



Midhurst Town Council

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Minutes of a meeting of Midhurst Town Council Finance, Asset and Policy Committee held at Rosemary's Parlour, North Street, Midhurst on 14th January 2019 at 7.30 p.m.

MEMBERS

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

✓=Present

In attendance: Ms Ongley (Town Clerk)

The press attended this meeting. One member of the public was present.

89. Apologies

Apologies were received from Mrs Guest and Mr Quilter. Mr Purves was absent without apology.

90. Declarations of Interest

Ms Lintott declared an interest in relation to agenda item 8 – Rules and Regulations of the Cemetery.

91. Representations from the public

There were none.

92. Matters arising from the minutes of the meeting held on 10th December 2018

Mr Morley asked for reassurance that members would not be locked in by neighbours locking the outer gate this evening as had happened at the previous meeting. The Clerk had made a sign and placed it over the lock to the outer gate which seemed to be successful in preventing the gate being locked. She will monitor the situation carefully.

93. Minutes of the Old Library Sub-Committee Meeting held on 7th January 2019

Mr Cheshire corrected an error in item 129.2 – December 17th should read January 17th. With this correction, Ms Lintott proposed to adopt the minutes as a true and accurate record of the meeting, Mrs Sutton seconded, all agreed. The minutes were duly adopted and Mr Cheshire signed the minutes.

94. Financial Reports December 2018

The Budget Summary report circulated was the wrong one, and the Clerk apologised and will circulate the correctly formatted report this week. Mr Morley asked about cheques paid into receipts under Cemetery Fees, and why they were of differing

Dated this 21st January 2019 Chairman



amounts. The Clerk explained that several cheques can be paid in under one paying-in slip, and that the differing amounts related to different fees charged for plots and memorials at the cemetery. Ms Lintott reviewed and signed the Bank Reconciliation, and all members accepted the reports for this month, with the exception of the Budget Summary which is still to come.

95.To consider the granting of delegated powers to a small team, for the purposes of preparing the job description, roles and responsibilities and completing the recruitment process for the new post of "MTC Event Organiser".

Ms Lintott advised that in order to expedite the recruitment process it would be necessary to give delegated powers to a small team, so that the post can be filled quickly without referring to monthly meetings and thus lengthen the process. Due to the nature of the work, and the fact that the current Carnival organiser has stood down, a new member of staff is required quickly. A discussion was held about the group's terms of reference and likely members. Ms Lintott suggested Ms Ongley is the lead in the recruitment process as she will be the Line Manager Other Councillor members would be decided once the concept of the small team has been agreed. Mr Morley suggested a team of 3 or 4 would be best, in order that there is back up if someone is off sick. Some members could have a watching brief and step in if needed. Mrs Guest and Mr Purves were suggested as potential members, and Ms Ongley will ask them if they are willing to join the recruitment group, as they were absent from the meeting. In conclusion, Mrs Sutton proposed that delegated powers be granted to a small team of 3 or 4, to include the Clerk as the lead, for the purposes of the whole recruitment process through to contracting of a new member of staff, with delegated financial power to include spending an amount on advertising if needed within the budget agreed for the whole project. Mr McAra seconded the proposal. All agreed.

96.Update of works at Cemetery Lodge & Chapel – Consideration of the outstanding actions recommended in a report dated 10 November 2016

The Clerk had circulated a summary list, which showed the urgent items which have all been completed, and the outstanding non-urgent items which are still to be done. The Office had been seeking quotes for this outstanding work, and out of 4 contractors approached, 2 had declined to quote, one quote had been received, and one further quote was due this week. This will result in 2 quotes to choose from. The Clerk will inform members once all quotes are received, and the choice would be made in closed session at a future meeting. There was a discussion about the arched windows which had not been double glazed as part of the window replacements, but had been secondary glazed with a sealed unit over the windows which had now started to show mould and dead insects in-between the two glazed units. The glazing contractor had visited and concluded that he could cover the moulded wall with plastic. Ms Lintott explained that this mould and ingress of insects would arise from ingress of moisture and air from the external windows rather than from any fault of the sealed unit. Mr McAra stated that remedial work would have to



be done on the external windows, and asked the Clerk to include this work in the specification for the contractors.

97. Rules and Regulations of the Cemetery regarding what action MTC should take once any 100-year Rights of Burial and due for renewal

The Clerk had circulated a report stating that there is currently no provision in the Rules and Regulations for grave owners wishing to renew their contract after 100 years. A discussion was held. In conclusion, Mrs Sutton proposed that the Rules and Regulations be revised to include the option of renewal for a further 100 years, for an administrative fee of £30, with the proviso that renewal is not guaranteed, in order to protect the Cemetery's capacity for burials in the future. Mr McAra seconded, 4 were in favour, one against. The proposal was carried. Mr Morley thanked Ms Ongley for the work she had done for this item.

98. Matters of Report

Ms Lintott reported that a thank you letter had been received from the South Pond Group thanking MTC for the £250 grant recently awarded, with which the Group will purchase bulbs for planting.

99. Signing of Cheques

Mr Morley and Ms Lintott signed 11 cheques during the meeting.

With no further business, the meeting closed at 8.22pm.