



Midhurst Town Council

A meeting of the **FINANCE ASSET AND POLICY COMMITTEE** took place on **Monday 28th February 2022, at 7:30pm** **MINUTES**

Present: Cllr M. Richardson (Chairman), Cllr J. Travers, Cllr Sutton and Cllr Fraser

Officer: Julian Quail, Assistant Town Clerk

Also: Sharon Hurr, Clerk and RFO

F/010/21 - Apologies for Absence – Cllr C. Lintott, Cllr G. McAra and Cllr Procter

F/011/21 - Declarations of Interest - None

F/012/21 - To approve the Minutes of the meeting held on 24th January 2022 –These were approved as a true and accurate record of the meeting. Proposed Cllr Travers, seconded Cllr Fraser, all agreed.

F/013/21 - Matters Arising from the Minutes of the Meeting Held on 24th January 2022 – None

F/014/21 - Public Participation Session – Meeting adjourned

There were no members of the public present.

Meeting Reconvened

F/015/21 - Financial Reports to End of December 2021 and January 2022

The financial reports for the end of December 2021 and January 2022 were circulated prior to the meeting. These were noted. The committee were grateful for all the hard work the Town Clerk had invested in getting the accounts up to date.

F/016/21 - Bank Reconciliations

The bank reconciliation for the end of December 2021 and January 2022 were reviewed and signed by Cllr Richardson.

The Town Clerk prepared a spreadsheet detailing all payments and receipts for January 2021, this was reviewed by the Committee and no queries were raised.

Payments over £500:

07/01/2022 BACS West Sussex County Council 6,872.74

12/01/2022 BACS SSE 674.77

12/01/2022 BACS Brookside Southern Ltd 2,158.80

12/01/2022 BACS Hooli 1,248.00

19/01/2022 BACS RJM Electricals Ltd 5,213.16

19/01/2022 BACS Sussex Land Works 3,480.00

27/01/2022 BACS Leander Architectural 1,596.00

F/017/21 – Actions

The actions were provided to the committee before the meeting, who reviewed those that were outstanding. A revised table is attached to the minutes indicating the latest progress. It was noted that the fingerpost and fingers would be installed on 11th March 2022.

F/018/21 – St Ann’s Hill Working Group

The committee reviewed and discussed the notes and action to the meeting held on 28th January 2022. It was noted that of the available during the next two financial years, £10,000 had already been committed. The Midhurst Green Volunteers had done some excellent work at this site. The hand rails are in poor condition, and MTC’s groundsman will repair the hand rail and add keen rails , but it was recognised that they will require full replacement at a future point. long term.

F/019/21 – Old Library Curtain Installation

The Town Clerk provided the costing for the installation of a curtain and pole covering the end front door, with the letter box, to facilitate the elimination of draft, which will be approximately £550. It was agreed to progress this project with the addition of a new round finial to a black metal pole.

Action: Town Clerk to progress project.

F/020/21 – Boom Credit

The Town Clerk explained that two people are required as signatories for the Boom Credit Account. It was agreed that Cllr Travers and the Town Clerk would act as signatories for the account and complete the application form.

Action: Cllr Travers and the Town Clerk to complete and submit forms to Boom Credit.

F/021/21 – MTC Document Retention Policy

A copy of the proposed MTC Document Retention Policy was circulated to the committee prior to the meeting. The draft policy was approved and adopted with one change: Bank statements would be retained six years.

F/022/21 – Matters of Report

The Town Clerk proposed that the upholstery on the stacking chairs in the hall, are becoming very shabby and therefore require reupholstery. A quotation will be sought and brought to the next FAP meeting.

Action: Town Clerk to obtain a quotation for reupholstering the stacking chairs.

Cllr Fraser noted that his surname was missing from the January minutes.

The chairman closed the meeting at 8.20pm

Signed _____ Date _____
Chairman