


NEW MILTON TOWN COUNCIL**GRANT APPLICATION FORM**

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.
(You may use a continuation sheet if necessary)

Name of organisation making the application: Lions Club of New Milton & District		
Name of person to whom correspondence should be addressed: Alan Watson	Address for correspondence: 55A Chiltern Drive Barton on Sea New Milton BH25 7JZ	
Payee for Grant Cheque: Lions Club of New Milton (CIO)	Daytime Tel: 07771 754025	
Details of the organisation, i.e. what does it do? <ul style="list-style-type: none"> • Charitable organisation • We raise money for causes which we support. • The Lions motto is 'We Serve' and we do this in our local community by fundraising and giving freely of our time. 		Amount of Grant applied for: £3000
What is the Grant for and who will benefit? (Give details of the project) Financial sponsorship to Lions Club of New Milton & District Christmas Festival & Parade Outdoor Event for benefit of Residents and visitors to our Town. Date: 23rd November 2024		
Have you applied to any other body for a grant towards this project? (If yes, please give details) YES NMRA & NMSB		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) May Fayre; Town Show; Car Boot Sales; '100 Club' Lottery; Charity Golf Competition		
What age groups do you cater for? All ages	Total Membership: Lions club membership is currently 31	Are you a registered charity? If yes, please provide your number. CIO Registration: 1177005
Signature of Responsible Adult:  President 12 th September 2024	Bank Details Account Name: Lions Club of New Milton (CIO) Sort Code: 30-96-26 Account Number: 8127 9968 Lloyds Bank PLC	<i>For Council use only</i>

You must attach the following to your application:

Additional Information:

New Milton Christmas Festival BUDGET COSTS	
PROJECTED INCOME	Estimate
Stalls – Community & Commercial	£750
Bar	£200
Refreshment Concession	£500
French Market	£300
Fun Fair Donation	£200
Bucket Collection during Parade	£300
Income from Christmas Market – 2.11.24	£500
Donations (NMRA, NMTC, NMSB)	£2,000
Sub Total	£4750
PROJECTED EXPENDITURE - Including VAT @ 20%	Estimate
Medical First Aid including gazebo	£450
Audio Services / PA	£2100
Mobile Stage (Ashley Road)	£1360
Barriers & Safety Equipment	£400
Event Insurance + Towing Insurances	£650
Entertainers – Stage + Parade	£1000
Transport	£550
Promotion Signage & Banners & Highways Licence	£470
Promotion Printing	£270
Window Dressing Competition – Promotion/Trophies	£200
Consumables & Miscellaneous items	£300
Sub Total	£7750
Income	£4750
Expenditure	£7750
Balance	£3000
Grant Requested from NMTC	£3000

Graham Flexman

From: Council Audits <councilaudits@bdo.co.uk>
Sent: 20 September 2024 17:06
To: Graham Flexman
Subject: New Milton Town Council - Conclusion of annual review 2023-24
Attachments: Notice of Conclusion Template 2024.docx; HA0188 - New Milton Town Council - Final Signed.pdf; New Milton Town Council INV-00585446 2024-09-20.pdf

Dear Mr Flexman

We have completed our review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

Please find attached the following documents:

- A copy of sections 1 and 2 of the AGAR on which our report is based along with our external auditor report and certificate (Section 3 of the AGAR form 3).
- Notice of conclusion template
- Fee note

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. Attached is word template for you to use.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2024** which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Attached is our fee note, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited (SAAA) which can be found at <https://www.saaa.co.uk/audit-fees/> . Please arrange for payment within 14 days. The invoice details how to make payment via Bank transfer or by cheque.

- If paying by BACS, please quote your invoice number.
- If paying by cheque, please send with a copy of your invoice to BDO LLP, Central Finance Team, 2 City Place, Beehive Ring Road, Gatwick, West Sussex, RH6 0PA. Please do not send cheques to the Southampton office.

Please note a statement will be issued after 7 days from the date of invoice. This is just a reminder. For remittance advice for a BACS payment please email remittances@bdo.co.uk.

Feedback on 2023/24

We would also be grateful if you could spend a couple of minutes completing our feedback questionnaire. Below is a link, it is anonymous but the last question gives you the opportunity to provide your name and council if you would like us to contact you regarding any of your responses.

<https://forms.office.com/e/iGxwbBfzEJ>

Timetable for 2024/25

We will contact you next year towards the end of March with regards the 2024-25 documentation.

If you have any questions please do not hesitate to contact us.

Kind regards

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

New Milton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review.
• Question 11a was left blank in the Accounting Statements.
The AGAR was returned for amendment and has been corrected.

No minutes appointing internal auditor for 2023/24 were provided. We recommend that the council minute the appointment of the Internal Auditor each year.

The Council did not provide a letter of engagement for the services of the Internal Auditor . Best practice recommends that an engagement letter is in place to set out inter alia the scope of the audit as agreed with the council. It is also best practice to consider the independence of the internal auditor each year on reappointment and we recommend that this is minuted.

Following the Internal auditors review of the council's processes and controls, some recommendations were raised. The smaller authority should review and act upon appropriately.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
James Evans
467DFB746A8A428...

Date

19 September 2024

Section 2 – Accounting Statements 2023/24 for

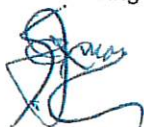
NEW MILTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	628,111	750,857	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,186,500	1,246,391	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	531,054	192,824	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-587,217 -578,217	-607,798	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1,016,591	-1,200,974	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	750,857	381,300	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	810,392	393,655	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,785,492	6,241,526	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2024

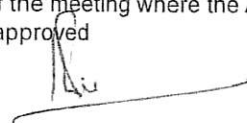
I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2024

as recorded in minute reference:

Minute Number 27(b)

Signed by Chair of the meeting where the Accounting Statements were approved



Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

NEW MILTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

Minute Number 27a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

newmiltontowncouncil.gov.uk

NEW MILTON TOWN COUNCIL

Notice of Conclusion of Audit

Annual Governance & Accountability Return for the year ended 31 March 2024

In accordance with

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for New Milton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of New Milton Town Council on application to:</p> <p>(a) Graham Flexman Town Clerk and Responsible Financial Officer New Milton Town Council Town Hall 2 Ashley Road New Milton Hants BH25 6AS</p>	<p>(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.</p>
<p>(b) Monday to Friday 10.00am to 4.00pm</p>	<p>(b) Insert the hours during which the inspection rights may be exercised.</p>
<p>3. Copies will be provided to any person on payment of...</p>	<p>(c) Insert a reasonable sum for copying costs.</p>
<p>(c) £5.00 for each copy of the Annual Governance & Accountability Return.</p>	
<p>(d) Announcement made by: Graham Flexman, Town Clerk & RFO</p>	<p>(d) Insert the name and position of person placing the notice.</p>
<p>(e) Date of announcement: 30 September 2024</p>	<p>(e) Insert the date of placing of the notice.</p>

NEW MILTON TOWN COUNCIL CALENDAR OF MEETINGS 2024-2025

Month & Year	Town Council	Amenities Committee	F & GP Committee	Planning Committee
	Monday	Monday	Monday	Alternate Thursdays
May 2024	14 (Tues) Annual Meeting	28 (Tues)	-	7 (Tues) & 23
June 2024	24	-	10	6 & 20
July 2024 10 Indian Obelisk	-	9 (Tues)	22	2 (Tues) & 18
August 2024 23 WWII Clock	5	-	-	1, 13 (Tues) & 29
September 2024	30	2	17 (Tues)	10 (Tues) & 26
October 2024 21 Annual Allots	-	15 (Tues)	28	8 (Tues) & 24
November 2024 10 Remembrance	11	25	-	7 & 21
December 2024 7 Carol Service	-	-	10 (Tues)	3 (Tues) 19
January 2025	6	20	-	2, 16 & 30
February 2025	17	-	3	11 (Tues) & 25 (Tues)
March 2025	31	3	17	13 & 25 (Tues)
April 2025	-	15 (Tues)	28	10 & 24
May 2025 8 VE Day (80th)	13 Annual Meeting	27	-	8 & 22

**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.