



Midhurst Town Council

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Minutes of a meeting of the Finance Asset & Policy Committee of Midhurst Town Council held at Rosemary's Parlour, North Street, Midhurst on 11th March 2019 at 7.31pm

MEMBERS

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| ✓ 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.

127. Apologies for Absence

Apologies were received from Mr Purves and Mr Quilter.

128. Declarations of Interest

There were none.

129. Representations from the Public

There were none.

130. Matters arising from the minutes of 11th February 2019

106 – The Clerk reported that there is no policy in the current Financial Standing Orders denoting length of time to pay suppliers.

131. To adopt the minutes of the Old Library Management Sub-Committee Meeting held on 4th March 2019

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

132. Financial Reports February 2019

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 18th March 2019.

133. Millennium Tapestry

The Clerk reported that the Tapestry, which previously belonged to the original Grange Centre and was taken in by Midhurst Town Council, has recently required renovation work to its frame. The Methodist Church Hall who have agreed to house the tapestry were unable to fund this work and approached the Grange Community Association for help with funding. The cost of a new Perspex cover was £262.00, of which half was covered by the Grange Committee. The Chair of the C&E committee has asked if MTC would consider funding the remaining 50% so that the tapestry can be permanently displayed in the Methodist Church Hall. No business case was made for this work as it was unexpected expenditure. This was discussed at length. The Committee noted that this is a one-off and should not be considered the norm, expenditure must be properly budgeted for. Mr McAra proposed that the amount be reimbursed to Ms

Dated this 18th March 2019.....Chairman



Fowler out of the Art in Midhurst budget code, Mr Cheshire seconded, 5 were in favour, with 1 abstention.

134. Revision to Cemetery Regulations

The Clerk proposed that MTC adopt revised Cemetery Regulations to include a charge for renewal of burial rights after 100 years. This item is not currently mentioned in the Cemetery regulations, so the Clerk proposed to add it on to the section called "Exclusive Rights", clause 3.7.iv as follows: After the 100-year exclusive right of burial has elapsed, the owner at that time has the right to request renewal for another 100 years. This will be granted at the Clerk's discretion, and if granted will be subject to an administration fee of £30.

Ms Lintott proposed this wording, Mrs Sutton seconded, all were in favour.

135. New cycleway bollards in Petersfield Road

The Clerk reported that Midhurst Area Cycling are unable to accept our grant fund of £300 to purchase bollards for the cycle crossing point in Petersfield Road (just past June Lane) as the grants panel had given it a restriction saying "MTC is unable to adopt the bollards", i.e. fund any repairs or maintenance in the future. MAC has indicated they are not the sort of organisation who have the infrastructure to take on this type of ongoing responsibility and so regretfully they would have to return the grant.

Ms Ongley believes the ongoing costs would be minimal, and MTC already looks after finger posts and other similar structures across the town. A lengthy discussion took place, after which Mr McAra proposed to remove the paragraph in the MAC Grant Offer letter relating to future upkeep, Mrs Sutton Seconded, 5 were in favour, 1 abstention.

136. Matters of Report

Ms Lintott stated that she wished to thank the Clerk, Ms Ongley, for all her help and support to this Committee over the past year and three months.

137. Signing of Cheques

Mr Morley and Mrs Guest signed five cheques during the meeting.

138. Proposal to enter into closed session to discuss contractual matters

This was proposed by Ms Lintott, seconded by Mrs Guest, all were in favour. The press left the meeting at this point.

138.1 Proposal to replace Amenity Worker equipment

This was a Matter Arising from the minute 128.2 of 18th February 2019 regarding purchase of equipment. The Clerk tabled an audit document which detailed what items were needed and when. A discussion was held about the timing and extent of the requirements, from which Ms Lintott proposed that MTC buy the first four items, a blower, a hedge trimmer, a strimmer and a mulching mower, and that the fifth item, a new ride-on mower, will be considered in a business case at a later date. The existing mower will be booked in for its annual service the results of which will help form the basis of the business case. This proposal was seconded by Mr Morley, all were in favour.

138.2 Proposal for pay increase for Amenity Worker

This came about following the Clerk's recent appraisal of the Amenity Worker. A discussion was held, after which Ms Lintott proposed that his pay be increased to the equivalent of SCP20 commencing 1st April 2019, seconded by Mr McAra, all were in favour. It was agreed that it would be explained this pay rise is in



recognition of a satisfactory appraisal a thank you and incorporates into his salary the annual payment historically made at Xmas in lieu of the time worked out of normal working hours at the Street Party (as MTC is unable to make tax free payments).

138.3 Proposal for pay increase for Assistant Clerk

This came about following the Clerk's recent appraisal of the Assistant Clerk. A discussion was held, after which Ms Lintott proposed that his pay be increased to SCP22 backdated to October 2018, seconded by Mrs Guest, all were in favour. Mr Morley noted that the HR group had not met since these appraisals, and therefore had not been able to make recommendations to the Committee at this time. Ms Lintott commented that as both these posts report to the Clerk, it was acceptable for the Clerk to propose these increases direct to the Committee.

138.4 Recruitment of Events and Promotions Officer

The Clerk reported that the post had been offered to one of the candidates, who had accepted and whose references has been received and were acceptable. The appointee is due to start on Monday 1st April 2019. There will be a three-month probationary period. Councillors agreed that they should co-ordinate a handover of the Carnival and a complete induction programme for the new person, and that the Assistant Clerk should work closely with them to hand over events, but not be expected to act as their line manager until a new Clerk is appointed.

138.5 Interim arrangements following departure of current Clerk

The current Clerk finishes on Thursday 14th March, and from Monday 18th March a locum Clerk, Sharon Hurr, will be working for MTC until such time as a permanent Clerk is appointed. Sharon will Clerk MTC meetings, produce the minutes and undertake interim RFO responsibilities.

138.6 HR Group

Mr Morley reported that dates have been circulated for a proposed HR group meeting. Following the meeting this was agreed for Thursday, 14th March at 16:30.

With no further business the meeting closed at 8.52pm.