



Midhurst Town Council

A Meeting of the Finance, Asset and Policy Committee took place on Monday 26th September 2022 at 7.30pm at The Old Library, Knockhundred Row, Midhurst.

MINUTES

Present: Cllr J. Travers (Chairman), Cllr D Fraser, Cllr C Lintott, Cllr G. McAra and Cllr R. Watts

Officer: Julian Quail, Assistant Town Clerk

Also: Sharon Hurr, Town Clerk and RFO

Members of the Public: None

F/078/22 - Apologies for Absence: Cllr M Richardson, Cllr J Hensey and Cllr A Procter.

F/079/22 - Declarations of Interest: None

F/080/22 - To approve Minutes of Meeting Held on 25th July 2022

These were agreed as a true record of the meeting. Proposed by Cllr Lintott, seconded by Cllr Fraser and agreed by all present.

F/081/22 - Matters Arising from the Minutes of the Meeting Held on 25th July 2022

None.

Meeting halted for Public Participation Session

F/082/22 - Public Participation Session

As there were no members of the public present, the meeting was reconvened.

F/083/22 – Financial Reports for July and August 2022

The financial reports for the end of July and August 2022 were circulated prior to the meeting.

The Clerk confirmed that an error in entering the West Sussex County Council invoice for street light maintenance by 36p resulted in the necessity for a correction (minus incorrect amount and re-enter with correct amount) which then showed twice in the Rialtas software report on the 'over £500 payments list' for inclusion in the minutes giving the appearance of the invoice being paid twice, but with the bank reconciliation balance showing correctly against the bank account statement.

Questions were asked regarding the Platinum Jubilee event costing more than the allocated budget. The Clerk explained that the event had cost more than anticipated due to the demand for items such as the 'portaloos' and the associated opportunity for suppliers to increase their rate. It was further explained that the Rialtas Alpha software does not provide a technical mechanism for illustrating 'off-setting', therefore although there was income from stall-holders (and a pending donation from Easebourne Parish Council) this sits on a separate unrelated budget line. It was also noted that the Summer Party expenditure had an underspend, some of which can be further considered as an off-set for Platinum Jubilee event expenditure.

The following payments in excess of £500 were also noted:

July 2022

07/07/2022 West Sussex County Council 7,550.44
13/07/2022 Midhurst Community Hub 900.00
13/07/2022 SSE 1,051.13
19/07/2022 Sussex Land Works 1,188.00
19/07/2022 Sussex Land Works 2,868.00
19/07/2022 Hugh Alexander (Boxhill) Ltd 2,640.00
29/07/2022 Andrew Warner 1,200.00
29/07/2022 Anywhere Deckchairs 540.00
29/07/2022 Shelley Signs Ltd 2,454.

August 2022

10/08/2022 West Sussex County Council 7,550.44
10/08/2022 Intratest 1,161.00
10/08/2022 WSALC 1,743.30
10/08/2022 The CDS Group 1,560.00
15/08/2022 Windowflowers 20,772.00
16/08/2022 SSE 1,083.13
16/08/2022 Maverick 4,500.00
24/08/2022 Rubicon Industries 1,800.00
24/08/2022 Maverick 1,800.00

F/084/22 – Bank Reconciliations

The bank reconciliations for the end of July and August 2022 were reviewed and signed by Cllr Travers.

F/085/22 – Southdown Meeting Room Chairs

The committee discussed the quotation from The Upholsters for the repair of the Southdown Meeting Room chairs. Concern was raised about the value of the quotation and asked the office to seek two further quotations. It was acknowledged that these chairs were from the 1950's and had an historical basis for the repairs.

Action: Clerk to seek two further quotes for the repair of the Southdown Meeting Room chairs.

F/086/22 – Cemetery – Compost Railway Sleepers

The committee discussed the introduction of compost railway sleeps at Carron Lane cemetery. Three sturdy compost bins would cost £1,560. While there were insufficient funds in the current cemetery budget line, money can be released from elsewhere in the budget to meet this need. However, it was agreed that this needed to be bought to the Cemetery Sub-Committee for ratification. It was proposed and agreed that the necessary monies would be made available to the Cemetery Sub-Committee, proposed by Cllr Lintott, seconded by Cllr Watts and agreed by all present.

F/087/22 – Actions

One action was closed, while three remain open.

F/088/22 - Matters of Report

None

There being no further business the Chairman closed the meeting at 8.15pm.

Signed: Date:.....
Chairman