22nd November 2022

**To** Finance, Asset and Policy Committee Members

**You are hereby summoned to a meeting of the FINANCE ASSET AND POLICY COMMITTEE**

**to be held at 7.30pm on Monday 28th November 2022,**

**in Town Council Offices, the Old Library, Knockhundred Row, Midhurst**

**AGENDA**

***Sharon Hurr***

**Town Clerk**

1. **Chairman’s Announcements**
2. **Apologies for Absence -**To accept apologies for absence.
3. **Declarations of Interest -** To receive from Members’ declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
4. **Public Participation Session -** Adjournment of the meeting for public questions.

To allow members of the public, at the discretion of the Chairman, to address the Council.

1. **Minutes of the Previous Meeting –** To approve the minutes of the meeting held on 24th October 2022
2. **Matters Arising from those Minutes -** To consider matters arising from the minutes that are not on the agenda.
3. **Financial Reports for October 2022**
	* + - 1. a. payments and receipts made in the month up to 31st October 2022

 b. financial position against budget

1. **Bank Reconciliations –** To agree and sign the bank reconciliations for end October 2022.
2. **Southdown Meeting Room Chairs** - To discuss the quotation from The Upholsters for the repair of the Southdown Meeting Room chairs.
3. **Revised Forms** - Donation Applications/Terms and Conditions/Monitoring Procedure.
4. **Fidelity Guarantee – potential increase in cover**
5. **Asset Register – update**
6. **Review of Bank Accounts**
7. **Review of Hall Fees, and Cemetery Fees for audit purposes**
8. **Review of Financial Regulations**
9. **Actions** – Review outstanding actions
10. **Matters of Report -** Decisions cannot be made under this item; it is for information only
11. **Date of Next Meeting –** Monday, 3rd January 2023 at 7.30pm.