



Midhurst Town Council

A meeting of the **FINANCE ASSET AND POLICY COMMITTEE**
took place on **Monday 22nd February 2021 at 7:30pm**
by virtual conference due to **COVID-19**

MINUTES

Present: Cllr M. Richardson (chairman), Cllr C. Lintott, Cllr G. McAra, Cllr J. Sutton, Cllr J. Travers

Officer: Melanie Kite, Town Clerk

F/009/21 - Chairman's Announcements - The meeting is being recorded. The 'chat' button on Teams video conferencing should not be used. Should a Member wish to raise a question or comment please use the 'raise a hand' button.

F/010/21 - Apologies for Absence – Cllr L. Jeffries, Cllr A. Procter

F/11/21 - Declarations of Interest. None declared at this time.

F/12/21 - To approve the Minutes of the meeting held on 4th January 2021 – These were approved as a true and accurate record of the meeting.
Proposed Cllr Travers, seconded Cllr Lintott all agreed.

F/13/21 - Matters Arising from the Minutes of the Meeting Held on 4th January 2021 – No matters were raised.

F/14/21 - Public Participation Session – No members of the public were present.
Reconvene Meeting

F/15/21 - Financial Reports to end January 2021- These were noted as:

Total Payments £34,106

Payments over £500: Salaries £5,958, Maverick (skate park) £24,432, Total Gas & electricity £853, Merlin (Christmas lighting) £3,840

Total Receipts £725

Income remains under budget by 50%, however, this is partially offset by lower expenditure against budget in the ten-months to end January 2021.

The Clerk/Finance Officer confirmed that the payment to CDC for £600 is for hosting the old website and is invoiced in arrears. This payment will clear the bank account in February.

F/16/21 - Bank Reconciliation – The bank balances as at the end of January 2021 were £304,733 and reconciled with the bank accounts.

These were approved as agreed and will be signed at a later date.

F/17/21 - Standing Orders – One amendment was put forward:



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3.i Minutes Generally “and stand when speaking (except when a person has a disability or is likely to suffer discomfort)” has been removed.

It was agreed to recommend Standing Orders to Full council for approval at the next meeting in March.

F/18/21 - Code of Conduct – It was agreed that ‘his/her’ should be replaced with ‘person’.

It was agreed to recommend Code of Conduct to Full council for approval at the next meeting in March.

F/19/21 - Matters of Report.

The Clerk/RFO informed the committee that revised gas bills had been received for the Old Library. These still had to be checked but Total Gas and Power appear now to have agreed that charges can only go back for a period of twelve (12) months in line with Ofgem’s policy as a micro business.

The invoice from Maverick had been received for the completion of the skate park. There is final 2.5% retention which will be paid following a final inspection in February 2022.

Meeting closed to the public and press at 20:05pm

F/20/21 - Exclusion of Members of the public and press - The Clerk left the meeting. Cllr Lintott took the position of Clerk for the consideration of staff matters.

The chairman closed the meeting

Signed _____
Chairman

Date _____