



Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Monday 28th October 2024 at 6.30 pm in New Milton Town Hall.

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

<u>Councillors:</u>	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:

Councillors: D Hawkins

Officers: G Flexman - Town Clerk

J Bean - Committee and Civic Administrator

The Chairman welcomed Councillors including new Councillor Robert Maynard, two Officers and two members of the public.

Public Participation

Gill Naish spoke in relation to the Grant Aid Application on behalf of Parkinson's UK New Forest Branch. She mentioned that the New Forest branch supports people with Parkinson's as well as their spouses, families and carers, explaining this grant application was for funding towards their sound system that needs to be replaced.

54. APOLOGIES

Councillor J Adams.

55. DECLARATIONS OF INTEREST

None

56. PUBLIC PARTICIPATION

The Chairman noted the comments made in public participation and advised that the application would be considered under agenda item 11.

57. MINUTES

RESOLVED: That the Minutes of the meeting held on Tuesday 17th September 2024, as previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.



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

The Town Clerk advised that all matters had been dealt with and that the External Audit Report and Certificate were received at the Town Council Meeting on 30th September 2024.

He advised that the Internal Auditor will be back in the office again on Wednesday and Thursday of this week to undertake a mid-year Interim Audit.

59. CORRESPONDENCE

The Town Clerk referred to the following items of correspondence:

- a) An email from Susan Day of Scottish Gas Networks Limited, as follows:

“I can confirm requests have been submitted for work to commence on Bashley Common Road from 06 January to 28 March 2025. As discussed, this request has been submitted (to HCC) as a road closure, we are unable to provide a safe working distance for the road to stay open under traffic lights as we originally hoped. We will wherever its possible and safe to do so reduce the road closure to (traffic) lights as the works progress. This won’t be for the first few weeks at least”.

We await confirmation from Hampshire Highways.

- b) An email from Nicky Mckee PA to Sammy Miller, as follows.

“Thanks once again for organising Sammy’s Freedom of the Town celebrations – it was a great event and something we’ll always remember! Please find attached a letter from Sammy about the upcoming closure of Bashley (Common) Road. Sammy wondered if you would please be able to forward it to the relevant people at the council (HCC) to see if there is anything that can be done to minimise the negative impact on businesses and residents in the town?”

The Town Clerk advised he had forwarded Sammy Miller’s letter to Cllr Lulu Bowerman the HCC Executive Member for Highways & Waste and Tim Lawton, Assistant Director of HCC Highways & Transport.

We await their response.

- c) An email from Viv Carter, Community Engagement Manager at Honeypot Children’s Charity explaining how they spent their grant last year.

“Please find attached a letter detailing how the £1,000 New Milton Council Grants (£500 from Grant Aid and £500 from Youth Grant Aid) received on 17th November 2023, has been used to support young carers aged 5-12 from the local area.

Please could you advise me if we would be eligible to apply again for a grant and what the timescale for this is.”

Somewhat dishearteningly, she also mentioned that 12% of young carers that Honeypot supports are 5, 6 or 7 years old. Any further grant aid requests will be dealt with at the next F&GP meeting on 10 December 2024.

- d) An email from the Assistant Town Clerk advising that NFDC have confirmed that they will be closing on 25, 26 and 27 December, and that the Town Council office would also be closed on those days. As in previous years, it was proposed that a skeleton staff would cover 23rd, 24th, 30th and 31st December and this was agreed.



- e) A letter from Hampshire Pension Services – Employer Services in relation to the Town Council LGPS annual return.

“The pension administration team have now completed a review of scheme employer performance as part of our commitment to improving the quality of membership data to help to support our management of the Pension Scheme. The performance of all scheme employer has been benchmarked for timeliness, financial control, and data quality evidenced in your 2023/2024 annual return submission. I am pleased to confirm that during the 2024 benchmarking exercise New Milton Town Council has been rated positively across all three criteria and would like to thank you for your ongoing work and support to ensure such a positive outcome.”

60. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period 1 August to 30 September 2024 in the sum of £291,098.06.

The Town Clerk highlighted items below over £1,000.

1	Barrie King Building Ltd	General works site wide - Contractor	£1,050.00
2	Suna King	Website project 4x days work - New Website	£1,000.00
3	Tom Morrissey	General works site wide - Contractor	£1,120.00
4	Barrie King Building Ltd	General works site wide - Contractor	£1,050.00
5	Tom Morrissey	General works site wide - Contractor	£1,600.00
6	B'mouth White Lining	Parking bay marking for Ashley Project car park CAPEX	£1,176.00
7	Coastal Asphalts Ltd	Rugby Club Car Park Tarmacadam surfacing CAPEX	£24,388.50
8	Edmat Gas Services	Gas safety checks, full Boiler & system servicing at Ashley, New Milton Bowls, Fawcetts Field & Fernhill Sports ground - Rate as per 2015	£1,953.43
9	Glasdon	2x 110ltr bins with plaques, liners, concrete & paving fixing kits. 2x Bollards for Ashley Project	£1,845.79
10	HCC (Hants LGPS)	Pension Contributions - July 2024	£11,174.03
11	HMRC Cumbernauld	Tax and NIC - July 2024	£11,009.63
12	John Shutler Services	Tree works at Ellingham Road, various tree works at Fawcetts Field, Removal of fallen tree at Ballard Lake. Undertaking of medium priority works	£8,978.60
13	L.Kitcher Fencing & Gates	Fencing work as part of the Ashley Project landscaping works. CAPEX	£4,289.92
14	NMSB	Fawcetts & Ashley pitch repairs, waste clearance at multiple sites & general works site wide	£2,169.23
15	RMB Hydroseeding	Hydroseeding of Ashley & external pitches at Fawcetts EOS	£4,692.00
16	Source for Business	Water & Sewerage charges for Ashley Sports ground	£2,571.42
17	Turfleet Hire	Hire of John Deere tractor & front loader. MH004 Amazone Groundkeeper for ground preparation works at Ashley, Fawcetts & Recreation Ground, EOS Contract Hire	£2,184.00



18	Vita Play	Inspections & maintenance at various sites, reinstall of bridge and new bridge fixings at New Milton Recreation ground	£1,469.59
19	Wessex Sound	PA & Sound engineer for Afternoon of Music August 2024	£1,020.00
20	Barrie King Building Ltd	General works site wide - Contractor	£1,050.00
21	Greenlock Electrical ltd	Periodic statutory inspection and test of the outdoor bowls, tennis pavilion & fuseboards + bollards at the Recreation Ground, 5 Yearly + Annual	£2,400.00
22	Tom Morrissey	General works site wide - Contractor	£1,440.00
23	Bittles Limited	Improvements to Fawcetts Fields irrigation system, upgraded to 4g, For efficiency in use	£2,106.00
24	Staff/Members	Salaries and expenses August 2024	£34,195.48
25	Total Energies	Energy payments for Fawcetts Field from 30/06/24 - 31/07/24 & balance carried forward from previous invoice	£3,089.74
26	Vita Play	Temporary repair on tunnel at Recreation Ground & new swing hangers + tightening or replacement of fixings on frame.	£1,320.00
27	Suna King	Website project 3.7 days work + Microsoft 365 yearly subscription	£1,019.39
28	Tom Morrissey Ltd	General works site wide - Contractor	£1,440.00
29	Groundtrax	Supa Trac Lite for additional hard standing for events etc	£3,047.16
30	HCC (Hants LGPS)	Pension Contributions - August 2024	£12,062.18
31	HMRC Cumbernauld	Tax and NIC - August 2024	£11,013.81
32	J Shutler Tree Services	Various tree works including medium priority cyclical works	£3,242.80
33	L.Kitcher Fencing	New CAPEX bin store at Fernhill - Previous out of life	£1,659.90
34	NFDC	Town Hall Offices rental 01.04.23 - 31.03.24	£7,610.00
35	Source for Business	Water bills for various locations, includes a previous withheld payment for irrigation resolution, Dating back to 2017, Set aside in accounts	£5,007.49
36	WELMedical	Defib & Cabinet for Barton Methodist Church, being recharged to Barton Methodist Church excluding VAT - Recharged	£1,578.00
37	Wessex Sound	Provide PA System & Engineers for Afternoon of Music	£1,020.00
38	Tom Morrissey Ltd	General works site wide - Contractor	£1,600.00
39	AquaCare	Monthly water hygiene inspection at Fernhill Sports Ground & Ashley Sports Ground, Clean & Disinfect cold water tank at Fernhill Sports Ground following inspection.	£1,519.51
40	Circus Ginnett	Deposit refund following Moore Close visit	£1,200.00
41	Greenlock Electrical LTD	Various electrical works, replace failed trim trail lights at Fawcetts Field, replace faulty street light head on Recreation Ground, upgrade CCTV hard drives at Ashley, replace faulty lights at Fawcetts Field changing rooms	£3,177.77
42	HAGS	Final retention from Doe Copse play area from 2019	£2,765.06
43	J Shutler Tree Services	Undertaking medium priority works	£3,340.46
44	NFDC	Electricity, gas & maintenance costs 2023/2024 for town council uses of utilities at Town Hall	£18,627.00
45	Staff/Members	Salaries and expenses September 2024	£33,695.12
46	WEL Medical	Replacement DEFIB for Ashley Pavilion - Insurance claim after theft	£1,440.84
47	Lombard	Vehicle leasing DY20 HTT, DX67 UYD, BC21 NLU, BC21 NYH	£1,856.16



Councillors queried the following items on the schedule:

- a) Cllr A O' Sullivan asked about the sum of £408 paid to Concentrate (on 16 August) in relation to security updates for Go New Milton, together with £900 paid to SCS Agency (on 16 August) in relation to Social Media Management for Go New Milton. He was concerned that quite a lot of money is being spent on the Go New Milton website and queried if it continues to be worthwhile. The Town Clerk advised that he would look into the matter and provide further information.
- b) Cllr W Davies raised the question of IR35 in relation to contractors working for the Town Council and asked if we're sure that they are not in fact employees. Cllr G Blunden queried the coding that the two contractors are charged to. The Town Clerk advised he would discuss this with the Internal Auditor when she is in this week. The arrangements have been continuing for some time and are due a review to ensure they are being dealt with correctly. The Chairman emphasised the need to review the situation ahead of preparing budgets for next year.

RECOMMENDED: That Schedules of Payments Nos. 4/24/25 & 5/4/25 for the period 1 August to 30 September 2024 in the sum of £291,098.06 be ENDORSED for Town Council approval.

61. AUGUST ACCOUNTS

The Chairman referred to Appendix 2 - Monthly Accounts for August. The Town Clerk advised that all is looking OK at this point halfway through the year. The Amenities budget is slightly over but this is counteracted by underspending in the F&GP budget. Additionally, there will be more income flowing into the Amenities budget as CIL monies will be transferred in respect of some of the items paid for under Capital Expenditure. There continue to be savings in respect of F&GP in relation to Town Development, Youth Co-ordination, Professional Fees.

62. YOUTH REPORT

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

The Youth Services Manager (YSM) took the committee through her report, advising that the youth clubs which are for "members" only are attracting many attendees and reading sessions have now been incorporated to help with some of the children who are home educated. She is hoping to build this into a book club.

YSM has managed to secure access to a sexual health nurse who visits the club when required, which ensures she is not wasting time attending when her services are not needed. She mentioned that she has updated the website to show activities which will be taking place as the Ashley Family Hub takes up residence, this will include a Breast-feeding group, Healthy Hampshire Families, as well as Baby and Toddler groups.

Maria Caneda from Compass Connections has led workshops with staff and volunteers to support wellbeing. There had been a great deal of training in relation to safeguarding and drugs and alcohol. With the assistance of Arnewood School and South Coast Sports Academy she has applied for further funding from HCC for sessions for underprivileged students, to provide a local provision where they will be given healthy meals and snacks as well as sporting and craft activities.

Similar sessions are planned during the Christmas holidays.

Cllr G Blunden thanked the YSM for her full report and congratulated her on successes so far. He asked that as the Town Council has provided substantial funding to the Youth Trust that a representative should attend a future F&GP meeting and give a similar report.

Cllr S Clarke advised that the Youth Trust does have some updates and that they have been doing some really good work. He mentioned the issue of anti-social behaviour which is being caused by 3 individuals in the town.

The YSM advised that she is aware of the issues, and that one of the culprits comes from Sway, another from Hordle and the third from New Milton. The police have been dealing with them but have been struggling to get them into custody and once in custody they have limited options as far as juveniles are concerned. They have been causing a lot of trouble, carrying screwdrivers as weapons and have been very insulting and mean towards people, shopkeepers especially.

Cllr D E Hawkins expressed his gratitude to the YSM for her hard work and asked if further contact could be made with the police to ensure they are doing as much as they can to prevent further ASB. Cllr A Reid advised that both he and the Town Clerk have written to the local Inspector for updates on the situation. The Town Clerk advised that he is meeting with Inspector Ord and Sgt Sam Chapman shortly.

The Chairman asked that the police be requested to attend the next Town Council meeting to provide an update on this situation and policing in the town generally.

63. REFERRED MATTER

The Town Clerk referred to Appendix 4, the extract of Minutes from the Amenities Committee meeting of 15th October 2024, as below.

Amenities Minute 56 was then **ENDORSED** for Town Council approval, as follows:

- **That NMTC are concerned about the use of direct routes, which tend to be busiest therefore less safe, with the higher costs associated. We support the alternative routes offered by Transition Lymington (Route 3, 5a, 10 and 11) and these are supported in the upcoming Neighbourhood Plan. These quieter routes will encourage (cycling) novices more readily, and the lesser cost will deliver a whole rather than partial network.**
- **That reopening the public debate around the Station Road/Whitefield/ Osborne Road junction is surprising, after years of NMTC being told that all solutions had been investigated and there was insufficient evidence for change.**
- **Noting errors in the LCWIP Consultation Document, as follows:**
 - a) **Page 134 Route 220 as the map doesn't follow the text,**
 - b) **The existing signalled and informal crossings on Station Road and Old Milton Road are not fully represented.**



64. GRANT AID

a) **Open Sight New Milton**

The Chairman referred to Appendix 5a) Grant Aid request from Open Sight New Milton for a grant of £500 for a day trip, outings and similar for their members. Following some discussion and a vote

It was,

RESOLVED:

That Open Sight New Milton be granted £500 from the Grant Aid Budget under the General Power of Competence.

b) **Parkinson's UK New Forest Branch**

The Chairman referred to Appendix 5b) Grant Aid request from Parkinson's UK New Forest Branch for a grant of £750 towards a replacement sound system. Following some discussion and a vote in relation to the request for £750 which exceeds the normal Grant Aid Budget limit of £500.

It was,

RESOLVED:

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

Gill Naish of Parkinson's New Forest thanked the Committee for their continuing support.

65. CITIZENS ADVICE NEW FOREST

The Chairman referred to Appendix 6 being a letter from Citizens Advice New Forest detailing the work carried out in the New Milton area over the past year.

"In the New Milton wards alone, we have helped 779 clients with 2865 issues during 2023/24 and 425 clients with 1277 issues from April to September 2024. We regularly attend the food larders at Ashley Baptist Church, The Hub at the Nedderman Centre and support local food banks, and our dedicated office in New Milton is open for drop-ins, face-to-face appointments and the usual email and telephone enquiries. "

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

It was

RESOLVED:

That CANF receive £5k financial support from NMTC for ongoing assistance locally.

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

67. NEXT MEETING **Tuesday 10 December 2024** at 6.30pm in the Town Hall, New Milton.

There being no further business, the Chairman thanked everyone, closing the meeting at 7.30pm.

CHAIRMAN _____

DATE _____



Minute	Action Points	Action by date	To be actioned by
59a)	SGN Gas Main – Bashley	10.12.24	Hampshire Highways
59b)	Sammy Miller letter to HCC	10.12.24	Hampshire Highways
60a)	Go New Milton Website	ASAP	Town Clerk / TDM
60b)	Clarify Contractor Status	ASAP	Town Clerk / Estates & Facilities Manager
62	Youth Report Police update	11/11/24	Town Council
63	Endorse LCWIP response	11/11/24	Town Council
64a)	Grant Aid – Open Sight	ASAP	Asst Town Clerk
64b)	Parkinson’s Grant Aid	ASAP	Asst Town Clerk
65	Citizens’ Advice support	ASAP	Asst Town Clerk

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