



Minutes of the meeting of the Finance and General Purposes Committee of New Milton Town Council held on Tuesday 17th September 2024 at 6.30 pm in New Milton Town Hall.

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

Councillors: p J Adams p W Davies
G R Blunden p R A Reid
p S J Clarke p M Scott-Johns

In Attendance:

Officers: G Flexman - Town Clerk
J Bean - Committee and Civic Administrator

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

38. APOLOGIES

Councillor G Blunden

39. DECLARATIONS OF INTEREST

None

40. PUBLIC PARTICIPATION

None

41. MINUTES

RESOLVED: That the Minutes of the meeting held on Monday 22nd July 2024, as previously circulated, be signed by the Chairman as a correct record.

The Minutes were duly signed.

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

None



43. CORRESPONDENCE

- a) The Town Clerk referred to a Grant Aid request from Alan Watson, President of the Lions Club. The request is for £3,000 to support the Lions Club Christmas Festival and Parade. He advised that this was not on the agenda this evening and it exceeded the £2,500 limit which the F&GP Committee could sanction. The matter will appear instead on the agenda at the next Town Council meeting on 30th September.
- b) The Town Clerk referred to an email from the Information Offices Manager at NFDC, advising that the Halifax Community Banker facility at the Town Hall on Wednesdays has been extended to March 2025. She has asked Lloyds Bank if they would be interested in doing similar at the Town Hall once their branch closed on 13th May 2025. (Noting Halifax and Lloyds are part of the same group). Matter was referred to TDM.

44. SCHEDULE OF PAYMENTS

The Chairman referred to Appendix 1 - Schedule of Payments for the period 1 to 31 July 2024 in the sum of £126,020.06. The Town Clerk highlighted items over £1,000.

1	Coastal Asphalts Ltd	Levelling of Ashley Parade for regeneration project, as per quoted	£12,964.20
2	Barrie King Building Ltd	General works site wide	£1,050.00
3	HCC (Hants LGPS)	Pension contributions - June 2024	£11,167.42
4	HMRC Cumbernauld	Tax and NIC - June 2024	£10,106.42
6	Ivel Aquatics Ltd	Ballard Lake works, EA Permit, Health Check & Fyke Net Element, Section 106	£6,179.50
6	Rejuvenate	IT Support & Services, Microsoft 365 services	£1,188.53
7	Tom Morrissey	General works site wide throughout June & July	£1,600.00
8	Northfield Nursery	Supply of plants & planters for summer floral displays & Ashley Parade project, as budgeted	£16,066.20
9	Christchurch Garden Machinery	Various Machinery maintenance & 2 Cordless Strimmer Shells (without batteries) at £785.74	£1,005.49
10	Greenlock Electrical	Supply of cherry picker & installation of hanging baskets, Recreation ground & open spaces high level checks. Service of Aircon at Ashley Youth Club (3x yearly requirement)	£1,296.00
11	NFDC	6-Monthly contribution towards line rental costs in relation to CCTV, 01.04.24 to 30.09.24	£2,564.00



12	Northfield Nursery	Additional plants for Ashley Parade regeneration project, as budgeted.	£1,800.00
13	RMB Hydroseeding	Fawcetts Wessex pitch Hydroseeding for end of season maintenance	£3,312.00
14	Staff/Members	Salaries and expenses July 2024	£33,056.72
15	Total Energies	Gas payments for Fawcetts Field & Ashley Pavilion changing rooms from 30/11/23 to 30/06/24	£3,619.54
16	Turfleet Hire	End of season renovations at Fawcetts & Ashley, John Deere tractor & front loader monthly hire	£2,304.00

Councillors queried the following items on the schedule:

- a) Councillor A Reid asked about the payment of £963 to the Vita Health Group, and whether it's value for money. The Town Clerk advised that it's akin to an insurance policy and that it can provide necessary assistance when required.
- b) Councillor W Davies asked about the sum of £3,619.54 paid to Total Energies in respect of gas at Fawcetts Field and Ashley, and whether other suppliers been considered, and was it the most cost effective? The Town Clerk advised that other suppliers had been considered and Total Energies represents best value.
- c) Councillor A O' Sullivan asked about the sum of £252 paid to Concentrate in respect of the Go New Milton website, and wondered what the hit rate is on the website, and is this still worthwhile? The Town Clerk would refer the matter to the TDM.
- d) Councillor O' Sullivan also sought clarification about the sum of £173.92 paid to Rejuvenate in respect of line rental charges for June. The Town Clerk provided further details.

RECOMMENDED: That Schedule of Payments No. 3/24/25 for the period 1 July to 31 July 2024 in the sum of £126,020.06 be ENDORSED for Town Council approval.

45. JULY ACCOUNTS

The Chairman referred to Appendix 2 - Monthly Accounts for July.

The Town Clerk reported that overall, things are looking good. The Amenities Committee is slightly over budget, this is due in large part to the monies spent on Summer Plants and Open Spaces maintenance.

F&GP on the other hand is well within budget, with savings in relation to Town Development, Youth Co-ordination and Professional Fees.



Cllr W Davies asked in relation to the Amenities budget about the costs of rectifying vandalism at the Ashley Parade. The Town Clerk was pleased to advise that the culprits had been caught on CCTV belonging to the Print and Ink shop on the Parade. It is hoped that they can be identified from that. He did not have a financial value, but it had taken four men to put everything back in place.

Cllr A Reid asked about the Insurance which is over budget. The Town Clerk advised that this is paid in April, and he usually phases it across the year.

Cllr A O' Sullivan asked about the training budget and whether the new member of staff was booked for any training. The Town Clerk advised that there is nothing booked as yet, but it's early days.

Cllr A O' Sullivan also asked about the Staff Expenses which are over budget. The Town Clerk advised that this relates to various purchases by the Youth Services Manager including a pool table and a sewing machine which she paid from her own pocket, and reclaimed, they should in fact be coded so they are attributed to the Youth Budget cost centre.

46. YOUTH REPORT

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

The Town Clerk drew attention to the final heading relating to Summer Holiday Activities and Food Programme. He said that the Youth Services Manager had shown real initiative in securing the funding from HCC to run the summer youth club. He also highlighted the wide variety of activities she had accessed for the youth that attended.

The Chairman was impressed the young people were being taught so many valuable skills.

47. REFERRED MATTERS

The Town Clerk referred to the extract from the Minutes of the Amenities Committee Meeting of 2nd September regarding:

Youth Trust & Youth Work Project Group that was referred to F&GP for review noting it was recommended work of this youth group be reviewed by F&GP to include Family HUB aspects.

The Chairman invited comments.

Councillor S Clarke stated that the Youth Trust needs to be removed from the Youth Work Project Group heading as they are a separate entity now, and their work is not for the F&GP committee to review. Youth Work within NMTC remains a valid F&GP project, and the committee will continue to review it regularly.



48. INVESTMENT STRATEGY

The Town Clerk advised that one of the action points from the last F&GP meeting was for the Investment Working Party to discuss the performance of the Council's investments following a comment from the Internal Auditors that investments with CCLA provide a better return than investments with Quilter Cheviot.

The Working Party, comprising Councillors D N Tungate and K Craze as well as the Town Clerk, had discussed the matter and their findings are incorporated into the Report at Appendix 5 previously circulated. It was noted that the Quilter Cheviot investment had recorded a 12.1% growth over the 12 months to 28 June 2024, whereas the average fund yield from CCLA over the 6-month period to 30 June was just over 5%pa.

The Chairman stated that the Quilter Cheviot investment should be kept open and should be subject to regular review.

49. INTERNAL AUDIT - WORK PROGRAM

The Town Clerk referred to Appendix 6 the completed Work Program for 2023-24 which provides details of all the work done across that year. He highlighted various aspects which showed that the Internal Auditors were more than happy with the standard of the work they had examined.

50. INTERNAL AUDIT – APPOINTMENT LETTER

The Chairman referred to Appendix 7, Internal Audit Appointment letter for 2024-2025 which had been actioned, following approval at the last Town Council meeting. This was noted.

51. EXTERNAL AUDIT

The Town Clerk advised that the External Audit Report & Certificate had not yet been completed and the Auditors are still working on it. This item will now be considered at the Town Council meeting on 30th September, being the latest date for conclusion of audit.

52. CHAIRMAN'S UPDATES

The Chairman had no updates.

53. NEXT MEETING **Monday 28 October 2024** at 6.30pm in the Town Hall, New Milton.

There being no further matters to discuss the Chairman closed the meeting at 7.00pm.

CHAIRMAN _____

DATE _____



Minute	Action Points	Action by date	To be actioned by
43a)	Lions Club grant request	30.09.24	Town Council
43b)	Lloyds Banking facility	On-going	NFDC / TDM
45	Staff Expenses recode	ASAP	Asst Town Clerk
45	Training for Sam Welch	On-going	Asst Town Clerk
47	Youth Work Project Group	Attached	Town Clerk
48	Investment Strategy review	On-going	Town Clerk
51	External Audit Report	30.09.24	Town Clerk
51	External Audit Certificate	30.09.24	Town Clerk
51	Notice of Conclusion of Audit	30.09.24	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



Council Projects		
Name of Project	Membership	
Community Hub Project	Cllr A O'Sullivan	Graham Flexman Town Clerk
Working collaboratively with Trustees of the Memorial Hall in realising a cultural & community hub to be achieved through redevelopment of the Memorial Centre site and adjacent Town Council land.	Cllr G Blunden Memorial Hall Trustees: David Luker Neil Stevenson	Anthony Harris Solicitor Chiara Rabbito, TDM Alan Watson Julia Stamper
Environmental Sustainability & Nature Emergency (Neighbourhood Plan)	Cllr G Blunden	Theresa Elliott, Asst Town Clerk
To develop a local Environmental Sustainability Action Plan to assist NFDC and NMTC in achieving a carbon neutral position by 2050.	Cllr A Reid Cllr S Clarke Cllr S Davies	Mark Jeffries, Estates Manager Joanna Hayward, Comms Officer NFDC Representation
Fernhill Vision Plan	Cllr G Blunden Cllr D Hawkins	Graham Flexman, Town Clerk Mark Jeffries, Estates Manager
To consider alternative sports & recreation uses for additional land north of Fernhill Sports Ground, including earmarked Fry's family estate land. To consider additional sports & recreation uses at Fernhill Sports Ground	Cllr S Clarke Jamie Burton, NFDC Kevin Holland, NMBC Cllr B Murrow	Cllr A O'Sullivan Louise Beardmore, YSM Peter Wakefield, NMCC Jill Colclough NFDC
Green Routes	Cllr G Blunden	Graham Flexman, Town Clerk
To identify, survey, and promote walking routes from residential areas to town centre destinations, and consider proposed LCWIP cycling routes.	Cllr M Craze Chiara Rabbito, TDM Sam Welch	Mark Jeffries, Estates Manager Joanna Hayward, Comms Officer Jill Colclough, NFDC
Neighbourhood Planning	Chiara Rabbito TDM	Sue Larking, NMRA
To review the 2016-2036 Plan	Cllr S Clarke Cllr A O'Sullivan Cllr A Reid Cllr D Hawkins Cllr G Blunden	Julia Stamper, Vice Chair NMRA Society Cllr Wyn Davies Cllr John Adams
Vision Plan for Fawcetts Field & Gore Road Hub	Cllr G Blunden	Graham Flexman, Town Clerk
Implementation of the Vision Plan for Fawcetts Field & Moore Close site including BMX track, new Play Areas, Community Garden and Orchard, enhancement of the Car Boot Sales area and extension to the Trim Trail.	Cllr B Murrow Cllr A Reid Cllr D Hawkins Cllr M Craze	Mark Jeffries, Estates Manager Jill Colclough, Consultant Julia Stamper Alan Watson
Youth Work & Family Hub	Cllr S Clarke	Louise Beardmore, YSM
To address the needs and improve the life of young people in New Milton, through provision of activities for personal / social development, with the aim of providing a Youth Centre in the centre of town.	Cllr A Reid Cllr Judith Baker NMYT Sue Larking Aaron Lawford Mark Jeffries, Estates Manager	Graham Flexman, Town Clerk Anthony Harris, Solicitor NMYT H Wallis-Dowling Sarah Connacher, Play & Youth Theresa Elliott, Asst Town Clerk



WORKING GROUPS

Name	Membership	
<p>Events Licensing To consider the process for large external events and licensing arrangements on New Milton Recreation Ground</p>	<p>Cllr G Blunden Cllr S Clarke</p>	<p>Theresa Elliott, Asst Town Clerk Mark Jeffries, Estates Manager</p>
<p>Local List To investigate certain sites with historical & aesthetic value for safeguarding measures</p>	<p>Cllr B Murrow Cllr S Clarke Cllr A O'Sullivan Cllr J Adams Cllr Mrs V Schooling Cll K Trehorn</p>	<p>Theresa Elliott, Asst Town Clerk Nick Saunders, NM Heritage Society Sue Larking, NM Residents Association Alan Beal, Parochial Church Council Cllr Wyn Davies</p>
<p>Long Meadow Play Area New play equipment and other play features for children up to 12 years with accessible equipment for those with DDA requirements and their carers</p>	<p>Cllr M Craze Cllr G Blunden Cllr S Clarke Cllr O'Sullivan</p>	<p>Jill Colclough, NFDC Mark Jeffries, Estates Manager Graham Flexman, Town Clerk</p>
<p>No 1 New Milton with SW Trains Working Group To provide a community based project for residents and visitors of New Milton to learn and interact with local history by converting the derelict Station Masters House (1886) into a heritage centre.</p>	<p>Cllr G Blunden Cllr D Hawkins Cllr A O'Sullivan Cllr V Schooling</p>	<p>Mark Jeffries, Estates Manager Nick Saunders, NM Heritage Society Mandy Hayes Julia Stamper</p>
<p>Nature Reserves To consider suitability of redesignating sites</p>	<p>Cllr S Clarke Cllr G Blunden Cllr J Baker</p>	<p>Jill Colclough, NFDC FBWM NFLAS Mark Jeffries, Estates Manager Graham Flexman, Town Clerk</p>
<p>Pavilion Events To encourage use of the Performance Pavilion on the Recreation Ground by local bands and other organisations at no cost to users or public.</p>	<p>Cllr G Blunden Cllr N Tungate Cllr A Reid</p>	<p>Mark Jeffries, Estates Manager Joanna Hayward, Comms Officer Cllr D Hawkins</p>
<p>Streetscene Enhancement To consider enhancements to the streetscene in Old Milton Road</p>	<p>Cllr G Blunden Cllr V Schooling Cllr D Hawkins</p>	<p>Mark Jeffries, Estates Manager Chiara Rabbito, TDM</p>
<p>Street Trading To establish a larger weekly market for the local community, raise the profile and support local businesses with increased footfall and visitor numbers.</p>	<p>Cllr G Blunden Cllr D Hawkins Cllr Mrs V Schooling Cllr A O'Sullivan</p>	<p>Graham Flexman, Town Clerk Mark Jeffries, Estates Manager Chiara Rabbito, TDM</p>
<p>Xmas Lights To enhance the town's Christmas lights displays, extending coverage by means of additional displays sponsored by local businesses and organisations and further investment.</p>	<p>Cllr G Blunden Cllr D Hawkins Cllr Mrs V Schooling Cllr A O'Sullivan</p>	<p>Theresa Elliott, Asst Town Clerk Mark Jeffries, Estates Manager</p>