**A Meeting of the Finance, Asset, Community and Environment Committee**

**took place to be held at 7.30pm on Monday 10th July 2023,**

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

**MINUTES**

**Present**: Cllr D Coote, Cllr M Facer, Cllr D Fraser, Cllr McAra, Cllr J Travers, and Cllr Watts.

**In attendance**: Sharon Hurr, Town Clerk, and one member of the public, Mrs Laura Pinder.

**F/030/23 Chairman’s Announcements:** Cllr Watts took the chair, as Cllr Travers is currently required to rest his voice.

**F/031/23 Apologies for Absence:** Apologies had been received from Cllr Merritt.

**F/032/23 Declarations of Interest:** None.

*Meeting halted for Public Participation Session*

**F/033/23 Public Participation Session:** Mrs Pinder explained she was seeking permission to sell refreshments at Carron Lane Recreation Ground. Mrs Pinder will use a charging pack and therefore all noise will be limited. Mrs Pinder also confirmed she will use recycled cups and remove all rubbish generated by the sale of refreshments from the site.

The meeting was reconvened.

**F/034/23 Minutes of the Previous Meeting held on 12th June 2023:** The minutes were proposed as an accurate record and agreed by all present.

**F/035/23 Matters Arising from those Minutes:** Cllr Watts confirmed he would be meeting with an officer from West Sussex County Council the following day (11th July 2023) regarding the Community Highway Partnership.

The Clerk confirmed that the Events Officer had met on site with a number of Christmas Lighting providers and was now awaiting quotations.

**F/036/23 Financial Reports for June 2023:** The financial reports for the end of June2023 were circulated prior to the meeting.

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

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Details** | **Amount**  |
| West Sussex County Council | Salaries – June 2023  | £8,912.69 |
| Arthur J Gallagher Insurance  | Annual Premium | £5,311.10 |
| Earth Anchors | Private Family Bench for Cemetery  | £518.40 |
| SSE | Street Light Contribution | £1,172.39 |
| Anywhere Deckchairs  | Summer Street Party | £606.00 |
| Total Energies  | Electricity – Old Library | £899.51 |
| Sussex Land Works  | Cemetery Maintenance | £576.00 |
| Daniel Marchant  | Tree Surgery – St Ann’s Hill | £1,800.00 |

**F/037/23 Bank Reconciliations**: The bank reconciliations for the end of June 2023 were reviewed, and signed by Cllr Travers.

**F/038/23 Events** **Update:** TheClerk confirmed that plans were well underway for the Summer Street Party**,** including small farm animals for petting in the Curfew Garden (permission to use the garden granted by the Town Trust) and willow crafts. There would be music in the Market Square and the usual array of stalls and food trucks.

The Clerk also confirmed that twenty households had registered for the Jumble Trail on Sunday 16th July from 10.00am until 2.00pm.

Cllr McAra proposed a vote of thanks for the work of the Events Officer and Clerk.

**F/039/23** **Civic Activities and Rural Amenities:**

1. **Travel Survey:** The Clerk reported that Community Transport Sussex (CTS) had prepared a draft Travel Survey for Midhurst and were seeking comments and support from the Town Council. The survey focussed on travel for older people and people with mobility issues.

 **Action:** Cllr Coote and the Clerk to provide comments on the draft survey for CTS.

1. **Potential Coffee and Cake Horse Box – Carron Lane:** Following a debate, Cllr Fraser proposed giving permission to Mrs Pinder to site her refreshments Horse Box at Carron Lane, which was seconded by Cllr Travers and agreed by all present.

**F/040/23 Actions – Committee to review the outstanding actions:**

* + **Relocation of bins:** Cllr McAra confirmed he was in communication with the relevant officer at Chichester District Council, and was currently focussing on three bins; two at St Ann’s Hill, changing a dog bin to a general-purpose bin, and relocating a second bin closer to the nearest bench. The third bin at Bepton Road would be recited nearer to car parking area. Once these three bins have been actioned, Cllr McAra will request a replacement bin for the bin near to the bench by the bridge at St Ann’s Hill.

**F/041/23 Review outstanding actions:** None

**F/042/23 Matters of Report:** None.

**F/043/23 Date of Next Meeting –** 7.30pm, 11th September 2023

The meeting ended at 8.00pm.

**Signed:…………………………...........…...........…. Date..................................**

**Chairman**