerns, they can 'speak in confidence' to their line manager or get further information about how to access counselling.

## **10 ROLES AND RESPONSIBILITIES**

### ***10.1 Responsibility***

Responsibility for this policy lies at all levels of the Council. All Council staff, Contractors and Members should read and understand this policy and the reporting procedures.

### ***10.2 Safeguarding Leads***

**Designated Safeguarding Officer**

Louise Beardmore- Youth Services Manager

**Designated Deputy Safeguarding Officer**

Graham Flexman- Town Clerk

All Safeguarding Leads are contactable on 01425 619120

### ***10.3 Designated Safeguarding Officer***

The Designated Safeguarding Officer and the Deputy have the following responsibilities:

- To provide advice and information relating to safeguarding concerns.
- To ensure the Council's safeguarding policies and procedures are up to date and compliant with legislation and statutory guidance.
- To ensure appropriate training is available for employees, Members, and volunteers.
- To work and cooperate with the Hampshire Safeguarding Children Board and the Hampshire Safeguarding Adults Board as appropriate and engage with the Safeguarding Officers across the District.

## **10.4 Executive Committee**

The Council's Executive Committee is responsible at a strategic level for ensuring that the Council complies with its safeguarding duties. They will receive reports annually on the discharge of those duties from the Town Clerk. Their support is fundamental to the success of the Council in fulfilling its safeguarding responsibilities.

## **10.5 Town Clerk**

The Town Clerk acting as the Proper Officer of the Council has a responsibility to ensure that practices and procedures take account of the Council's commitment to safeguarding.

The Town Clerk is responsible for the following:

- Making sure all members of staff within their service are aware of this safeguarding policy and reporting procedures.
- Identifying those services and posts which are likely to have an involvement with children or adults at risk.
- Ensuring that members of staff whose duties involve contact with children and adults at risk are screened at the appropriate level and are appropriately qualified/ training to be working with these groups.
- Ensuring that all members of staff in their service receive training appropriate to their role in accordance with the criteria of this policy.
- Ensuring that all Contractors engaged with their service are subject to contractual arrangements which include appropriate provisions relating to safeguarding as outlined in Appendix 1.
- Making sure the appropriate Safeguarding Concern Reports submitted by their service are accurate and sufficiently detailed.
- Where members of staff in their service interact with children, young people and adults at risk ensuring robust risk assessments are undertaken.

## **10.6 Line Managers**

Line Managers should supervise and support members of staff to discharge their employment duties in a way which has regard to the Council's safeguarding responsibilities.

If an allegation or incident is reported to a line manager, they must confirm that the staff member has made a record of all observations and discussions to date.

If appropriate, the line manager should support the staff member with making a written record and in completing a timely Safeguarding Concern Report.

The line manager may need to complete this on behalf of the members of staff. The line manager can seek further clarification or advice from the Council's Designated Safeguarding Officer or their Deputy.

## **10.7 Elected Members**

Members are responsible for ensuring that they are familiar with this safeguarding policy and reporting procedures, and they act in compliance with it in the performance of their role.

Members have a high level of interaction with members of the public and are just as likely as other Council staff to witness or have disclosed to them incidents of abuse.

Members should report any safeguarding concerns directly to the Designated Safeguarding Officer (or the Deputy).

Members are also responsible for ensuring they attend any relevant training that is offered.

## **10.8 Town Clerk**

The Town Clerk plays a key role in safeguarding. Including the following responsibilities:

- Working with Assistant Town Clerk in maintaining a record of those posts that are likely to work with children, young people or adults at risk and identifying the level of involvement and the appropriate level of screening required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that all safeguarding and Disclosing Barring Service checks are carried out at the level required in respect of every role identified involving contact with children, young people and adults at risk.
- Incorporating appropriate statements into the job descriptions for all safeguarding leads and new members of staff outline their safeguarding responsibilities.
- Making sure all members of staff have an identified line manager.
- Ensuring induction procedures are adhered to for all staff who are likely to have contact with children, young people and adults at risk.
- Maintaining a record of staff training.
- Developing and maintaining the Council's Personal Development Interview process so that all Council staff are evaluated on an annual basis.
- Supporting staff members in dealing with allegations of abuse or lack of care by Council staff.
- To refer information about individuals who may pose a risk to the Disclosure and Barring Service.

## **10.9 All Council staff**

All Council staff should:

- Act appropriately when dealing with children, young people or adults at risk.
- Keep a clear record of discussions, events and observations relating to safeguarding matters.
- Discuss concerns with line managers.
- Report any concerns about abuse or neglect using the appropriate Safeguarding Concern Report.
- Ensure the information on the Safeguarding Concern Report is comprehensive, accurate and up to date.
- React to serious concerns by calling emergency services.

## **10.10 Contractors**

All Contractors used by the Council should ensure that they comply with the terms of this policy in particular, sections 9.2, 12.4 and Appendix 1.

# **11 ALLEGATIONS AGAINST COUNCIL STAFF**

## **11.1 Concerning behavior**

It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about

a Council employee, Member or contractor's relationship with a child, young person or adult at risk, particularly if they have:

- Behaved in a way that has harmed, or may have harmed a child, young person or adult at risk.
- Possibly committed a criminal offence against or related to a child, young person or adult at risk.
- Behaved towards a child, young person or adult at risk in a way that indicates she/he is unsuitable to work with them.

In line with the Prevent duty, Council staff must also remain vigilant to the possibility that another staff member may be at risk of being drawn into promoting terrorism or otherwise may be involved in violent or non-violent extremism.

## **11.2 Whistle Blowing**

It is acknowledged that it may be very difficult for a member of staff to report that a colleague has potentially behaved inappropriately towards a child, young person or adult at risk. The Council will fully support and protect any member of staff or Member who, in good faith, reports concerns about a colleague's practice or the possibility that a child or vulnerable adult may be being abused. This is in keeping with the Council's Whistle Blowing policy.

The Whistle Blowing policy is specifically intended to promote honesty and openness and ensure that any employee who raises an issue or concern regarding suspected malpractice or serious wrongdoing in the workplace will not be subject to any detriment.

## **11.3 Process**

The reporting process as outlined in section 9 above of this policy should be followed. It is important that in relation to an allegation against a member of staff the following steps are also taken at the stage:

### **DISCUSS & INFORM**

- At the very initial stage of informing a manager, if the concern relates to a member of staff's line manager, they should report it to the Town Clerk immediately, or if that is their line manager, directly to the Designated Safeguarding Officer (or the Deputy) without discussion with the line manager.
- Where an allegation relates to **any** employee this should be referred to the Designated Safeguarding Officer (or the Deputy). In the very early stages advice must be sought from the Designated Safeguarding Officer (or the Deputy) and/or Police before informing the person who is subject to an allegation, this is to consider whether there is a potential to tamper with any evidence.
- Where an allegation is made against a Council Member this should be referred to the Designated Safeguarding Officer (or the Deputy) and the Council's Monitoring Officer at NFDC.
- In the case of an allegation being made about the Designated Safeguarding Officer (or the Deputy) this should be reported to the Chairman of the Council.
- Where allegations are about the poor practice of staff members rather than abuse, this should always be communicated to the Designated Safeguarding Officer (or the Deputy) for guidance and appropriate action.

## **11.4 Types of Investigation**

Where there are allegations of abuse or concerns about poor practice regarding a member of Council staff or an elected Member there may be three strands of investigation:

1. Child/adult at risk safeguarding investigation (externally led by Hampshire County Council Child or Adult Services).

2. Criminal Investigation (externally led by Hampshire Constabulary).
3. A disciplinary or misconduct investigation (internally led by the Council).

In the first two strands, the Council will not be involved in any form of investigation unless requested to do so by the Children/Adult Services or the Police Authority.

The Human Resources Service will be responsible for any disciplinary or misconduct investigations and normal employment procedures will apply. The Safeguarding Officer at NMTC will be responsible for investigating allegations against a Council Member in accordance with the normal procedures for complaints against a Council Member for failure to comply with the members' Code of Conduct.

If someone is removed from working with a child, young person, or adult at risk because it is considered that they pose a risk of harm the Disclosure Barring Service will be notified.

### **11.5 Referral to Hampshire County Council**

In relation to allegations against members of staff and Council Members, it will be the responsibility of the Designated Safeguarding Officer (or the Deputy), in consultation with the Designated Lead for Employee Allegations or the Monitoring Officer, to make any required additional referral to Hampshire County Council.

<https://www.hampshirescp.org.uk/report-a-concern/>

In relation to adults, contact should be made with Hampshire County Council directly via Adult Services.

### **11.6 Minimising Risk to Staff**

It is essential that all Council staff, Contractors and Council Members are conscious of how they should conduct themselves to minimise the risk of finding themselves the subject of an allegation under the child, young person or adult at risk protection processes.

Staff should act in accordance with this policy and all other relevant Council policies in the performance of their duties.

## **12 RECRUITMENT, SELECTION AND OTHER BUSINESS**

### **12.1 Procedures**

All Council staff members will be appointed in accordance with the Council's Recruitment and Selection procedures.

### **12.2 Disclosure Barring Service Checks**

Each post should undergo a risk assessment to determine the nature and extent of access to children, young people or adults at risk.

The appropriate level of Disclosure Barring Service Check will then be carried out in accordance with current legislation.

Each job description will clearly state the level of Disclosure Barring Service Check required and this will be included in the job advertisement.

### **12.3 Selection requirements**

In addition to the appropriate Disclosure Barring Service checks, all new members of staff who will work with children, young people or adults at risk will:

- Undergo an interview which will include appropriate questions relevant to safeguarding.
- Have their identity confirmed from official documentation.
- Be required to provide two satisfactory references.
- Have their work history relating to children, young people or adults at risk (as appropriate) explored.
- Be subject to a probationary period of employment.

### **12.4 Contractors and Third Parties**

Contractors that are involved in areas where workers come are likely to come into regular contact with children, young people or adults at risk must be subject to contractual arrangements which include appropriate provisions relating to safeguarding as outlined in Appendix 1. Where such services are tendered out this aspect must be included in the tender specification and form part of the assessment criteria. These organisations must ensure that the correct DBS checks have been carried out for all relevant workers and provide staff with appropriate safeguarding training.

### **12.5 Funding and Grants**

Where organisations and groups that work with children or adults at risk apply to the Council for grant or funding assistance, the award of the grant or funding will be subject to an appropriate and proportionate scrutiny of the organisation or groups' safeguarding and Prevent practices.

### **12.6 Hiring of Council facilities to others**

Any hirer who provides activities for children, young people or vulnerable adults is required to adhere to current safeguarding legislation and guidance. Steps must be taken on hiring out any Council facilities, to ensure that the hirer will not be using those facilities for the promotion of extremist views. This will be a condition of hire.

### **12.7 Photography and use of photographic equipment**

If any member of staff is organising an event or meeting and would like to take photos or record a video of activities which might involve children, young people or adults at risk, advice should be sought regarding the need for a Privacy Impact Assessment.

## **13 TRAINING**

### **13.1 The Council's commitment**

The Council recognises that it has a commitment to ensure that all staff have a clear understanding of their roles and responsibilities when working with children, young people or adults at risk. The training process will help staff to:

- Be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances.

- Have an understanding of the potential risks to themselves, and ensure good practice is adhered to at all times.
- Recognise signs of improper behaviour from other staff and take appropriate action.
- Have an awareness of Prevent and the referral pathway to report concerns.

The Council will ensure all staff receive an appropriate level of training. This will be based on a tiered approach, depending on the degree to which the post holder is engaged with children, young people and adults at risk. The training will be delivered as a rolling programme.

### **13.2 Levels of training**

Appropriate training will be made available.

## **14 INFORMATION SHARING**

### **14.1 Confidentiality**

The Council must consider confidentiality in the performance of its duties. However, the right of a child, young person or adult at risk that is to be protected from harm is paramount and confidentiality may be overridden in circumstances where abuse is suspected.

However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned. Information should only be shared on a “need to know” basis.

### **14.2 Sharing information**

The Council must comply with the General Data Protection Regulations (GDPR) and act in accordance with its Data Protection Policy.

However, it is acknowledged that sharing information is essential to safeguard those at risk of abuse, neglect and exploitation. The appropriate use of Safeguarding Concern Reports will not be considered a breach of the data protection rights of the individual concerned.

The Council is party to a number of information sharing protocols and this overrides the need for confidentiality in respect of the relevant statutory authorities as long as all activity is properly recorded.

Any queries regarding the sharing of safeguarding information with an external agency should be discussed with the Designated Safeguarding Officer (or the Deputy) or appropriate Legal Services.

### **14.3 Safeguarding Boards**

#### **Serious Case Reviews**

#### **Information requests**

The Council is under a Duty to provide information requested to either the Safeguarding Childrens Board or

the Hampshire Safeguarding Adults Board provided certain criteria is met. Any request for information from the Boards should be directed to the Designated Safeguarding Officer (or the Deputy).

## 15 OTHER USEFUL CONTACTS AND SOURCES OF INFORMATION

**In an emergency, such as an immediate threat to life or serious harm, the member of Council staff should call the police on 999.**

### 15.1 Concerns about a child

To report your concerns or to talk to a duty social worker regarding child protection call HantsDirect (Children's Services):

0300 555 1384 (office hours)

0300 555 1373 (out of hours)

Professionals Line 01329 225379

[www.hants.gov.uk/childrens-services](http://www.hants.gov.uk/childrens-services)

### 15.2 Concerns about an adult at risk

To report your concerns or to talk to a duty social worker regarding vulnerable adults call HantsDirect (Adult Services):

0300 555 1386 (office hours)

0300 555 1373 (out of hours)

Professionals Line 01329 225378

<http://www3.hants.gov.uk/adults-contacts.htm>

### 15.3 Other useful contacts

- Police (non-emergency): 0845 045 45 45
- NSPCC Child Protection Helpline: 0800 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)
- Elder Abuse Response helpline: 0808 8088141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk)
- Respond (for people with learning difficulties): 0808 8080700 [www.respond.org.uk](http://www.respond.org.uk)
- Women's Aid (the key national charity in England for women and children experiencing physical, sexual or emotional abuse in their homes): <https://www.womensaid.org.uk/>





1. We are in a very fortunate position to live and work in the New Forest area, with thousands of visitors flocking to the region each year to appreciate the lush, picturesque landscapes that surround us. New Milton, Barton-on-Sea and district also benefit from many specimens of tree that have been standing for hundreds of years, far outdating some of the housing in the town. Thankfully proposed new developments are mindful of the value of trees, in particular native species, often significantly adding to the biodiversity for a site and bound by planning conditions.
2. Significant changes in our environmental responsibilities have occurred since this policy was first issued, not least the widening actions needed to combat the effects of climate change. Furthermore, the Town Council has been proactive in managing the environment and seeking ways to encourage others to appreciate biodiversity. In recognition of this, the authority has enshrined within the Neighbourhood Plan a Biodiversity policy that is part of the review taking place in 2025, stating developments will need to 'maximise the opportunities available for tree canopy cover including tree retention and planting'. There are several areas in the town, including Barton Common and Ballard Meadow and woodland that are Sites of Importance for Nature Conservation (S.I.N.C.). These sites support an estimated 20,000 trees.
3. The Town Council is a major landowner in the town. As landowners responsible for trees, we have a duty of care to manage the land in the best interests for nature conservation, to support and encourage public access whilst taking reasonable steps to prevent foreseeable harm to people or property. To fulfil this, Town Council trees are proactively assessed on a cyclical basis, through a Tree Management contract with New Forest District Council. We have prioritised categories of sites as below (para. 9), and their Arboriculturist inspects the sites and advises us of the work necessary which is then instructed.
4. **Pruning can reduce a tree's amenity value and cause damage which could lead to decay or disease.** A tree's value is not only aesthetic, collectively they also
  - control storm water, reducing the risk of flooding
  - conduct the capture & storage of carbon dioxide
  - increase sense of well-being
  - the presence of trees can add 5-15% to the value of property, up to 27% to the value of undeveloped land
  - buffer cold winds therefore lower heating costs
  - remove air pollutants
  - provide invertebrate, bird and bat habitats

Many of these can be reduced when non-essential pruning takes place.

5. There is a presumption against pruning or felling of any tree on Town Council land unless it is
  - As part of our Tree Management contract with New Forest District Council;
  - To prevent foreseeable injury to persons (assessed by Town Council with NFDC);
  - To prevent foreseeable damage to property (Subsidence concern must be first addressed to your house insurance company who will contact us directly. The safety of a tree will be assessed by NFDC, and their decision is final);
  - Statutory works to maintain clearances for paths and roads;
  - Necessary on designated S.I.N.C. as part of an agreed management policy where nature conservation interests require minimal tree removal to create a mosaic of habitats for wildlife;
  - To improve the growth of other trees;
  - To reduce or prevent the spread of disease or other works in the interests of good tree management.

The Town Council will ensure that at least 2 trees of native origin are planted for each tree felled on Town Council land. (Separate policy document applies).

6. This policy supersedes any previous arrangement of tree maintenance of Town Council land. If the advice is to fell a tree for one of the above reasons, the Town Council will adhere to its own Tree Replacement Policy.

7. Circumstances where the Town Council **will not** prune or fell trees include

- Overhanging branches
- Loss of light
- Loss of TV reception
- Nuisance from fallen leaves, twigs, cones, Honeydew drip, deposits e.g. bird droppings etc.

8. Things you can do

#### Trees that are covered by Tree Preservation Order or in a Conservation Area

Neighbours must seek consent for the work from the Local Planning Authority. Most of the town is covered by the New Forest District Council tree team, contactable on 02380 285345. The northern part of Bashley ward is covered by the National Park Authority, contactable on 01590 646620. The Town Council Planning Committee is advised of all applications for works to these protected trees and will comment accordingly.

#### Trees that are **not** covered by a Tree Preservation Order or in a Conservation Area

Neighbours have a **right in common law to prune overhanging growth back to the boundary line**, ensuring those actions do not unbalance the crown. Height reduction is not

permitted in this common law right. Please see next paragraph regarding the arisings from such pruning.

#### In both circumstances

Although the land we own is public open space, residents nor their contractors can enter the land to carry out works to trees without Town Council consent. If employing the services of a contractor for pruning, the tree surgeon will only be able to prune from your side of the boundary. If they require access to the Town Council side, they must contact us to provide a copy of their Public Liability (£5m), Health & Safety and Environmental Sustainability policy documents, as we have a duty to safeguard others using the land. If a resident's actions/instructions leave a tree in such a condition that works are needed to make it safe, or damage or injury is caused, they are likely to be liable. Any works should be kept to an absolute minimum. Arisings remain the property of the tree owner and by law should be offered back. It is the Town Council's policy to decline their return and therefore any arisings should be disposed of appropriately and not be deposited over the boundary. This can damage trees (preventing root access to air and water), can make tree assessment more difficult (important defects may be invisible beneath piled up arisings) and can also lead to damage of boundary fences. In most cases it is acceptable to appropriately dispose of arisings, by being taken off site to the green waste area at your local amenity site or removed by your contractor.

9. Tree Management Cyclical Inspections

The highest risk areas will be subjected to annual inspections. We will carry out in-house inspection of the same sites the next working day following a storm event as advised by the Met Office, as case law has determined appropriate (Whitley Parish Council vs Cavanagh 2019) All other sites will be inspected as indicated below.

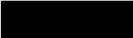
| ANNUAL |                                |                           |    |                             |                              |
|--------|--------------------------------|---------------------------|----|-----------------------------|------------------------------|
| 1      | War Memorial Recreation Ground | High use year-round       | 35 | Fernhill Lane               | Matures near primary road    |
| 7      | Great Ballard Lake (SINC)      | High use year-round       | 37 | Carrick Way/Caird Avenue    | High use path to supermarket |
| 16     | Fernhill Lane                  | Matures near primary road | 41 | Ashington Park              | High use path to supermarket |
| 21     | Danewood Estate (SINC)         | Matures near primary road | 42 | Forest Oak Drive            | Matures near primary road    |
| 24     | Rear of Western Avenue         | High use, predominant     |    |                             |                              |
|        |                                |                           |    | <b>2026/27</b>              |                              |
|        | <b>2025/26</b>                 |                           | 2  | Ashley Sports Ground        |                              |
| 8      | Brook Avenue                   | Opposite Ballard          | 3  | Lower Ashley                | Former playground            |
| 11     | Oakwood Avenue                 |                           | 12 | Willowdene Copse            |                              |
| 13     | Upper Ashley allotments        | Allotment site            | 15 | Lower Ashley allotments     |                              |
| 14     | Middle Ashley allotments       | Allotment site            | 17 | Faircourt, York Avenue      |                              |
| 16     | Fernhill Lane                  |                           | 18 | Lymington Road allotments   |                              |
| 19/21  | Danewood estate                |                           | 32 | Carrick Way woodland        | SINC                         |
| 26     | Hollands Wood Drive            | Part of Danewood estate   | 37 | Carrick Way/Caird Avenue    |                              |
| 28     | Cull Lane                      | Part of Danewood estate   | 41 | Ashington Park              |                              |
| 33     | Fernhill Lane                  | Same area as 16/42        |    |                             |                              |
| 42     | Forest Oak Drive               |                           |    | <b>2028/29</b>              |                              |
| 45     | Earlswood Park                 |                           | 7  | Great Ballard Lake          |                              |
|        |                                |                           | 27 | Chatsworth Park             |                              |
|        | <b>2027/28</b>                 |                           | 35 | Fernhill Lane               |                              |
| 1      | War Memorial Recreation Ground |                           | 36 | Fernhill Lane Sports Ground |                              |
| 4      | Chaucombe Green                |                           | 38 | Deer Park estate            |                              |
| 5      | Barton Common                  | SINC                      | 43 | Ballard Meadows             | SINC                         |
| 6      | Long Meadow                    |                           | 44 | Stem Lane                   | Same area as 38              |
| 20     | Fawcetts Field                 | Including football club   |    |                             |                              |
| 24     | Rear of Western Avenue         |                           |    |                             |                              |
| 25     | Becton Lane                    |                           |    |                             |                              |
| 30     | Moore's Close                  | Part of Fawcetts          |    |                             |                              |
|        |                                |                           |    |                             |                              |

**NEW MILTON TOWN COUNCIL****GRANT APPLICATION FORM**

**Please read the Council's Policy and Procedures for Awarding Grants before completing this form.**

*(You may use a continuation sheet if necessary)*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Name of organisation making the application:<br>New Milton Music Festival                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                          |                                                                         |
| Name of person to whom correspondence should be addressed:<br>Simon Crutch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Address for correspondence:<br>[REDACTED]<br><br>Post Code: [REDACTED]   |                                                                         |
| Payee for Grant Cheque:<br>New Milton Music Festival                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Daytime Tel:<br>[REDACTED]                                               |                                                                         |
| Details of the organisation, ie what does it do?<br>Please see attached Aims and Objectives of the Festival which, in short, aims to provide an opportunity local musicians to perform to an expert audience, to celebrate their musical talent and encourage music making & learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                          | Amount of Grant applied for:<br>£500                                    |
| What is the Grant for and who will benefit? (Give details of the project)<br>The Grant is to help us cover the costs of the festival and maintain its viability. We have not approached the council for funding in the last few years as we have sought to reduce our cost base. In 2025, printing costs circa £350 including certificates and programmes will not be covered by last year's private donor. Additionally 2x Hampshire Highways banner consents (£164) that were not applied for in previous years are now required to raise awareness. The beneficiaries are the participants, schools and musical organisations that take part as well as the audience members. We hope that the festival improves the cultural landscape of New Milton that offers a focus for instrumental, choral & ensemble music as well as a volunteering focus for local organisations. |                                                                          |                                                                         |
| Have you applied to any other body for a grant towards this project? (If yes, please give details)<br>No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          |                                                                         |
| How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)<br>Entry fees for participants, minimal audience fees during festival, Gala Concert tickets, sponsorship of programme adverts, contributions from Rotary funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          |                                                                         |
| What age groups do you cater for?<br>All                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Total Membership:<br>No Membership.<br>Circa 700 attendees               | Are you a registered charity? If yes, please provide your number.<br>No |
| <b>Signature of Responsible Adult:</b> (Chairman, President, Leader)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Bank Details</b><br>Account Name:<br><b>New Milton Music Festival</b> | <b>For Council use only</b>                                             |

|                                                                                   |                                                                                                   |  |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--|
|  | Sort Code:       |  |
| <b>Date: 31/1/25</b>                                                              | Account Number:  |  |

**You must attach the following to your application:**

Copy of: Last year's accounts, Minutes of your last AGM, Health & Safety Policy, Safeguarding Policy, and Equality & Diversity policy, and current Constitution or Rules.

**Celebrating Local Talent**

**FESTIVAL AIMS**

1. To encourage people of all ages and abilities in the local community and surrounding areas to take an interest in music, whether choral, vocal or instrumental
2. To provide an opportunity for learners to benefit from the guidance and encouragement available from experts in their field

**FESTIVAL OBJECTIVES**

1. To offer an opportunity for musical students and experienced musicians to learn and benefit from performing in front of their peers and expert audiences
2. To provide an incentive to study music and an environment conducive to developing musical skills and talent
3. To facilitate individual personal development through the emotionally enriching experience acquired through musical expression
4. To enhance the cultural life of New Milton and surrounding areas by hosting and promoting live and serious music
5. To foster community spirit in New Milton and surrounding areas through offering an opportunity for voluntary support to the Festival for both individual members of the community and the various service organisations

**New Milton Music Festival**  
*"Celebrating local talent"*

**CHILD/VULNERABLE PERSONS PROTECTION POLICY**

**1. Objective of the Event**

The objective of the New Milton Music Festival is to advance the education of the general public in the Art of Music by providing a public platform for amateur performance, together with the assessment of that performance by professional adjudicators.

**2. The Policy**

The organisers will ensure that, to the best of their ability, a safe and secure working environment shall be maintained for all attending the Festival, particularly for children and vulnerable persons. An appropriate Risk Assessment has been carried out, and is available on request.

**3. Environment of the Festival**

The festival is organized and run by local music teachers, a few volunteers and extensively stewarded by members of the local Rotary Clubs and Lions Club. It is held on two sites, both of which are inherently safe environments for children and vulnerable persons (see the Festival's Risk Assessment document). Parents/guardians, carers and teachers will be informed and involved in order to ensure that, as far as is reasonably possible and practicable, a safe and healthy working environment is provided.

**4. Application of Policy**

This Policy relates to all children under the age of 18 and to those vulnerable persons who are identified to the Festival Organizer prior to their arrival on site.

**5. Festival Personnel**

The volunteers are recruited from local people and organizations who have shown their support in the past for the Festival. Each volunteer will wear a badge identifying themselves as such. They will: man the information desks; be located at the entrances to the various performance rooms; and be within the performance rooms. Some these will have been DBS checked (eg teachers). But the main body of the volunteers will not be put in a position that they need to be DBS checked; they will have neither "frequent" nor "intensive" contact with any vulnerable persons.

**6. Duties of Festival Personnel**

Festival personnel will maintain order and quiet in and around performance rooms; they will advise and assist visitors; they will man information desks; they will provide support for the adjudicators. They will also be alert to unwanted interference with children. Supervision of children and vulnerable persons at the Festival venue is strictly the responsibility of the parents/ carers/ teachers, except during their performances. Under no circumstance will a volunteer accept being in a one-to-one situation with any child or vulnerable person.

**7. Photography**

Private photography or recording of any kind is not permitted during performances - in consideration for the performers. It is understandable that parents might wish to photograph their children and their friends during the Festival. However they should be sensitive to the fact that other children and their parents might not wish them to be photographed. Parents/carers of children or vulnerable persons who do not wish their charges to be photographed are responsible for ensuring their charges do not participate when photography is in progress.

**8. Information**

This Policy will be promulgated by:

- a) a copy will be sent out in response to each entry submitted,
- b) a copy will be sent to each teacher submitting a multiple-entry,
- c) a copy of the Policy will be on display at the Festival
- d) all volunteers and other staff involved will be informed of this policy

**9. Policy Review**

This Policy is reviewed each year and up-dated in line with any new legislation.

**10. Complaints**

Any complaints in connection with this Policy shall be submitted in the first instance in writing to the Festival Organiser, who will acknowledge receipt of the complaint in writing within 30 days.

Tim Richardson, Festival Safety and Protection Officer  
10<sup>th</sup> February 2018

### Youth and Family Services Report

#### March Finance & General Purposes



#### Youth Parliament

We were able to attend a Youth Parliament session this month, where young people from areas throughout Hampshire get together to discuss current issues.

‘Make your Mark’ saw over 25,000 young people across Hampshire vote in this year’s consultation. The young people of Hampshire voted Climate Change and the Environment as their top issue of 2024 which has been the top issue for Hampshire since 2019.

Health and Well-being was a close second in Hampshire and voted the most important issue for young people across the UK. Crime & Safety was also voted a major concern for young people in both Hampshire and across the UK.

In constituency areas the groups discussed the three topics outlined from ‘Make your Mark’

- ◇ Health and Wellbeing
- ◇ Climate Change
- ◇ Crime and Safety

They then agreed joint area key messages and actions for each topic. These key focus points were then shared with the other groups and the professionals in the room, including key members from HCC Children’s Services, Education, and Health Services. This was a great opportunity for us and our young people to get involved, and it was fantastic to see their confidence grow as ideas developed.

This also ties in with our development of a Youth Town Council, giving local young people the opportunity to develop their skill set and experience opportunities they may not otherwise have.

#### Arnewood School

As we are looking to build our Youth Council, we are also aiming to strengthen and further develop ties with Arnewood School. As I have previously mentioned in my reports, seeing a school being as focussed on the students as Arnewood are, is fantastic. In a world driven by statistics and check boxes, Arnewood keep the focus on individual students to support them to remain in education and give them the best chance at a positive future.

Together with Joanna Hayward and Joy Bean, I met with Jamie Anderson and (the other) Mark Jeffries from Arnewood to discuss further collaboration and unity and how we can support each other for the benefit of the New Milton Community, including fundraising and getting the community more involved with the school.

Arnewood are hoping to get funding for a 3G pitch to replace the current astro, which needs to be replaced. This will allow members of the community to be able to use it year-round for sports and recreational activities. This includes clubs to support families living in poverty, and supporting minority groups we are trying to build, such as female football and rugby.

Due to changes at Eaglewood School, there will be students from Arnewood, who would usually be supported by Eaglewood who no longer have that option. As a proactive response to this, Arnewood have created ‘The Croft’ which is a building that is fenced off from the main school. This structure will allow for smaller class sizes to ensure the students are able to have a better level of support but also have the option to engage in lessons and activities in the main school environment when they can.

## **Ashley Family Hub**

We had a visit from Hampshire County Council's Deputy Director of Children's Services recently. She was very impressed to see the work that is going on in the town, and the support that is being provided to all our residents, but particularly our most vulnerable residents. We have also made contact with the head of Hampshire Libraries, and the local lead for Hampshire libraries, so we have more opportunity to access the families and young people who are most in need of our support. It also means more opportunity to work on projects collaboratively.

## **Mental Health and Wellbeing**

Our first cohort of Arnewood students have now completed the Mental Wellbeing Program put together by me and Stacey Miller. The students were from year 9 and had experienced some difficult challenges. We did 6 sessions in school with the overall aim of helping them to understand themselves better and develop a positive mindset. A large part of the scheme is supporting young people to be able to advocate for themselves and develop their individual coping mechanisms, encouraging self-reliance and resilience. The students completed questionnaires at points throughout the sessions, and we had a 100% rate in young people feeling they had benefitted from the sessions, and 100% felt they have been able to develop strategies to deal better with their mental wellbeing challenges going forward.

We also asked if any of the young people would be interested in being a Wellbeing Ambassador for young students, and 87.5% said yes, which is positive to see their self-confidence developing. We have also had a high level of interest from the students for our mentor scheme.

## **Half Term Activities and Food Support**

Along with South Coast Sports Academy, we put on three activity days. Gavin from SCS prioritises supporting young people who need it most, which was the draw that made us start to work together on projects for local young people who benefit from sports, social interaction, and learning in a balanced, calm environment. We work along the same ethos and principles and being able to work together to provide these opportunities to young people, even when the direct funding isn't available is a huge asset for our town.

## **Youth Services Mission Plan and Vision Statements**

As we have been putting services in place, we have also been aware of what the needs are of the town going forward. All families and residents have different needs, and we are aware that many of our families are facing challenges we have not seen in our country for many years, along with unprecedented challenges.

We are developing our longer-term plan to outline clear objectives. Within this, we are restarting a Youth Forum to bring local services together to share information and work together to provide the highest level of support for local young people and families.