



Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 27 October 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:

Officers: Graham Flexman - Town Clerk
Sam Welch – Administration Officer

The Chairman welcomed Councillors, Officers and one member of the public.

51. APOLOGIES

Cllr R Maynard

52. DECLARATIONS OF INTEREST

Cllr A D O'Sullivan declared an interest as New Forest District Council Representative for New Forest Citizens' Advice Bureau.

53. PUBLIC PARTICIPATION

None

54. MINUTES

RESOLVED: That the Minutes of the Meeting held on Tuesday 16 September 2025, as previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.

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

The Town Clerk reported that all Action Points from the previous meeting had been addressed.

56. CORRESPONDENCE

The Town Clerk referred to following items of correspondence:

- a) An email received from BCP Council, highlighting the A35 Christchurch Bypass Closures:

“Eastbound for two weeks, then westbound for a week, including re-opening on Mondays for market day.”

“Phase 1: starts at 6pm on Monday 27 October ends at 6am on Monday 10 November and will see the eastbound side closed.”

Phase 2: starts at 6pm on Monday 10 November ends at 6am on Monday 17 November and will see the westbound side closed.”

- b) An email received from Hampshire County Cllr F Carpenter:

“Are there any painted road lines that need repainting around the area, that people have complained to the town about? Particularly in the vicinity of our schools that need repainting.

If you know of areas needing lines repainted, there is a programme of lining beginning soon and Highways want us to point them where it may be needed. Please let me know, being as specific on location as possible.”

This email will be distributed to Members who can contact Cllr F Carpenter with any suggestions or forward them to the Town Clerk for onward transmission.

- c) A Quarterly Investment Report from Quilter Cheviot showing an increase of £12k (3.6%) which was noted by Members.

- d) An email from NFDC relating to CIL Neighbourhood Proportion collected on our behalf:

“In accordance with Regulation 59A of the CIL Regulations this Council has a duty to pass 25% of any CIL receipts to the Parish Council for which CIL has been collected.

The District Council have collected CIL within your Town / Parish, and I have therefore arranged for the relevant 15% to be transferred to you as set out below”

This amount totalled £47,729.86 for the last 6 months and was noted by Members.

57. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period from 1 August to 30 September 2025 in the sum of £324,638.36. The Town Clerk highlighted the following items over £1,000.



August		
Wessex Sound	PA & Sound Engineer - Afternoon of Music 3rd August	£1,020.00
Edmat Gas Services Limited	Statutory Testing - Annual Gas Service at Ashley, Outdoor Bowls, Fawcetts, Fernhill. - Rates held from 2015	£1,627.86
Greenlock Electrical LTD	Electrical safety inspection + test at Fernhill & Fawcetts (£1080 each) MUGA CCTV installation (£931.42). Temp installation of light fitting at Fawcetts changing room (£132.22) - Statutory Testing 3 yearly	£3,223.64
HCC (Hants LGPS)	Pension Contributions - July 2025	£13,139.33
HMRC Cumbernauld	Tax and NIC - July 2025	£16,246.90
IVEL Aquatics	SOLA & Aerator Replacement Ballard Lake - 5106 Ballard Project	£3,137.98
John Shutler	Tree works at numerous locations (£2362.52) Operated hire of Cherry Picker for installation of floral hanging baskets at Town centre (£540)	£2,902.52
Keffen Plant Hire	Fawcetts vision plan footpath works CIL 2024/25 - Allocated CIL CAPEX	£27,582.80
L.Kitcher Fencing	Replacement of existing double entrance gate at Lymington Road Allotments - replacement required under H+S	£1,269.84
LITE	Pull tests, certify and report on 69 wall mounted fixings for Christmas display	£2,835.60
RMB Hydroseeding	End of season hydroseeding of pitches at Fawcetts Field and Ashley. - As budget items	£8,352.00
Rejuvenate	4x New Desktops for Town Hall offices including configuration (£3,409.30) - CAPEX, Line Rental (£173.72), Provision of managed services and all IT Support including remote support (£1,506.42), Domain Registration/Renewal for 2 years (£24.00)	£5,113.44
Turfleet Hire	Contract Hire of John Deere Mower & Tractor including attachments for cut & collects at Ashley, Recreation Ground & Fawcetts	£3,090.60
WWCS	Fawcetts Field Wessex pitch maintenance, weed & feed - EOS work	£1,327.68
NFDC	Town Hall Offices Utility Charges	£19,173.00
Staff/ Members	Salaries and Expenses - August 2025	£48,020.52
kiwa	Inspection & Testing of Lamp Columns Floral & Festive requirements (Initial payment made on 16/05/25 to old account (now refunded). Payment now made to the correct account.) Statutory requirement	£2,124.00
Lombard	Vehicle leasing, DY20HTT, DX67UYD, BC21NLU, BV71ZJZ, BW21NYH - August 2025	£2,452.61
September		
DCK Accounting Solutions	Accounting Support for July & August including Allotment Invoicing & investment accounting work	£1,058.39
Empire Industrial Doors	Repair to roller shutter door at Fernhill Pavilion, Supply & Fit New Roller Shutter Door - Fernhill Scorers Hut (CAPEX)	£5,700.00
Fireguard Services	Fire Equipment servicing at Fernhill, Rugby Club, Outdoor Bowling Club, New Milton Football Club Fawcetts Field. Annual service & reseal of 3 fire extinguishers - Statutory under FRA	£1,207.68
HCC (Hants LGPS)	Pension Contributions - August 2025	£14,253.33

HMRC Cumbernauld	Tax and NIC - August 2025	£17,945.55
HCS Safety	Statutory training for Estates & Facilities team - Work at height	£1,200.00
John Shutler	Medium priority tree works	£1,310.58
Keffen Plant Hire	Water seeding external pitches Fawcetts (£259.20) Ballard Meadow green waste removal (£57) Construction of new access at Moore Close entrance (£13,017.36) Construction of gravel footpath along Moore Close & Car boot area as part of vision plan (£2,734.20) CAPEX + CIL allocation	£16,067.76
rCOH	Consultation on Neighbourhood Plan July/ August	£3,312.00
Rejuvenate	4x Hardware recycling & adaptor (£62.39) Provision of managed services and all IT Support including remote support (£1,374.06)	£1,436.45
Source for Business	Site wide water charges between 05 February - 20 August 2025	£4,981.20
Wessex Sound	PA System & Sound Engineer Afternoon of Music 07.09.25	£1,020.00
BDO	Limited Assurance Review for the year ended 31 March 2025 External Audit	£2,520.00
Juice	Provision of website security updates for six months, website services re:redirects, and 2 poster updates	£1,170.00
New Milton Youth Trust	Grant Aid as agreed at F&GP Committee	£14,136.00
Staff/ Members	Salaries and Expenses - September 2025	£37,768.56
Lombard	Vehicle leasing, DY20HTT, DX67UYD, BC21NLU, BV71ZJZ, BW21NYH - September 2025	£2,373.48
Lush Signs	St Mary Magdelene Churchyard signage project work - 50% deposit	£3,649.20

Councillors queried the following items:

- Abbas Cabins LTD £660: A Member noted this amount is in addition to sums provided previously to the Lions Club for the VJ event on 6 September on the Recreation Ground.
- South Coast Social £960: A Member believed Go New Milton had been discontinued and asked for clarification; the Town Clerk agreed to check with the Town Development Manager/ Communications Officer.
- Kiwa £2,124: A Member explained this is not solely for Christmas displays, floral as well.

The Town Clerk confirmed that LITE tests are specifically for the Christmas display, but Kiwa tests are for lamps columns.

- Rejuvenate £5,113.44: Members queried the outcome of recent security updates and changes. The Town Clerk advised that Rejuvenate had produced a written report, which will be circulated to Member upon Assistant Town Clerk's return.
- NFDC £19,173: A Member asked what this payment covers. The Town Clerk clarified that it covers utilities for Town Hall including caretaking, cleaning, heating, lighting and power, etc.



- f) Lombard £2,452.61: A Member queried whether the Town Council could purchase older vehicles outright, noting the matter had been raised previously and asking for an update. The Town Clerk advised this isn't the best financial option. One Member noted the benefits of maintaining up to date vehicles for public perception and reduced maintenance and upkeep costs, and that the current approach to vehicles remains appropriate. It was further noted that only one (2017) vehicle is older than 5 years; the Town Clerk will liaise with the Estates & Facilities Manager to review this and ensure the fleet is kept up to date.
- g) DCK Accounting Solutions £1,058.39: A Member noted the cost appeared high, particularly in relation to allotment invoicing. The Chairman asked whether this work could be done internally. The Town Clerk advised this would be looked into.
- h) Wessex Sound £1,020: A Member observed the cost was high and asked about the events budget for the Recreation Ground. The Chairman noted that the Afternoons of Music attract strong attendance and that it's important the sound is delivered professionally; a Member added that sponsorship income helps offset costs. The Town Clerk confirmed the annual events budget is £15k, of which £8,231 has been spent to date at the half year stage.
- i) Lush Signs £3,649.20: The Chairman noted the cost was high. The Town Clerk advised that further information would be provided as this was only 50% of the total cost, but donations had been received from various sources.

RECOMMENDED: That the Schedule of Payments for the period 1 August – 30 September 2025 in the sum of £324,638.36 be ENDORSED for Town Council approval.

58. MONTHLY ACCOUNTS

The Chairman referred to Appendix 2 – Monthly Accounts for September.

The Town Clerk highlighted savings against the budget across both Amenities and F&GP.

Amenities saw a saving of £9,231 on tree work, with no expenditure yet on Ash Tree Dieback. Public open spaces also saw a saving of £3,294. Amenities had an overall saving of just over £8k at the half year stage.

On the F&GP side, Town Development saw savings of £2,950, Grant Aid £3,250, and the Events Budget £2,500. The Town Clerk also noted that the Youth Services Manager had successfully secured a large amount of HAF funding, contributing to an overall saving of just under £20k at the halfway point of the financial year.

Total savings of £28k to date, therefore.

59. YOUTH REPORT

The Chairman referred to Appendix 3 - Youth Report, circulated previously.

Cllr S Clarke commented that the recent safeguarding course undertaken by Councillors & Officers was enjoyable and requested that a message of thanks be sent to the trainer. He also noted that New Milton Youth Trust had been nominated for an award.

Cllr G Blunden commended the excellent report, with Cllr M Scott-Johns calling it superb.



60. GRANT AID

The Chairman referred to Appendix 4, a grant aid request from Parkinson's UK New Forest Branch for £500 towards:

"Holding four Education Days next year where members will be able to access information and listen to speakers on Mobility, Benefits, Care Packages, Insurance, Finance & Legal matters, etc."

It was

RESOLVED:

That Parkinson's UK New Forest be granted £500 from the Grant Aid Budget under the General Power of Competence.

61. CITIZENS ADVICE NEW FOREST

The Chairman referred to Appendix 5, a grant aid request from Citizens Advice New Forest for £5,000 towards:

"Helping people across the New Forest that are struggling to cope with the rising cost of living, helping them access the support they need. Our advice covers a wide range of issues, including debt, benefits, consumer rights, and housing."

Members were provided with ward statistics relating to the work Citizens Advice New Forest have carried out in the area.

The Town Clerk advised that the sum of £5,000 is budgeted annually for Citizen's Advice.

It was

RESOLVED:

That Citizens Advice New Forest receive £5k financial support from New Milton Town Council for ongoing assistance locally.

62. REFERRED MATTERS

- a) The Chairman referred to Appendix 6, (referred item 1) which contained a recommendation from the Amenities Committee meeting held on 14 October 2025 (Minute 53):

"RECOMMENDED: That CAPEX budget for 2026-27 in the amount of £250k be included in forthcoming budget discussions."

The Town Clerk advised that £17k of the £250k budget was allocated as contingency, which could be removed if required. Two members noted that it would be wise to retain a contingency.

This item was noted prior to further discussion at the upcoming Executive Committee budget meeting on Friday 31 October.

- b) The Chairman then referred to Appendix 6, (referred item 2) which contained a recommendation from the Amenities Committee meeting held on 14 October 2025 (Minute 58):

“RECOMMENDED: That KOMPAN be the appointed contractor in the sum of £89,992.51 with simplified plans to be drawn up, displayed on the Long Meadow noticeboard for public feedback, and brought to the next F&GP meeting.”

Cllr G Blunden, Chairman of the Amenities Committee, explained that the previous plan was considered “too busy” looking. Following the Amenities Committee meeting on 14 October 2025, KOMPAN produced a simplified visual, which will be placed on the Long Meadow noticeboard to inform the public and invite feedback. He emphasised that the play park footprint remains unchanged, with wooden fencing in keeping with the rural setting, plus picnic tables and benches to also be installed. He added that the proposal had been discussed with the Working Party and the Amenities Committee, noting that the play park upgrade is long overdue, and that plans can be adjusted following public feedback.

It was

RESOLVED: That the above recommendations from Amenities be endorsed by F&GP.

63. CALENDAR OF MEETINGS

The Chairman referred to Appendix 7, Calendar of Meetings for 2026, which was noted by members.

64. OFFICE HOURS

The Town Clerk read out an email received from the Assistant Town Clerk:

“NFDC have confirmed that they will close on 24,25 and 26 December plus 1 January. The Town Council office will also be closed on these days. As in previous years, it is proposed that a skeleton staff cover 29, 30 and 31 December.”

It was

RESOLVED: That New Milton Town Council offices will be closed on 24, 25, and 26 December, as well as on 1 January with a skeleton staff in place on 29, 30, and 31 December.

65. CHAIRMAN’S UPDATES

The Chairman had no updates.

66. NEXT MEETING **MONDAY 08 DECEMBER 2025** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman thanked members for attending and closed the meeting at 7.07pm.

CHAIRMAN _____

DATE _____



Minute	Action Points	Action by date	To be actioned by
56b)	Cllrs to identify faded road lines	08.12.25	Town Cllrs/Clerk
57b)	Go New Milton status	10.11.25	TDM/ Comms Officer
57d)	Rejuvenate written report	ASAP	Asst. Town Clerk
57f)	Lombard fleet review	08.12.25	Estates Manager
57i)	Lush Signs project costings	ASAP	Asst Town Clerk
60	Grant Aid Parkinsons	10.11.25	Asst Town Clerk
61	CAB Support grant	10.11.25	Asst Town Clerk

Distribution:

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District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

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New Milton Police

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