**A Meeting of the Finance, Asset and Policy Committee**

**took place to be held at 7.40pm on Monday 27th March 2023,**

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

**MINUTES**

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

**Officer**: Sharon Hurr, Town Clerk

**F/153/23 Chairman’s Announcements:** None

**F/154/23 Apologies for Absence:** None, all present.

**F/155/23 Declarations of Interest:** None

**F/156/23 Minutes of the Previous Meeting –** The minutes of the meeting held on 27th February 2023 were approved.

**F/157/23 Matters Arising from the Minutes of the Meeting Held on 27th February 2023:** None.

*Meeting halted for Public Participation Session*

**F/158/23 Public Participation Session**

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

**F/159/23 Financial Reports for February 2023**

The financial reports for the end of January 2023 were circulated prior to the meeting.

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

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount** |
| Playsafe | Playground Repairs | £994.80 |
| SSE | Street Lights | £940.70 |
| Showmen Events | Screen for Coronation | £2,154.60 |
| Atlanta Insurance | Van Insurance | £1105.61 |
| Total Energies | Old Library Electricity | £2,207.69 |

**F/160/3 Bank Reconciliations**

The bank reconciliations for the end of February 2023 were reviewed, and signed by the Chairman.

**F/161/23 Actions** – None.

**F/162/23 Lilac Working Group (LWG)– Delegated Expenditure:** Cllr Watts presented a report (see appendix one) and sought approval of Terms of Reference and Delegated Powers (for the LWC to spend £1,500 under delegated authority - see 2.5 of report). This was proposed by Cllr Lintott, seconded by Cllr Travers, agreed and therefore **RESOLVED** that LWG would have delegated power to spend up to £1,500.

**F163/23 Matters of Report:**

It was agreed on request by the Clerk that Cllr Travers and Cllr Watts will meet with the Clerk to review the detail of the budget for 2023-24, before it is uploaded to the finance software.

**Action:** Cllr Travers, Cllr Watts and the Clerk to meet to review the detail of the 2023-24 budget.

**F/164/23 Date of Next Meeting – Monday, 24th April 2023.**

There being no further business the Chairman closed the meeting at 7.49pm.

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

Chairman

*Appendix One*

**Lilac Working Group**

***Refurbishment and Utilisation of Lilac Cottage, Knockhundred Row, Midhurst***

**Terms of Reference and Delegated Powers**

**1.1 Working Group**

1.2 The Working Group currently consists of five Councillors: Cllr Watts (Chairman),

Cllr Hensey, Cllr Merritt, Cllr Fraser and Cllr Smallman, supported by the Clerk.

1.3 The Working Group will meet fortnightly/monthly, at the Town Council offices.

1.4 Notes of each Working Group meeting will be kept and submitted to the Finance, Asset and Policy Committee on request.

1.5 The Working Group will continue for a period of two years, and a review by full Council regarding whether it will continue for a further year or conclude will take place in February 2025.

**2.1 Finances**

2.2 A Public Works Loan Board Loan was granted of £500,000 to purchase the building at the cost of £425,000 and fund associated legal fees. The remaining funds will be utilised for part of the refurbishment costs.

2.3 Further funds will be sought via grant applications.

2.4 The Working Group will be permitted to spend up to £1,500 per item (not including VAT), to expedite matters without the requirement for ratification by Finance, Asset and Policy Committee or full Council.

2.5 Appropriate records of all expenditure will be kept and made available to Finance, Asset and Policy Committee or full Council via a regular update agenda item.

**3.1 Scope of Work**

3.2 To gain appropriate planning permissions as required for both change of use, and for the building to be refurbished.

3.3 To ensure the building is refurbished in accordance with planning permission/conditions to provide appropriate accommodation for community and Town Council use, and retain all original/older features wherever possible.

3.4 To ensure the building’s land/garden is improved to provide both safe access to the building and enhancement to the external appearance of the building.

3.5 To raise funds via grants to finance the refurbishment costs

3.6 To detail in draft the utilisation of the building for full Council approval.

**4.1 Aspirations of the Working Group**

4.2 To enable Midhurst Community Hub to operate on the ground floor.

4.4 To provide accommodation (permanent/ad hoc as appropriate) for other Community Organisations and the Town Council.

*22nd March 2023*