



Midhurst Town Council

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Minutes of a meeting of the Finance, Asset & Policy Committee of Midhurst Town Council held at The Old Library, Knockhundred Row, Midhurst, on 20th May 2019 at 7pm

MEMBERS

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|--|----------------|
| ✓ Ms C Lintott (Chairman) | ✓ Mr G McAra |
| ✓ Mr M Purves Chairman of the Council | ✓ Mrs J Sutton |
| ✓ Mr S Morley Vice Chairman of the Council | ✓ Mr J Travers |
| | Mrs L Jeffries |

✓=Present

In attendance: Miss S Hurr (Locum Town Clerk) and Ms M Kite (Town Clerk)
One member of the Press was present.

1. Election of Chairman

Ms Lintott confirmed that she was willing to stand again for Chairman of the Committee and there were no other candidates. Mr McAra proposed Ms Lintott as Chairman, Mrs Sutton seconded Ms Lintott as Chairman and all present were in agreement with this appointment.

2. Election of Vice Chairman

Mr McAra proposed Mr Morley for the post of Vice Chairman, Mr Purves seconded, there were no other nominations and all present were in agreement. Mr Morley was duly elected Vice Chairman.

3. Apologies for Absence

Apologies were received from Mrs Jeffries.

4. Declarations of Interest

There were none.

5. Representations from the Public

Mrs Moulard representing the Midhurst and Petworth Observer explained that this was the final meeting of the Council she would be attending as a reporter of the press. The Observer's office in Midhurst will be closing in the coming week, and a replacement for her role will not be appointed. Ms Lintott thanked Mrs Moulard for her work in reporting the work of the Town Council over the last 11 years. Mr Purves personally presented Mrs Moulard with flowers and a small gift.

6. Matters Arising from the meeting held on 8th April 2019

There were none.

Dated this 15th April 2019Chairman



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7. Financial Reports for April 2019

Payments and receipts had been circulated prior to the meeting. Ms Lintott confirmed that the bank reconciliation would be completed at the end of the month and asked if any Councillors present had any questions. There were no questions regarding the Budget Report.

Mr McAra confirmed that the sum of £396 remaining in the Operation Watershed allocation from West Sussex County Council could be utilised by the Town Council, as the County Council have confirmed it can be retained and Mr McAra suggested it could provide the funds to pay for a removal of a dead/deceased tree near to the fire station.

Mrs Sutton queried the funds for 'London Bridge' and Ms Lintott confirmed that this had been set aside for the purchase of necessary items.

Mr Morley noted budget item number 46, and explained that information regarding the purchase of a 'Speed Indicated Device' usually referred to as a 'SID' and supplier details will be forwarded to the Clerk in the following week and circulated to Councillors. The current favoured supplier was a company called Westcotec Ltd.

Action: Mr Morley to forward information regarding a 'SID' to the Town Clerk for circulation to all Councillors.

The budget included funds for the purchase of hi-viz jackets, Mr Purves informed the Council that a number of these had been purchased outside of this business case which hadn't been personalised with 'Midhurst Town Council' and that perhaps a review of those was needed (and enquiries made as to whether they can be personalised) before purchasing anymore.

Action: Town Clerk and Assistant Town Clerk to ascertain how many hi-viz jackets are held by the Council, how many of those are personalised and report to FAP Committee.

8. Cemetery Lodge Boiler

Ms Lintott reported that some work had been carried out on the boiler at Cemetery Lodge, but it continued not to work effectively, was leaking fluid and replacement was required. Mr Purves noted that the boiler was around 14 years old. Mr Morley further noted that new boiler which functions properly can result in energy savings. Mr Quail the Assistant Town Clerk will be asked to obtain quotations for a replacement boiler. Ms Lintott advised that should the boiler fail in the meantime it would need to be replaced immediately.



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Action: Assistant Town Clerk to obtain quotations for a replacement boiler for Cemetery Lodge.

9. Old Library Sub-Committee – Remit and Title

Ms Linott mooted that now the Old Library refurbishment project was almost complete should the sub-committee be renamed as the 'Assets Sub Committee'? Mr Purves responded that this makes 'logical sense' to have one group with a remit of responsibility for the assets of the Council. Mrs Sutton commented that having delegated powers may be helpful, and Ms Lintott responded that the sub-committee does not currently have these. Such a committee could advance projects in a timely manner with the opportunity to report to matters to FAP or full Council. It was agreed the Old Library Sub-Committee will become the 'Assets Sub Committee' and would still report into FAP.

10. Internal Audit – Briefing

Miss Hurr confirmed that the annual audit had been completed by the internal auditor who had provided a few comments regarding small amounts of VAT and information regarding the expenditure and income of the Council not being available to view on the Council's website. The audit will be presented at the June full Council Meeting for report and signature prior to being forwarded to the government appointed external auditors. Ms Lintott thanked Miss Hurr for her work.

Action: Town Clerk to include annual audit on the next full Council meeting agenda (17th June 2019) for report and signature.

11. Matters of Report

Ms Lintott and Mr Purves thanked Miss Hurr for work as Locum Town Clerk.

Mr Purves again thanked Mrs Mouland for her reporting work over the last eleven years and Mrs Sutton also gave her thanks for Mrs Mouland's excellent reporting, with Mr Morley adding that it was sadly end of local journalism in Midhurst.

Mr McAra suggested that following the Annual Town Council meeting (16th May 2019), a PA system should be used in future, as he considered some attendees had not been able to hear the presentations and question and answer session very well.

Mr McAra also reported that he had discussed the poor condition of the north wall in the closed churchyard with the Amenities Worker which had collapsed and caused damaged some ancient gravestones. The grass also required mowing but issues with people camping in the churchyard had hindered such maintenance. The churchyard is the responsibility of both Chichester District Council and the Church.



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It was agreed that enquires should be made about any work due to be undertaken by the District Council.

Action: Assistant Town Clerk to make enquiries with the District Council regarding works required in the Churchyard.

Mr Morley commented that he felt that residents were not aware the Annual Town Council meeting (16th May 2019) was *their* meeting, or which tier of local government had responsibility and remit for particular matters. Ms Lintott confirmed that information regarding the nature of the meeting had been given by Mr Purves during his welcome address.

Ms Lintott formally welcomed Ms Kite as the new Town Clerk.

12. Signing of Cheques: Ms Lintott and Mr Morley signed cheques.

With no further business, the meeting closed at 7.37pm.