



## Midhurst Town Council

Page 1 of 2

Minutes of a meeting of the Finance Asset & Policy Committee of Midhurst Town Council held at Rosemary's Parlour, North Street, Midhurst on 11<sup>th</sup> February 2019 at 7.39pm

### MEMBERS

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

✓=Present

In attendance: Ms Ongley (Town Clerk).  
One member of the Press was present. No members of the public attended.

#### **100. Apologies for Absence**

Apologies were received from Mr Purves, Mrs Sutton and Ms Lintott.

#### **101. Declarations of Interest**

There were none.

#### **102. Representations from the Public**

There were none.

#### **103. Matters arising from the minutes of 14<sup>th</sup> January 2019**

95 – Mr Cheshire asked if there had been progress on the recruitment of an Events Organiser. The Clerk reported that the post had been advertised, as an Events and Promotions Officer, and a person specification and job description written. So far around 15 people had asked for recruitment packs. No completed applications had yet been received, and the closing date for applications is Monday 18<sup>th</sup> February.

#### **104. To adopt the minutes of the Old Library Management Sub-Committee Meeting held on 4<sup>th</sup> February 2019**

There were no matters arising. Mr McAra proposed adopting the minutes as a true and accurate record, Mr Cheshire seconded, all were in favour.

#### **105. Financial Reports January 2019**

Due to annual leave the Clerk had been unable to prepare the reports in time for this meeting. They will be completed and tabled at the Full Council meeting on 18<sup>th</sup> February 2019.

#### **106. New signatories for bank account**

The Clerk asked the Committee to consider more signatories for the bank account, as there are currently 4, which is often not enough, plus one will not be a signatory for much longer. A discussion was held about the implications of authorising online payments and the MTC policy regarding length of time to pay suppliers. The Clerk will investigate the current Financial Standing Orders, with a view to making changes regarding Purchase Orders and payment times.

Dated this 18<sup>th</sup> February 2019.....Chairman



## Midhurst Town Council

Page 2 of 2

The Clerk will ask for signatories at the Full Council meeting on 18<sup>th</sup> February, and will prepare papers about Purchase Orders and payment times for the agenda at the next meeting of this Committee.

### **107. Matters of Report**

**107.1** Mr Quilter reported that the office had circulated a note from Rev Coote who had thanked people for their good wishes and had expressed a wish to return to Council matters as soon as he can within the restraints of the recuperation from his recent hospitalisation. Mr Quilter wished it to be noted that Rev Coote has been a conscientious and hard-working member of the Council for many years, and his service and commitment should be commended. Rev Coote is likely to undergo a lengthy recovery, and he will be missed during this time. All agreed with these comments, and the Clerk will pass on everyone's good wishes for a good recovery.

**107.2** Ms Ongley reported that the NatWest had sent a leaflet entitled "Some changes we'd like to tell you about", including GDPR privacy notice and some changes to terms and faster cheque clearance. This leaflet is available in the office should members wish to read it.

### **127. Signing of Cheques**

Mr Morley and Mrs Guest signed one cheque.

### **128. Proposal to enter into closed session to discuss contractual matters**

This was proposed by Mr Quilter, seconded by Mr Cheshire, all were in favour.

The press left the meeting at this point.

#### **128.1 Improvements to Cemetery Lodge**

The Assistant Clerk had circulated information regarding the outstanding works as recommended by a report from J. T. Cartwright Chartered Surveyors on 9 November 2016. Three suppliers had been approached for quotes, with one coming forward with a quote. The report explained the need for the outside of the arched windows to be repainted and sealed, and the internal secondary glazing to come down for mould cleaning and then resealing, in conjunction with the double-glazing contractor. It was reported that there is sufficient funding in this financial year. Mr McAra proposed this work to go ahead, Mrs Guest seconded, all were in favour.

#### **128.2 Proposal to replace Amenity Worker equipment**

The Assistant Clerk had circulated documents and a report regarding replacement of various items of equipment for the purposes of works carried out by the Amenity Worker. Three companies had been approached for quotes, of which one had come forward with a quote which could be spread over 2 financial years. A discussion was held, resulting in a request for further information about the existing equipment, its condition and likely life span. The Clerk will prepare an equipment audit and recommendations for both immediate replacement and rolling replacement timetable, in order to clarify the need. This will be tabled at the next FAP meeting.

With no further business the meeting closed at 8.20pm.