



# Midhurst Town Council

A meeting of the **FINANCE ASSET AND POLICY COMMITTEE**  
took place on Monday 8<sup>th</sup> June 2020 at 7:30pm  
by virtual conference due to COVID-19

## MINUTES

**Present:** Cllr C. Lintott, Cllr G. McAra, Cllr. A. Procter, Cllr M. Richardson, Cllr J. Sutton, Cllr J. Travers  
**Officer:** Melanie Kite, Town Clerk

Also present, Cllr R. Watts

**F/56/20 – Election of Chairman.** Cllr Mark Richardson was elected Chairman of the Finance, Asset and Policy committee for the civic year 2020-2021.  
Proposed Cllr Lintott, seconded Cllr Sutton, unanimously agreed.

Cllr Richardson took the chair for the remainder of the meeting and thanked the committee members for their show of trust.

**F/57/20 – Election of Vice-chairman.** Cllr Carol Lintott was elected Vice-chairman of the Finance, Asset and Policy committee for the civic year 2020-2021.  
Proposed Cllr Procter, seconded Cllr Richardson, unanimously agreed.  
Cllr Lintott said that she was happy to support Cllr Richardson as chair of finance having been chairman for a number of years herself. She would be able to assist in the transition across and help with any queries and questions that Cllr Richardson might have.

**F/58/20 - Chairman’s Announcements.** The meeting was being recorded and reminded members that all rules still apply to virtual meetings as for meetings held under normal circumstances.

**F/59/20 - Apologies for Absence.** Cllr Jeffries sent her apologies.

**F/59/20 - Declarations of Interest.** None declared at this time.

**F/60/20 - Matters Arising from the Minutes of the Meeting Held on 11<sup>th</sup> May 2020.** Cllr Procter enquired if the council had received an update on the work that the Rural Towns Co-ordinator was doing in Midhurst.  
This will be on the Full Council agenda for discussion at the next meeting on Monday 15<sup>th</sup> June. There will be a report from Mr. Steve Hill.

**F/61/20 - Public Participation Session.** There were no questions from the public.  
Reconvene Meeting

**F/62/20 - Financial Reports to end May 2020.**  
Payments and receipts in May were agreed as:  
Payments £19,159; Receipts £2,444

Payments over £500 were: Salaries £6,258, Support grants £6,700



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**F/63/20 - Bank Reconciliation** – The bank statements for May 2020 reconciled; total balances £310,743 This will be signed as agreed back to the original bank statements when meetings resume in person.

**F/64/20 - Internal Audit Report for the year-end to March 2020.** The auditor's report had been previously circulated. The report noted that all matters had complied with regulatory requirements and that the accounting statements, procedural controls, records and documentary evidence was considered satisfactory and accurately recorded the Council's financial position. Comments were noted and there were no questions.

**F/65/20 - Annual Governance and Accountability Return (AGAR)2019-2020** - Section 2, Accounting Statements 2019/20 was explained by the Finance Officer. 2018/2019 accounts had been re-stated on Income and Expenditure basis from Receipts and Payments. The accounts for 2019/2020 were done on the Income and Expenditure basis. The Finance Officer will write a report on the variances to accompany Section 2. AGAR Section 2 along with Section 1 will be presented at Full Council to be agreed and signed.

Cllr Lintott, on behalf of the Committee, thanked the Clerk for her hard work in getting the finances together for the internal auditor and for all the work re-stating the previous year in readiness for the AGAR report.

**F/66/20 - Appointment of Internal Auditor** – It was resolved to appoint a new internal auditor for the financial year 2020-2021 as RS Hall & Co had been the internal auditor for over three years. The Finance Officer, together with the Chairman and Vice-chairman, will review the tenders and instruct a new internal auditor.

## **F/67/20 - Matters of Report**

The town shops would be opening on Monday 15<sup>th</sup> June. Hand sanitisers and posters had been delivered to the majority of the shops, on behalf of Town Council. Cllr Lintott would be distributing more this week.

Posters and stencils will be supplied by Chichester District Council for the town and volunteers are sought for putting these in place.

Councillors discussed further measures which might assist the traders with customers. Cllr Travers, MTC Town Cryer, offered to walk around spreading the word on safe distancing when about town, queuing and inside shops. This was accepted as a very good idea.

The current website had been updated with monthly payments over £500 and the 2020-2021 budget.

**F/68/20 - Exclusion of Members of the Public and Press - The excluded session is to consider personnel matters.**

There being no further business the Chairman closed the meeting at 8:15pm

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_