



27 September 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 **Tuesday 3 October 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

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## **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 19 July 2023**  
To approve and sign as a correct record the Minutes of the previous Policy & Resources Meeting.

5. **Payments List: July 2023 – September 2023**  
To accept and authorise payments for the period July 2023 to September 2023
6. **Budget Control Report: April 2023 – August 2023**  
To note the report.
7. **Motion – Cllr Davies**  
To consider a proposal for an annual award to recognise an outstanding community member
8. **Mayors Award Policy**  
To consider the draft policy, subject to the approval of the Mayors' award.
9. **Next Meeting**  
To confirm the next meeting of the Policy & Resources Committee will be held on **Tuesday 5 December 2023**

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**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 19 July 2023 at 10.30am**

<b><u>PRESENT:</u></b>	<b>Councillors</b>	Cllr. Davies (Mayor) Cllr. Gray Cllr. Phillips Cllr. Lewis Cllr. England Cllr. McCarthy
	<b>Officers</b>	Louise Young CEO/Town Clerk Sue Finnimore, Responsible Finance Officer

8. **Apologies for Absence**  
Received and accepted from Cllr Penson & Cllr Morgan and Cllr Brindley.
9. **Declarations of Interest**  
None.
10. **Public Participation**  
None.
11. **Minutes of Previous Policy & Resources Meeting held on 13 June 2023**  
**Resolved:** That the minutes of the Policy & Resources meeting held on 13 June 2023 be signed as a correct record.  
Proposed by Cllr McCarthy, seconded by Cllr England. All in favour.
12. **Payments List: April 2023 – June 2023**  
**Resolved:** That members accept and authorise payments for the period April 2023 – June 2023.  
Proposed by Cllr Gray, seconded by Cllr Phillips. All in favour.
13. **Budget Control Report: April 2023 – June 2023**

The RFO reported that the report showed the actual figures for the first 3 months of the year and any points of interest had been highlighted.

Cllr England questioned the planting costs and if quotes are obtained from different suppliers. The Town Clerk confirmed that quotes were obtained and explained that consideration for who receives the contract is not only based on cost but also a supplier who could commit to the number of plants required, timings and storage.

Cllr McCarthy also asked about the cost of chemicals for the Sea Water Baths and were there more competitive prices elsewhere. The Town Clerk explained that we only commit to £25,000 spend for chemicals and it was the licensees responsibility to source cheaper options which they are likely to do as it would be in their interest.

**Resolved:** That Councillors note report.

**14. Next Meeting**

The next meeting of the Policy & Resources Committee will be held on **Tuesday 3 October 2023** at 10.30am in the Council Chamber.

Meeting concluded at 10.45am.

**Date:** ..... **Chairperson's Signature:** .....

## PAYMENTS FOR PERIOD JULY TO SEPTEMBER 2023

Date	Beneficiary	Purpose of Expenditure	Amount
03/07/2023	New Forest District Council	Rates payment for the market	1834.00
03/07/2023	New Forest District Council	Rates payment for the depot	961.00
06/07/2023	Southern Solutions	Remote IT support for July	885.72
06/07/2023	Merchanting Ltd	12 x 240 litre green wheelie bin inserts for phase two of bin installation	510.60
10/07/2023	Lynx Sports Management	Second instalment water treatment costs at sea water baths	18000.00
10/07/2023	Park HR	Wage cost of temporary office staff for April and May	1848.99
10/07/2023	Pristine Cleaning	Cleaning at Woodside toilets, and depot mess room for July	1280.00
10/07/2023	Geoff Kilbey	Resolve Nissan Cabstar starting problems and full service	685.61
12/07/2023	HMRC	Pension contributions for June	10681.57
12/07/2023	HMRC PAYE for May	Paye & NIC contributions for June	9611.20
21/07/2023	E.on	Woodside Pavilion electric charges for June	1316.65
31/07/2023	Groundwork UK	Grant underspend repaid to grant awarding body	14040.00
31/07/2023	Northfield Nursery	Summer bedding and hanging basket plants	5888.40
31/07/2023	Advanced Ecobuild Services	Deposit for replacement lighting attachments at Lymington Sports Ground	4803.00
31/07/2023	Park HR	Wage cost of temporary office staff for June	1436.62
31/07/2023	RMS Waste Disposal	Disposal costs for oil waste at depot	750.60
31/07/2023	Lush Signs	Signage for new Toyota Hilux Pick-up	597.60
31/07/2023	New Milton Sand and Ballast	Disposal costs of green waste left at Pennington Rec	536.15
01/08/2023	New Forest District Council	Rates payment for the depot	961.00
01/08/2023	New Forest District Council	Rates payment for the market	1834.00
04/08/2023	Southern Solutions	Remote IT support for August	885.72
11/08/2023	Pension	Pension payments for July	10681.56
11/08/2023	HMRC	PAYE & NIC contributions for July	9402.40
11/08/2023	Pristine Cleaning	Cleaning at Woodside toilets, and depot mess room for August	1024.00
11/08/2023	GJH Builders	Repairs to fix leak in roof at Pennington Pavillion	1263.00
11/08/2023	Hampshire County Council	Internal Audit fees for 2022/2023	2010.00
11/08/2023	SJ Hills Ltd	Works to Irrigation systems at Bowls, Croquet and LSG	1316.40
14/08/2023	Scottish Power	Pennington Pavillion electricity for July	625.20
14/08/2023	Scottish Power	LSG Sports Pavillion electricity for July	1131.20
14/08/2023	Scottish Power	Depot electricity costs for July	746.46
16/08/2023	E.ON	Woodside Pavilion electric charges for July	1445.14
22/08/2023	Mark Harrod	New rugby posts at Woodside Park	2235.07
01/09/2023	New Forest District Council	Rates payment for the depot	961.00
01/09/2023	New Forest District Council	Rates payment for the market	1834.00
04/09/2023	Glasdon	Cost of new bins for phase two of the bins project	13719.81
04/09/2023	New Forest District Council	CCTV costs for April to September 23	6227.00
04/09/2023	Park HR	Wage cost of temporary office staff for July	1117.37
06/09/2023	Southern Solutions	Remote IT support for September	885.72
12/09/2023	HMRC	PAYE & NIC contributions for August	9314.62
12/09/2023	All Start Fuel	Vehicle fuel - August 23	557.06
12/09/2023	John Shutler	High priority tree works	7904.12
12/09/2023	Clarke Groundworks	Groundworks for new bin installation	3400.00
12/09/2023	Wessex Petroleum	Cost to fill diesel tank at the depot	3238.38
12/09/2023	Wessex Woodland Management	Grass cutting on Pennington Common	2911.20
12/09/2023	Pristine Cleaning	Cleaning at Woodside toilets, and depot mess room for September	1064.00
12/09/2023	O'Neill Homer	Professional fees for assistance with Neighbourhood plan	660.00
12/09/2023	Pension	Pension payments for August	10681.56
13/09/2023	Scottish Power	Electricity charges for depot - August 2023	514.00
13/09/2023	Scottish Power	Electricity charges for SWB - August 2023	727.23
14/09/2023	Scottish Power	Electricity charges for Pennington Pavilion - August 2023	518.10
20/09/2023	E.ON	Woodside Pavilion electric charges for August	1609.15
20/09/2023	Fosse Contracts	Renovation works for four tennis courts at Lymington Tennis Club - first instalment	110026.80
28/09/2023	John Shutler	Tree works at St Thomas Church	718.18
28/09/2023	Dorset Fence	Overhead barriers at Pennington Rec, Poles Lane & Lymington Sports Ground & SWB gates	13080
28/09/2023	Simon Young	Repairs to heating in changing rooms at Pennington and hot water heater bowls club	1876.55
28/09/2023	Park HR	Wage cost of temporary office staff for August	1117.37
28/09/2023	Merlin Fabrications	Four replacement bench legs	642.00

## REPORT TO POLICY & RESOURCES COMMITTEE – 3<sup>rd</sup> October 2023

### BUDGETARY CONTROL REPORT FOR PERIOD APRIL TO AUGUST 2023

#### 1. BACKGROUND

The purpose of this budgetary control report is to inform Members of the actual income and expenditure for the 5 months April to August 2023.

#### 2. OVERVIEW APRIL TO AUGUST 2023

This report sets out our actual costs and income for these five 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 5 months ending 31<sup>st</sup> August 2023 is **£431,020** compared with the budget of £1,783,765 (before making transfers from reserves).

#### 3. FINANCIAL IMPLICATIONS

**Revenue Budget** -. Total revenue expenditure for the five months to the end of August 2023 was **£506,301** compared to the total budgeted expenditure for the whole year of £1,218,659.

This represents 41.5% of the total for the year and is in line with expenditure for five months out of the total 12 months budget.

As covered in the report to the last Policy & Resources meeting, 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.

Explanations for some of the significant items are given below:

Revenue Expenditure	Percentage incurred	Comment
Insurance	102.1%	The annual premium is paid at start of year – due to rising costs of rebuilding – the cost of our premium has increased.
Subscriptions	94.9%	Annual costs incurred in April
Tree Surgery	87.8%	The invoice for the high priority tree works which were required has now been received and this has taken up the majority of the total budget for the year. As reported to the June Council meeting, the cost of the medium priority tree works will exceed the budget for this year, but the spend was approved and will be taken from general reserves.
Pitch care materials	73.9%	The majority of these materials are purchased at the start of the financial year, ready to use on sports pitches.
Shrubs, plants	71.0%	The cost of the summer bedding plants for the Town has now been incurred, and this does make up approx. three quarters of the total budget for the year.

Sea Water Baths treatment costs	67.7%	As reported to the Council meeting in September, the cost of this item will exceed budget this year, due to the cost increasing in line with RPI. This will be covered by the SWB reserve.
Maintenance	53.4%	This expense includes all the costs of maintaining and repairing our properties and facilities, which are not covered by another specific budget. The budget allows for the small ongoing costs of maintenance, such as light bulbs, fixings, paint etc but also includes larger repair bills for items which require attention in the year – and this year there have been quite a few items which have needed significant repairs. Due to the large number of repairs and the increasing pressure on prices it is possible that this item will exceed budget. This is being monitored closely.

**Income** – Income received is shown in the top half of page 2 of the appendix. A total of **£193,148** has been received in five months, which represents 54.0% of the budget for the year, which is £356,894.

The Saturday market continues to perform well against budget, and a total of £67k has been received in five months.

Interest received to date is £27,294. As a result of the increases to the interest rate this year, we have seen an increase in the interest being received on our deposits, and the total has far exceeded the budget for the year already.

The poor summer weather has had an adverse effect on visitors to the Sea Water Baths and it is unlikely that our fees from the gate takings will achieve the budget for the year.

**Capital Budget** – Page 2 of appendix 1 shows the actual capital spend for the five months. A total of **£117,867** was spent in the period on capital items.

Some items appear to have exceeded budget. Key variances are explained below:

Capital Details	Budget	Actual Spend	Comments
New Plant	£8,000	£29,418	A new vehicle had been included in the budget for last year, but due to supply issues has only just been received. The overspend here is covered by a transfer from reserves from last year's budget.
Drinking water fountain	£0	£2,495	This item was included in the budget for last year, but the project was not completed in that year. The remaining costs

## Item 6

			of £2,495 are largely covered by grant income which is also incl this year
Woodside Pavilion alterations	£0	£5,585	This is another project that was unable to be completed in the last financial year, and the spend will be covered by a transfer from reserves from last year's budget.
Replacement Bins	£10,000	£14,833	An additional spend on the new bins was approved at the June Council meeting, so that this project could be completed in this year.

#### 4. RECOMMENDATION

It is **RECOMMENDED** that Members

- a) note this report

For further information please contact:  
**Sue Finnimore RFO**



**BUDGETARY CONTROL REPORT FOR PERIOD:**

**APRIL TO AUG**

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	ACTUAL APRIL TO AUG 2023/24 £	VARIATION FROM BUDG 2023/24 £	actual to date as % of budget
0104	Travel Allowances	500	143	357	28.6%
0105	Town Mayor's Allowance	1,500	243	1,257	16.2%
0106	Bank Charges	1,500	482	1,018	32.2%
0107	Training	3,000	60	2,940	2.0%
0108	Member's Expenses & Allowances	13,335	4,806	8,529	36.0%
0109	Rent - Offices/Chamber	11,000	7,500	3,500	68.2%
0110	Service Charge	9,900	8,553	1,348	86.4%
0111	Insurances	18,025	18,396	-371	102.1%
0112	Audit Fees	4,200	1,675	2,525	39.9%
0113	Telephone	10,800	4,298	6,502	39.8%
0114	Stationery/Printing	1,200	554	646	46.1%
0115	Photocopying	1,200	462	738	38.5%
0116	Subscriptions	3,255	3,090	165	94.9%
0117	Furniture Equipment	1,000	546	454	54.6%
0118	Professional & Technical Fees	7,500	2,509	4,991	33.5%
0120	Public Relations/Advertising	3,150	858	2,293	27.2%
0122	Pitch care materials	21,000	15,524	5,476	73.9%
0123	Cleaning	39,900	19,018	20,882	47.7%
0124	Solicitors Fees	4,000	0	4,000	0.0%
0125	Maintenance/Materials	66,000	35,238	30,762	53.4%
0126	Inspection Fees	1,500	585	915	39.0%
0127	Office Supplies	1,500	698	803	46.5%
0128	Tree Surgery	7,500	6,587	913	87.8%
0129	Shrubs, Plants, wildflower seeds	8,100	5,751	2,349	71.0%
0130	Electricity	60,000	17,743	42,257	29.6%
0131	Waste Disposal/Dust Mats	1,500	297	1,203	19.8%
0133	Water	8,800	0	8,800	0.0%
0134	SWB treatment costs	25,000	16,920	8,080	67.7%
0135	Business Rates	33,495	15,416	18,079	46.0%
0136	Sewerage	5,500	1,794	3,706	32.6%
0137	Pump Maintenance/Hire	1,500	0	1,500	0.0%
0138	Staff Uniform	1,575	802	773	50.9%
0139	Health & Safety	1,950	1,314	636	67.4%
0142	Plans/Maps/Publications	550	3	547	0.5%
0146	Waste Transfer	10,000	3,455	6,545	34.5%
0147	Signs	500	80	420	16.0%
0150	Fuel	11,500	3,861	7,639	33.6%
0151	Licences	1,600	861	739	53.8%
0152	Spares/Small Tools	6,300	4,786	1,514	76.0%
0153	Plant Hire	1,000	60	940	6.0%
0155	IT support and equipment	13,000	4,202	8,798	32.3%
0158	CCTV	15,485	6,993	8,492	45.2%
0159	Elections	14,000	0	14,000	0.0%
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	2,426	2,574	0.0%
0167	Civic Expenses	500	0	500	0.0%
0172	Christmas Lighting & bunting	22,550	7,862	14,688	34.9%
0173	Town celebrations	25,000	8,850	16,150	35.4%
0170	Postage	1,020	468	552	45.9%
0178	Payroll Contractor	1,200	355	845	29.6%
0179	Wages Temporary	1,500	0	1,500	0.0%
0180	Salaries	195,761	78,530	117,231	40.1%
0181	Employer's N.I. Salaries	18,112	6,375	11,737	35.2%
0182	Employer's Superan Salaries	104,339	41,082	63,257	39.4%
0185	Gross Wages-Market Inspectors	11,950	4,035	7,915	33.8%
0190	Gross Wages-Groundstaff	293,805	118,058	175,747	40.2%
0191	Groundstaff -Employers' N.I.	28,852	10,703	18,149	37.1%
	<b>TOTAL REVENUE EXPENDITURE</b>	<b>1,218,659</b>	<b>506,301</b>	<b>712,358</b>	<b>41.5%</b>

**BUDGETARY CONTROL REPORT FOR PERIOD:**
**APRIL TO AUG**

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	ACTUAL APRIL TO AUG 2023/24 £	VARIATION FROM BUDG 2023/24 £	actual to date as % of budget
	<b>INCOME</b>				
0350	Income-Rent Tennis Club	-7,276	-3,549	-3,727	48.8%
0351	Income-Rent SWB offices	-12,840	-5,356	-7,484	41.7%
0352	Income-Rent Bowls	-6,449	0	-6,449	0.0%
0353	Income-Rent Woodside Cottages	-22,000	-9,910	-12,090	45.0%
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	-4,767	-5,549	46.2%
0357	Income-Rent Cricket Club	-5,121	-4,605	-516	89.9%
0358	Income-Rent Pavilion Woodside Park	-4,800	-2,000	-2,800	41.7%
0359	Income-Rent Allotments	-3,126	-3,237	111	103.6%
0360	Income - Croquet	-1,184	-1,185	1	100.1%
0376	Income Other	-12,000	-12,199	199	101.7%
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	-27,294	12,294	182.0%
	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	-66,917	-80,083	45.5%
0394	Insurance Income	-200	0	-200	0.0%
0395	Electricity Income	-20,000	-7,892	-12,108	39.5%
0396	Games Fees Income	-4,950	-2,400	-2,550	48.5%
0397	Entry/Hire- SWB	-48,000	-34,655	-13,345	72.2%
	<b>TOTAL REVENUE INCOME</b>	<b>-356,894</b>	<b>-193,148</b>	<b>-163,746</b>	<b>54.1%</b>
	<b>CAPITAL EXPENDITURE</b>				
0580	Capital-New Plant & Equipment	8,000	29,418	-21,418	
0579	Total of Alexandra Road Pot	790,000	0	790,000	
	Capital- Christmas lights	6,000	0	6,000	
	Replacement Bins	10,000	14,833	-4,833	
0589	Market	5,000	2,589	2,411	
0587	Capital - playground refurbishment	30,000	0	30,000	
0595	Neighbourhood Plan	10,000	550	9,450	
	Drinking water fountain	0	2,495	-2,495	
0581	Tennis centre fencing and courts	63,000	62,397	604	
	Woodside pavilion alterations	0	5,585	-5,585	
	<b>TOTAL CAPITAL EXPENDITURE</b>	<b>922,000</b>	<b>117,867</b>	<b>804,133</b>	
	<b>TOTAL NET COMMITTEES' EXPENDITURE</b>	<b>1,783,765</b>	<b>431,020</b>	<b>1,352,745</b>	
<b>Add</b>	Net Transfer from Provisions	-878,000			
<b>Add</b>	Transfer to General Fund Balance	-19,400			
<b>PRECEPT</b>		<b>886,365</b>	<b>431,020</b>		

## **Motion: Councillor Davies**

Seconded: Cllr McCarthy

### **Mayors' Award**

In Lymington and Pennington there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

#### **Proposal**

That the Town Council recognises and celebrates individuals who have volunteered their time and energy to help others or benefit the town, through an annual 'Mayors' Award' to be presented to the most deserving individuals.



## MAYORS' AWARD POLICY

In Lymington and Pennington there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

The Town Council recognises and celebrates individuals who have volunteered their time and energy to help others or benefit the town, through an annual 'Mayors Award' to be presented to the most deserving individuals.

### **Award Criteria**

Nominations for the award can be received at any time during the year from members of the local community and Councillors, they are to be submitted to the Town Clerk.

An application form is available from the Town Council offices for nominations.

The nominee must live, work, study in or contribute to the Town of Lymington and Pennington.

Any application received will be verified by the Town Clerk to check they meet the eligibility criteria.

A Review Panel of the Mayor, Deputy Mayor and Chair of Policy and Resources will discuss nominations and select the chosen individual for the award.

### **Receiving the Award**

The Mayors' Award will be presented at the end of each calendar year with the chosen recipient invited to receive it at full council.

Certificates will be produced for all nominees.