

MILFORD-ON-SEA PARISH COUNCIL

The Parish Office
'The Old Clock House'
22 High Street ~ Milford-on-Sea ~ Hampshire ~ SO41 0QD



Finance and Forward Planning Committee

Minutes of the meeting held on 9th June 2025, in the Parish Office at 10.30am

Present: Cllrs. David Royle (Chair), Bob Bishop, Patricia Banks, Sue Pepper
Parish Clerk – Graham Wells, Assistant Clerk – Niamh Morrison

The Chair of the Finance Committee Cllr David Royle welcomed everyone and opened the meeting.

Apologies: Cllr's Cullen, Bennett, Darbishire & Fox.

Election of Vice Chair:

The Chair confirmed that Cllr Cullen had agreed to be nominated as Vice Chair in her absence. Cllr Pepper proposed Cllr Cullen become Vice Chair, Cllr Bishop seconded the proposal.

1. 2025/26 Income & Expenditure figures to date:

The Clerk circulated up-to-date reports on income and expenditure and reported that there will be an updated expenditure report shortly that considers the recent staff changes, maintenance reductions and national pay awards when known. He confirmed the payment for the Higher-Level Stewardship (HLS) is received in December.

2. Summary of capital funds available:

The Clerk reported that capital funds available currently stood at £25,452 and the next CIL payment is due in November.

3. Review of projects completed since the meeting on 24th February 2025:

1. Extension of the Tony Locke Orchard and the original fence line established.
2. Scalpings laid between the path shuttering in the Upper Pleasure Grounds.
3. Work to clear part of the Community Meadow.
4. Benches purchased for Studland Meadow & Common.
5. Agreement by residents of Blanford Court to start the new fence clearing in July.

4. To consider projects for 2025/26:

It was suggested that the following projects are considered by the full Parish Council at its meeting on 16th June 2025.

To purchase three new swing units for Carrington Lane Play Park, as the recent RoSPA report highlighted significant wood rot to all three items.

5. Update on the meeting with NFDC officers regarding the potential improvements to Milford Sea Front:

The Clerk reported that this project was still in its infancy and that NFDC were leading the project but welcomed ideas and input from the Parish Council. He confirmed that the money had been allocated for a project and NFDC would be informing the Parish Council on the next stage of the process.

6. **Financial implications on the change to contractors for grounds work:**

Cllr Royle reported that the schedule that detailed the work to be undertaken was very similar to the cost of employing two grounds staff, the added employment costs and the cost of using and insuring parish owned machinery.

The Clerk reported that he had met with the director of Land Products and was encouraged that they could achieve all that was required, they had also confirmed they could provide some additional services if required.

7. **Forward planning for work not undertaken by the contractors:**

The Clerk suggested there were a number of other tasks required in the village that Land Products were not able to undertake and that the Parish Council needed to consider if and how these tasks could get completed. He suggested four different options.

- a. Employing an additional Grounds Person
- b. Do nothing at all
- c. Advertise for a self-employed person with a wide range of skills
- d. The Clerk undertake some tasks as a temporary measure then evaluate in 3 months

Members of the committee discussed all the above options and agreed to recommend to the Full Parish Council that it seek the services of a self-employed person to undertake additional tasks.

Cllr Pepper suggested not rushing into selling any machinery until the council were happy with the current and any future arrangements.

8. **A.O.B.:**

Cllr Royle reported that the internal audit had been completed successfully. The auditor had highlighted the requirement to place 5 years of AGAR reports on the Parish Council website but had acknowledged a new website was being developed.

Cllr Royle reported that the building landlord was due to visit the office the following day to discuss a rent review. He requested a copy of the lease to ensure any request was covered within in. The Clerk agreed to ask a letting agent if the current rental amount was appropriate for the size of the Parish Office.

The Chair thanked everyone for attending and closed the meeting at 11.25am

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Chairman

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Date