



# Midhurst Town Council

Page 1 of 3

Minutes of a meeting of Finance Asset & Policy Committee  
held at the Old Library, Knockhundred Row, Midhurst on 8<sup>th</sup> April 2019 at 7.30pm

## MEMBERS

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

✓ = Present

In attendance: Miss S Hurr (Locum Town Clerk)

One member of the Press was present. No members of the public attended.

### 1. Apologies for Absence

Apologies were received from Mrs Guest and Mr Morley

### 2. Declarations of Interest: None

### 3. Representations from the Public: None

### 4. Matters Arising from the meeting held on 11<sup>th</sup> March 2019:

Ms Lintott confirmed that Kayleigh Collyer, the Events & Promotions Officer began her role on 1<sup>st</sup> April 2019.

### 5.

To adopt the minutes of the Old Library Management Sub-Committee Meeting held on 1<sup>st</sup> April 2019: There were no matters arising. Mr McAra proposed adopting the minutes as a true and accurate record, Mrs Sutton seconded, all were in favour.

### 6 . Financial reports for February and March 2019:

Ms Lintott reported that the financial figures had been balanced and reconciled with the bank account. Mr McAra thanked Ms Lintott for balancing the Council's budgets. Mr Quilter added that acute financial discipline had been demonstrated by Ms Lintott over the year.

Mr Cheshire queried what the refund of £140 under 'code 41' was. In response Ms Lintott explained that a local business 'Country Brocante', had paid the money to Council in error, the payment should have been forwarded to the Town Trust. Mr Quilter asked what the payment to Jazz Walker had been for. Ms Lintott confirmed this had been for the refurbishment of the Council Chamber chairs. Ms Lintott explained that just over £500 was still available within the original refurbishment

Dated this 15<sup>th</sup> April 2019 ..... Chairman



# Midhurst Town Council

Page 2 of 3

budget and this would be carried over to the new financial year. The final invoice from Sigma M&E Ltd for the renovations at the Old Library will be funded from the 2019-20 budget. Mr McAra confirmed that there were a small number of items to be completed within the building, and funds were available to cover these.

The Bank Reconciliation was signed by Ms Lintott.

- 7. Interim responsibilities:** Ms Lintott explained that a report had been prepared which clarified the interim responsibilities for staff and specific Councillors during the short-term absence of a Town Clerk, regarding the day to day operation of the Council. The report detailed that Sharon Hurr, will be employed for ten hours per week as a Locum Clerk and will focus on meetings/meeting minutes and some financial responsibilities and the Chair of this Committee will assist Sharon Hurr with budgeting, monitoring and year end tasks. The Assistant Clerk will take responsibility for the day to day operation of the Council including cemetery administration and providing support for the Facilities Worker. The report also proposes that Chairmen and Vice-Chairmen will advise the Clerks regarding meeting agendas and minutes. Management issues will be referred to the Chairman of the Council or Chairman of Community and Environment. The HR group will take responsibility for the recruitment process.

It was agreed to forward the report to all Councillors.

**Action:** Ms Lintott to send the Interim Responsibilities report to Miss Hurr to be circulated to Councillors with these minutes.

- 8. Matters of Report:** Mr Quilter expressed concerns regarding the condition of the pavements in Petersfield Road, which due to the number and size of vehicles regularly parked on the pavements had caused the slabs to crack, and of particular concern was a cover owned by British Telecom which had sunken. Mr Quilter considered the pavement both dangerous and unsightly. The Committee discussed the potential for installing bollards to protect the pavement from parked vehicles, but it was considered this could lead to a proliferation of bollards within the town.

Mr Quilter explained that this would be his final Council Committee meeting, and that he considered he had been privileged in serving under three excellent chairmen and praised the work undertaken to refurbish the Old Library and congratulated the Old Library team for their brave decisions which had saved a historic building for the community. Ms Lintott thanked Mr Quilter for his commitment during his time as Town Councillor. Mr Purves added that he would remember Mr Quilter for his support as Chairman of the Town Team, which had successfully brought together the town's retailers. Mr Purves further thanked Mr Quilter for assisting Mr McAra with the Old Library refurbishment, and for his work on the Council on behalf of the Town Council and the residents of Midhurst.



# Midhurst Town Council

Page 3 of 3

Mr McAra explained that with the assistance of The Midhurst Society, and support of South East Coast Ambulance Service (Secambs), West Sussex County Council and Mr Purves, the Midhurst Fire Station were in the final stages of agreement to provide a location for an ambulance response post.

Mr McAra explained the South Downs National Park Authority (SDNPA) are seeking submissions for their Design Awards competition and suggested that the Old Library could be submitted in the Conservation and Community Category.

**Action:** Mr McAra to progress submitting an nomination for The Old Library into the SDNPA Design Awards.

**Signing of Cheques:** Eleven cheques had been signed during the Planning and Infrastructure meeting earlier in the evening.

9. **Closed Session:** Ms Lintott proposed a closed session to discuss the necessary building works at Cemetery Lodge for commercial reasons, which was seconded by Mr Quilter and all were in favour.

The on-going issue of blocked drains at Cemetery Lodge was discussed. Building companies had been reluctant to provide quotations due to the difficulties of the work required to resolve the issues. One quotation had been received from Sigma M&E Ltd. Mr Purves proposed that this quotation is accepted, which was seconded by Mr Quilter and agreed by all present and therefore **resolved** to contract the Sigma M&E Ltd to undertake the necessary works.

**Action:** Assistant Clerk to inform Sigma M&E Ltd that their quotation for rectifying the issues with blocked drains at Cemetery Lodge has been accepted, and instruct work to begin.

There being no further business, the meeting closed at 7.55pm.