



# Midhurst Town Council

**A MEETING OF THE FINANCE ASSET AND POLICY COMMITTEE  
TOOK PLACE ON MONDAY 9<sup>th</sup> SEPTEMBER 2019 AT 7:00pm  
IN THE MIDHURST TOWN COUNCIL OFFICE, THE OLD LIBRARY,  
KNOCKHUNDRED ROW, MIDHURST**

## **MINUTES**

**Present:** Cllr C. Lintott (Chairman), Cllr G. McAra, Cllr M. Purves, Cllr J. Travers

**Officer:** Melanie Kite, Town Clerk

No members of the public attended.

### **F/14/19 – Chairman’s Announcements**

The Chairman reminded the committee that the meeting was being recorded for the purpose of the Clerk’s Minutes only.

### **F/15/19 - Apologies for Absence**

Cllr L. Jefferies, Cllr S. Morley, Cllr D. Smallman

### **F/16/19 - Declarations of Interest**

None declared

### **F/17/19 – Matters Arising From the Minutes of the Meeting held on 7<sup>th</sup> July 2019**

None

### **F/18/19 – Terms of Reference – Asset sub-committee**

Cllr McAra to draw up draft Terms of Reference to present at the next Asset sub-committee.

### **F/19/19 – Minutes of asset sub-committee**

Deferred to the Full Council meeting on 16<sup>th</sup> September.

### **F/20/19 - Representations from the Public**

No members of the public were present.

### **F/21/19 – Financial Reports for end August 2019**

Payments and receipts were noted with no further questions.

The detailed income and expenditure statement showed, at this five month stage of the year, that overall we are well within the budget.

### **F/22/19 – Bank Reconciliation**

The bank statements for July and August 2019 were reconciled as agreed, and initialled back to the original bank statement by Cllr Lintott.

### **F/23/19 – Budget – Financial year 2020/21**

Member councillors were asked to consider projects for the 2020/21 financial year in preparation of the Budget.

A discussion over ground maintenance and a support worker for the Amenity employee ensued. This will be discussed further at the next Asset sub-committee meeting.



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## **F/24/19 – Cemetery Lodge Boiler**

Resolution: It was unanimously agreed for the additional work to be carried out as detailed in the report.  
Proposed Cllr Lintott, seconded Cllr Purves

## **F/25/19 – Website**

Following a full discussion, it was decided that further information and analysis was required. The Clerk will present the business case again at a later meeting.

## **F/26/19 – IT Support**

The Clerk updated the committee on the situation regarding IT support having invited another company in to quote for the work. The committee, having considered the quotations from the tenders, agreed to instruct Orbis the contract. Orbis is a company working independently but part of East Sussex County Council. It is supported by Sussex and Hove City Council and Surrey County Council and works predominantly for government organisations such as schools and parish and town councils. The cost for the fully inclusive ‘Premier’ support service is a single fixed annual price of £2,242.87 per annum.

## **F/27/19 – NatWest Bankline and Debit Card Application**

The Clerk informed the Members that the Council is now set- up for using on line banking. However, the authorised signatories still need to be set up.

The committee unanimously agreed for the Clerk to apply and use a debit card on the Imprest account.

## **F/28/19 – Exclusion of Members of the Public and Press**

To consider personnel matters. The Clerk’s three month review and offer of permanent appointment  
Proposed Cllr Purves, seconded Cllr Lintott all agreed.

The Chairman of Council, Cllr Purves reported on the meeting he had had, attended by Cllr Lintott, to review the Clerk’s position. Following a satisfactory report of her work for the council it was agreed to recommend to Finance, Asset and Policy Committee to offer a permanent appointment.

Resolution: Melanie Kite was offered a permanent appointment as Clerk and RFO to Midhurst Town Council.

Proposed Cllr Purves, seconded Cllr Travers, unanimously agreed.

It was agreed at the meeting that the Clerk will now be working in the upstairs office.

There being no further business the Meeting was closed at 8:31pm.

Date: .....

Signed:.....

Chairman