



12 July 2023

TO MEMBERS OF THE POLICY & RESOURCES COMMITTEE, you are hereby summoned to attend a meeting of Lymington & Pennington Town Council's **POLICY & RESOURCES COMMITTEE** which will be held in the Council Chamber, Town Hall, Lymington on **Wednesday 19 July 2023 at 10.30am** for the purpose of transacting the following business.

PUBLIC PARTICIPATION

Members of public may speak via video conferencing in accordance with the Council's public participation scheme on anything which is in the specific remit of the Council, at the beginning of the meeting. Any request to speak must be received no less than two clear working days before the commencement of the meeting. A link to the virtual meeting will then be emailed to the member of public. In certain circumstances, for matters which are included on the Agenda, they may be specifically invited by the Chairperson to speak when the Agenda item is called. In these circumstances they may only speak before members have started to debate the item. No member of the public shall speak for more than three minutes in total at any one meeting.

Members of the public may attend via video conferencing. Upon request, a link to the virtual meeting can be sent to the member of public.

Please note that this meeting will be recorded.

Louise Young
CEO/Town Clerk

MEMBERS OF PUBLIC MAY ATTEND

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
To receive any declarations of interest on any items on the Agenda.
- 3. Public Participation**
To note any matters raised during the public participation period.
- 4. Minutes of previous Policy & Resources Meeting held on 13 June 2023**
To approve and sign as a correct record the Minutes of the previous Policy & Resources Meeting.

5. Payments List: April 2023 – June 2023

To accept and authorise payments for the period April 2023 to June 2023

6. Budget Control Report: April 2023 – June 2023

To note the report.

7. Next Meeting

To confirm the next meeting of the Policy & Resources Committee will be held on **Tuesday 3 October 2023.**

Members: Cllr Morgan (Chairperson), Cllr Davies (Deputy Chairperson & Town Mayor), Cllr Gray, Cllr Phillips, Cllr Lewis, Cllr Brindley, Cllr Penson, and Cllr England & Cllr McCarthy (Deputy Mayor).



**Minutes of the Meeting of Lymington & Pennington Town Council's
Policy & Resources Committee
held in the Council Chamber, Town Hall, Lymington
on 13 June 2023 at 10.30am**

<u>PRESENT:</u>	Councillors	Cllr. Morgan (Chairperson) Cllr. Davies (Mayor) Cllr. McCarthy (Deputy Mayor) Cllr. Gray Cllr. Phillips Cllr. Lewis Cllr. Brindley Cllr. Penson Cllr. England
	Officers	Louise Young CEO/Town Clerk Sue Finnimore, Responsible Finance Officer C Lodwidge, Committee Manager and Project Support

Simon Morgan thanked his predecessor Alan Penson for his sterling work over the previous years on this committee.

1. **Apologies for Absence**
None
2. **Declarations of Interest**
None.
3. **Public Participation**
None.
4. **Minutes of Previous Policy & Resources Meeting held on 12 April 2023**

Resolved: That the minutes of the Policy & Resources meeting held on 12 April 2023 be signed as a correct record.

Proposed by Cllr Penson, seconded by Cllr Davies. All in favour.

5. **Nominations to Sub-Committees directly accountable to Policy and Resources**

Resolved: That Members of the Sub-Committees directly accountable to Policy and Resources are agreed as follows.

Market

Chair: Cllr Davies
Members: Cllr King
Cllr Gray
Cllr Lewis
Cllr Dunning
Cllr Loveless
Cllr England

Grant Aid

Chair: Cllr Jearrad
Cllr Morgan
Cllr Phillips
Cllr Brindley
Cllr Frost
Cllr Humber

Staffing

Mayor: Cllr Davies
Amenities Chair (and Deputy Mayor); Cllr McCarthy
Planning Chair: Cllr King
Policy and Resources Chair: Cllr Morgan
Cllr Penson

Proposed by Cllr Davies, seconded by Cllr McCarthy. All in favour.

6. Budget Control Report: April 2023 – May 2023

Cllr Brindley asked if the Council do a monthly budgeting forecast and if not has this ever been considered. The RFO reported that it was done annually, and we report on activity for period to date quarterly. Cllr Penson commented that it had always worked well for this council and the RFO highlights any issue on the control reports that may be putting pressure on the budget.

Resolved: That Councillors note report.

7. Next Meeting

The next meeting of the Policy & Resources Committee will be held on **Wednesday 19 July 2023** at 10.30am in the Council Chamber.

Meeting concluded at 10.12am.

Date: **Chairperson's Signature:**

PAYMENTS FOR PERIOD JANUARY TO MARCH 2023

Date	Beneficiary	Purpose of Expenditure	Amount
03/04/2023	New Forest District Council	Rates for april for depot	962.99
03/04/2023	New Forest District Council	Rates for april for market	1832.25
06/04/2023	Business Stream	Waste water charges for Lymington sports ground December to March	604.33
06/04/2023	Southern Solutions	Remote IT Support for April	881.26
11/04/2023	Ambassador Pools	Paint for Sea Water Baths pool	545.00
11/04/2023	A-Tech	Electrical repair works at the Sea water baths	937.36
11/04/2023	Advanced Ecobuild Services	Tennis court light repair	1110.00
11/04/2023	Pristine Cleaners	Woodside cleaning invoice for March	1280.00
11/04/2023	Scottish Power	Depot Electricity charges for Jan-March	1569.46
11/04/2023	Scottish Power	Pennington Pavillion Electricity charges Jan-March	1622.86
11/04/2023	Scottish Power	Lymington Sports Ground Electricity charges Jan-March	2131.56
11/04/2023	Parkland	14 concrete bases for new large capacity bins	2889.60
11/04/2023	NFDC	CCTV partnership costs 1st Oct - 31st March 2023	6227.00
11/04/2023	NFDC	GIS Partnership Contribution 01/10/22 - 30/03/23	625.00
11/04/2023	G Shaw	Replace all three fire doors at Lymington bowls club, and repair to cottage	7050.00
12/04/2023	Amazon	Super mig pro welder with torch for depot	594.95
13/04/2023	HMRC	Paye & NIC contributions for march	9575.92
13/04/2023	Pension	Pension contributions for march	10683.08
24/04/2023	Pennon Water	Water charges for Sports Ground, Southampton Road, 29th Sept - 16th March	542.15
24/04/2023	Pennon Water	Water charges for Sea Water Baths, 30th Sept - 17th March	702.98
27/04/2023	Andover Fork Truck Services	Annual service of various Depot equipment	510.00
27/04/2023	Roffey	Compost for flower beds	777.48
27/04/2023	Temporary Facilities	Porta Loos for coronation party Woodside	816.00
27/04/2023	NMS&B	Green Waste skip and mulching barks for beds	1303.39
27/04/2023	New Forest District Council	Rates for Woodside storage unit for 2023 24	1546.46
27/04/2023	Southern Solutions	New laptop, screen and dock plus set-up charges	1915.20
27/04/2023	HALC	HALC Affiliation Fees, NALC Levy 2023/24	2034.34
27/04/2023	SparkX	Replacement icicles and bulbs for christmas light display	793.2
27/04/2023	SparkX	Final balance for 2022 Christmas lights - 30%	3,564.00
27/04/2023	O'Neill Homer	Neighbourhood Plan Consultancy fees	6000.00
27/04/2023	Lamps Tubes and Illuminations	2023 Bunting installation and pull tests	9058.80
27/04/2023	Synergy Products	Groundsman aerator from capital budget, plus new tines	11,075.35
02/05/2023	Bournemouth water	Water charges for Trough Rookes Lane 28/09/22-15/03/23	533.24
02/05/2023	E ON	Electricity Woodside Pavillion March	598.34
02/05/2023	Grant to Pennington Youth	Grant to Pennington Youth project for 2023/24	7500.00
03/05/2023	New Forest District Council	Rates payment for the depot	961.00
03/05/2023	New Forest District Council	Rates payment for the market	1834.00
05/05/2023	Southern Solutions	Remote IT Support for May	898.18
09/05/2023	Scottish Power	Depot electricity charges for April 23	824.55
09/05/2023	Scottish Power	Lymington sports ground electricity charges for April 23	1444.06
12/05/2023	The Play Inspection Company	Annual inspection for play parks and skate parks	571.20
12/05/2023	Intratec	Pennington Structural Inspection fees for new Christmas lights	1080.00
12/05/2023	New Forest Pristine Cleaners	Monthly cleaning charges for Woodside public toilets & depot	1124.00
12/05/2023	School Bears	Souvenir Coronation Coins for school children	1999.20
12/05/2023	Avoncrop Amenity Company	Seed for Bowling Green, Cricket, Football pitches	4367.00
12/05/2023	HMRC	Paye & NIC contributions for April	9535.46
12/05/2023	Pension	Pension contributions for April	10646.16
12/05/2023	NFDC	Market Refuse Collection charges for six months	13602.10
16/05/2023	E.ON	Woodside pavilion charges for electric April	1469.65
16/05/2023	The Rubber Company	Rubber matting for Sea Water Baths	3309.60
18/05/2023	AR Kitcher Agricultural Contractor	Woodside car park repair	780.00
25/05/2023	Zurich	Annual Insurance premium 01/06/2023-31/05/2024	18395.74
30/05/2023	Scottish Power	Pennington pavilion electricity March - April 23	638.65
01/06/2023	New Forest District Council	Rates payment for the depot	961.00
01/06/2023	New Forest District Council	Rates payment for the market	1834.00
02/06/2023	Advertiser & Times	Adverts in Lymington Times for Coronation Event	583.20
02/06/2023	Avoncrop	Lawn seed and fertiliser for Lymington Sports Grounds	1357.68
02/06/2023	Discover Britain for Groups	Advert in Discover Britain's Markets & Market Towns For Groups 2023/4 edition	502.80
02/06/2023	Earlcoate	Bath Road. New water fountain, connection and water point	6212.40
02/06/2023	Event People Services	Event Marshalling for Coronation 7th May - balance payment	1029.28
02/06/2023	FB Music and Media Ltd	Stage, PA & entertainment for Kings Coronation event - balance payment	2580.00
02/06/2023	Fireguard Services	Annual servicing of fire extinguishers across premises plus replacements	618.35
02/06/2023	GJH Builders	Woodside clubhouse, replacement vinyl floor, additional studwork wall	5360.00
02/06/2023	Rigby Taylor	Pitch care materials - grass seed, fertilisers and Kaloam soil for cricket square	5551.08
02/06/2023	Roffeys/NMS&B	Top dressing for Lymington Sports Ground	5938.69
02/06/2023	T H White	Two week hire of top dresser for top dressing sports pitches	1389.78
02/06/2023	Waterside Emergency Medical	Medical support for Coronation event -3 staff	514.80
02/06/2023	Wessex Petroleum	Diesel for the Depot diesel tank	2647.28
02/06/2023	Hendy Toyota Bournemouth	Toyota Hilux Single Cab 2.4 pickup	23529.20
06/06/2023	Southern Solutions	Remote IT Support for June	898.18
12/06/2023	HMRC	Pension contributions for May	10681.56
12/06/2023	HMRC PAYE for May	Paye & NIC contributions for May	9137.40
14/06/2023	Scottish Power	Electricity charges for Depot - May 2023	789.05
14/06/2023	Scottish Power	Electricity charges for Lymington Sports ground - May 2023	1261.67
14/06/2023	Scottish Power	Electricity Pennington Pavillion - May 2023	872.89
15/06/2023	Aqua care	Legionella testing, annual TMV testing and water tank inspections	1301.40
15/06/2023	Clarke Groundworks	Pennington Rec ground - groundworks required to repair drain	575.00
15/06/2023	Kiwa	Structural survey of lighting columns at the Lymington Tennis Club courts	1566.00
15/06/2023	Pristine	Monthly cleaning June - Woodside toilets and Depot Mess Room	1024.00
15/06/2023	Selwood	Seawater baths pump annual service and parts	3224.05
15/06/2023	T H White	Parts to repair large chipper & stand on mower	1,668.44
20/06/2023	E.ON	Electricity Woodside Pavillion	1358.84
26/06/2023	defibshop.co.uk	Replacement Defib Cabinet	546.00
26/06/2023	Clearway Sports	Cleaning and treating tennis courts at Woodside Park	1,041.00
26/06/2023	Kingfisher Visitors Guide	Advert for Lymington market in Hants & IOW visitor guide	954.00
26/06/2023	NFDC	Charges for emptying dog and waste bins for april to sept	4,676.40
26/06/2023	Net world sports	Portable goal posts for additional football use	4,309.98
28/06/2023	Business Stream	Waste water charges for Sea Water Baths - March to June	1,108.77

REPORT TO POLICY & RESOURCES COMMITTEE – 19th JULY 2023

BUDGETARY CONTROL REPORT FOR PERIOD APRIL TO JUNE 2023

1. BACKGROUND

The purpose of this budgetary control report is to inform Members of the actual income and expenditure for the 3 months April to June 2023.

2. OVERVIEW APRIL TO JUNE 2023

This report sets out our actual costs and income for these three months against the budget for the whole year.

Page 2 of appendix 1 attached to this report shows that the Total Net Committees' Expenditure for the 3 months ending 30th June 2023 is **£267,535** compared with the budget of £1,783,765 (before making transfers from reserves).

3. FINANCIAL IMPLICATIONS

Revenue Budget -. Total revenue expenditure for the three months to the end of June 2023 was £328,100.

This is compared to the total budgeted expenditure for the whole year of £1,218,659.

This represents 26.9% of the total for the year, which is in line with expectations.

As set out in the budgetary control report presented to Policy & Resources in May, not all costs are incurred evenly throughout the year, which is why certain items appear to have used up a greater proportion of the budget to date.

Items which were already discussed in that report included:

Insurance, subscriptions, cleaning and pitch care materials – the majority of the spending for these expenses is incurred early in the financial year.

Explanations for some of the other significant items are given below:

Revenue item	Percentage incurred	Comment
Maintenance	30.1%	This expense includes all the spending on materials for maintaining our playgrounds, pavilions and open spaces – which is not covered by another specific expense. Some larger repair costs have already been incurred in this financial year and more are predicted. This budget may come under strain and it will be closely reviewed during the year.
SWB treatment costs	60.0%	This cost is paid in two unequal instalments in the year, under the terms of the licence. This expense represents the first instalment
Shrubs and plants	72.1%	The cost of the summer bedding plants has now been incurred and this represents the larger part of this budget

Income – Income received is shown in the top half of page 2 of the appendix. A total of **£100,709** has been received in three months.

This represents 28.2% of the budget for the year, which is £356,894.

As explained in the last report to Policy & Resources rental income for our pavilions and sports pitches is received at different times throughout the financial year. For some properties the rent has not yet fallen due – including bowls, football and croquet.

Other income includes £10,000 legacy income, which was awarded last year and is to go towards Christmas lighting display.

Interest received to date had already exceeded the budget of £15,000. This is due to the recent increases in interest rates, which have occurred since the original budget was set.

Capital Budget – Page 2 of appendix 1 shows the actual capital spend for the three months. A total of **£40,144** was spent in the period on capital items.

The variances on the following capital items were all explained in the last report:

- New plant & equipment
- Drinking water fountain
- Woodside pavilion alterations

4. RECOMMENDATION

It is **RECOMMENDED** that Members

- a) note this report

For further information please contact:

Sue Finimore RFO

BUDGETARY CONTROL REPORT FOR PERIOD:

APRIL TO JUNE

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	ACTUAL APRIL TO JUNE 2023/24 £	VARIATION FROM BUDG 2023/24 £	actual to date as % of budget
0104	Travel Allowances	500	0	500	0.0%
0105	Town Mayor's Allowance	1,500	138	1,362	9.2%
0106	Bank Charges	1,500	306	1,194	20.4%
0107	Training	3,000	60	2,940	2.0%
0108	Member's Expenses & Allowances	13,335	2,899	10,436	21.7%
0109	Rent - Offices/Chamber	11,000	2,500	8,500	22.7%
0110	Service Charge	9,900	1,953	7,947	19.7%
0111	Insurances	18,025	18,396	-371	102.1%
0112	Audit Fees	4,200	2,010	2,190	47.9%
0113	Telephone	10,800	2,208	8,592	20.4%
0114	Stationery/Printing	1,200	260	940	21.7%
0115	Photocopying	1,200	317	883	26.4%
0116	Subscriptions	3,255	2,986	269	91.7%
0117	Furniture Equipment	1,000	546	454	54.6%
0118	Professional & Technical Fees	7,500	1,469	6,031	19.6%
0120	Public Relations/Advertising	3,150	555	2,595	17.6%
0122	Pitch care materials	21,000	15,524	5,476	73.9%
0123	Cleaning	39,900	16,930	22,970	42.4%
0124	Solicitors Fees	4,000	0	4,000	0.0%
0125	Maintenance/Materials	66,000	19,874	46,126	30.1%
0126	Inspection Fees	1,500	585	915	39.0%
0127	Office Supplies	1,500	369	1,131	24.6%
0128	Tree Surgery	7,500	0	7,500	0.0%
0129	Shrubs, Plants, wildflower seeds	8,100	5,844	2,256	72.1%
0130	Electricity	60,000	9,575	50,425	16.0%
0131	Waste Disposal/Dust Mats	1,500	0	1,500	0.0%
0133	Water	8,800	0	8,800	0.0%
0134	SWB treatment costs	25,000	15,000	10,000	60.0%
0135	Business Rates	33,495	9,826	23,669	29.3%
0136	Sewerage	5,500	1,295	4,205	23.6%
0137	Pump Maintenance/Hire	1,500	0	1,500	0.0%
0138	Staff Uniform	1,575	744	831	47.2%
0139	Health & Safety	1,950	1,227	723	62.9%
0142	Plans/Maps/Publications	550	0	550	0.0%
0146	Waste Transfer	10,000	2,034	7,966	20.3%
0147	Signs	500	0	500	0.0%
0150	Fuel	11,500	3,086	8,414	26.8%
0151	Licences	1,600	701	899	43.8%
0152	Spares/Small Tools	6,300	3,766	2,534	59.8%
0153	Plant Hire	1,000	60	940	6.0%
0155	IT support and equipment	13,000	2,537	10,463	19.5%
0158	CCTV	15,485	766	14,719	4.9%
0159	Elections	14,000	0	14,000	
0160	Grants -General	16,000	7,500	8,500	46.9%
0163	Grants -CANF	5,000	0	5,000	0.0%
0162	Support for Town Amenities	10,000	0	10,000	0.0%
0166	Support towards Saturday bus service	16,000	0	16,000	0.0%
0165	Dog Waste & litter collection	8,250	3,897	4,353	47.2%
0143	Natural England - re Penn Common	5,000	0	5,000	0.0%
0167	Civic Expenses	500	0	500	0.0%
0172	Christmas Lighting & bunting	22,550	7,549	15,001	33.5%
0173	Town celebrations	25,000	8,150	16,850	32.6%
0170	Postage	1,020	211	809	20.7%
0178	Payroll Contractor	1,200	268	933	22.3%
0179	Wages Temporary	1,500	0	1,500	0.0%
0180	Salaries	195,761	45,949	149,812	23.5%
0181	Employer's N.I. Salaries	18,112	3,825	14,287	21.1%
0182	Employer's Superan Salaries	104,339	24,638	79,701	23.6%
0185	Gross Wages-Market Inspectors	11,950	2,568	9,382	21.5%
0190	Gross Wages-Groundstaff	293,805	70,784	223,021	24.1%
0191	Groundstaff -Employers' N.I.	28,852	6,415	22,437	22.2%
	TOTAL REVENUE EXPENDITURE	1,218,659	328,100	890,559	26.9%

BUDGETARY CONTROL REPORT FOR PERIOD:

APRIL TO JUNE

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	ACTUAL APRIL TO JUNE 2023/24 £	VARIATION FROM BUDG 2023/24 £	actual to date as % of budget
	INCOME				
0350	Income-Rent Tennis Club	-7,276	-1,764	-5,512	24.2%
0351	Income-Rent SWB offices	-12,840	-3,214	-9,626	25.0%
0352	Income-Rent Bowls	-6,449	0	-6,449	0.0%
0353	Income-Rent Woodside Cottages	-22,000	-5,946	-16,054	27.0%
0354	Income-Rent Football	-3,306	27	-3,333	-0.8%
0356	Income-Rent Pennington Common	-200	0	-200	0.0%
0355	Income - Pennington Pavilion	-10,316	-2,860	-7,456	27.7%
0357	Income-Rent Cricket Club	-5,121	0	-5,121	0.0%
0358	Income-Rent Pavilion Woodside Park	-4,800	-1,200	-3,600	25.0%
0359	Income-Rent Allotments	-3,126	-3,201	75	102.4%
0360	Income - Croquet	-1,184	0	-1,184	0.0%
0376	Income Other	-12,000	-10,649	-1,351	88.7%
0374	Grant receivable - PennCommon	-1,826	0	-1,826	0.0%
0361	Recharges	-2,500	0	-2,500	0.0%
0378	Grants received	-5,000	-2,000	-3,000	40.0%
0379	CIL monies received	-18,000	-3,336	-14,664	18.5%
0392	Interest On Deposits	-15,000	-15,973	973	106.5%
	Loan repayment Cricket Club	-800	0	-800	0.0%
0399	Donations & event	-5,000	-1,873	-3,127	37.5%
0393	Market Income	-147,000	-39,952	-107,048	27.2%
0394	Insurance Income	-200	0	-200	0.0%
0395	Electricity Income	-20,000	-4,257	-15,743	21.3%
0396	Games Fees Income	-4,950	-945	-4,005	19.1%
0397	Entry/Hire- SWB	-48,000	-3,566	-44,434	7.4%
	TOTAL REVENUE INCOME	-356,894	-100,709	-256,185	28.2%
	CAPITAL EXPENDITURE				
0580	Capital-New Plant & Equipment	8,000	29,211	-21,211	
0579	Total of Alexandra Road Pot	790,000	0	790,000	
	Capital- Christmas lights	6,000	0	6,000	
	Replacement Bins	10,000		10,000	
0589	Market	5,000	1,773	3,227	
0587	Capital - playground refurbishment	30,000	0	30,000	
0595	Neighbourhood Plan	10,000	0	10,000	
	Drinking water fountain	0	2,495	-2,495	
0581	Tennis centre fencing and courts	63,000	1,305	61,695	
	Woodside pavilion alterations	0	5,360	-5,360	
	TOTAL CAPITAL EXPENDITURE	922,000	40,144	881,856	
	TOTAL NET COMMITTEES' EXPENDITURE	1,783,765	267,535	1,516,230	
Add	Net Transfer from Provisions	-878,000			
Add	Transfer to General Fund Balance	-19,400			
	PRECEPT	886,365	267,535		