



Minutes of a meeting of Midhurst Town Council Finance, Asset and Policy Committee held at The Old Library, Knockhundred Row, Midhurst on 12 December 2016 at 8.00 p.m.

MEMBERS

- ✓ Ms C Lintott (Chairman)
- ✓ Mrs M Guest
- ✓ Mr S Morley
- ✓ Mr M Purves Chairman of the Council
- ✓ Mr N Cheshire
- ✓ Mr G McAra
- ✓ Mrs J Sutton
- ✓ Mr J Quilter Vice Chairman of the Council

✓=Present

**70. Apologies**

There were none.

**71. Declarations of Interest**

There were none.

**72. Representations from the Public**

There were none.

**73. Matters Arising from the Meeting held 14.11.2016**

There were none.

**74. To adopt the minutes of the Old Library Management Sub Committee meeting of 5 December 2016**

**74.1.** The minutes of the meeting were approved as a true record and adopted by the Committee for recommendation to Council.

**74.2.** Min. 72.1 – Basement Flooding – Mr Quilter advised that the flooding issue will only be the responsibility of the Landlord if it is not being caused by the boiler. Now that the condensate pump had been replaced, the flooding needs to be monitored.

**74.3.** Min. 72.2 – Banging Pipes – Mr Quilter advised that this issue only seems to have arisen since MTC put pipes in to differentiate the mains water supply from that of Lilac Cottage and could therefore be MTC’s responsibility. The new pipes could be accentuating the volume of any existing banging.

It was agreed to get a plumber to check the pipe work and any shut-off valves for a cause of the noise.

**74.4.** Min. 73 – Blinds in Main Hall – Mr Quilter suggested that permission might need to be sought for installing blinds, but Mr McAra advised that this is not required.

**74.5.** Min. 75 – Bookings and Income – Mr Quilter referred to the rental of the premises by Midhurst Community Partnership, and advised that this organisation has no funds available and has been kept going to potentially support the purchase of the building. The Clerk advised that the Town Team will be paying for the use of the premises.

It was felt that the matter of who to charge needs to be reconsidered, and it was agreed to discuss this again at the next Old Library Management Sub Committee meeting.



**75. Third Budget Draft**

A third draft budget for 2017/18 had been circulated, incorporating the Grant and Tax Base figures provided by CDC. It was agreed to recommend the third draft to Council for adoption.

**76. Cemetery Lodge Survey**

A survey report, together with a summary of recommended actions compiled by Mr Quilter, had been circulated. It was agreed to accept the recommendations made by Mr Quilter, in particular the following:

- The Clerk is to obtain 2 quotes for the roof repair (para. 9 and 11)
- The tenant will be asked to clear blocked gutters (para. 17 and 18)
- The Clerk is to engage a plumber to check for leaks from the bathroom plumbing (para. 38)
- The tenant will be asked to maintain good heating and ventilation levels to avoid condensation (para. 39)
- The Clerk will establish from the tenant who installed the polystyrene tiles. If they were present when the tenant took occupation, then MTC will remove and make good the surfaces, otherwise the tenant is to remove and make good (para. 41)
- The amenity worker is to see whether he can replace the glazing in the chapel store window, otherwise the Clerk is to obtain quotes for this work (para. 50)
- The amenity worker is to try to lubricate and open the bed 3 and sitting room windows, otherwise the Clerk is to obtain quotes for this work (para.52)
- The Clerk will establish from the tenant who installed the wood burner and obtain a copy of the HETAS certificate if one exists, otherwise MTC is to get a certificate (para. 62)

It was confirmed by Mr Quilter and the Clerk that an electrical inspection was carried out in 2013 and is due again in 2018 (para. 66) and that a boiler service and safety check is carried out annually (para. 69). Mr Purves confirmed that smoke and carbon monoxide alarms were installed in the property (para. 62 and 69).

**77. Pension Fund Pooling Agreement**

As it had been previously agreed to continue with the pooling arrangement (min. 56), an agreement received from WSCC for signing had been circulated for approval. It was unanimously agreed to accept the terms of the agreement.

**78. Financial Statements**

The bank reconciliation and details of receipts and payments for November had been circulated and were approved.

**79. Matters of Report**

- 79.1.** Ms Lintott reported that, as Mr Flynn had resigned from the Council, a Vice Chairman will need to be appointed for this Committee. This will be done at the next meeting.
- 79.2.** Ms Lintott reported that the Street Party had gone well and good reports had been received, but that it appears to have gone over budget.

**80. Contractual Matters**

It was proposed by Ms Lintott, seconded by Mr Morley and agreed that the meeting move into closed session to discuss Contractual Matters.

The public meeting closed at 9.10 p.m.

Dated this 19<sup>th</sup> December 2016..... Chairman