

**REPRESENTATIVE ON EXTERNAL BODIES**

**CURRENT APPOINTMENTS**

New Milton Play & Youth Forum – Councillor S J Clarke

New Milton Youth Trust – Cllrs S J Clarke and R A Reid are Trustees

Forest Arts Centre Management Committee – Cllrs A D O’Sullivan and G Blunden

NM Twinning Association – Councillor B Murrow

Memorial Centre Redevelopment – Councillor A D O’Sullivan

Indian War Memorial – Councillor A D O’ Sullivan

Dementia Allotment – Councillor B Murrow

Updated 15 May 2025

## NEW MILTON TOWN COUNCIL CALENDAR OF MEETINGS 2026-2027

Month & Year	Town Council	Amenities Committee	F & GP Committee	Planning Committee
	Monday	Monday	Monday	Fortnightly Tue / Thu
May 2026	11 Annual Meeting	26 (Tue)	-	12 (Tue) & 28
June 2026	29	-	15	11 & 25
July 2026 10 Indian Obelisk	-	6	20	7 (Tue) & 23
August 2026 23 WWII Clock	10	24	-	6 & 20
September 2026	28	-	7	3 & 17
October 2026 19 Annual Allots	-	13 (Tue)	26	1, 15 & 29
November 2026 8 Remembrance	9	23	-	12 & 26
December 2026 5 Carol Service	-	-	7	8 (Tue) & 22
January 2027	4	18	-	14 & 22
February 2027	15	-	1	11 & 25
March 2027	30 (Tue)	1	16	11 & 25
April 2027	-	13 (Tue)	26	8 & 22
May 2027 6 May - Elections	18 (Tuesday) Annual Meeting	-	-	4 (Tue) & 20

**All meetings are normally held at 6.30pm in the Town Hall, 2 Ashley Road, BH25 6AS  
Members of the Public are welcome to attend any meeting and may speak as follows:**

- a) If time permits, Town Council meetings will be adjourned at the end for a **'DEMOCRATIC HALF HOUR'** during which members of the Public, with the approval of the Chairman, may initiate discussion on matters of community interest and which fall within the responsibility of the Town Council.
- b) Prior to the commencement of other meetings, 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.

**Annual Assembly (Town's Meeting)** - Is a public meeting required by statute to be held between 1 March and 1 June (inclusive) each year. **Note: It is not a Town Council meeting.**

**Annual Meeting of the Council** - In a year of ordinary elections of parish councillors, the annual meeting shall be held within 14 days of the councillors elected at that election taking office.

### General Power of Competence

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. "A local authority has power to do anything that individuals generally may do" – LA 2011, s 1(1), subject to two criteria set by the Secretary of State (LA 2011, s 8):

- Two thirds of the councillors must have been elected (1)
- The clerk must hold CiLCA or a level 4 qualification from the University of Gloucestershire (UOG) (2)

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that moment in time. The council is required to revisit that decision and make a new resolution at every 'relevant' (3) annual meeting.

#### Restrictions apply:

- Councils must continue to comply with relevant legal duties.
- Councils must comply with legislation such as Health & Safety, FOI, Data Protection and Employment laws.
- Councils must adhere to any statutory permission needed relevant to activity.
- Councils must still recognise the statutory duties of other authorities.

#### Possible activities:

- Run a shop – council must set up a company or co-operative (4)
- Invest in business – council to follow Government advice on investment (5)
- Provide bus shelters / road signs – permission required from Highways (6)

#### Notes:

- (1) At the precise moment that a council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or a subsequent by-election, must equal or exceed two-thirds of its total number of councillors. Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected. The total number of councillors means the number of seats on the council including those that might be vacant. If two-thirds is not a whole number, then it must be rounded up to the next whole number.
- (2) The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of the clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass this section of CiLCA 2012 in order to be fully qualified for the purposes of the GPC. The recognised sector-specific qualifications are (a) Certificate in Local Council Administration (CiLCA) (b) Higher Education qualifications for clerks awarded by the UOG.
- (3) A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that takes place every four years. The confirmation does not have to take place every year.
- (4) If a council sets up a company or a co-operative society, it must abide by company law and follow statutory guidance from the Department for Communities & Local Government (DCLG) on charging (general power for authorities to charge for discretionary services) and trading (general power for local authorities to trade in function related activities through a company).
- (5) If a council wants to invest in a local business to support the local economy, it should follow Government advice on investments from the DCLG.
- (6) Provision of bus shelters / road signs would be subject to permission from Highways Authority.



## **NMTC – Current Operational Risk Assessments (including COSHH) Applicable to all activities including the Town Hall**

Our Risk Register is updated on a regular basis as new assessments are required frequently. They are also reviewed and updated after any incident or changes in regulations.

There are forty-five Safe Systems of Work (SSoW) in place alongside our 100+ Risk Assessments.

The Estates & Facilities Team are all trained to carry out Dynamic Risk Assessments (DRA) if there is a change in circumstances when they are about to carry out a task (changes in the weather or wet surfaces) for example.

By moving to non-hazardous products where possible, we have reduced our COSHH product assessments substantially and will continue to do so where possible.

These risk assessments are reviewed regularly and at least annually.

### **General Risk Assessments**

Adverse Weather Conditions

Aggressive and Challenging Behaviour

Allergic Reactions (General)

Animals at Public Events

Annual Act of Remembrance

Ashley Hub

Attending to Broken Windows/General Glazing

General Office

Bird Fouling & Cleaning

Breaking out Manhole/Gully Covers & Resetting

Car Parks & External Areas

Cash Handling

Cleaning & Maintenance of Machinery

Controlling Noise in the Workplace

Diabetes at Work

Digging of Holes & Trenches by Hand

Display Screen Equipment

Driving at Work

Emptying Litter/Dog Bins (Town Wide)

Electrical Contractor (Testing)

Electrical Contractor (New Works)

Electrical Contractor (General Refurbishment/Minor Works)

Electricity at Public Events

Emergency Lighting Inspection, Testing & Servicing

Erection & Dismantling of Marquees & Gazebos

External & Interior Painting & Decorating

Facilities Management (Internal Areas)

Facilities Management (External Areas)

Fire Management

Fire Risk Assessments (all Facilities) – Regulatory Reform (Fire Safety)  
Order 2005

First Aid

General Building Maintenance

General Workshop Activities  
General Excavation Work  
General Cleaning Activities  
General Groundworking Activities  
General Plumbing Works  
Snow/Ice Clearance & Gritting – Car Parks & Access Areas  
Hand - Held Power Tools – Angle Grinder  
Hand - Held Power Tools Electrical  
Hand - Held Power Tools Hammer & Rotary Drills  
Hand – Held Tools Jigsaw  
Hand Harm Vibration Syndrome (HAVS)  
Hazardous Substances Spill & Clean Up Operations  
Homeworking - NMTC Staff  
Inspection & Use of Outdoor Play Equipment  
Installation of Litter Bins & Benches Including Concrete Bases  
Laying of Cold Lay Macadam  
Legionella (General)  
Legionella Specific (all facilities)  
Litter Picking & Disposal  
Loading & Unloading of Vehicles  
Lone Working – General  
Lone Working – Out of Normal Hours  
Manual Handling - TILE (Task, Individual, Load, Environment)  
Maintenance of Highway/Roadside Verges  
Maintenance of Sports Pitches & Surfaces

Martyn's Law (Standard Tier)

Martyn's Law (Enhanced Tier)

Mounting & Installation of Floral Baskets Using a MEWP (Mobile Elevated Platform)

Moving Furniture & Equipment

NMTC Street Trading

NMTC Summer Afternoons of Music

Pest Control (Rodents)

Pest Control (Wasps)

PPE (Personal Protective Equipment)

Portable Appliance Testing (PAT)

Pressure Washing Activities

Preparation & Laying of Kerbs/Paving Slabs

Public & General Events

Outdoor Working in the Sun

Open Water & Watercourses

Removal & Disposal of Sharps/Needles

Removal Of Hogweed

Reversing/Manoeuvring of Vehicles & Machinery

Safe use of Generators (Petrol/Electric)

Safeguarding

Servicing & Maintenance of Fire Alarm Systems

Servicing & Maintenance of Fire Extinguishers

Servicing of Gas Boilers

Servicing of HVAC (Heating, Cooling & Air Conditioning) Units

Servicing & Repair of Roller Shutter Doors

Tree Planting

Use of Cordless Hedge Cutter

Use of Petrol Hedge Cutter

Use of Hand Mowers (Petrol)

Use of Hand Mowers (Cordless)

Use of Cordless Strimmer

Use of Hand Tools

Use of Petrol Strimmer

Use of Cordless Leaf Blowers

Use of Compact Tractor & Attachments

Use of Electric Paper Shredder

Use of PTO Drive Shafts

Use of Office Photocopier

Use of Knives, Scissors & Sharp Hand Tools

Use of Ride on Flail & Rotary Mowers

Volunteers (General Assessment)

Waste Management Collection & Removal

Working at Height Using Hop Up's or Step Ladders

Working at Height Using Podium Steps (3m Maximum Height)

Working at Height Using Ladders

Work Placements at NMTC Facilities/Town Hall

Working Safely on Flat Roofs

**COSHH Assessments**

Aerosol Line Marking Paint

Antifreeze

Adblue (Diesel Additive)

Blackfriar Anti-Clime Paint

Bowcom Supreme Sports Pitch Marking Paint

Bradite Floor Paint

Cellulose Thinners

Cement (Ordinary Portland)

Cementone Aquaprufe Waterproofer

Cleenol Hard Surface Cleaner

Cleenol Toilet Cleaner

Cleenol Multi-Surface Cleaner

Cold Lay Macadam

De-icer

Diesel Fuel

Dulux Stabilising Primer

Dulux Trade Emulsion

Dulux Trade Gloss

Epoxy Grout

Epoxy Resin

Engine Oil

Evo-Stik Contact Adhesive

Expanding Foam

Fairy Washing Up Liquid

Flashband

General Fertiliser

General Sand & Aggregates (non-limestone)

Graffiti Remover

Hammerite/Rustoleum

Hydraulic Oil

Miracle Gro All Purpose Soluble Plant Food

Mould Remover

Mr. Muscle

Multipurpose Grease

Screen Wash

Petrol (Regular, Unleaded)

Pine Disinfectant

Postcrete & PVA

Ready Mixed Concrete & Mortar

Rock Salt

Silicone Sealant

Toilet Duck

Type 1 Aggregate

Ultimate Wood Stain

Viakal Limescale Remover

Water Based Fence Paint

White Marine Salt

White Spirit

Wood Glue

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk Title	Risk Impact	Likelihood	Risk Score	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
1	<b>Budgetary Control Post LGR</b> Lack of forward planning and / or budgetary controls following LGR.	<b>High</b> Lack of direction and prioritisation of extra services Inability to fund / deliver any new devolved service	<b>Low</b>	<b>Medium</b>	Govt Unitary plans revealed 25.03.26. In year budget reviews continue. Future budget needs as a result of LGR.	On-going  Monthly  As required	Unexpected expense Inability to deliver plans. Community Governance. Reviews, Neighbourhood Area Committees Double taxation	Town Clerk  NALC HALC “Unitaries”
2	<b>Cyber Security</b>	<b>Medium</b> Malicious attack results in loss of sensitive data Significant disruption to Council services	<b>Medium</b>	<b>Medium</b>	Council continues to work closely with its IT provider. Rejuvenate Ltd to mitigate threat and help with external accreditation.	On-going  Year-end review 2025	Matter to be raised at F&GP council meeting.  Cyber Essentials Scheme Certificate dated 12.03.26  Liaison with Rejuvenate	Town Clerk  Assistant Town Clerk
3	<b>Emergency Planning</b>	<b>Low</b> Failure of key NMTC staff to provide effective / timely response Local emergency issues such as flooding or loss / interruption of utilities locally.	<b>High</b>	<b>Medium</b>	The Council has collaborated with the Local Resilience Forum set up by NFDC following several meetings in 2025 at Community Centre in Lyndhurst over the last year that NMTC attended	Quarterly	Various staff members had attended several NFDC Forum meetings, including Town Clerk, YSM and the Estates & Facilities Manager as the key operational team leader in the case of such operational emergencies.	Town Clerk  Estates & Facilities Manager

## GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk Title	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
4	<b>Health &amp; Safety</b> A serious Health & Safety incident that occurs involving the Town Council Employees / land	<b>Medium</b> Litigation almost certain and may be difficult to defend successfully. Reputational damage	<b>Low</b>	<b>High</b>	Implementation of the Council H&S system including proactive monitoring by the Estates Manager	Continuous  On-going	Person in overall charge  Continuous assessment	Town Clerk  Estates Manager
5	<b>Data Protection</b> GDPR breaches  Loss / misdirection of council data	<b>Medium</b> Breaches of official regulations/standards.  Having reputational consequences for the council, perhaps fines.	<b>Low</b>	<b>High</b>	Implementation of a GDPR action plan.  Cases of serious breach / and non-compliance with GDPR legislation	On-going  As required	Data breach regulations, compliance and reporting  Data breaches overseen by the ICO - Information Commissioner Office. Notifications required.	Town Clerk  GDPR Officer
6	<b>Safeguarding</b>  An incident occurs Vulnerable person  As a result of an action / omission of the Town Council	<b>Medium</b>  Under operational supervision of YSM  In overall charge is Safeguarding Officer, protecting community in Council premises.	<b>Low</b>	<b>High</b>	YSM remains engaged in daily safeguarding issues.  Clerk implements policies & appropriate training programmes for all staff.	On-going  Continuous	Implement effective and comprehensive approach to Council safeguarding.  Helping / protecting all those in our community with the greatest need, and those vulnerable.	YSM  Town Clerk

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
7	<b>Legal and Governance</b>	<b>High</b>	<b>Low</b>	<b>Medium</b>				
	Ensure Council complies with laws regarding legislation	Fines and Penalties from regulation bodies			Ensure clear Policies and Procedures exist.	Annual	Following incident or Internal Audit highlight. Seek legal advice.	Town Clerk
	Equal Opportunities Human Rights Disability and Discrimination	Employee action for negligence of grievance			Ensure that regular reviews of Policies and Procedures is undertaken and noted	Annually	Seek any appropriate and specialist advice.	Assistant Town Clerk
	Employment Law	Loss of reputation			Make sure activities not in the best interest of the council do not take place, and/or are not in breach of legislation	Ad hoc	Ensure processes are in place to avoid breaches.	All Council Managers

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
8	<b>SLA Agreements</b> The provision of services being carried out under partnership / SLA agreements with NFDC / HCC as the principal authorities	<b>High</b> Loss of reputation (eg Grass Cutting)  Poor public image (eg Public Toilets)	<b>High</b>	<b>High</b>	Clear statement of management responsibility for each service needed  Regular scrutiny of performance against original targets	Annually  On-going	Review of adequacy of SLA - Service Level Agreements and extend as required (ie. Pantiles)  Review grass cutting SLA with NFDC Annual Appraisals	Town Clerk  Estates & Facilities Manager
9	<b>Business Activities</b> Ensuring that all business activities are within legal power, and not ultra vires	<b>High</b> Illegal or other unauthorised expenditure (eg Contractors)	<b>Low</b>	<b>Medium</b>	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers in place, recorded and correctly applied	Town Clerk
10	<b>Council Minutes</b> Proper, timely and accurate reporting of Town Council business in the Minutes	<b>Low</b> Confusion and misunderstandings Actions not reflecting intentions of Council	<b>Low</b>	<b>Low</b>	Approval by the committees noted by Town Council. Minutes properly numbered and paginated with a signed master copy kept in safekeeping	Monthly	Check that minute and page numbers run consecutively	Town Clerk

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	<b>Risk</b>	<b>Risk Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit</b>	<b>Responsible Person</b>
11	<b>Consultations</b> Meeting the laid down timetable when responding to consultations (eg Planning and NP issues)	<b>Low</b> Affect reputation Ineffectual involvement	<b>Low</b>	<b>Low</b>	Well documented procedures to deal with responses to consultation requests	On receipt of invitations to comment on consultations	Consultation questions Non-participation  Neighbourhood Plan	Assistant Town Clerk
12	<b>Cllr Training</b> Council lacks relevant skills / commitment  <b>Staff Training</b>	<b>Low</b> Council fails to achieve purpose. Decision making bypasses council Poor value for precept money.	<b>Low</b>	<b>Low</b>	Training for any new Councillors. Close review of Cllr meetings attendance Leadership specific Training for staff	Annually. At first intake of new Cllrs especially	HALC training course reminders  Succession Planning Ensure staff adequacy	Assistant Town Clerk  Town Clerk
13	<b>Interests</b> Council and/or Cllrs become dominated by individuals or cliques form	<b>Medium</b> Conflicts of interest. Pursuit of personal agendas Decisions made outside Council	<b>Low</b>	<b>Medium</b>	Clear Standing Orders regarding conduct of meetings (eg with developers) and declaring all Conflict of Interests	Continuously	Adverse press articles. Complaints about Cllrs. Incidents at meetings. Lack of integrity.  Strengthen Fin Regs and role of Town Clerk	Town Clerk  Assistant Town Clerk  Town Clerk F&GP Cllrs

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	<b>Risk</b>	<b>Risk Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit</b>	<b>Responsible Person</b>
14	<b>Cllr Integrity</b> Councillors benefiting from being on the Town Council	<b>Medium</b> Affect reputation  Conflicts of Interest	<b>Low</b>	<b>Medium</b>	Clear Standing Orders and Fin Regs Open system of payment	All meetings	Adverse press articles	Town Clerk  Assistant Town Clerk
15	<b>Interests</b> Failure to register Members' interests, gifts etc	<b>Low</b> Member could make inappropriate gains. Could affect reputations	<b>Low</b>	<b>Low</b>	Procedures in place for recording and monitoring of all Members interests and gifts	Annually	Test of disclosures  Complaint about members NFDC Monitoring Officer	Town Clerk  Assistant Town Clerk
16	<b>Maintenance</b> Lack of maintenance of Council owned property	<b>Low</b> High cost of repair Injury to third party leading to claims Damage to property	<b>Low</b>	<b>Low</b>	Building survey Stock condition survey Regular routine maintenance Insurance cover Appoint appropriate personnel as required	Annually	Unexpected incident  Ensure staff continuity / suitable replacements as and when required.  Overall compliance	Town Clerk  Estates & Facilities Manager  Town Clerk

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
17	<b>Damage of Assets</b> To Council owned property by third party or act of God.	<b>Low</b> Cost of repair	<b>Medium</b>	<b>Low</b>	Insurance cover	Annually	Police report or damage report	Town Clerk
	<b>Loss of Assets</b> Theft	<b>Low</b> High cost of replacement	<b>Medium</b>	<b>Medium</b>	CCTV Fire Burglar Alarms	On-going	Review Asset Register	Town Clerk
	<b>Asset Protection</b> Insufficient protection of physical assets owned by the Council including bldgs. F&F, etc.	<b>Medium</b> Disruption / break-ins	<b>Medium</b>	<b>Medium</b>	Monitoring and auditing procedures. Maintain up-to-date register of assets. Regularly maintain physical assets.	Continuous	Review of management arrangements regarding insurance cover (loss or damage) and Cyber Security insurance as and when necessary	Estates & Facilities Manager Town Clerk
	<b>Legal liability</b> Consequence of asset ownership	<b>High</b> Damage to public realm or to person	<b>Low</b>	<b>Medium</b>	Annual review of risk and adequacy of insurance cover.	Asset Audits	Regular Inspections	Estates Staff

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
18	<b>Third Party</b>  Their property damaged, or individuals are injured, due to Service of Amenity provided	<b>High</b>  Claims against Town Council	<b>Low</b>	<b>Medium</b>	Public Liability Insurance. Comprehensive event planning. Regular checks of facilities.  Ensure all amenities/facilities are maintained to appropriate level	As required  Continuously	Review of Insurance  Regular Inspections	Town Clerk  Estates & Facilities Manager
19	<b>Fraud</b>  Loss of cash through fraud or dishonesty	<b>High</b>  Reduction in available funds. Loss of council reputation.	<b>Low</b>	<b>Medium</b>	Clear financial procedures in place. Adequate insurance cover in place.  Town Clerk not involved in the operation of funds ie payments or payroll.	Annually  On-going	Review Insurance Cover (including fidelity guarantee)  Separation of Duties.	Town Clerk  Assistant Town Clerk

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	Risk	Risk Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit	Responsible Person
20	<p><b>Precept</b> Inadequacy of precept eg due to unexpected costs</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p>	<p><b>Medium</b> Services may not be provided. Lack of budget.</p> <p>Inability to carry out functions. Insufficient funds for LGR contingencies.</p>	<p><b>Low</b></p>	<p><b>High</b></p>	<p>Regular in-year budget progress reports</p>	<p>Every F&amp;GP meeting</p>	<p>Unexpected event, for example flooding</p>	<p>Town Clerk</p>
21	<p><b>Investments</b> Problems due to world-wide influences</p> <p>Other banking arrangements, including PWLB loan borrowing.</p> <p>Complying with restrictions on borrowing.</p>	<p><b>Medium</b> Failure to maintain growth</p> <p>Inability of Council to repay a loan (unbudgeted).</p> <p>Ensuring adequate precept always.</p>	<p><b>High</b> Review policy</p> <p>Unlikely</p> <p>Council must operate within its means</p>	<p><b>High</b></p>	<p>Include in annual budget.</p> <p>Clear Standing Orders &amp; Financial Regulations.</p> <p>Prepare, and adhere to codes of practice for procurement and note investment strategy.</p>	<p>Quarterly reviews</p> <p>Annually</p> <p>Regularly</p>	<p>Review of internal controls in place and their documentation.</p> <p>Review of minutes to ensure legal powers / budget fund recorded.</p> <p>Review of minutes.</p>	<p>Town Clerk</p> <p>Responsible Financial Officer</p> <p>Clerk / RFO</p>

GOVERNANCE AND MANAGEMENT RISKS 2026-27

	<b>Risk</b>	<b>Risk Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit</b>	<b>Responsible Person</b>
22	<p><b>Grants</b> Failure to use grants for intended purposes.</p> <p>Ensuring the proper use of funds granted to community bodies under the General Power of Competence.</p>	<p><b>Low</b> Lack of funds for project for which grant was intended.</p> <p>Investigation into the use of funds</p>	<b>Low</b>	<b>Low</b>	<p>Clear minutes. Ensure funds always properly ringfenced.</p> <p>Clear financial procedures. Record clearly in minutes. Employ CILCA qualified Clerk</p>	<p>Annually</p> <p>Regularly</p>	<p>Review of minutes</p> <p>Invite the recipients of grants to report back to F&amp;GP / Town Council, or the Annual Assembly</p>	<p>Town Clerk</p> <p>Responsible Financial Officer (RFO)</p>
23	<p><b>Financial Control</b> Keeping proper financial records in accordance with statutory / audit requirements.</p>	<p><b>Low</b> Inadequate financial control</p>	<b>Low</b>	<b>Low</b>	<p>Regular scrutiny of financial records and ensure proper arrangements for the approval of all expenditure</p>	<p>Continuously</p>	<p>Review of internal controls in place and their documentation</p>	<p>Town Clerk and RFO</p>

**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 27 April 2026 at 6.30 pm in New Milton Town Hall.**

Chairman	P	D N Tungate
Vice-Chairman	P	A D O'Sullivan

Councillors:

J Adams	P	W Davies
P G R Blunden	P	R Maynard
P S J Clarke	P	R A Reid
P M Scott-Johns		

In Attendance: Councillor D Hawkins

Officers: Graham Flexman - Town Clerk      Theresa Elliott – Assistant Town Clerk  
Joy Bean – Administration Officer      Louise Beardmore – Youth Services Manager

---

116. STANDING ORDERS

The Assistant Town Clerk referred to Appendix 4, the updated version of Standing Orders explaining that it had come about earlier than usual following the receipt of updated Financial Regulations from NALC. The Assistant Town Clerk went through the document page by page highlighting all the amendments in turn.

There was some discussion about the changes on Page 37 [for contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of regulations regarding the advertising of contract opportunities and the publication of notices about the award of contracts on the Govt Contracts Finder website] and an agreement that the figures in Regulations should be expressed inclusive of VAT for the sake of consistency and clarity. It was then

**RECOMMENDED:**

***That amended Standing Orders / Fin Regs be ENDORSED for Town Council approval.***

**Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 27 April 2026 at 6.30 pm in New Milton Town Hall.**

Councillors: P D N Tungate - Chairman  
P A D O'Sullivan - Vice-Chairman  
J Adams P W Davies  
P G R Blunden P R Maynard  
P S J Clarke P R A Reid  
P M Scott-Johns

In Attendance: Councillor D Hawkins

Officers: Graham Flexman - Town Clerk Theresa Elliott – Assistant Town Clerk  
Joy Bean – Administration Officer Louise Beardmore – Youth Services Manager

---

115. REFERRED MATTER

The Chairman referred to Appendix 3, a referred matter from the Amenities Committee. The Assistant Town Clerk advised that the amended contract had been closely examined by the Amenities Committee, the main change was that going forwards the contract would be a rolling contract rather than fixed term. She stated that the last tender had seen only one company tender for the work. A rolling contract with a six-month notice clause on either side would offer greater flexibility and consistency.

**Post Meeting Note: [The appointed contractor from 2026 display is Icthus Event Solutions Limited of North Houghton, Stockbridge. Installation & dismantling £4,800 which includes call outs due to installation or equipment issues supplied by Icthus. Other callouts such as weather/ vandalism charged at £200 for first 2 hours and £50 per hour thereafter. Out of hours rate is the same. As discussed at Amenities Committee on 14 April 2026, the price is comfortably under budget and would require close management regarding the call outs. Reviews on the website are outstanding, with the company currently working for Lymington Town Council, New Life Church Southampton and Winchester Cathedral]**

It was

**RECOMMENDED: That the amended Christmas Lights Contract be ENDORSED for Town Council approval with Icthus Event Solutions appointed on a rolling contract.**