



10 April 2024

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 16 April 2024 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 30 January 2024**
To approve and sign as a correct record the Minutes of the previous Policy & Resources Meeting.

5. Payments List: January 2024 – March 2024

To accept payments for the period January 2024 to March 2024

6. Budget Control Report: January 2024 – February 2024

Report to follow.

7. Next Meeting

To be confirmed after the Annual Meeting.

8. Exclusion of Press & Public

To resolve that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest for reasons of the confidential nature of the business to be transacted

CONFIDENTIAL

9. Review of investments

To consider report

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 Tuesday 30 January 2024 at 10.30am**

<u>PRESENT:</u>	Councillors	Cllr. Davies (Mayor) Cllr. Gray Cllr. Lewis Cllr. Brindley Cllr. England Cllr. Penson Cllr. McCarthy Cllr.Humber
	Other Councillors	Cllr. Jearrad
	Officers	Louise Young CEO/Town Clerk Sue Finnimore, Responsible Finance Officer Lesley Way, Deputy Town Clerk
	Members of Public	1 member of public

36. Apologies for Absence
Received and accepted from Cllr Phillips and Cllr Morgan.

37. Declarations of Interest
None.

38. Public Participation
None.

39. Minutes of Previous Policy & Resources Meeting held on 5 December 2023

Cllr Brindley proposed an amendment to items 30iii, to change the word recommended and to remove 32 ii.

Resolved: That the minutes of the Policy & Resources meeting held on 5 December 2023, with amendments, be signed as a correct record.

Proposed by Cllr England, seconded by Cllr Brindley. All in favour.

40. Payments List: October 2023 – December 2023

Resolved: That members accept payments for the period October 2023 – December 2023.

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

41. Budget Control Report: April 2023 – December 2023

Resolved: That Councillors note report and agree virements.

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

42. Grant Aid Request

Councillors discussed the additional proposed grants.

ORGANISATION	AMOUNT
Lymington Rowing Club	£1500 For the purchase of new oars
Priestlands School	£3000
St Barbe Museum	Up to £1,256, subject to 3 quotes being obtained.

Resolved: That the additional grant requests are approved.

Proposed by Cllr McCarthy, seconded by Cllr Penson. 7 in favour, 1 abstention.

43. Next Meeting

Cllr Penson and The Mayor thanked the RFO for all her excellent work over the last 10 years and wished her well for her retirement.

The next meeting of the Policy & Resources Committee will be held on **Tuesday 16 April 2024** at 10.30am in the Council Chamber.

Meeting concluded at 11.00am.

Date: **Chairperson's Signature:**

PAYMENTS FOR PERIOD JANUARY TO MARCH 2024

Date	Beneficiary	Purpose of Expenditure	Amount
02/01/2024	New Forest District Council	Depot rates January 2024	£ 961.00
02/01/2024	New Forest District Council	Market rates January 2024	£ 1,834.00
02/01/2024	Business Stream	SWB waste water charges 13th September - 12th December	£ 5,449.09
05/01/2024	Southern Solutions	Remote IT support for January	£ 885.72
10/01/2024	New Forest Pristine Cleaners	Cleaning at Woodside toilets, Pennington Pavilion and depot mess room for December 2023	£ 1,480.00
10/01/2024	Solent Mead Day Centre	Grant Aid 2023	£ 750.00
15/01/2024	HCC Pensions	Pension contributions for December 2023	£ 17,466.02
15/01/2024	HMRC	Paye & NIC contributions for December 2023	£ 20,774.79
17/01/2024	e.on	Woodside Pavilion electric charges December	£ 1,121.96
19/01/2024	Southern Solutions	Software, WatchGuard T35 basic security - 1 year	£ 528.00
22/01/2024	Scottish Power	Electricity charges Pennington Pavilion December	£ 824.32
22/01/2024	Scottish Power	LSG Sports Pavilion Electricity charges December	£ 1,822.77
22/01/2024	Scottish Power	Electricity charges for Depot December	£ 911.84
24/01/2024	Capstan Security	Fire Alarm & Emergency Light testing/maintenance for sports pavilions and Woodside Depot	£ 1,106.70
24/01/2024	Earlcoate Construction & Plant Hire	Sea Water Baths - Major repair and rerouting for a water leak under the building at Lymington Town Sailing Club	£ 3,075.00
24/01/2024	Hampshire Association of Local Councils	Bespoke Councillor training session November 2023	£ 960.00
24/01/2024	Lapwing	Staff uniform items & items for the depot store	£ 606.12
24/01/2024	Newsquest Local IQ	1/4 page advert in Hampshire Life & 1/4 page advert in The Great British Staycation Magazine to promote the market	£ 663.00
24/01/2024	Newlands Training Ltd	Pesticide training for Parks and Open Space employees	£ 1,176.00
24/01/2024	New Milton Sand & Ballast	Removal of green waste, sand for Woodside pitches and mulching bark	£ 1,433.17
24/01/2024	Sharp Business Systems UK PLC	Primary Rental 01-12-2023 - 29-02-2024	£ 685.12
24/01/2024	Simon Young	Pennington Pavilion, various shower repairs	£ 992.40
24/01/2024	Sparkx	8 new column Xmas motifs and Xmas lights installation	£ 17,388.00
05/02/2024	Scottish Power	Electricity charges Pennington Pavilion January	£ 1,307.52
05/02/2024	Scottish Power	LSG Sports Pavilion Electricity charges January	£ 1,310.66
05/02/2024	Scottish Power	Electricity charges for Depot January	£ 1,272.36
06/02/2024	Southern Solutions	Remote IT support for February	£ 885.72
07/02/2024	New Forest Pristine Cleaners	Cleaning at Woodside and Pennington cleaning January	£ 1,480.00
09/02/2024	Clarke Groundworks	Emergency drainage repairs at Walhampton monument & roller hire for Lymington Sports Ground car park	£ 1,200.00
09/02/2024	D E Building Services	Repair works to the roof of the Bowls Club LSG	£ 1,440.00
09/02/2024	Dibben Electrical Contractors	LSG Football floodlights replace and install 200 watt HID ballast unit	£ 635.10
09/02/2024	New Forest District Council	Lease on Town Hall for January to June 2024 & charges for waste and dog bins for October 2023 to March 2024	£ 16,441.80
09/02/2024	New Milton Sand & Ballast	Green waste and general waste	£ 1,524.16
12/02/2024	Pattco Ltd	PAT testing for the Town Hall Offices	£ 569.23
13/02/2024	Machine Mart	2x Dehumidifiers	£ 716.37
15/02/2024	Pension	Pension contributions for January	£ 11,458.77
15/02/2024	HMRC	Paye & NIC contributions for January	£ 10,279.62
16/02/2024	e.on	Woodside Pavilion electric charges January	£ 1,300.96
26/02/2024	BT	February invoice	£ 783.71
26/02/2024	Lymington Rowing Club	Grant Aid	£ 1,500.00
26/02/2024	Addspace Construction Ltd	Supply and fit window for 1 Woodville Cottages	£ 515.00
26/02/2024	A P Nash Roofing	Lymington Tennis Club flat roof repair	£ 500.00
26/02/2024	Capstan Security	Maintenance of VSS/CCTV and replace faulty camera at Woodside Pavilion	£ 708.00
26/02/2024	Carters of Swanick	Trigger mechanism for STIHL HS82RC hedge trimmer and service parts for the workshop	£ 721.97
26/02/2024	ELM Environmental Land	HLS Implementation Advice on Pennington Common - 1st January 2023 to 31st January 2024	£ 694.32
26/02/2024	Harnett Builders	Supply and fit firewall break stud wall at Woodside Pavilion loft space	£ 4,092.00
26/02/2024	John Shutler	Medium tree works at various locations	£ 6,957.12
26/02/2024	Lynx Sports Management	Supply and distribution of 5.5 tonnes of gravel at Lymington Sea Baths including labour and tipper hire	£ 1,545.60
26/02/2024	New Forest District Council	Parking space licence for parking at Sea Water Baths offices	£ 574.00
28/02/2024	Lymington Hospital Friends	Big Pot Grant - Report on rail links for travel to Lymington Hospital	£ 4,000.00
01/03/2024	Priestlands School	Grant Aid 2023	£ 3,000.00
04/03/2024	HMRC	Paye & NIC contributions for February	£ 10,113.43
04/03/2024	Pension	Pension contributions for January	£ 11,071.61
06/03/2024	Southern Solutions	Remote IT support for March	£ 898.08
07/03/2024	Scottish Power	Electricity charges for Depot January - February	£ 1,175.02
08/03/2024	New Forest Pristine Cleaners	Cleaning at Woodside and Pennington February 2024	£ 1,184.00
11/03/2024	Scottish Power	Electricity charges Pennington Pavilion January - February	£ 1,122.96
11/03/2024	Scottish Power	LSG Sports Pavilion Electricity charges January - February	£ 1,173.99
14/03/2024	Advertiser & Times	Adverts for various vacant posts	£ 501.60
14/03/2024	Dovey Ltd	VERTIQUAKE de-compaction machine hydraulic leak repair	£ 529.48
14/03/2024	Kingfisher Visitors Guide	Charter market advert	£ 540.00
14/03/2024	Harnett Builders ladder	Health & Safety Woodside Pavilion, additional loft hatch and ladder	£ 877.20
14/03/2024	Arbor Venture Training	Training - Chainsaw course	£ 950.00
14/03/2024	Hunts New Forest	Service parts for the IFOR Williams trailer and service parts for the three tractors	£ 1,006.20
14/03/2024	Ambassador Pools & Leisure	External blue paint for the Sea Water Baths pool	£ 1,587.00
14/03/2024	Bowcom	Sports Pitches - bulk marking out paint	£ 1,677.00
14/03/2024	Capstan Security	Various Sports Pavilions- replacement emergency light bulkheads, battery packs & exit signs.	£ 2,067.60
14/03/2024	Lynxs Sports Management	SWB water treatment payment - 1st instalment 2024	£ 12,000.00
19/03/2024	St Barbe Museum	Grant Aid 2023	£ 948.00
19/03/2024	e.on	Woodside Pavilion electric charges February	£ 987.58
26/03/2024	BT	March 2024 invoice	£ 620.70

9REPORT TO POLICY & RESOURCES COMMITTEE – 16th April 2024**BUDGETARY CONTROL REPORT FOR PERIOD APRIL TO MAR 2024****1. BACKGROUND**

The purpose of this budgetary control report is to inform Members of the draft income and expenditure for the 12 months April 2023 to March 2024.

As this report is prepared, we are still in the stages of finalising the figures for the year ended 31st March 2024.

The figures presented here for the year are still in **draft** and are subject to further adjustments following review of the figures and may be subject to change pending receipt of further information and invoices to be received.

Final accounts will be presented to Full Council for approval in June 2024.

2. OVERVIEW APRIL TO MARCH 2024

Page 2 of appendix 1 attached to this report shows that the Total Net Committees' expenditure for the 12 months ending 31 March 2024 is **£967,760** compared with the approved original budget of £1,783,765 and the revised budget of £1,882,224 (before making any transfers to reserves).

3. FINANCIAL IMPLICATIONS

Revenue Budget - Total draft revenue expenditure for the twelve months to the end of March 2024 was **£1,212,038** compared to the total budgeted expenditure of £1,218,659 and the total revised budget of £1,275,030.

The attached budget management statement does highlight a small number of negative budget variations. These include the following:

Code	Detail	Rev Budget	Actual	Variation	Virement
0123	Cleaning	40,600	42,012	1,412	1,450
0125	Maintenance and Materials	67,000	69,639	2,639	4000
0151	Licences	1,600	1,661	61	100
0160	Grants – General	23,500	23,985	48	50
0166	Support towards Saturday bus service	17,800	17,817	17	20
0172	Christmas lighting and bunting	20,550	23,985	3,435	3,500
0191	Groundstaff – employers NI	28,145	28,562	417	420
	TOTAL VIREMENTS				9,540

Sewerage 0136 is showing over budget due to a leak at the SWB offices, this leak has been repaired and we are awaiting a credit for a leak allowance. We are also awaiting a credit to 0113 Telephone.

A significant expenditure not yet received is tree surgery code 0128, this amount is expected to be fully utilised when work is completed.

It is recommended that the virements required above are made from the following account codes

Code	Detail	Rev Budget	Actual	Variation	Virement
0130	Electricity	55,780	40,904	-14,876	-9,540
	TOTAL VIREMENTS				-

Income

The top half of page 2 of appendix 1 shows draft income for the twelve months as **£475,909**, compared to the revised budget of **£411,026**.

There are some variations which are worth highlighting

Code	Detail	Rev Budget	Actual	Variation	Comment
0392	Interest on deposits	57,500	70,347	12,847	One of the only positive impacts from the change in economic conditions in this financial year.
0351	SWB Offices	12,840	8,820	-4,020	Work is still ongoing to allow the offices to be rented since the tenant vacated. No further income is expected.
0376	Income Other	12,000	47,366	35,366	This includes the donation towards Christmas Lights and the donation from Lymington Tennis club towards the tennis centre refurbishment.

Capital Budget – Page 2 of appendix 1 shows the draft capital spend for the twelve months, April – March 2024. A total of **£231,632** was spent in the period on capital items.

There are some variations which are worth highlighting

Code	Detail	Rev Budget	Actual	Variation	Comment
	Tennis Centre	93,000	108,672	-15,672	The tennis centre works are not complete, with snagging work due to finish in the spring. The final payment is held until these are complete. The tennis club also donated towards the project which is highlighted in income.
0579	Total of Alexandra Road Pot	790,000	4000	790,000	Approval was given at February Council for the remainder of the LCA allocation of Alexandra Road Pot, totalling 439,000. This is expected to be transferred in the next 3 months.

4. RECOMMENDATION

It is **RECOMMENDED** that Members

- a) note this report
- b) agree the virements

For further information please contact:

Louise Young
CEO/Town Clerk

BUDGETARY CONTROL REPORT FOR PERIOD:

APRIL TO MARCH

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	REVISED BUDGET 2023/24 £	ACTUAL APRIL TO MARCH 2023/24 £	VARIATION REV BUDG 2023/24 £	actual to date as % of rev budget
0104	Travel Allowances	500	500	143	357	28.6%
0105	Town Mayor's Allowance	1,500	1,500	1,477	23	98.4%
0106	Bank Charges	1,500	1,500	1,389	111	92.6%
0107	Training	3,000	3,000	2,785	216	92.8%
0108	Member's Expenses & Allowances	13,335	13,335	11,480	1,855	86.1%
0109	Rent - Offices/Chamber	11,000	11,000	9,167	1,833	83.3%
0110	Service Charge	9,900	11,050	10,154	896	91.9%
0111	Insurances	18,025	18,525	17,783	742	96.0%
0112	Audit Fees	4,200	3,800	3,775	25	99.3%
0113	Telephone	10,800	10,800	11,009	-209	101.9%
0114	Stationery/Printing	1,200	1,200	1,175	25	97.9%
0115	Photocopying	1,200	1,700	1,565	135	92.0%
0116	Subscriptions	3,255	3,255	3,145	110	96.6%
0117	Furniture Equipment	1,000	1,000	941	59	94.1%
0118	Professional & Technical Fees	7,500	7,500	7,032	468	93.8%
0120	Public Relations/Advertising	3,150	3,150	3,080	70	97.8%
0122	Pitch care materials	21,000	21,000	20,454	546	97.4%
0123	Cleaning	39,900	40,600	42,012	-1,412	103.5%
0124	Solicitors Fees	4,000	4,000	842	3,158	21.1%
0125	Maintenance/Materials	66,000	67,000	69,639	-2,639	103.9%
0126	Inspection Fees	1,500	1,500	614	886	40.9%
0127	Office Supplies	1,500	1,500	1,469	31	98.0%
0128	Tree Surgery	7,500	35,500	19,134	16,366	53.9%
0129	Shrubs, Plants, wildflower seeds	8,100	8,100	7,193	907	88.8%
0130	Electricity	60,000	55,780	40,904	14,876	73.3%
0131	Waste Disposal/Dust Mats	1,500	1,500	980	520	65.3%
0133	Water	8,800	9,350	7,274	2,076	77.8%
0134	SWB treatment costs	25,000	26,920	26,920	0	100.0%
0135	Business Rates	33,495	29,495	29,391	104	99.6%
0136	Sewerage	5,500	8,500	8,933	-433	105.1%
0137	Pump Maintenance/Hire	1,500	1,500	0	1,500	0.0%
0138	Staff Uniform	1,575	1,575	1,436	139	91.2%
0139	Health & Safety	1,950	4,950	4,793	157	96.8%
0142	Plans/Maps/Publications	550	550	548	2	99.6%
0146	Waste Transfer	10,000	10,000	8,272	1,728	82.7%
0147	Signs	500	500	433	67	86.6%
0150	Fuel	11,500	11,500	8,890	2,610	77.3%
0151	Licences	1,600	1,600	1,661	-61	103.8%
0152	Spares/Small Tools	6,300	7,500	7,275	225	97.0%
0153	Plant Hire	1,000	1,000	741	259	74.1%
0155	IT support and equipment	13,000	13,000	12,984	16	99.9%
0158	CCTV	15,485	15,485	14,152	1,333	91.4%
0159	Elections	14,000	16,520	16,512	8	100.0%
0160	Grants -General	16,000	23,500	23,548	-48	100.2%
0163	Grants -CANF	5,000	5,000	5,000	0	100.0%
0162	Support for Town Amenities	10,000	10,000	7,500	2,500	75.0%
0166	Support towards Saturday bus service	16,000	17,800	17,817	-17	100.1%
0165	Dog Waste & litter collection	8,250	8,250	7,145	1,106	86.6%
0143	Natural England - re Penn Common	5,000	5,000	4,603	397	92.1%
0167	Civic Expenses	500	500	113	387	22.6%
0172	Christmas Lighting & bunting	22,550	20,550	23,985	-3,435	116.7%
0173	Town celebrations	25,000	20,000	19,979	21	99.9%
0170	Postage	1,020	1,020	615	405	60.3%
0178	Payroll Contractor	1,200	1,200	1,068	133	89.0%
0179	Wages Temporary	1,500	1,500	0	1,500	0.0%
0180	Salaries	195,761	199,347	197,445	1,902	99.0%
0181	Employer's N.I. Salaries	18,112	17,464	16,517	947	94.6%
0182	Employer's Superan Salaries	104,339	107,727	105,641	2,086	98.1%
0185	Gross Wages-Market Inspectors	11,950	12,735	11,674	1,061	91.7%
0190	Gross Wages-Groundstaff	293,805	306,052	301,272	4,780	98.4%
0191	Groundstaff -Employers' N.I.	28,852	28,145	28,562	-417	101.5%
	TOTAL REVENUE EXPENDITURE	1,218,659	1,275,030	1,212,038	62,993	95.1%

BUDGETARY CONTROL REPORT FOR PERIOD:

APRIL TO MARCH

Code	DESCRIPTION	ORIGINAL BUDGET 2023/24 £	REVISED BUDGET 2023/24 £	ACTUAL APRIL TO MARCH 2023/24 £	VARIATION REV BUDG 2023/24 £	actual to date as % of rev budget
	INCOME					
0350	Income-Rent Tennis Club	-7,276	-7,098	-7,119	21	100.3%
0351	Income-Rent SWB offices	-12,840	-12,840	-8,820	-4,020	68.7%
0352	Income-Rent Bowls	-6,449	-6,329	-6,328	-1	100.0%
0353	Income-Rent Woodside Cottages	-22,000	-23,000	-23,854	854	103.7%
0354	Income-Rent Football	-3,306	-3,306	-3,546	240	107.3%
0356	Income-Rent Pennington Common	-200	-200	200	-400	-100.0%
0355	Income - Pennington Pavilion	-10,316	-11,316	-11,440	124	101.1%
0357	Income-Rent Cricket Club	-5,121	-5,051	-5,055	4	100.1%
0358	Income-Rent Pavilion Woodside Park	-4,800	-4,800	-4,800	0	100.0%
0359	Income-Rent Allotments	-3,126	-3,126	-3,559	433	113.8%
0360	Income - Croquet	-1,184	-1,184	-1,185	1	100.1%
0373	Capital finance - developers cont	0	0	0	0	
0376	Income Other	-12,000	-12,000	-47,366	35,366	394.7%
0374	Grant receivable - PennCommon	-1,826	-1,826	-4,414	2,588	241.7%
0361	Recharges	-2,500	-2,500	-2,168	-332	86.7%
0378	Grants received	-5,000	-5,000	-2,000	-3,000	40.0%
0379	CIL monies received	-18,000	-30,000	-32,516	2,516	108.4%
0392	Interest On Deposits	-15,000	-57,500	-77,495	19,995	134.8%
	Loan repayment Football Club	-800	-800	-792	-8	99.0%
0399	Donations & event	-5,000	-5,000	-5,613	613	112.3%
0393	Market Income	-147,000	-150,000	-157,933	7,933	105.3%
0394	Insurance Income	-200	-200	0	-200	0.0%
0395	Electricity Income	-20,000	-20,000	-20,058	58	100.3%
0396	Games Fees Income	-4,950	-4,950	-5,470	520	110.5%
0397	Entry/Hire- SWB	-48,000	-43,000	-44,439	1,439	103.3%
	TOTAL REVENUE INCOME	-356,894	-411,026	-475,909	64,883	115.8%
	CAPITAL EXPENDITURE					
0580	Capital-New Plant & Equipment	8,000	29,500	29,418	82	
0598	Capital - xmas lights	6,000	7,000	7,000	0	
	Security	0	10,000	9,800	200	
	Repay locality grant unused	0	14,040	14,040	0	
0579	Total of Alexandra Road Pot	790,000	790,000	4,000	786,000	
	Replacement Bins	10,000	15,500	15,259	241	
0589	Market	5,000	5,000	4,752	248	
0587	Capital - playground refurbishment	30,000	30,000	24,954	5,046	
0584	Neighbourhood Plan	10,000	10,000	1,742	8,258	
	Drinking water fountain	0	2,500	2,495	5	
0581	Tennis centre fencing and courts	63,000	93,000	108,672	-15,672	
	Woodside pavilion alterations	0	11,680	9,501	2,179	
	TOTAL CAPITAL EXPENDITURE	922,000	1,018,220	231,632	786,588	
	TOTAL NET COMMITTEES' EXPENDITURE	1,783,765	1,882,224	967,760	914,464	
Add	Net Transfer from Provisions	-878,000	-940,460			
Add	Transfer to General Fund Balance	-19,400	-54,900			
	PRECEPT	886,365	886,865	967,760		