



**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

The Chairman welcomed Councillors, Officers and 3 members of the public. As nobody wished to speak under Public Participation the Chairman formally opened the meeting at 6.30pm

110. APOLOGIES  
Cllr J Adams.

111. DECLARATIONS OF INTEREST - None

112. PUBLIC PARTICIPATION - None

113. MINUTES

It was

***RESOLVED: That the Minutes of the Meeting held on Monday 16 March 2026, as previously circulated, be signed by the Chairman as a correct record.***

The Minutes were duly signed.

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

The Town Clerk asked the Youth Services Manager if she had now refined the “Meet the Team” page from her website, an action under Minute 106, she confirmed that she had. The Town Clerk advised that he had been in touch with the New Milton Hub about releasing the grant to them which was contingent on them having received the rest of the funding towards the full amount. It appears that they are close to meeting that condition.

The Town Clerk confirmed that all other items had been actioned.

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 contact 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]

Following a vote

It was

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

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 with an agreement that the figures in the 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.*

The Assistant Town Clerk left the meeting at this point (6.43pm), the Chair thanking the Assistant Town Clerk for her assistance.

117. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence.

- a) An email from John Lay-Flurrie relating to the Grant Aid for the New Milton Hub  
***“Thanks to you and the members of the Town Council for their donation. We are awaiting responses to our other applications and receipt of Gift Aid on an individual donation which we hope will enable us to meet our target for the replacement of the Heating Boiler”***

The Town Clerk advised he had discussed the matter further with John Lay-Flurrie at the Annual Towns Meeting on 20 April and he hoped to be in a position to provide

confirmation that the rest of the monies had been received so that our grant can be released to them.

- b) A communication from NFDC advising of payment of almost £44k of CIL monies, which under new rules must be allocated to specific projects as soon as received. A previous payment received in October of £47k had been allocated to tarmacking the car park at Fawcetts Field. This new tranche will be earmarked to replace the benches on the High Street, either with new seats or new slats made to order.
- c) An email from the Communications Officer advising that the New Milton Dementia Allotment has been accepted by the New Forest Community Lottery and now has a page on their website. She hoped this will help raise more money for the allotment.
- d) An email from BDO External Auditors dated 24<sup>th</sup> March 2026 stating **“We are emailing to advise that we are anticipating this smaller authority to require an intermediate audit in 2025-2026 with income and expenditure being over £200,000.”** The email sets out the documents which will be required for the audit and includes a request for copies of the bank statement for a trust fund where the smaller authority is a sole trustee of a charity. This applies to the War Memorial Recreation Ground which does not presently have a separate bank account. The Town Clerk sought legal advice on this and Anthony Harris advised that no separate bank account was required particularly in a case such as this where annual expenses exceed income.

With £4,342 receipts, less £17,917 payments, a net expense of £13,575 in 2025-26. The Charity Commission is content with current arrangements and annual reporting.

- e) A letter from “*New Forest Together*” a campaign group looking into overturning the Government’s decision relating to LGR locally. A copy of the letter was sent to all Councillors and will be an agenda item at the next NFALC meeting.
- f) A letter from New Milton Youth Trust detailing the work they have carried out over the past year on the Rec, seeking funding for the next financial year in the sum of £15k under the budgeted Service Level Agreement, as agreed by Town Council.

CIr A Reid left the meeting at this point (6.50pm) to attend another engagement.

118. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period 1 February to 31 March in the sum of £250,900.63. The Town Clerk highlighted the following:

Bowcom	Line Marking Paint for Ashley and Fawcetts	£1,248.00
Christchurch Garden Machinery	Works following annual servicing of six machinery units (£1,186.61) and safe machinery usage training for the Estates & Facilities Team (£180)	£1,366.61
HCC (Hants LGPS)	Pension Contributions - January 2026	£12,672.00
HMRC Cumbernauld	Tax and NIC - January 2026	£16,018.68



Hillier Nurseries	Trees, Stakes, Ties & Spacers for Plant a Tree/ Tree Replacements	£3,357.60
Merlin Lighting	Year 2 installation, maintenance, and removal of the Christmas lighting scheme as per contract, including assistance with the switch on event (£10,788.00) Redressing the small trees by Morrisons, moving north (£2,593.20)	£13,381.20
New Milton Advertiser	Advertisements for Mayor's Afternoon Tea Party (£146.40) Community Champions (£240) Recruitment (£715.20)	£1,101.60
Turfleet Hire	Contract hire of John Deere 4066R Tractor & attachments in December & January (£828) Ride on Mower and Flail (£1110)	£1,938.00
Barton on Sea Golf Club	Mayor's Afternoon Tea Party Event – full amount recovered through attendee ticket sales at £20 per person	£1,820.00
Edmat Gas Services	Works to faulty shower system at Fawcetts (£607); flush external boilers (x4) at Fawcetts (£975) Statutory	£1,582.00
John Shutler	Cyclical Tree works (£11,264.56) Other tree works (£1,179.31)	£12,443.87
Latus Group	Annual Health Screening for Estates & Facilities Team	£1,380.00
Source for Business	Water Charges for Middle Ashley Allotments 21/08/25 - 12/02/26 (£61.12), Ashley Pavilion 31/07/25 - 09/02/26, Lower Ashley Allotments 01/08/25 - 10/02/26 (£108.05), Outdoor Bowls 15/08/25 - 12/02/26 (£94.86), Indoor Bowls 15/08/25 - 12/02/26 (£633.83)	£3,026.68
Staff/ Members	Salaries and Expenses - February 2026	£37,280.12
Lombard	Vehicle leasing, DY20HTT, DX67UYD, BC21NLU, BV71ZJZ, BW21NYH - Feb	£2,215.23
St John Ambulance	First Aid Courses for Estates & Facilities Team x5	£1,596.00
Greenlock Electrical	New steel cabinet on Recreation Ground (£491.47), Aircon repair at Ashley Youth Hub (£252), Replacement emergency lighting at Indoor & Outdoor Bowls club (£188.66), Replacement Socket at Cricket Club (£75.60)	£1007.73
HCC (Hants LGPS)	Pension Contributions - February 2026	£12,504.66
HMRC Cumbernauld	Tax and NIC - February 2026	£14,877.76
Keffen Plant Hire	Path at Carrick Avenue as part of Phase 2 works at Carrick Wood (CIL Funded)	£1,440.00



NFDC	Commercial Rents for Offices at Town Hall 01/04/2025 to 31/03/26 (£7,540), Mixed Waste Collection 01/04/26 to 30/09/26 (£1177.87), Tree Surveys/ Enquiries November 2025 - March 2026 (£300)	£9,017.87
John Shutler	Medium priority tree works	£5,641.68
Source for Business	Water & Sewerage Charges between Aug 25 & Feb/Mar 26 at Fernhill (£1,306.09), Allotments (£237.77) & Barton Common Trough (£40.80)	£1,584.66
Turfleet Hire	Contract hire of John Deere 4066R Tractor & attachments in February (£828) Ride on Mower and Flail (£1110)	£1,938.00
Planning Portal	Planning Application	£1,849.00
Juice	Design & Artwork for Afternoons of Music (£90), SEO Site Audit + first round of improvements (£1080), website updates + fixes (£180)	£1,350.00
Staff/ Members	Salaries and Expenses - March 2026	£38,052.12
Zurich	New Milton Town Council Insurance	£22,422.35
Lombard	Vehicle leasing, DY20HTT, DX67UYD, BC21NLU, BV71ZJZ, BW21NYH - March	£2,452.61

It was

**RECOMMENDED:**

***That the Schedule of Payments for the period 1 February to 31 March 2026 in the sum of £250,900.63 be ENDORSED for Town Council approval.***

It was noted such level of expenditure equated to £1.5m per annum.

119. **FEBRUARY ACCOUNTS**

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

The Town Clerk highlighted an overall underspend of £45k.

Amenities reported tree work savings of £11k on Ash Tree Die Back, and savings in Public Open Spaces of £25k. Overall, Amenities showed savings of £38k.

F&GP saw savings of £6k on Town Development. There were overspends of £2.5k within Youth Coordination, and £21k on Wages & Salaries, mainly due to youth work. The Town Clerk noted the unbudgeted £27k received from HAF.

Overall, F&GP recorded savings of £7k, pending receipt of annual Town Hall Costs and Utilities from NFDC which are likely to be of the order of £20k.



An overall underspend of £45k to date, to the end of February, subject to the above caveat.

120 GRANT AID

The Chairman referred to Appendix 5, Grant Aid requests recently received for 2025/26:

a) **New Milton Music Festival**

A request for £400 towards the costs of the New Milton Music Festival.

It was,

**RESOLVED:**

***That New Milton Music Festival be granted £400 from the Grant Aid Budget under the General Power of Competence.***

b) **Helping Older People New Forest**

A request for £450 to ***“provide an Afternoon Tea for their befriending service users and volunteers, creating an opportunity to thank them all for their hard work”.***

It was,

**RESOLVED:**

***That Helping Older People, New Forest be granted £450 from the Grant Aid Budget under the General Power of Competence.***

c) **Artful Scribe CIC**

A request for £250 to ***“contribute towards the costs of their annual community-led Play on Words festival”.***

It was,

**RESOLVED:**

***That Artful Scribe CIC be granted £250 from the Grant Aid Budget under the General Power of Competence.***

d) **The Honeypot Children’s Charity**

A request for £500 to ***“help with the costs of proving continuous support for young carers aged 5-12. Eleven young carers live in the BH25 Postcode area”.***

It was,

**RESOLVED:**

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

There was some discussion about the excellent work which Honeypot do with young carers aged between 5 and 12, helping local children to enjoy a few days away and to experience a more conventional childhood for the duration. The YSM mentioned the



Young Carers Youth Club which meets at the Hub on a Tuesday and stated that there are an increasing number of young people caring for family members in the town and that they would shortly be requesting a grant from the council.

121. YOUTH REPORT

The Youth Service Manager presented her latest report which was greeted with enthusiasm. There was a short discussion highlighting the fact that both Youth Voice and the New Milton Youth Trust have waiting lists of younger children waiting to join their groups, and that issues are now affecting younger children.

Cllr S Clarke mentioned that early intervention leads to better results later in life. The YSM said that balance is needed as younger children need a childminding service in addition to any interventions which might help them with family issues. Cllr Clarke mentioned that many parents are looking for support and courses to help them parent their children. Cllr G Blunden thanked the YSM for her diligence in searching for grants and funding in addition to her budget provided by NMTC.

122. RISK REGISTER

a) Governance & Management Risks

The Town Clerk referred to Appendix 7 being the updated New Milton Town Council Risk Register, highlighting various management/governance risks identified as the world changes, e.g. LGR potential risks and the Council's commitment to achieving Cyber Essentials Accreditation that both bring fresh risks to be managed.

The Emergency Planning Risk at point 3 on the Register prompted some discussion, it's an issue which NFDC have been focussing on and there was agreement that the Town Council continue to work closely with NFDC in making such plans. Cllr G Blunden said that Emergency Planning falls under the NFDC remit and therefore NMTC ought to liaise with the District Council on this.

The Town Clerk went through the rest of the document page by page highlighting the Safeguarding training which all staff and councillors had undertaken and in regard to Maintenance of Assets the Chairman commented that careful management and regular maintenance help to ensure that council assets are well looked after and maintained.

Grants were also listed with Cllr S Clarke stating he had enjoyed the reports from the Grant Aid recipients at the Annual Towns meeting but felt that recipients should not be compelled to attend to report in person. Cllr G Blunden felt that the meeting had offered a platform for grant recipients to speak about the good works they were doing.

b) Operational Risks

The Town Clerk went on to mention the numerous operational risk assessments that had been prepared by the Estates Manager, and which were considered at the last Amenities Committee meeting and form part of the overall Risk Register.

In conclusion, Cllr G Blunden commended the updated Risks Register, stating that it represented good practice and helped to ensure excellent record keeping.

The Chairman agreed saying it forms an important part of the audit trail.



123. CHAIRMAN'S UPDATES

None

124. NEXT MEETING **MONDAY 15 JUNE 2026** at 6.30pm in the Town Hall, New Milton.

There being no further business to discuss, the Chairman thanked members for attending before closing the meeting at 7.39pm.

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

Minute	Action Points	Action by date	To be actioned by
115	Xmas lights post meeting note	ASAP	Asst. Town Clerk
116	Standing Orders / Fin Regs	ASAP	Asst. Town Clerk
119	Town Hall costs and utilities	ASAP	Town Clerk / NFDC
120	Grant Aid payments	ASAP	Asst Town Clerk
122a)	Management / Governance Risks	11.05.26	Town Clerk
122b)	Operational Risk Assessments	11.05.26	Town Clerk

Distribution:

Town Councillors

District Councillors J L Cleary

County Councillors M Kendal, F Carpenter and K Mans

NMTC Officers

New Milton Police

Press

Editor - Focus

Sue Larking – NMRA