



# Midhurst Town Council

A Meeting of the Finance, Asset and Policy Committee  
took place to be held at 7.36pm on Monday 28<sup>th</sup> November 2022,  
in the Town Council Offices, the Old Library, Knockhundred Row, Midhurst

## MINUTES

**Present:** Cllr M. Richardson (Chairman) Cllr J. Travers, Cllr G. McAra, and Cllr J. Hensey

**Officer:** Sharon Hurr, Town Clerk and RFO

**F/101/22 Chairman's Announcements:** None

**F/102/22 Apologies for Absence:** Cllr A Procter, Cllr D Fraser, Cllr C Lintott and Cllr R Watts.

**F/103/22 Declarations of Interest:** None

**F/104/22 Minutes of the Previous Meeting** – The minutes of the meeting held on 24<sup>th</sup> October 2022 were approved.

**F/105/22 Matters Arising from the Minutes of the Meeting Held on 24<sup>th</sup> October 26<sup>th</sup> 2022:** All matters on the agenda.

*Meeting halted for Public Participation Session*

### **F/106/22 Public Participation Session**

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

### **F/107/22 Financial Reports for October 2022**

The financial reports for the end of October were circulated prior to the meeting.

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

<b>Organisation</b>	<b>Details</b>	<b>Amount</b> (Excluding VAT where applicable)
The CDS Group	Cemetery Surveying	£1,800
Shelly Signs	St Ann's Signage	£1,074.00
Sussex	Cemetery Hedge Cutting	£948.00
SSE	Street Lights	£1,101.79
West Sussex County Council	Salaries (October 2022)	£8,152.52

### **F/108/22 Bank Reconciliations**

The bank reconciliations for the end of October were reviewed, and signed by the Chairman.



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**F/109/22 Southdown Meeting Room Chairs:** The Clerk reported that a third quotation had been received. Following discussion, it was decided to postpone the decision until the next meeting.

**F/110/22 Revised Forms:** Donation Applications/Terms and Conditions/Monitoring Procedure: The Clerk is continuing to undertake work on this matter and will report back further at a future meeting.

**F/111/22 Fidelity Guarantee – potential increase in cover:** The Clerk provided insurance premium costs to raise the cover from the £150,000 to either £200,000 or £250,00. It was proposed by Cllr Travers to increase the cover at annual renewal, which was seconded by Cllr Hensey and agreed by all present.

**F/112/22 Asset Register – update:** The Clerk explained there were a number of updates to the Asset, and Cllr McAra also confirmed that a number of assets were missing from the register:

Asset	Value	Removal or Addition
Double Fitness Station (Recreation Ground)	£1,232	Removal
Northern Gateway Sign	£18,602	Addition
St Ann's Hill Fencing	£2,200	Addition
St Ann's Hill Signage	£2940	Addition
Horse Trough (Entrance to North Street Car Park)	£1	Addition

**F/113/22 Review of Bank Accounts:** The Clerk explained that currently the vast majority of the Council's funds are with NatWest Bank and that consideration should be given to placing some funds with another bank for security against a NatWest falling into bankruptcy. Following a discussion, it was agreed to reconsider this matter in the new financial year.

**F/114/22 Review of Hall Fees, and Cemetery Fees for audit purposes:** Following a discussion it was agreed that all fees remain unchanged.

**F/115/22 Review of Financial Regulations:** The Clerk explained that the current Financial Regulations remain unchanged. It was proposed by Cllr Travers to re-adopt the regulations, which was seconded by Cllr McAra and agreed by all present.

**F/116/22 Actions – Review outstanding actions:** None

**F117/22 Matters of Report:** During the course of the meeting, the Clerk explained that roof of the machine shed was currently being tested for asbestos and it was likely that a replacement tin roof would be recommended. The Clerk further explained that roof adjoining the South Downs Meeting Room and corridor to the office and toilets at The Old Library were leaking and a visit from a roofing contractor was in the process of being scheduled.

**F/118/22 Date of Next Meeting – Monday, 3<sup>rd</sup> January 2023 at 7.30pm.**

There being no further business the Chairman closed the meeting at 8.30pm.

Signed: ..... Date:.....

Chairman

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